PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
December 11, 2025

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/87304423500

CLOSED SESSION - 3:30 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.

WORK SESSION

4:25 p.m. - Discuss Golf Capital Improvements

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. PRESENTATIONS

1. K9 Officer Swearing-In Ceremony

2. Consideration to Approve Resolution 28-2025, a Resolution Naming the New Community Center "The Mine at City Park"
(A) Action

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Re-create 248 Update

2. September 2025 Sales Tax and October Budget Monitoring Report

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

V. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from November 6, 2025

VI. CONSENT AGENDA

1. Request to Approve an Amendment to the Interlocal Agreement between Park City School District and Park City Municipal Corporation Regarding School Resource Officers

2. Request to Approve Resolution 29-2025, a Resolution Adopting the General Retention and Classification Schedules of Park City Municipal Corporation Pursuant to the Utah Government Records Access and Management Act (GRAMA) and Replacing Resolution 37-11 in its Entirety

VII. OLD BUSINESS

1. Consideration to Authorize the City Manager to Execute a Design Professional Services Agreement with Methods Consulting, in a Form Approved by the City Attorney's Office, Not to Exceed $1,638,760, to Provide Design Services for the Construction of a Pedestrian Underpass across SR-248 by Snow Creek Drive Access Point
(A) Public Input (B) Action

VIII. NEW BUSINESS

1. Consideration to Approve the 2026 Sundance Film Festival Supplemental Plan and Level Five Special Event Permit for the 2026 Sundance Film Festival, in a Form Approved by the City Attorney
(A) Public Hearing (B) Action

2. Consideration to Approve Ordinance No. 2025-23 Amending the Land Management Code Sections 15-1-8 *Review Procedure Under the Code,* 15-1-12 *Notice*, 15-1-21 *Notice Matrix*, 15-15-1 *Definitions* and Chapters 15-8 *Annexation* and 15-10 *Board of Adjustment* to Comply with Changes to State Code, and Section 15-1-12.5 *Continuations*.
(A) Public Hearing (B) Action

IX. 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 Report

Subject: **Golf Capital Improvements**
Authors: **Vaughn Robinson & Jessica Morgan**
Department: **Golf & Budget**
Date: **December 11, 2025**

Recommendation

Review the golf consultant's prioritized capital list and determine which improvements the City should fund and how to fund them.

Executive Summary

On March 27, while preparing for the FY26 budget, Council directed Golf to hire a consultant to conduct a comprehensive operational and capital review of the course. Following a competitive Request for Proposals (RFP) process, True Club Solutions (TCS) was selected to undertake this project. On October 16, TCS presented their analysis, which outlined several key strengths, including the course's advantageous location, friendly staff, and higher-than-average participation. The analysis also identified challenges, including mounting deferred capital needs, the requirement for the course to begin paying for water, higher than typical labor expenses, and below market average green fees. Their report identified that, under the current circumstances, the Golf Fund cannot fully cover the proposed capital improvements needed to maintain and modernize the municipal course. TCS recommended addressing the capital funding shortfall by increasing resident fees. During the presentation, the majority of Council did not support raising resident fees and remained committed to keeping costs below market rates for local players.

Exhibit A outlines TCS's prioritized list of recommendations as a starting point to help determine which improvements the City should prioritize and the appropriate execution timeline. Once priorities are established, the next step will be identifying a funding strategy. The current Golf Fund balance is insufficient to cover the total investment for the improvements. If the City were to pursue all recommended capital improvements, there would be a gap of approximately $3 million after accounting for reserves (assuming the accuracy of the cost estimates provided by TCS). If the City pursues a phased approach, these funds would not be needed immediately, but would be needed as Year 3 approaches, which would allow the City time to solidify the funding strategy. Available options to close the gap include:

- A one-time capital transfer; or
- An internal loan from the General Fund that the Golf Fund would repay over a defined period.

Analysis

Golf Capital Plan

The Golf Fund is supported by greens fees, cart rentals, pro shop sales, and lessons. The Fund remains stable despite upcoming water charges and is expected to continue managing its operating costs and maintenance capital needs. In recent years, the Fund has built a cash balance of around $3 million. Golf will purchase new golf carts this fiscal year, with a budget of $510k. Historically, the General Fund has provided the Golf Fund with a loan for cart replacements. Since the fiscal year is still in progress, we recommend continuing this practice and issuing a loan from the General Fund for golf carts. This approach will preserve a greater share of the Golf Fund's balance to address the capital needs identified by the consultant. The financial table below reflects projections that exclude the golf cart payment. As the Fund balance is spent down, interest earnings will decrease, which may result in future years not concluding with the surplus net income currently projected.

Golf Fund	FY2025 Actuals	FY2026 Projection	FY 2027 Projection	FY 2028 Projection	FY 2029 Projection
Revenue	$ 2,829,807	$ 2,841,291	$ 2,972,935	$ 3,043,388	$ 3,115,195
- Operating Expenses	$ (2,062,154)	$ (2,124,018)	$ (2,187,739)	$ (2,253,371)	$ (2,320,972)
- Water Fee	$ (19,250)	$ (259,129)	$ (270,789)	$ (282,975)	$ (291,464)
- Capital	$ (175,566)	$ (287,000)	$ (287,000)	$ (287,000)	$ (287,000)
Net Income	**$ 572,838**	**$ 171,144**	**$ 227,407**	**$ 220,042**	**$ 215,759**
Ending Cash Balance	**$ 3,007,834**	**$ 3,178,978**	**$ 3,406,385**	**$ 3,626,427**	**$ 3,842,186**

TCS identified approximately $6.7 million in capital improvements needed for the course. Of this amount, $1.18 million is already included in the five-year capital plan for equipment replacement, resulting in $5.5 million in unaddressed capital needs. The Golf Fund is expected to have a fund balance of $3 million upon finalization of the FY25 financial statements. In alignment with the City's budget policy, the course should strive to maintain reserves equal to approximately 25% of annual operating expenses, which is estimated at $520k. Based on this reserve target, an estimated $2.5 million is available for capital projects. After applying the $2.5 million available, the remaining unfunded capital need is approximately $3 million. Future net income should not be relied upon to support capital needs until the capital schedule is finalized.

TCS recommends completing all improvements in the same year to minimize disruption, maintain contractor consistency, and reduce mobilization costs. A master plan developed by an architect would establish a long-term framework for renovations, address modern design needs, improve the pace of play, reduce liabilities, and ensure the course continues to serve the community well. If the City is unable to pursue renovations all at once, TCS has provided a prioritized list of improvements and timing, shown in the table below. TCS emphasized that even if the City pursues a phased approach, they still recommend hiring a design architect to guide and sequence the renovation work. Refer to Exhibit A for the prioritized list in the final report.

Item	Year 1	Year 2	Year 3	Year 4	Total
1. New Irrigation System			$ 2,600,000		$ 2,600,000
2. Bunker Renovation	$ 450,000				$ 450,000
3. Tee Leveling & Resurfacing	$ 395,000				$ 395,000
4. Green Renovation			$ 1,575,000		$ 1,575,000
5. Select Fairway Contouring	$ 20,000	$ 20,000			$ 40,000
6. Re-seed Fairways				$ 315,000	$ 315,000
7. Selective Cart Path Repair	$ 30,000	$ 20,000	$ 20,000		$ 70,000
8. Above Ground Fuel Storage Tank	$ 80,000				$ 80,000
Total	**$ 975,000**	**$ 40,000**	**$ 4,195,000**	**$ 315,000**	**$ 5,525,000**

As noted in the table, TCS estimated the cost of replacing the golf course irrigation at $2.6 million. Staff recognizes and agrees that replacement of the irrigation system is a top priority. To obtain a better understanding of the scope and actual cost of replacing the irrigation, staff is actively developing a scope of work/services for the purpose of issuing an RSOQ.

Once a design architect is selected and the cost to replace the irrigation is determined, other golf course renovations can be evaluated for their viability. Staff anticipate issuing the RSOQ in January 2026.

Staff is also actively working to address several areas related to the golf course that were identified in the TCS Assessment Final Report, including all the items outlined under *Evaluation of Liabilities* (pg. 46). In addition, 50% of the cart paths have already been repaved, with additional work planned next season. The golf maintenance team also leveled 9 tee boxes. This work was completed with existing staff and done in-house.

The Golf Team anticipates using the TCS Assessment as a resource to work towards continuous improvement of the golf course to ensure that it remains a valuable asset to the community.

Exhibits

Exhibit A: TCS Capital Recommendation
Exhibit B: TCS Final Report
Exhibit C: Staff Assessment of TCS Recommendations

Capital Needs Assessment

We recommend that the facility begin preparing for an irrigation renovation within the next 5 years. Irrigation systems are designed around golf course features with exact spacing and design layouts. There have been no significant capital improvements to the course features in over 25 years. All these features have aged and begun to suffer in performance. Without some renovation work to address the declining conditions, it will become more difficult to maintain a minimum standard for turf conditions across the golf course.

Any time a facility looks at renovating their irrigation system, close consideration should be made for additional renovation plans since irrigation design and installation is specific to your layout and features.

We would recommend that the city engage with a golf course architect to develop a master plan for future architectural changes tied to course renovations. A master plan lays out a roadmap for course improvements and aligns stakeholders on priorities. The architect will make design changes to accommodate the modern game. In addition, the architect looks at liabilities and other factors such as pace of play to suggest design changes. Since these changes can only be made as part of a renovation process, having the architectural piece aligned ensures the finished product will serve the community well for many years.

Given the age and current conditions, the City will need to address the critical systems below through renovation work in the coming years. TCS recommends performing all the work at once under the direction of a Golf Course Architect. If the only some of the work will be done, TCS recommends this priority:

1. Irrigation system
2. Bunker renovation
3. Tees and tee complexes
4. Greens and green complexes
5. Fairway grading, drainage and grassing
6. Cart path installation and repair

Capital Needs Assessment

The following is a summarized capital replacement list based on the capital discussion from the previous slides. Ideally, if the funds are available, all listed capital improvements should be accomplished in the same year to minimize disruption, maintain contractor consistency and minimize mobilization charges.

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Tee Leveling and Resurfacing	395,000					395,000
Select Fairway Contouring $1.70/Sq. Ft. (Allowance)	20,000	20,000				40,000
Bunker Renovation (~32,000 SF)	450,000					450,000
Greens Renovation (3 acres)			1,575,000			1,575,000
Selective Cart Path Repair	30,000	20,000	20,000			70,000
New Irrigation System (pipe, heads, control)			2,600,000			2,600,000
Re-seed Fairways (30 acres)				315,000		315,000
Above Ground Fuel Storage Tank	80,000					80,000
Maintenance Equipment ☆	441,000	317,000	132,000	244,000	50,000	1,184,000
Total	1,416,000	357,000	4,327,000	559,000	50,000	6,709,000

☆ These totals are detailed by piece in the equipment table on page 40.

True Club
SOLUTIONS
A Division Of TROON

Park City Golf Club

Park City, UT

TCS ASSESSMENT
FINAL REPORT
10.23.2025

- Objective & Work Performed
- Executive Summary
- SCOR
- Agronomy
  - Capital Needs Assessment
  - Evaluation of Liabilities
- Golf Operations
  - Management Practices & Guest Experience
  - Retail Merchandising & Beverage Cart
  - Capital Needs & Evaluation of Liabilities
- Sales & Marketing
- Financial Analysis
  - Golf Pricing Strategies
  - Pro Forma Summary
  - Fund Types & Capital Planning
  - Benchmarks
- Appendix
  - Full Pro Forma



TABLE OF CONTENTS

Objective & Work Performed



TCS' Objective

True Club Solutions' (TCS) general obligation is to provide advisory services and identify opportunities regarding the performance of Park City Golf Club.

This report is intended to provide an assessment of the current operation, the outlook for financial sustainability, and intermediate and long-term capital needs.





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RYAN STEMSRUD
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BRADFORD SCHAUB
DIRECTOR, SALES & MARKETING

THE TCS AND TROON TEAM

Work Performed

- TCS worked with Vaughn Robinson, Golf Manager, and Grant Herdrich, Procurement Manager, to finalize the Park City Municipal Corporation (PCMC) Design Professional Agreement which was executed on July 14th.
- TCS performed a site visit to Park City Golf Club (PCGC) on July 16th and 17th. The TCS team members visiting included Brian Hampson, Sr. VP of Science & Agronomy, Jeff Poling, VP of Golf Course Construction, and Ryan Stemsrud, Director of Operations & Analytics. The TCS team met with Vaughn Robinson and Tony Larsen, Golf Course Superintendent.
- A subsequent site visit on July 24th was performed by Bradford Schaub, Troon Director of Sales & Marketing. Bradford met with Vaughn Robinson.
- Following the site visit, TCS team member Ryan Stemsrud exchanged numerous emails with PCGC and PCMC team members Vaughn Robinson, Grant Herdrich, and Jessica Morgan, Sr. Financial Planning Analyst to collect additional information and clarify information previously received.
- TCS virtually attended a midpoint review on 9/18/25. In attendance from TCS were Brian Hampson and Ryan Stemsrud. Representing Park City were Vaughn Robinson, Tony Larsen, Grant Herdrich, Jessica Morgan, Ken Fisher (Recreation Director), Jed Briggs (Budget Director) and Luke Henry (Assistant City Attorney). TCS presented key findings and opportunities in the one-hour virtual conference call.
- TCS is scheduled to present key findings in a 45-minute presentation to PCMC City Council on 10/16/25.

Executive Summary



Executive Summary

Park City Golf Club (PCGC) is at a strategic inflection point related to its depth of its operational and market strategy. PCGC is in a Park City Municipal Corporation (PCMC) enterprise fund, where its ongoing operations and capital expenditures are intended to be funded through its annual profits. As the facility has aged, its capital needs surpass the enterprise funds cash balance, which was $2.43 million at the end of FY 2024. The course needs an irrigation system replacement which is estimated to cost $2.6 million, and that is only one of several capital needs which amount to over $6 million in total. This does not include lost profits during the irrigation renovation, requiring the course to partially or fully close. Additionally, PCGC will pay significantly more for irrigation water beginning in fiscal year 2026 (which started July 1, 2025). This water cost is approximately $230,000 annually compared to $10,000 - $20,000 in prior years from an outdated base rate. The course must now overcome both the new additional water expense and the capital funding shortfall.

PCGC is positioned as a resident focused, resident value driven golf course which serves as an excellent amenity for Park City residents. Park City is a world-class destination location, and PCGC has exceptional views, a nice a layout, good conditions and is centrally located. While PCGC does accept non-resident play at a significant premium vs. residents (100% increase on resident rate), it is estimated that only 30% of the play is non-resident. This is due to the booking policies, leagues, and pricing disparities that are intended by PCMC to favor resident access and affordability rather than market demand pricing. PCGC has increased rates each of the last couple years, but the increases have predominantly been on non-residents. PCGC also reintroduced an annual pass for Park City Residents this year, which was phased out previously and had a few remaining residents grandfathered in. The pass is $1,350 for unlimited golf, or $1,950 for unlimited golf including cart. These prices include the ~9.5% sales tax the course must deduct from the sales price, so net to the course is $1,780 for unlimited resident golf with cart.

PCGC had an average rate per round of $41.51 in fiscal year 2025. This is calculated by adding all the green fees, pass fees, and cart fees, and dividing that revenue by the total number of rounds played. In the pro forma and benchmarking section of this report, it is illustrated that $41.51 is below the median when comparing PCGC against similar revenue Clubs in seasonal markets.

Executive Summary

The course is extremely busy, playing nearly 50,000 rounds in a 6-month season and presenting a challenge for golf course maintenance to have time to maintain the course when golfers aren't present. This high utilization illustrates pricing power, as demand exceeds supply. In TCS' opinion, PCGC is at the current ceiling for non-resident pricing prior to renovations and operational changes but has ample room for increases to its resident and affinity program pricing. An increase of only $10 to the average rate would generate nearly $500,000 in additional annual revenue which will all flowthrough to the bottom line. Once capital improvements are made, agronomic best practices are followed resulting in improved conditioning, and service levels are commensurate with the fee, the non-resident rate can increase further as well. PCGC can lessen the amount of the rate increase on residents by modifying its booking policies to allow for more non-resident play. If non-residents are permitted to book further in advance than residents without an additional $15 surcharge, and the cap on the number of advanced bookings is increased, then the additional higher paying non-resident rounds will increase revenues.

In addition to adjustments to golf fee pricing and access, and a decrease in employee golf, TCS has identified opportunities for an increase in margin in both beverage cart operations and merchandising. There are also many sales & marketing recommendations that will have a positive effect on revenues. TCS has included best practices in each area, to include retail pricing strategies, that will have a positive effect on Net Operating Income.

PCMC has many different levers it can pull to increase revenues and overcome deferred capital at PCGC. Many golf courses struggle with finding enough golfers to support their ongoing operations. That is certainly not the case for PCGC. While the decision to increase resident pricing is not without conflict and consequence, TCS does not see an alternative path for PCGC to remain financially sustainable moving forward. While the course will need to receive funding for deferred capital in its current situation, with the proper pricing strategies, it should not have deferred capital moving forward. The capital table on the following page illustrates the future capital needs.

Executive Summary (continued)

The following table illustrates capital needs which are described and detailed in the agronomy section of this report.

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Tee Leveling and Resurfacing	395,000					395,000
Select Fairway Contouring $1.70/Sq. Ft. (Allowance)	20,000	20,000				40,000
Bunker Renovation (~32,000 SF)	450,000					450,000
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Total	1,416,000	357,000	4,327,000	559,000	50,000	6,709,000

★ These totals are detailed by piece in the equipment table on page 40.

TCS appreciates the opportunity to work with PCMC and submit this report. We look forward to presenting our findings to the City Council and welcome an open dialogue regarding the methodology. Additionally, TCS is happy to amend or revise sections of the report as requested by PCMC.

SCOR



Strengths

Challenges

Opportunities

Risks

- Located in the center of a world-class destination region with unmatched scenery. Location, location, location.
- Staff is friendly and knows most residents by name
- Golf participation rate in the local market is higher than the national average. Go to public course option for locals due to its accessibility and affordability for residents.
- Demand is very high and resident green fees are below market pricing, allowing stakeholders to increase rate as needed to cover capital needs
- Off-season revenue source is secured through lease of the golf shop and golf course to White Pine Touring for Nordic skiing
- Hotel Park City, a Marriott Autograph Collection hotel, is incorporated into the property, with the golf shop as part of the hotel building next to a Ruth's Chris Steak House. PCGC is able to "piggy-back" off the hotel marketing budget
- PCGC does not operate the a la carte food and beverage venues on property but does operate the beverage cart. A la carte service is resource intensive and financially risky, but the beverage cart can be lucrative with controlled costs and nominal labor.

Strengths

Challenges

Opportunities

Risks

- Deferred capital expenses are mounting and require a capital infusion to cover, beyond the annual income generated within the enterprise fund and its $2.5M cash balance
- While in-season pricing with cart is set at $110 for non-residents, and $65 for residents, the average green fee in fiscal year 2025 is $41 per round, including carts and pass revenue. This is due to heavily discounted resident pricing and pass programs which will take time to unwind.
- Golf Course infrastructure including greens, tees, fairways, bunkers and irrigation are all in need of modernization with no significant renovations over the last 25 years. These systems are nearing the end of their useful life with no ability to make operational improvements.
- Raising funds for capital replacement will be a slow process with the need to either reposition the course's finances in the general fund or pursue other capital generation options like special revenue bonds or general obligation bonds
- PCGC is at an inflection point related to its identity and strategy. It is trying to be both a price sensitive municipal course that caters to resident play with certain season pass holders averaging under $40 per round with cart, while hosting destination players and charging $110. The service levels and presentation of the facility do not align with a $110 green fee however the location and scenery help to offset that impact.
- Stakeholder pressures and precedent will make it difficult to backpedal on some of the aggressive pricing strategies like season passes and punch passes, limiting revenue growth and funding for capital expenditures
- In Fiscal Year 2025, 18,440 of the 49,064 total rounds were 9-hole rounds. (See pricing strategies section on page 101 for additional details).
- The club lacks a sense of branding across its digital and physical touch points lacking and branding guide and social media presence. The Club is also restricted by the City's website template and lack of professional imagery and videography.
- Salaries and wages are significantly higher than the benchmarked Clubs. Most of this can be attributed to the cost of employing individuals in a very high cost of living locale like Park City. Recruiting and training employees who are willing to commute from affordable areas like SLC does require an elevated wage.
- PCGC will have a $230,000 annual water expense starting in FY 2026, reflecting current City water rates. The course previously paid $10,000–$20,000 annually under an outdated base rate.

Strengths

Challenges

Opportunities

Risks

- Educate influential resident golfers on the deferred capital and the need to increase fees to cover these costs if they want the golf course to be sustainable long-term
- Eliminate season passes (again) and increase price of punch passes and resident rates, increasing revenue per round
- Redesign the punch pass program to separate 9-hole punch passes from 18-hole punch passes so that it will cost more to play 20 9-hole rounds than it will to play 10 18-hole rounds. Some of these 9-hole starts in the afternoon could be sold as 18-hole starts instead, which lowers revenue.
- After improving course conditioning and presentation and adding service for the arrival/departure guest experience, increase green fees, recouping the costs of improvement and securing the course's infrastructure condition
- Create restrictions on employee play, lowering comp rounds and replacing those rounds with paying guests
- Extend booking window for non-residents and open more tee times for non-resident advanced bookings
- The course needs renovation work given the age and condition of playing surfaces and infrastructure. A project of this size presents an opportunity to re-imagine the course architecture and appeal through an architect developed master plan.
- The course has an established email marketing system that is being underutilized. Integrate this system with the tee sheet to capture email addresses. Establish a weekly cadence in-season to communicate upcoming events, promotions and reminders to book their next tee time at the Club.
- Create a dynamic pricing strategy that encourages bookings during slow periods and maximizes revenues during high demand periods

Strengths

Challenges

Opportunities

Risks

- Golf market economics change and PCMC misses the opportunity to increase profits by capitalizing on the current period of historically high demand and pricing power
- Course conditions have been in a slow decline for some years as surfaces and soil structure have degraded over time. Without significant renovation work, this decline will continue while making it more difficult for the maintenance team to present a reasonably well-conditioned golf course.
- The irrigation system is over 25 years old and showing signs of poor distribution uniformity. The lack of uniformity is creating wet and dry areas throughout the course. This disrupts the visual appeal of the course while hurting playability and limiting rate increases.
- Technical agronomy decisions regarding fertility and weed control have led to significant populations of weeds and thin turf. If left unchecked, weed pressure will continue to choke out turfgrass, leading to poorer playing conditions.
- Resident green fees are not adequately increased to help cover both the $230,000 elevated annual irrigation water expense and deferred capital funding, with most of the financial burden placed on non-residents
- Rates are increased on non-resident play before noticeable improvements are made to the service levels and experience, resulting in guests seeking alternatives, leaving poor reviews, and not returning
- Current tee sheet software does not provide robust data on utilization, pricing, or customer behavior, limiting the club's ability to make data-driven decisions, optimize revenue, and justify future price assessments
- Outstanding liabilities need to be resolved. They include road crossings, fuel storage, pump access, volunteers, timeclock policies, handrails for bridges and green waste hauling.

Operational Opportunity Assessment

Agronomy



Agronomy Overview & Objectives

Brian Hampson, Senior VP of Science and Agronomy, and Jeff Poling, VP of Golf Course construction, performed a site visit on July 17th, 2025. Brian and Jeff met with Tony Larsen early in the morning, touring the maintenance facility, then toured all 18-holes of golf and practice areas and were joined by Vaughn Robinson and Ryan Stemsrud.

Within this section, TCS addresses opportunities for operational efficiency, identifies areas for cost savings and revenue enhancements, and reviews management practices, maintenance practices and turf management protocols. Additionally, a capital needs assessment is included.



Operational Efficiency & Cost Savings Opportunities

The team is currently performing all maintenance ahead of normal tee times. The first tee time is 6:48 and it changes with the sunrise. The course typically sees almost 300 rounds per day which forces the team to work fast. This means some maintenance is being deferred or limited due to the pressure of staying ahead of play to avoid disruption. The team needs one day a week with a 2–3-hour tee sheet block for maintenance to allow the team to take on more tasks such as cultural practices and weed control without the pressure and disruption from play. Once the course is full of players, it is exceedingly difficult for the maintenance team to work efficiently. The current operation impacts everyone negatively. It promotes deferred maintenance and ultimately forces the Superintendent to remove critical maintenance practices due to negative feedback from players.

The Maintenance team is always in a rush each spring, which means they must concentrate a significant amount of work into a week to prepare the course for opening. Given more time, they would be able to properly prepare the course and complete some more impactful work with a closed course. The team is often short-staffed at this stage of the season, and the Superintendent said it is difficult to get everything ready to open each season. An additional week or at least 12 days would go a long way to allowing time for the work to be completed.



Operational Efficiency & Cost Savings Opportunities

There is not a full-time mechanic based at the maintenance facility. The maintenance team check reels for sharpness and height of cut daily, but nothing more. That person is forced to lay on the ground to perform this work since the golf maintenance facility does not have an equipment lift. Normal repairs and preventative maintenance are handled by the public works department. This creates several extra steps to repair a machine and involves loading equipment on trailers and transporting them to the public works shop. TCS suggests a hybrid scenario where a full-time mechanic is based out of the golf maintenance facility with enough tools and equipment to complete basic repairs and preventative maintenance. When repairs require more help or a larger facility, the public works maintenance team can provide additional support as needed.

The turfgrass fertility program is dictated by a fertilizer salesperson without independent oversight. This incentivizes the salesperson to sell pre-packaged products with higher margins. TCS suggests using an independent soils consultant to design a flexible fertility plan managed by the Superintendent, sourcing nutrients from elemental products to improve turf density and health. The Superintendent should be making all fertility decisions.



Review of Maintenance Practices and Turf Management Protocols

Technical Agronomy Programming

The general condition and daily presentation of the golf course and its long-term health and sustainability is predicated on the quality of existing Technical Agronomy Programs. Technical programming encompasses some of the high level, scientific aspects of how the golf course playing surfaces are managed based on four categories of maintenance practices.

The following are the four main categories of technical agronomy programs that dictate what level of quality is expected on the golf course. Each have dozens of other elements and critical points that contribute to overall success and require some forethought to managing well into the future.





Fertilization and Soil Chemistry

- General Growth and Recovery
  - Superintendent uses a lean fertility program with very low Nitrogen, resulting in turf that ranges from acceptable to thin.

Review of Maintenance Practices and Turf Management Protocols

- No Plant Growth Regulators (PGRs) are used on greens, which is uncommon. PGRs combined with sound fertility improve density, rooting, and overall vigor.
- Annual soil tests, performed by the fertilizer distributor, show balanced nutrient ratios with no chemistry concerns. No corrective nutrient applications are needed.
- Greens: Fertility involves a spring granular application followed by a pre-packaged liquid "Plant Food" program from Ed Murdoch, the fertilizer salesperson. This cedes control of fertility to a vendor, creating a conflict of interest where sales, not results, drive recommendations.





Review of Maintenance Practices and Turf Management Protocols

- **Tees**: Fertility uses Andersons Contec DG granular with four applications per season.
- **Fairways**: Fertility uses Earthworks 8-2-2 (composted chicken manure with ammonium sulfate). Superintendent applies ~5 pallets per application, 4 times per year, equating to ~0.6 lbs. N/m.

- Managing Poor-Quality Irrigation Water
  - Wetting agents are used on greens, which is beneficial.
  - Water and soil tests show no quality concerns.
- Correcting Nutrient Imbalances
  - Soil tests show balanced chemistry; no corrective actions needed.

	Nutrient	Biostimulants		N		P	K	CA	Fe	Copper	Acid+SA	Acid+SA	Green		
	% Nutrient	Humic, Amino Acid, Chitosan, Carbohydrates, Salicylic Acid, Hormones		16% N	29%	20%	27%	10%	6%	Cu 5%	Penetrant oves Wat	Combo ves & Ho		NPK	K,Ca,S
	Analysis			16.2.7	28.0.0	4.20.22	0.0.27		12.0.0					50 lb	50 lb
		Adams Earth	Aquaritin Defend	16-2-4 25% SRN & Micros	29-0-0 50% SRN+ Ca, S & micros	4-20-22 DKP XTRA	0-0-27 (PolyPhosphite 30)	Sugar Cal (10% Ca)	6 Iron (12-0-0, 6% Fe, .05% Mn, 3.3% S)	Copper 5%	Flo Thru A-Plus	Hydration A-Plus	Turfgrass Pigment (4 x 1 gallon)	Propeat 13-5-8	pHusion KCS + (0-0-18) 10% Ca, 3% Mg, 16% S, 3% Mn 90 SGN
Application Rate oz per 1000		2.0-6.0	.14-.2	5.0-20.0	1.5-8	2.0-9.0	2.0-6.0	3.0-6.0	2.0-4.0	1.0-2.0	1.0-2.0	1.0-3.0	0.12-0.16	200 lbs acre	200 lbs acre
MAY	8-May													150	
	14-May	2.5	0.18		2.5	5.0				0.5	1.0				
JUNE	4-Jun	2.5	0.18		2.5	5.0				0.5	1.0				
	25-Jun	2.5	0.18		2.5		2.5			0.5	1.0				
JULY	16-Jul		0.18		2.5		2.5			0.5	0.5	0.8			
	30-Jul							5.0			2.0				
AUGUST	6-Aug		0.18		2.5	2.5				0.5	0.5	0.8			
	27-Aug		0.18		2.5		2.5			0.5	0.5	0.8			
SEP	17-Sep	2.5	0.18		2.5	5.0				0.5	1.0				
OCTOBE	8-Oct	2.5	0.18		2.5	5.0				0.5	1.0				
	29-Oct													150	

Current Fertilizer Programs

Review of Maintenance Practices and Turf Management Protocols

Managing Salt-Affected Turf

- Soil and water tests show no sodium or nutrient-related issues.

			Green 1	Green 6	Green 10	Green 14	Average
Sample Location							
Sample ID			317264	317265	317266	317267	
Lab Number			49	50	51	52	
Sample Depth in inches			3	3	3	3	
Total Exchange Capacity (M. E.)			9.09	10.17	10.43	10.63	10.08
pH of Soil Sample			7.6	7.3	7.4	7.8	7.53
Organic Master, Percent			2.20	2.11	2.37	1.98	2.16
ANIONS	SULFUR:	p.p.m.	67	29	44	46	46.5
	Mehlich III Phosphorous:	ppm	117	92	112	96	104.25
EXCHANGEABLE CATIONS	CALCIUM: ppm	Desired Value	1236	1383	1418	1445	1370.5
		Value Found	1505	1736	1790	1844	1718.75
		Deficit	0	0	0	0	0
	MAGNESIUM: ppm	Desired Value	130	146	150	153	144.75
		Value Found	113	97	96	94	100
		Deficit	-17	-49	-54	-59	-44.75
	POTASSIUM: ppm	Desired Value	141	158	162	165	156.5
		Value Found	61	53	50	48	53
		Deficit	-80	-105	-112	-117	-103.5
	SODIUM:	ppm	28	31	32	28	29.75
BASE SATURATION %	Calcium (60 to 70%)		82.78	85.32	85.79	86.73	85.16
	Magnesium (10 to 20%)		10.36	7.95	7.67	7.37	8.34
	Potassium (2 to 5%)		1.72	1.34	1.23	1.16	1.36
	Sodium (.5 to 3%)		1.34	1.32	1.31	1.13	1.28
	Exchangeable Hydrogen (10 to 15%)		0	0	0	0	0
TRACE ELEMENTS	Boron (p.p.m.)		0.77	0.69	0.67	0.67	0.7
	Iron (p.p.m.)		316	189	301	232	259.5
	Manganese (p.p.m.)		47	43	37	53	45
	Copper (p.p.m.)		1.58	1.63	1.87	1.82	1.73
	Zinc (p.p.m.)		9.85	9.59	13.87	15.84	12.29

ANIONS	SULFUR	ppm	43.19	16.12	30.25	28.59	29.54
	PHOSPHORUS	ppm	0.98	1.01	0.97	1.21	1.04
SOLUBLE CATIONS	CALCIUM	ppm	54.71	27.46	38.49	41.34	40.5
		meq/l	2.74	1.37	1.92	2.07	2.02
	MAGNESIUM	ppm	10.99	6.1	7.76	8.03	8.22
		meq/l	0.92	0.51	0.65	0.67	0.68
	POTASSIUM	ppm	11.97	5.6	6.24	8.5	8.08
		meq/l	0.31	0.15	0.16	0.22	0.21
	SODIUM	ppm	2.72	2.04	2.56	1.73	2.26
		meq/l	0.12	0.09	0.11	0.08	0.1
PERCENT	Calcium		67.04	64.91	67.66	68.18	66.95
	Magnesium		22.44	24.03	22.73	22.06	22.82
	Potassium		7.62	6.87	5.7	7.28	6.87
	Sodium		2.9	4.19	3.91	2.48	3.37
TRACE ELEMENTS	Boron (p.p.m.)		0.05	0.04	0.04	0.05	0.05
	Iron (p.p.m.)		0.82	0.71	0.88	0.65	0.76
	Manganese (p.p.m.)		0.36	0.23	0.26	0.2	0.26
	Copper (p.p.m.)		0.02	< 0.02	0.02	0.03	0.02
	Zinc (p.p.m.)		0.03	< 0.02	0.02	0.03	0.02

Review of Maintenance Practices and Turf Management Protocols

Pest Management

- Weed Control
  - Weed control is essentially absent. The Superintendent avoids herbicides, tolerates weeds, and occasionally uses organic products around high-traffic areas with limited success.
  - Years of neglect have created a large seed bank, leading to heavy weed pressure, especially in weak roughs. Improved fertility and turf health will reduce weeds.







Review of Maintenance Practices and Turf Management Protocols

- No pre-emergent herbicides are used. Weeds are present on every hole, with no evidence of post-emergent control. Healthy turf requires spring pre-emergent and post-emergent as needed.
- Turf lacks uniformity due to multiple grass species and weeds; establishing thresholds and standards would improve consistency.
- Moss is present on all greens despite four Quiksilver applications. Physical removal is needed to eradicate the moss.

- Poa Annua Management
  - Control is limited to Proxy for seedhead suppression, but it is not paired with a PGR, reducing effectiveness. Control is further complicated by diverse biotypes of poa.
- Preventative Fungicide Program
  - Fungicide use is minimal. Past outbreaks of spring and winter disease have damaged surfaces. A preventative program would reduce risk.



Review of Maintenance Practices and Turf Management Protocols



Cultural Practices

- Aerification
  - Greens and Tees receive one spring hollow-core aerification (3/8" tine, 2–3" spacing). Greens should be aerified at least twice per year with a hollow core tine no smaller than 5/8" at 1.5" to 2" spacing.
  - Fairways receive one Renovaire application with spoon tines; plugs are left on the surface after drying. The standard approach would include pulling a core from a traditional aerifier that is capable of tighter spacing and deeper penetration. Fairway aerification should be performed twice per year with a hollow tine followed by returning the cores to the surface.
- Verticutting
  - Greens are only verticut monthly in conjunction with topdressing; tees and fairways are not receiving any verticutting. Greens should be verticut throughout the growing season lightly for canopy management 3-6 times monthly dependent on growth habit.
- Topdressing
  - Greens are topdressed monthly during the growing season. Tees and Fairways receive none. Greens should be lightly topdressed every 7-14 days.
- Mowing
  - Mowing and rolling practices meet industry standards with no concerns.

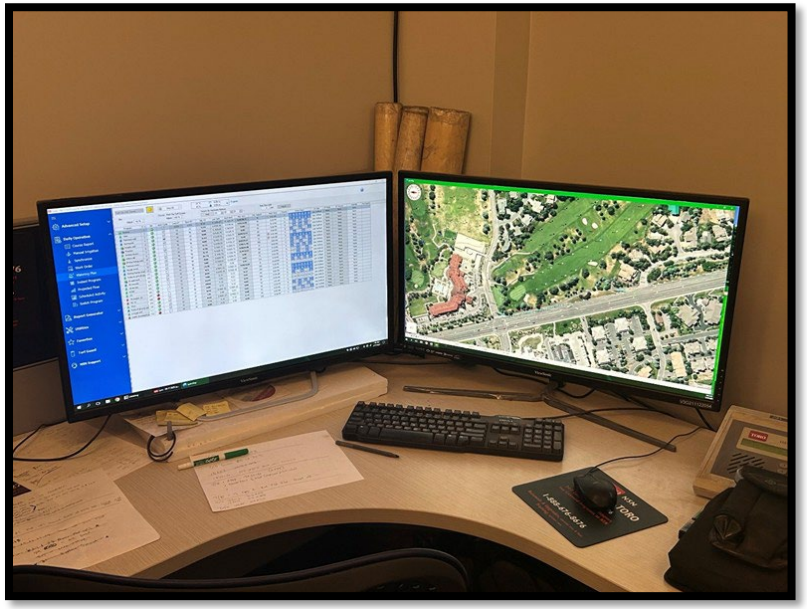




Review of Maintenance Practices and Turf Management Protocols

Irrigation

- Greens
  - Greens are watered nightly rather than deep and infrequent. This creates a wet surface conducive to moss and disease. A deep/infrequent program is recommended.
- Course-wide
  - Irrigation runs nightly for set minutes per area rather than with ET rates. This causes inconsistent application and conditions. Using ET data would improve accuracy and uniformity.
- System Auditing
  - Auditing occurs only when issues arise. With 30-year-old components, a full audit would likely reveal improvements in distribution and runtime.
- Water Use Tracking and Infrastructure
  - Control System: Installed in 2011 and fully functional but detailed daily water-use logs are not kept. Tracking pump station, central computer, and water source usage is recommended.





Review of Maintenance Practices and Turf Management Protocols

- **Pump Stations**: Front 9 has updated components; Back 9 (2010 Flowtronics) has 5–10 years left. Consolidating to one station in the future would reduce costs and improve efficiency.
- **Lakes/Ponds**: No current issues.
- **Wells/Delivery Systems**: Managed by Public Works; no concerns.
- **Water Treatment**: Water and soil tests show no issues with irrigation water quality.

Review of Management Practices

Staffing Overview

- The department employs 17 seasonal staff and 2 Assistant Superintendents, one of whom is seasonal. This brings the total in-season staff to 20 employees, which is below the typical range of 22–26 staff needed to meet maintenance demands.
- Hourly wages for seasonal staff range from $26–$30, which is above the current national average of $18–$24.
- The Assistant Superintendent earns $38.47 per hour, with some overtime opportunities. This is a competitive rate, aligning with industry salaries ranging from $50,000 to $100,000+ depending on the market.

Review of Management Practices

- The Superintendent earns $109,841 annually, with overtime opportunity and a five-day workweek. This is considered a competitive salary for the role and responsibilities.
- Equipment repairs are performed by Public Works at their facility. Golf Maintenance staff only handle reel adjustments before mowing.
- There are currently no full-time staff dedicated to equipment repair, irrigation repair, or spray applications.
- It is recommended to add a full-time Irrigation Technician, Spray Technician, and Mechanic to support the Superintendent. Without these roles, critical tasks are deferred or handled by the Superintendent, which is insufficient to meet the golf course's maintenance needs.

Capital Needs Assessment

The irrigation system is reaching the end of its useful life. The piping network, irrigation heads, valves and fixtures date back over 25 years. The industry standard for expected use of a modern irrigation system is as follows.

- Irrigation system 10-30 years
  - Control System 15-30 years
  - Pump Station 15-30 years

Capital Needs Assessment

We recommend that the facility begin preparing for an irrigation renovation within the next 5 years. Irrigation systems are designed around golf course features with exact spacing and design layouts. There have been no significant capital improvements to the course features in over 25 years. All these features have aged and begun to suffer in performance. Without some renovation work to address the declining conditions, it will become more difficult to maintain a minimum standard for turf conditions across the golf course.

Any time a facility looks at renovating their irrigation system, close consideration should be made for additional renovation plans since irrigation design and installation is specific to your layout and features.

We would recommend that the city engage with a golf course architect to develop a master plan for future architectural changes tied to course renovations. A master plan lays out a roadmap for course improvements and aligns stakeholders on priorities. The architect will make design changes to accommodate the modern game. In addition, the architect looks at liabilities and other factors such as pace of play to suggest design changes. Since these changes can only be made as part of a renovation process, having the architectural piece aligned ensures the finished product will serve the community well for many years.

Given the age and current conditions, the City will need to address the critical systems below through renovation work in the coming years. TCS recommends performing all the work at once under the direction of a Golf Course Architect. If the only some of the work will be done, TCS recommends this priority:

1. Irrigation system
2. Bunker renovation
3. Tees and tee complexes
4. Greens and green complexes
5. Fairway grading, drainage and grassing
6. Cart path installation and repair

Capital Needs Assessment

These features combine to create what is essentially a full course renovation to modernize infrastructure and design elements simultaneously. During this process it would be prudent to review opportunities for turf reduction. With the increasing costs of water for the golf course, removing turf from out of play areas has numerous benefits, including sustainability, efficiency, and fiscal performance.

Needed Renovations:

- Tee box reconstruction and leveling.
  - All tee boxes need to be stripped and re-leveled as settlement has occurred over the years, even on the newest set of tees on #11. The probable cost to strip/re-level/re-sod (3 acres) is $395,000 within the next year.
- Fairway re-contouring and drainage improvements.
  - Fairways have some trench settlement in places which could be sod-stripped and soil backfilled to establish smoother grades. Recommend performing this work in-house before opening in the spring of 2026. Also, #18 approach should be sod-stripped, graded, and re-sodded to allow for a better finishing-hole experience. The probable cost for selective re-contouring is $40,000.
- Bunker renovation, including sand replacement and drainage system upgrades.
  - Most bunkers are contaminated with silt, stones, and gravel. The recommendation for a better golfing experience is to renovate all bunkers that are strategically in play and remove those which are not. The probable cost to renovate and remove/reduce approximately 32,000 SF is $450,000 within the next two years.

Capital Needs Assessment

- Green complex redesign and reconstruction, ensuring proper slopes for efficient drainage.
  - Four greens are supposedly built to USGA specifications (11, 18, and the two practice greens); the remaining ones are original push-up greens. Two greens (6 & 14) have too much slope on their surfaces and should be re-designed. For consistency in agronomic practices and improved playability, the recommendation is to remodel and seed all the greens (3 acres) to the same specifications within the next one to three years at a probable cost of $1,575,000.
- Installation of new cart paths or repair of existing cart paths.
  - 32,000 SF of cart path is scheduled to be repaired (via over-lay) in October 2025. TCS recommends adding another 10,000 SF to the capital budget over the next three years at $70,000 total, including grading and sodding to create smoother transitions from cart paths to turf. Also, strip, re-grade, and re-sod where the cart path once was on #6.



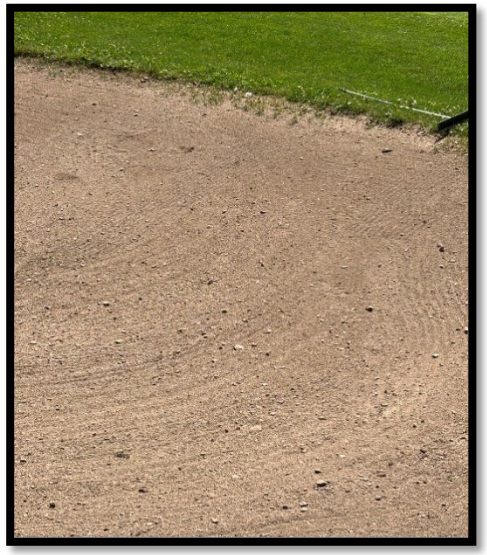
Fairway Trench Settlement



Unlevel Tees



Uneven Cart Path Transition to Turf



Bunker Sand Contamination

Capital Needs Assessment

Irrigation System Analysis:

- Irrigation control system
  - The control system is Toro Lynx communicating with E-Osmac satellites. The control system was installed in 2011. Any future renovation of the irrigation system should include an upgrade to a modern satellite. At that time, the computer should also be evaluated for replacement depending on age and performance.





Capital Needs Assessment



Example of a weather station for evapotranspiration (ET) rate

- Implementation of soil moisture sensors for targeted irrigation
  - Soil positioned moisture sensors are less useful and less effective today. A moisture sensor can only provide a data point in a specific location amongst many acres of variability. For this reason, we suggest the use of handheld moisture meters that can be used around the course throughout the day. The next best step for the team is to audit the irrigation system and begin irrigating the course with a daily ET rate from an onsite weather station.
- Irrigation Mainline
  - The irrigation mainline is original to irrigation that pre-dates 1990 meaning that this piping material is coming to the end of its useful life. Any irrigation system upgrades or renovations should include replacement of the irrigation system mainline.
- Irrigation Lateral lines
  - The lateral lines were installed at the same time as the mainline and they should also be slated for replacement with any irrigation system upgrades.
- Sprinkler Heads

  There is a mixture of sprinkler head models throughout the golf course. Most of the heads date back to the early 2000's or 1990's. These heads are too old and worn to consider for further use. Any system upgrades should include replacement of all irrigation heads throughout the golf course.

The probable cost to replace the irrigation systems is $2,600,000, and includes pipe, sprinkler heads and irrigation control.

Capital Needs Assessment

Landscape Improvements:

- Remove invasive plant species.
  - The course has high populations of garlic, mustard, thistle, dandelion, clover and other broadleaf weeds. There should be a comprehensive weed control strategy in place that uses both pre and post emergent herbicide strategies in conjunction with good agronomics.
  - The course has a large population of mature willow trees, and they are not native to this location. The willow trees create a significant amount of leaf and tree debris on the ground, requiring regular cleanup by the staff. Willow trees also have a high demand for water and compete with turfgrass for soil moisture. As a result, Willow roots are at or above the surface in many locations. Exposed roots cause unnecessary wear and tear on machinery while posing a risk for golfers playing shots out of the rough. Replacing the mature Willow trees with a native species is recommended going forward to reduce water use and labor hours cleaning up debris.





Capital Needs Assessment

- Introduction of native plants and trees to improve course aesthetics and playability.
    - Selecting native tree species going forward is a smart choice as mentioned above. Good choices to replace Willow trees include Oak and Maple cultivars that are native to the region.
- Creation of naturalized areas to reduce maintenance requirements.
    - Given the significant cost of maintenance and the irrigation requirements, we would not recommend installing "native grass" type areas around the property. There needs to be some consideration for pace of play when discussing the addition of native areas. Given the high round counts and daily play, this would be another burden to the facility in terms of the golf experience.



Capital Needs Assessment

Cart paths and signage:

- Each tee has a hole sign with yardage information in addition to ball washers and trash cans. The FF&E looks dated and worn with no consistency in colors and textures being used. Ideally, guests are met with a consistent setup at each hole featuring FF&E that is befitting of the facility.
- There are no signs between holes to direct traffic to the next tee or back to the clubhouse.
- Cart path repair and needs:
  - Cart paths are limited to green and tee complexes with more pavement to move traffic from one hole to another.
  - The overall condition of the cart paths on a ten scale is 3 or 4 with most of the asphalt paths having significant cracking, buckling and damage. These conditions create a bumpy ride for guests.
  - Since cart paths are truncated at access and egress points, most of these transitions have significant turf loss and soil disruption. Many present themselves as a muddy hole or patch of thin turf that guests must drive through to access the hole for play.



Maintenance Facilities and Equipment

The Golf Maintenance facility was clean and organized during our visit. The layout of the yard functions well given the space limitations. The break area and offices are well appointed and conducive to a positive work environment.

The fuel tanks at golf maintenance are currently temporary tanks in the back of a dump truck. This does not meet regulatory standards for an established business, and plans should be made for installation of an approved and certified permanent above ground fueling station within Utah state regulations for above ground storage tanks.

Lastly, the team does not have an equipment lift for checking reel to bed knife contact and height of cut on reel mowers. This is a practice that should be done every time a mower goes out on the golf course. A typical mechanic would be expected to check 800-1000 reels per year. Without a lift, the person checking these reels must lay on the floor and crawl around the machine to access the reels. Installing an equipment lift would improve worker morale, efficiency, and accuracy while reducing the risk of injuries.

The golf maintenance equipment inventory is a good mix of some older and newer machines. There have been ongoing purchases as needed to replace aging equipment.

- Everything has been bought outright and there are no equipment leases in place at this time.
- Manufacturers build for a life expectancy of 5000 hours. We typically use 4000 hours as a number that should trigger plans for replacement as the repairs become quite expensive at this stage of life for a mower or tractor.

Capital Needs Assessment

- Concerns regarding the existing fleet:
  - Both Jacobsen tractors are original to the facility and bought in 1990. These tractors are at the end of their life while also lacking the size and horsepower needed to operate modern implements such as top dressers or aerifiers. Both tractors should be upgraded ASAP.
  - The Toro 3100-D trim mowers are at 4200 hours and should be planned for replacement.
  - The Toro 4700-D rough mowers are both over 5000 hours with one of them replaced recently. Planning for replacement of the other mower should also be under way at this time.
  - All other equipment is at 2500 hours or below and should continue to perform well with good preventative maintenance.
- In speaking with the Superintendent, he shared the following pieces of equipment that they currently need today, and I agree with this assessment.
  - Two tractors for multiple implements ~ 50K each
  - Fairway Aerifier - The team is currently using a spooning machine, and this would be a significant upgrade to improve aerification. Requires a new tractor to support the machine. ~ 55K
  - A fairway verticutter would allow for better surface management of fairway turf. ~ 18K



Capital Needs Assessment

Green = good for now

Yellow = plan to replace

Red = replace soon as possible

Equipment List/Needs, Condition, and Recommended Replacement					2026	2027	2028	2029	2030	Total
Qty.	Make/Model	Year	Hours	Notes						
1	FORD F-250 SUPER DUTY	2024		Good						
1	CHEVY K-3500 1 TON	1998	35071	Plan to replace		92,000				92,000
1	PRIMO VANTAGE	2014		Plan to replace				50,000		50,000
2	YAMAHA ADVENTURER 2 #1	2011		Replace	24,000					24,000
1	CLUB CAR ZERO EMMISSIONS	2023		Good						
1	CLUB CAR EFI	2023	N/A	Good						
2	TORO WORKMAN	2025	N/A	Good						
1	TORO ELECTRIC WORKMAN	2014		Plan to replace		14,000				14,000
3	TORO WORKMAN	2009	2144	Plan to replace	50,000	25,000				75,000
1	TORO 3550	2025	N/A	Good						
1	TORO 3100-D	2004	4267	Replace	86,000					86,000
1	TORO 4700-D	2025	N/A	Good						
1	TORO 4700-D	2011	5107	Replace	108,000					108,000
2	TORO 5010-H	2017	2567, 2551	Plan to replace				180,000		180,000
1	TORO 5040 SANDPRO	2017	1041	Good						
1	TORO 5040 SANDPRO	2020	819	Good						
1	TORO PROCORE 648	2020	N/A	Good						
1	TORO TEE AERIFIER	2020	N/A	Good						
2	TORO 3370	2023	N/A	Good						
2	TORO 3360	2025	N/A	Good						
1	JACOBSEN ECLIPSE 322	2013	2309	Plan to replace			86,000			86,000
2	JACOBSEN ECLIPSE 322	2011	3257, 2860	Plan to replace		172,000				172,000
1	Big Tex Trailer	2024	N/A	Good						
2	JACOBSEN G20D	1991	5890, Unknown	Replace	100,000					100,000
1	SMITHCO SWEEPSTAR 60	2015	755	Plan to replace					50,000	50,000
2	SMITHCO ROLLER	2016	302, 377	Plan to replace			46,000			46,000
1	GRASSHOPPER	2008	671	Good						
1	BOMBARDIER SKI-DO	2005		Good						
	CAT 279D SKIDSTEER	2019	806	Good						
	BUFFALO BLOWER	2012	N/A	Plan to replace		14,000				14,000
	TURFCO BLOWER	2014	N/A	Plan to replace				14,000		14,000
1	TORO 1298 FWY AERIFIER	TBD	N/A	New – N/A	55,000					55,000
1	VC-60 VERTICUTTER	TBD	N/A	New – N/A	18,000					18,000
					441,000	317,000	132,000	244,000	50,000	1,184,000

Capital Needs Assessment

The following is a summarized capital replacement list based on the capital discussion from the previous slides. Ideally, if the funds are available, all listed capital improvements should be accomplished in the same year to minimize disruption, maintain contractor consistency and minimize mobilization charges.

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Tee Leveling and Resurfacing	395,000					395,000
Select Fairway Contouring $1.70/Sq. Ft. (Allowance)	20,000	20,000				40,000
Bunker Renovation (~32,000 SF)	450,000					450,000
Greens Renovation (3 acres)			1,575,000			1,575,000
Selective Cart Path Repair	30,000	20,000	20,000			70,000
New Irrigation System (pipe, heads, control)			2,600,000			2,600,000
Re-seed Fairways (30 acres)				315,000		315,000
Above Ground Fuel Storage Tank	80,000					80,000
Maintenance Equipment ☆	441,000	317,000	132,000	244,000	50,000	1,184,000
Total	1,416,000	357,000	4,327,000	559,000	50,000	6,709,000

☆ These totals are detailed by piece in the equipment table on page 40.

Long Term Plan

Agronomy Planning Points

- Operational Efficiency
  - Establish a maintenance block on the tee sheet to allow maintenance to conduct work ahead of play for critical tasks such as cultural practices and fertilization.
  - Give the team more time to prepare the course each spring. Extend the current week of opening activities to the following Thursday to give the team four more days to prepare the course each spring. This still leaves the opening weekend for players and guests.
  - Establish a full-time mechanic at the maintenance facility to speed up repairs and minimize the transporting of equipment to Public Works.
- Technical Agronomy Programming
  - Fertility – The course should use an independent soils consultant to give recommendations each season. The fertility plan should be created and administered by the Superintendent with a focus on building the program from elemental nutrient sources. The current program relies on input from a salesperson and does not account for good plant nutrition based on current conditions. The current program is pre-packaged and offers no flexibility for the Superintendent to make changes in real time.

Long Term Plan

- Pest Management – The facility lacks a comprehensive weed control program, and this should be addressed at once. In addition, there should be a basic preventative fungicide program in place to protect greens health through the growing season and into the winter months.
- Cultural Practices – The level of cultural practices currently taking place is exceptionally low. None of the surfaces receive enough cultural maintenance to keep up with normal thatch accumulation. The following program points should be implemented to ensure health playing surfaces.
    - Greens - Topdress and verti-cut every 7-14 days through the growing season. Aerification should be twice annually with a 5/8" hollow tine on 1.5" spacing to disrupt 13.64% of the greens surface.
    - Tees – Should be topdressed 4-6 times through the growing season in addition to twice annual aerification with a hollow tine no smaller than 5/8". Tees should also be deep verti-cut 2-3 times during the growing season.
    - Fairways – Aerification at a minimum of once per year with a ¾" hollow tine and those cores are returned to the surface. Verti-cutting should be done on fairways 2-3 times during the growing season. Topdressing can be used on a spot-application basis to address any challenging drainage or other concerns.
- Irrigation
    - The system should be fully audited to verify that the field data matches exactly with the data in the central computer. Once the audit is complete, the system should run based on a daily Et rate. Greens should be managed with a deep and infrequent philosophy where the greens receive a deep cycle of water followed by several days of dry-down time before receiving another deep cycle of water to restart the process.

Long Term Plan

- It is highly recommended that course staff start maintaining detailed daily water logs for the central computer, irrigation pump station and incoming water sources. The difference in those three values will give the Superintendent information about potential water losses in addition to valuable water use data for state regulators.

- Staffing and Organization
  - The department should have a full-time irrigation technician, spray technician and mechanic. These are three of the most valuable positions within the team structure and they are missing today. Hiring these positions would push down some responsibility from the Superintendent to these staff members, allowing for more work to be completed each week.
  - Shift some of the mechanical work from Public Works to the maintenance department. It's understandable to lean on an added resource for large, more complicated repairs. However, there is a lot of work that can be done at the maintenance facility, saving time and improving efficiency for everyone. There is a small workspace available, and this would not require a substantial investment to get started.
- Enhance Course Aesthetics
  - Immediate implementation of a broadleaf weed control program would significantly clean up turf uniformity since many portions of the course are heavily infested with weeds today.
  - Begin addressing the mature willow trees that are so dominant on the golf course. A plan for removal and replacements would be smart as these trees are mature enough that they are starting to fail or create bigger challenges to course maintenance. It would be better to source a native tree species that will grow and mature as expected given the climate.

Long Term Plan

- Maintenance Equipment and Facility
  - The equipment fleet is a mix of some older and newer machines with a good balance of the two. There have been regular purchases to replace older machines with more expected each season.
  - There is an immediate need for some tractors and an aerifier. There are a couple of mowers on order today and the team is waiting for them to arrive.
  - Going forward, a rolling capital replacement plan built from the inventory would be a smart way to manage upcoming purchases. If you use 4,000-5,000 hours as a useful life, you can plug in future planned purchases and replacement costs for each piece of equipment.
  - The only upgrade needed to the facility itself is to carve out some space for an in-department mechanic to begin performing basic repairs and maintenance at the maintenance facility instead of moving machines over to Public Works.

Evaluation of Liabilities

Road Crossings

- The road crossing to access the first tee is laid out as an unmetered crosswalk for golf carts. Traffic on the roadway moves fast and we saw several uncomfortable situations watching carts make this crossing. It is recommended that the city evaluate traffic patterns and whether some traffic control for cart crossings is merited.

Foot bridges with no handrails

- There are multiple rudimentary foot bridges around the golf course to allow foot traffic to cross ditches and waterways. Many of these bridges do not have handrails installed. General guidelines for public safety require that foot bridges with a 30" drop or greater require a handrail at least 42" in height. We recommend that any foot bridges that fall under this description be replaced or have handrails installed to prevent injuries or accidents.

Lack of an equipment lift

- The maintenance team checks mower reels for sharpness and height of cut daily. That person is forced to lay on the ground to perform this work since the golf maintenance facility does not have an equipment lift.



Evaluation of Liabilities

Fuel Tanks at Maintenance Facility

- Golf course maintenance fuel is supplied from a portable tank located in the back of a dump truck. Golf maintenance staff drive this truck to a filling station located at public works to fill the tanks on a weekly basis. Routinely hauling a couple hundred gallons of combustibles lends itself to some serious risk and liabilities. Given the longevity of the business, using a temporary fueling facility long term would not pass regulatory compliance standards for fuel storage. Golf course maintenance operations typically use an Above Ground Storage Tank (AST's) to store fuel. AST's eliminate the risk of fuel leakage from underground storge tanks and have less stringent regulations for oversight. They also don't take up a lot of space with typical installations taking up less than 500 square feet.





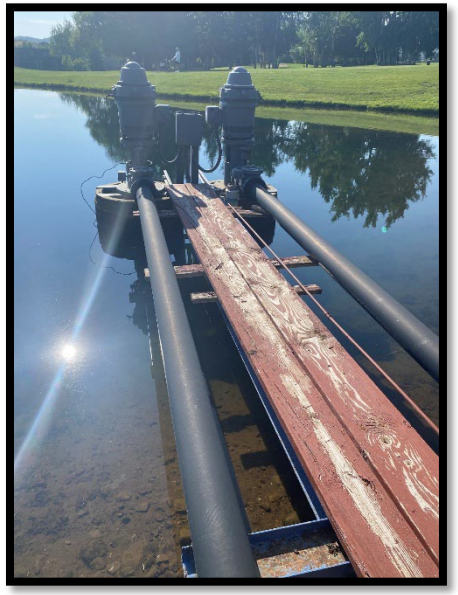
Example of proposed solution. A 1,000-gallon AST is estimated to cost $80,000.

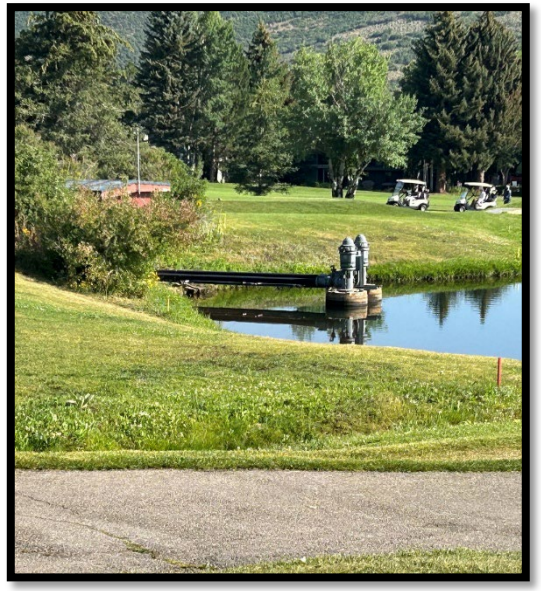


Evaluation of Liabilities

Accessing Irrigation Pumps at Irrigation Lake

- The irrigation pump station utilizes an older design where the pumps sit outside the pump station vertically mounted directly into the lake. Newer pump stations have an enclosed wet well inside the building to access pumps. Given the nature of the lake installation, staff and service personnel must walk across some thin wooden planks to access the pumps for service. These rudimentary foot boards are not stable enough or large enough to provide safe working conditions. We recommend that access be improved with normal safeguards for service and repair work to be done.
- There is a 4" conduit permanently installed across the doorway access to the pump station. Staff and service workers must step over the conduit to access the equipment. Given the nature of service and repair work, any type of tripping hazard exposes workers to high voltage electricity when servicing equipment. This safety issue should be addressed as soon as possible to comply with OSHA regulations.







Evaluation of Liabilities

Green Waste Hauling

- The maintenance staff does not have an onsite dumping facility for green waste. The workaround to this challenge is that the team uses a city owned truck and trailer to transport green waste to a local recycling center. This extra work pulls hourly staff members away from the work taking place on the course.
- In addition, multiple trips per week for these dumping activities exposes the city to auto accidents and driver liability that should be avoided. Creating space for a roll-off dumpster to collect green waste would allow staff to stay engaged on the course while avoiding potential liabilities.



PCMC has requested that TCS prioritize these liabilities based on order of importance. TCS believes all liabilities should be reviewed and addressed as soon as possible. If PCMC must approach them in phases due to cost or other constraints, TCS suggests the following order: 1) Road crossings, 2) Pump station, 3) Equipment lift, 4) Foot bridges, 5) Waste hauling, 6) Fuel tanks.

Operational Opportunity Assessment

Golf Operations



Guest Experience

Golf Manager Vaughn Robinson and his team provide a welcoming, guest-friendly environment. The residents are known and addressed by name and made to feel special and unique. The general guest experience is positive, however there are opportunities to improve, particularly with the driving range and in merchandising. Opportunities are shared below.

- Golf Shop
  - Food and/or beverage for personal consumption should not be visible behind the counter. Staffing should be appropriate to allow team members a proper meal break to avoid eating in front of guests.
  - Find a discrete solution for the video camera surveillance where guests can't see the prevalence and extent of the monitoring occurring.
  - Ensure golf shop is clean, dusted, folded and decluttered everyday. Guests should be able to freely move throughout the merchandise floor from fixture to fixture.
  - Doors to staff offices and storage closets should always remain closed to separate the front of the house presentation and professionalism from the back of the house conversation and clutter.
- Phone/Website
  - The phones are very busy however it is important to take the time to provide a proper greeting. Currently the phones are answered "Park City Golf" or "Park City Golf, can you hold". Recommend "Thank you for calling Park City Golf Club, this is [Name], how may I assist you?"
  - The Park City Golf Club website is part of the guest experience and needs improvement and ongoing maintenance. Detailed improvements for the website are included in the Sales & Marketing section.

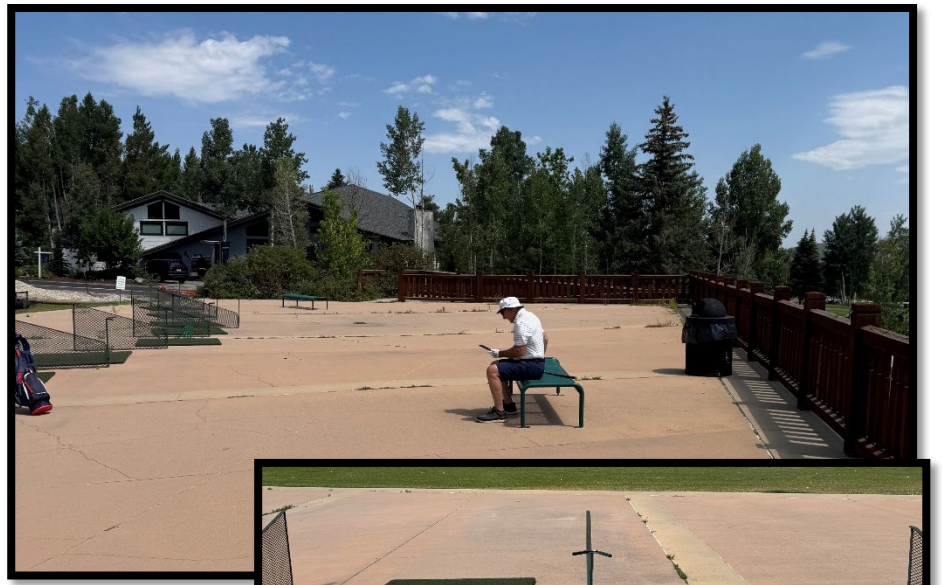
Guest Experience

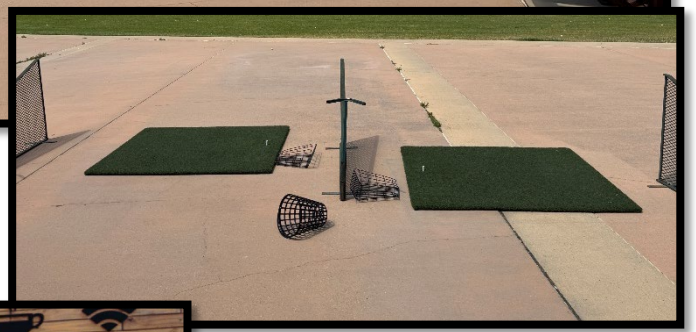
- Practice Facility
  - The golf course has a driving range with mats and a range ball machine, two putting greens, and a chipping area that juniors use. The putting greens are adequate, however the chipping area could use more attention agronomically.
  - The driving range is limited to 200 yards deep, preventing the use of drivers and hybrids for many golfers. Range balls are provided via a range ball machine that does not provide a good experience or aesthetic and sets the wrong tone with the disclaimer and warning of camera supervision. It also has contradictory information on length (200 or 225 yards?) The teeing area doubles as the concrete roof for the cart barn and parking, so swapping some or all the mats for turf is likely not an option. Fortunately, there is turf for the teaching area on the south end. The lack of turf, the limited length, the ball machine, and the extra charge for practice with $110 green fees all detract from an ideal guest experience. In TCS' opinion, the driving range is by far the biggest detractor from the guest experience.



Guest Experience

- Practice Facility
  - The agronomy team should place a higher focus on maintaining this area. There are weeds and grass growing in the concrete cracks along the tee area, and the trees have overgrown the fencing and partially blocked the ADA ramp on the north end.
  - It would be beneficial to resurface this area, both structurally and aesthetically, although the scope and cost of that is outside the expertise of this report due to its integration with the parking garage and golf cart parking.
  - Additional funds allocated for range furniture would be beneficial and commensurate with a $110 experience. Currently there are two low-end metal benches in the same design as the metal bag racks and dividers. These benches are likely very hot in the summer during the heat of the day, or very cold on colder days. Also, including a water cooler and club washers would be ideal. A powered ice/water filling station would be a very nice touch and positive addition to this area. Lastly, the ball machine presentation could be vastly improved. A nice outdoor prefab shed building could be set on the concrete and house the water cooler and ball machine.





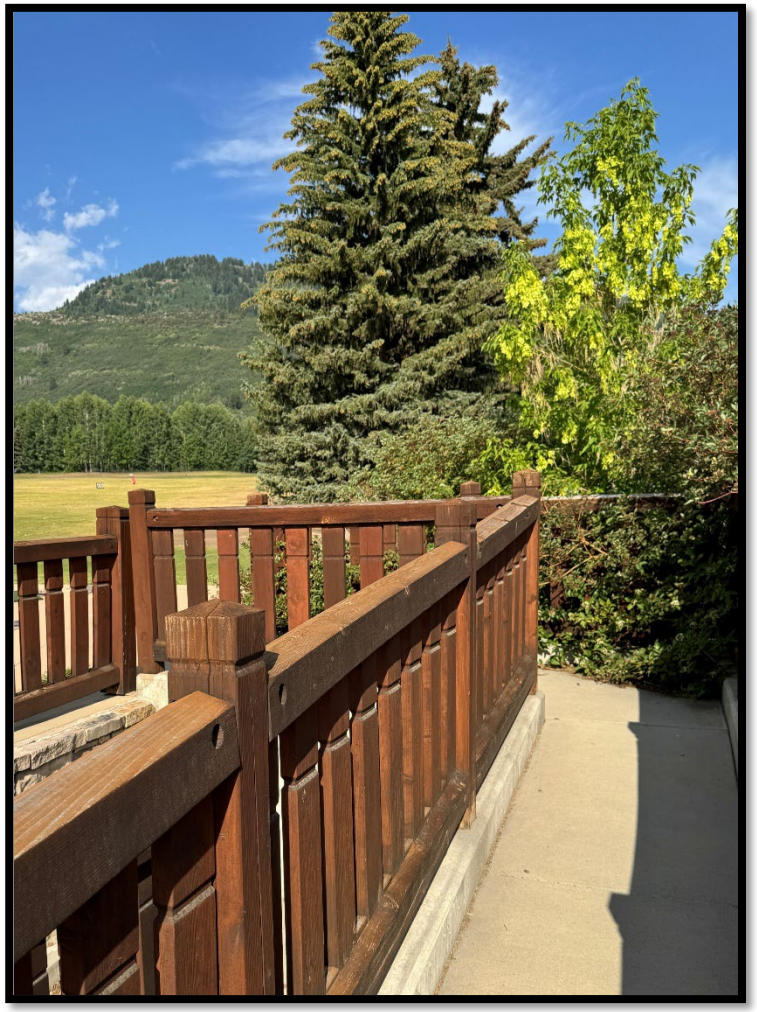


example


example

Guest Experience





Tree and weed overgrowth at driving range

Guest Experience

- Outside Service Area
  - Hire and schedule sufficient staff to load and unload golf bags at the bag drop area. There is a nice circular drop off location, and for guests paying $110, the expectation is that the guest is met and offered a bag handling option along with directions on parking, golf shop, etc.
  - Parking is convoluted and signage is insufficient. When arriving to the property, industry experienced TCS executives were unable to locate a place to park or determine how to enter the golf shop.
  - Consider tip pooling to ensure that open shift team members receive the same compensation as closing shift team members. Predominantly all the tips are provided to the closing shift team members as golfers traditionally tip at the end of the round. This is particularly important if the bag drop is staffed in the morning.
  - Ensure staff has a proper uniform, with Club provided logoed tops and caps mandatory, and a general guideline for bottoms (color, length, material) and consistent use of nametags.

Management Practices

- Employee Scheduling & Staffing Levels
  - There are 28 employees on the golf course roster excluding maintenance, plus 19 volunteers, totaling 47 golf ops team members. This is roughly double what should be necessary and leads to additional use of complimentary golf benefits. TCS suspects many of the employees on the provided roster are not currently active or only work occasionally. This leads to inaccurate dates of service with the HR department for unemployment, employment verification, etc. Ideally team members are removed from the roster with a week of their termination, with a proper last day of work identified.
  - There are 11 Player Assistants, scheduled on a 2 days/week, 1 day/week rotation (3 shifts in two weeks). Player Assistants should be willing to commit to either 3 days per week or 5 days every two weeks to receive golf privileges.

Management Practices

- Employee Scheduling (continued)
  - Only one employee is scheduled outside from 10am to 2pm, responsible for staging and cleaning carts and picking the range if needed. This is insufficient and TCS recommends at least two people are always scheduled in guest services. This will also be necessary to provide bag drop service.
  - The golf shop staff should be more involved in merchandising during slower periods. Although there aren't many slow periods, the golf shop staff should be on the floor straightening, dusting, folding, etc. and only behind the counter when helping a guest or on the phone.
- Employee Golf Benefits
  - Employees are provided golf benefits complimentary, without any booking restrictions such as time of day they can play, days in advance they can book, or number of rounds they can play. Employees can play free in leagues and bring guests for the resident rate with free cart. These benefits are more generous than any TCS has previously experienced. Since PCGC is nearly sold out daily, every complimentary employee round costs the golf course an average of $41 (current average rate/round including pass and carts). Over the last two years, PCGC average 3,150 complimentary rounds of golf, which are predominantly employee rounds. 3,150 rounds times $41 per round = $129,150 in revenue.
  - TCS recommends reducing employee golf privileges by implementing the following. If necessary, in year one, a one-time compensation (bonus) can be provided based on tenure to reduce the impact on morale, while remaining far ahead in revenues gained.
    - Employees can play golf based on space available the same day. Employees can request open tee times for later in the day once the golf shop opens in the morning. Tee times must be made by phone. Employees should not arrive in person to request to play, placing undue pressure on golf staff team members to accommodate them.
    - Employee must work at least 5 days every two weeks to receive golf benefits. Employees wishing to play in leagues pay the going rate.

Management Practices

- Invoices and Payroll
  - Verifying and controlling payroll and operating expenses (invoices) are very important and the Golf Manager should be responsible for verifying both prior to submitting them for payment. Currently these roles are handled by the First Assistant. Providing training and delegating these roles to the First Assistant is good for individual growth and empowerment, however the GM has the ultimate responsibility and should be signing off on all invoices and payroll submissions. For payroll, the Golf Manager should be initialing each team members hours once reviewed by the Assistant, and the Golf Manager should submit the payroll. For invoices, the Golf Manager should be reviewing and initialing every invoice after it has been coded by the Assistant, then submitting to the A/P team. In this manner, the GM is the last team member to touch both.
- Golf Lessons
  - Rates:
    - Cynthia Brown - $125/hour
    - All other instructors - $80/hour, $210 for 3, $330 for 5.
    - 90/10 split (10% to City)
    - These are very competitive rates (somewhat underpriced), and the revenue split is typical in the industry.
  - Clinics:
    - The golf staff provides Junior Clinics, Ladies League Clinics and Jr League Clinics
    - TCS recommends introducing grow the game initiatives, such as instituting beginner clinics for reasonable rates.

Management Practices

- Leagues
  - Park City Golf Club has a robust Men's, Ladies and Jr. League. TCS met with Men's League President Dave Dudik while on site. A contact name for the Ladies League was not provided as it seems the Golf Manager was unable to locate someone to represent the League. The leagues receive golf shop credit for prizes, valid for merchandise only.
    - Junior League – Monday afternoons – 2pm to 630pm. 100 participants in league typically. $10 for 18, $5 for 9
    - Ladies League – Tuesdays - 9- & 18-hole leagues
    - Men's League – Wednesdays – 9- & 18-hole players
      - Dave Dudik is a long-time supporter of PCGC. He has played regularly at the Club for many years, even after moving out of the area. Dave and the Golf Manager run the league together, and Dave states that the Club members are happy and enjoy participating and are comfortable with the ongoing leadership stability. Dave had many positive things to say about the Golf Manager, and they have a great relationship.

PCMC Governance Structure

- The PCMC governance structure overseeing the golf division is typical in our experience and follows best practices for municipalities that choose to operate their golf facilities "in-house". For Park City, the Golf Manager had reported to the City Manager in the past however now is reporting to the Recreation Director. When a course is in an enterprise fund, It is more common for the lead golf staff member to report to the City Manager as more fiscal oversight is necessary.
- Many municipal golf courses consider 3rd party management, or even a lease of their owned golf facilities. Golf facilities have multi-million-dollar budgets which benefit from specialized training and oversight, and often municipalities have found that their golf facilities can be more profitable under the direction of industry experts. The City retains strategic direction and vision, and the management company identifies opportunities for revenue growth and expense management within those parameters.

Beverage Cart

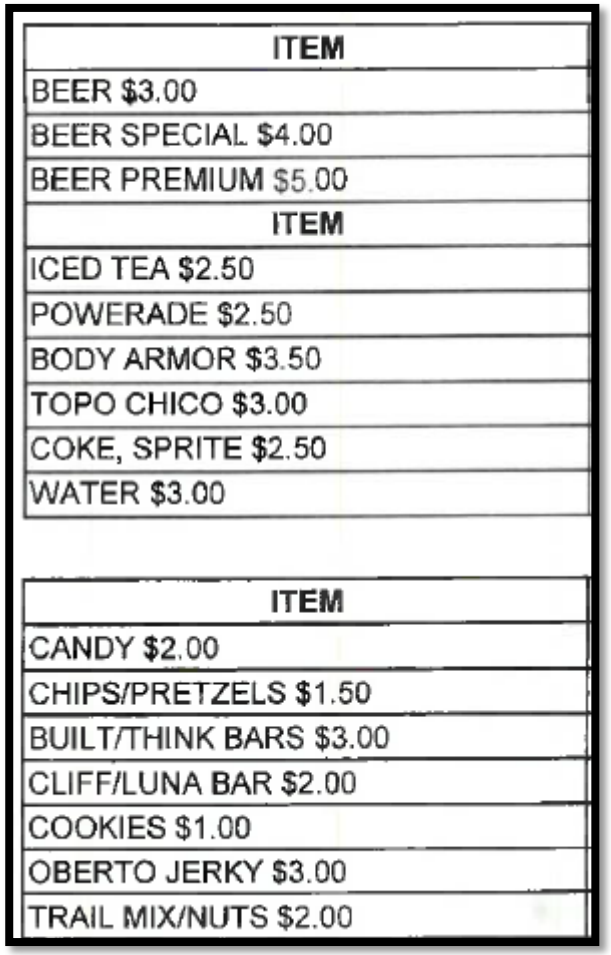
- PCGC operates a beverage cart on course which sells packaged food, non-alcoholic beverages and beer. There are four team members who operate the cart, one of which is the Food and Beverage Manager and schedules the staff and orders inventory on Mondays.
- The beverage cart is typically on the course from 9am to 8pm every day. During TCS' visit, the beverage cart was only seen once, so more emphasis on visibility may be warranted which will improve sales.
- The beverage cart menu is priced very low compared to most golf courses. This aggressive pricing has reduced its profitability, and it makes very little money after factoring its cost of sales, wages and operating expenses. TCS was advised that the pricing is low for a couple reasons – 1) to ensure that pricing is fair and inexpensive for residents, 2) because the thought is less alcohol would be brought onto the property if pricing was more competitive. TCS recommends that the pricing is increased on all products and suggests that PCGC do a comparison amongst the competition to ensure they're priced accordingly. Additionally, pricing should be determined by targeting a cost of sales percentage of 25% - 30%. This is an income source that is currently missing the mark in TCS' opinion.

	FY 2023	FY 2024	FY 2025	Target
Rounds of Golf	Not Available	44,563	49,064	47,000
Beverage Cart Revenue (excluding gratuity)	64,098	63,591	63,504	113,000
Revenue per Round	Not Available	1.43	1.29	2.40
Cost of Goods Sold	30,045	29,294	35,306	34,000
Cost of Goods Sold %	47%	46%	56%	30%
Gross Margin	41,910	39,672	35,075	79,000
Payroll including burden	9,745	10,369	12,579	20,000
Gross Profit before operational costs*	32,165	29,303	22,496	59,000

*(cups, lids, fuel, etc)

Beverage Cart

- TCS recommends the following changes to the beverage cart operations:
  - Increase pricing to reflect a 25-30% cost of sales. As an example, the adjacent menu shows a $2.00 price for a Snickers candy bar, and the receipt shows PCGC paid $1.08, When backing out the sales tax of nearly 10%, PCGC receives $1.80, resulting in a 60% COS. A Dr. Pepper sells for $2.50, ($2.25 to PCGC after tax removal) and costs $1.59 (71% COS). For the Snickers, the price should be $4.00 including tax. (30% COS after tax)
  - Ensure the beverage cart is covering the full day as scheduled to cater to guests, particularly those expecting to see a beverage cart when paying $110. If the beverage cart is running from 9am to 8pm, 11 hours per day, TCS would expect a higher payroll amount than what is reflected in the financials.
  - Currently F&B is inventoried twice per year, alongside the golf merchandise inventory. Inventory should be conducted monthly at a minimum, and ideally more often, particularly since there are daily no checks and balances for inventory control in place. For example, in a typical situation, the product would be in a locked area and provided to the beverage cart operator each day on a par inventory level. A sales sheet is kept, and the cart is inventoried at the end of day. The difference between the inventory the cart started with in the morning, versus what is left at night plus any restocking, at retail price, is the amount the beverage cart operator is responsible for paying. This prevents pilferage where the operator can sell product and keep the money rather than ring it into the POS. The current operation at PCGC allows the beverage cart operator full access to inventory and restock whenever needed. TCS suggests PCGC implement the above and does not permit restocking without supervisor oversight and initialing the par sheet.



ITEM
BEER $3.00
BEER SPECIAL $4.00
BEER PREMIUM $5.00
ITEM
ICED TEA $2.50
POWERADE $2.50
BODY ARMOR $3.50
TOPO CHICO $3.00
COKE, SPRITE $2.50
WATER $3.00

ITEM
CANDY $2.00
CHIPS/PRETZELS $1.50
BUILT/THINK BARS $3.00
CLIFF/LUNA BAR $2.00
COOKIES $1.00
OBERTO JERKY $3.00
TRAIL MIX/NUTS $2.00

Current PCGC
Bev cart prices

Merchandising

- PCGC sells a respectable amount of merchandise annually and has a comprehensive selection of inventory offering of all different types of brands.
- The table below represents the financial performance of the golf shop merchandising activities. Analysis of the figures is on the following page however it is important to first note that PCMC does not recognize the applicable revenue center when gift certificates are redeemed at the point of sale. Instead, gift certificates are added to the "Tournament Admin" revenue item at fiscal year end. The "Tournament Admin" GL had revenues of $18,649 in FY '23, $38,887 in FY 2024, and FY 2025 numbers have not yet been entered. After conferring with the PCMC and PCGC team, it is expected that about 90% of the revenue from gift certificates is for golf shop merchandise. TCS did not include this in merchandise revenue since the amounts are uncertain. TCS recommends that PCGC work with the POS vendor, Member Sports, to ensure that gift certificate redemptions are recorded to the proper revenue center at the point of sale. This will permit accurate analysis of merchandise operations in the future. Additionally, TCS recommends separate GLs for rental club inventory and merchandise inventory. Lastly, physical inventory should be performed a minimum of quarterly rather than twice per year (monthly is ideal).

	FY 2023	FY 2024	FY 2025	Recommended Target
Rounds of Golf	Not Available	44,563	49,064	45,000
Merchandise Revenue	240,360	278,400	283,846	350,000
Revenue per Round	Not Available	$6.25	$5.79	$7.77
Cost of Goods Sold	239,771	234,348	204,822	227,500
Cost of Goods Sold %	99.7%	84.1%	72.2%	65%
Gross Margin	589	44,052	79,024	122,500
FYE Inventory at Cost	207,086	216,463*	TBD	91,000
Inventory Turns	1.16	1.08	TBD	2.5

*$79,800 of rental club inventory removed from total inventory on Balance Sheet of $296,263

Merchandising

- Revenues have increased over each of the last three years, however the dollars per round dropped in FY '25 compared to FY '24. TCS would have expected to see the revenue increase more based on the 10% increase in rounds played. Further analysis should be performed by the Golf Manager to determine which category(ies) had lower revenues per round.
- Cost of Goods Sold as a percentage of revenue has decreased each of the last three years and is closer to the recommended target in FY 2025. TCS recommends that the Golf Manager evaluates the cost of sales by category to be sure that the positive trend becomes constant and the high costs from FY '23 and FY '24 do not recur.
- The inventory level is very high based on total sales. TCS does not have information to determine the average inventory level for the year and understands that the fiscal year end is the height of season and likely has the highest inventory. Nonetheless, TCS feels it is too high even for being in-season and recommends that the Golf Manager utilizes an Open to Buy program or creates one to track purchasing and ensure that the operation is not overbought. Inventory on the shelf has an opportunity cost (vs. in an interest-bearing account), and results in stale product that must be put on steep discount or clearance to sell. The excess inventory was apparent on the floor as there is not sufficient storage for all the backstock. Shoes are stacked in boxes on the floor indicative of "self-service", and shipping boxes full of golf balls are stacked underneath the golf ball displays.

	FY 2023	FY 2024	FY 2025	Recommended Target
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Merchandising

- TCS recommends the following guidelines are instituted and is interested in discussing a longer-term engagement to assist PCGC with merchandising, including the use of our Retail SOP Manual, Open to Buy program, and Visual Merchandising Playbook.
  - Implement an open to buy program and procedure.
  - Reduce stock with aggressive sales until the stock levels are appropriate and annual average inventory at cost is turned 2.5 times. Consider packaging golf balls with a slightly elevated green fee as an option for guests to help move the overstock.
  - Ensure the golf shop staff is proactive in merchandising the floor, to including folding, straightening, dusting, and creating new displays. If the golf staff has periods of literally no downtime, increase the hours of the merchandise manager during those time periods.



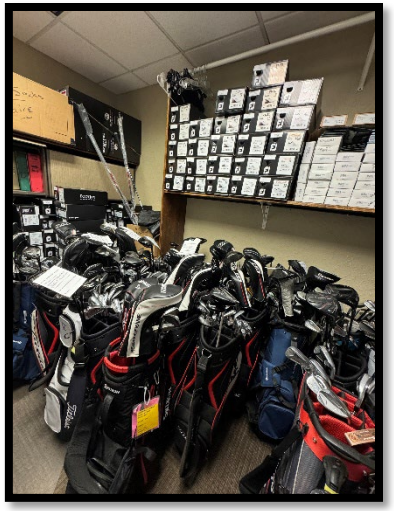


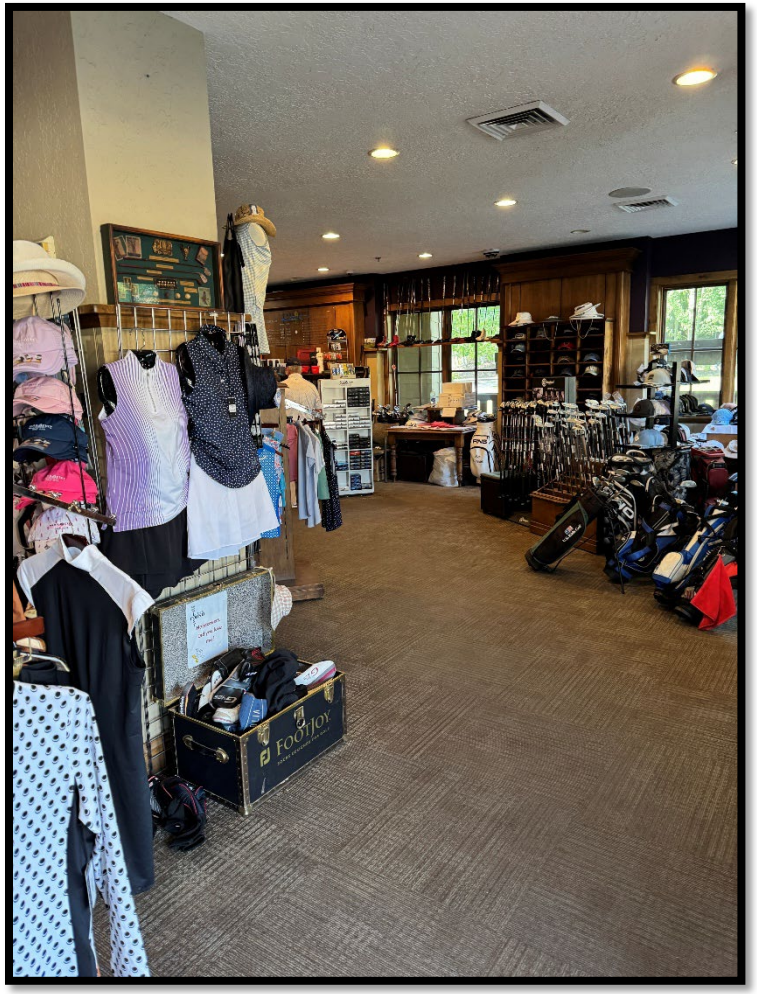


Merchandising

- Work with vendors to stagger shipments throughout the season which can be adjusted, with the goal of little inventory at season end.
- Ensure the golf shop is well lit in every area, replacing light bulbs and fixing millwork with built-in lighting that isn't functioning. Waterfall hang arms are a dated retail component. Replace with a straight arm where possible.
- Declutter the floor as much as possible. Avoid taping paper signs to windows, doors and fixtures. Find a separate location for rental clubs. Ensure there is unrestricted access to each fixture. ADA requirements are a 3 ft. clearance around each fixture.
- Replace the lost and found chest near the entry with an attractive display or fixture.
- PCGC currently includes sales tax in the price of merchandise, which is nearly 10% in Park City. Instead, TCS recommends that taxes are added to the sales price of merchandise.

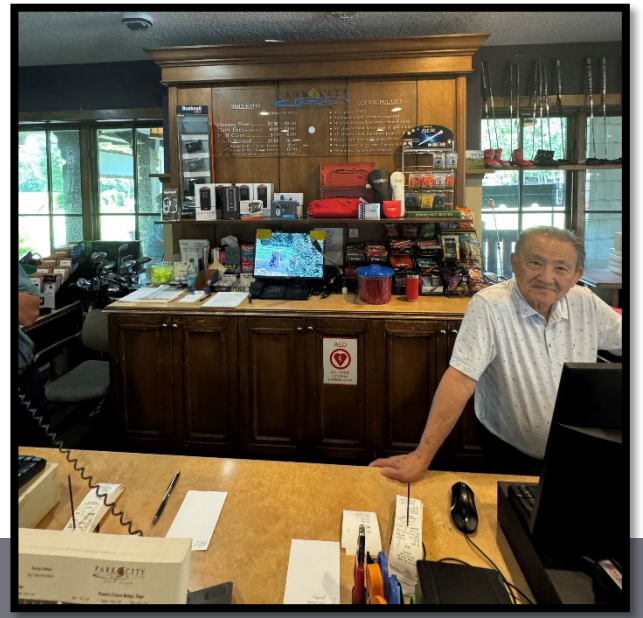


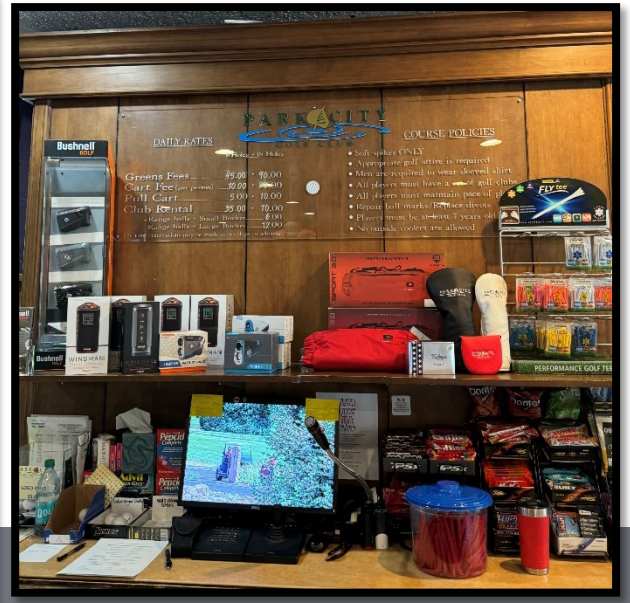


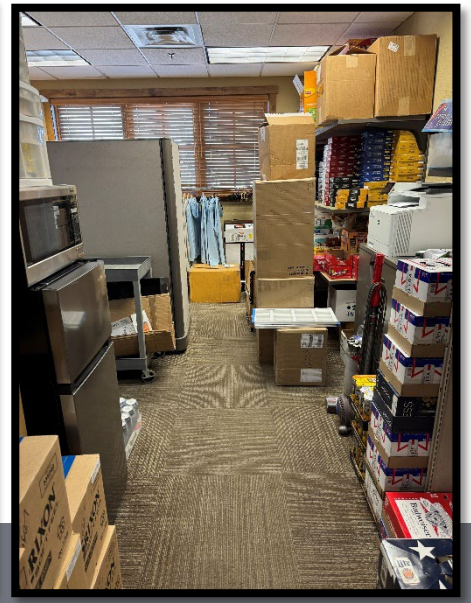


Merchandising

- Typical markup should be roughly 40% for hard goods and 50% for soft goods. Golf club markup will need to be a little less, but PCGC has the benefit of a large amount of league-based golf shop credit and therefore doesn't need to compete on volume. Have an assistant manage special orders to avoid carrying such a high-level of golf club inventory. Ensure markup is calculated by "dividing by the reciprocal of markup". i.e. a sleeve of golf balls costing $8 should be priced at $14 plus any sales taxes. ($8.00 divided by .60) (100%-40%) = $13.33, rounded up). In this manner, if the golf balls are sold at 40% off, the Club still recoups its costs versus taking $8.00 times 40% and adding to $8. This is a common error and will result in discounts being under cost.
- Keep the golf shop counter free of clutter and remove the pricing board. Instead, work with a golf centric designer to create a new rate sheet card for each new season. This is inexpensive, presents better, and guests can take it with them. If dynamic pricing is implemented, include a range of rates on the rate card.
- Food and drink should not be visible and doors to staff areas should remain closed.
- Reposition the security camera monitor so it isn't visible to guests or integrate the software into the POS station.







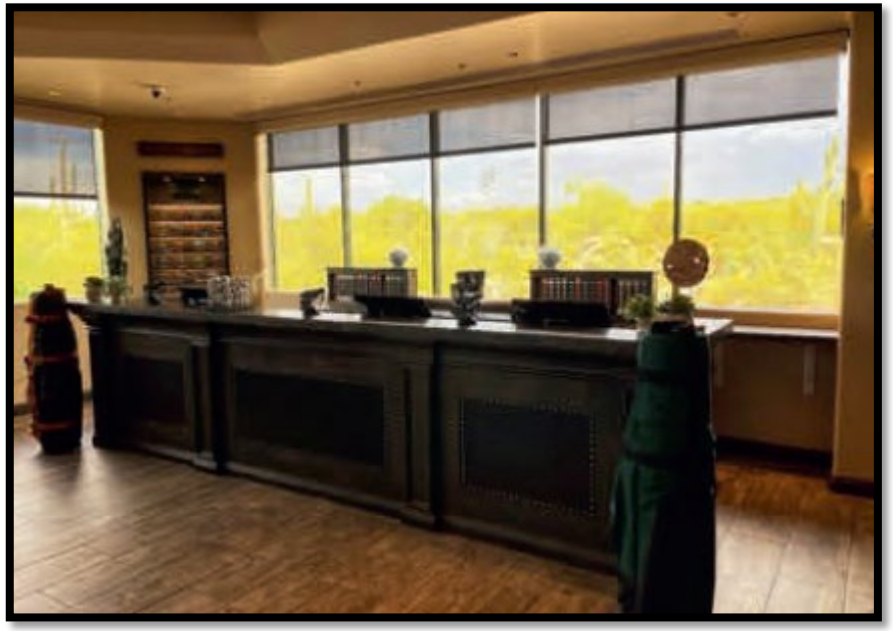


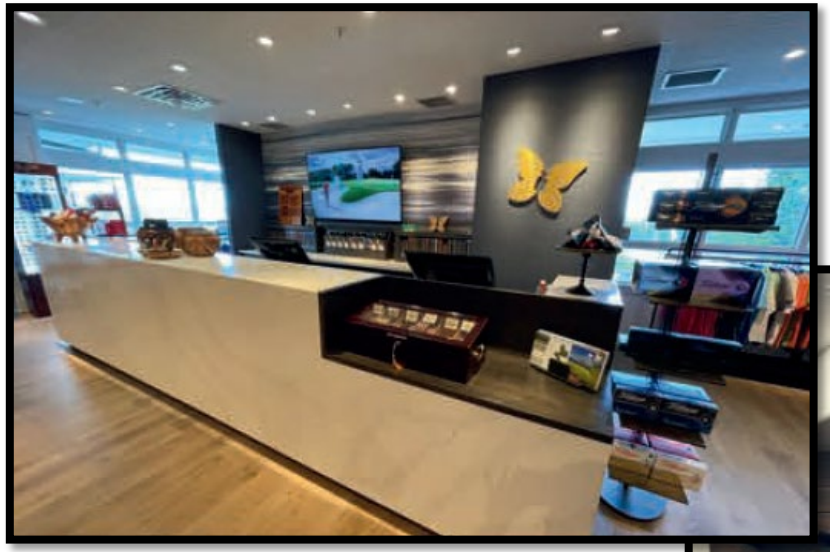
Merchandising Examples

This slide and the several slides following it are examples of attractive visual merchandising using our best practices.













MERCHANDISING EXAMPLES







MERCHANDISING EXAMPLES















07























MERCHANDISING EXAMPLES

Liabilities

Volunteers

- PCGC has 19 volunteers providing services in golf operations in exchange for complimentary golf. TCS recommends that PCMC review the DOL Wage and Hour Division guidelines for volunteers to ensure compliance. The Wage and Hour Division of the Department of Labor has specific guidelines regarding what type of entities and roles qualify for volunteer labor.



Golf Lessons

- PCGC hourly employees do not clock-in when providing golf instruction. Lesson fees are paid to PCGC, then paid out to instructors at 90% of lesson revenue. TCS recommends that PCMC review the DOL Wage and Hour Division guidelines related to when employees should be on the clock, and when employees can be considered independent contractors.

Capital Needs Assessment

Clubhouse facilities, restrooms and common areas:

- Clubhouse Facilities (Golf Shop)
  - The Clubhouse facilities owned by PCMC include the golf shop and cart barn. The golf shop is generally in good condition but would benefit from a renovation and replacement of fixtures and lighting to improve aesthetics and sales. Additional storage is needed as backstock of merchandise and rental clubs fill the display area and hallways. There are some lightbulbs that should be replaced. Parking is extremely challenging, with poor signage.





Capital Needs Assessment

- Cart Barn
  - The golf carts are stored underneath the golf shop, alongside vehicle parking for the hotel and golf course. Storage is sufficient, but not ideal for proper golf cart rotation due to a single entry/exit point. However, the parking areas are numbered for specific carts, which does help to control the rotation. Golf carts are washed in an area near the cart storage, which may benefit from improved drainage. Additional safety signage should be installed for entry and exit from the underground parking to avoid any potential accidents between golf carts, cars and pedestrian traffic.



- Restrooms (on-course)
  - The restrooms on course are well stocked, clean and inviting. This is commendable given the typical state of on course restrooms at similar facilities. The restroom building on the back nine still has a water cooler structure adjacent which is no longer in use and should be removed.





Operational Opportunity Assessment

Sales & Marketing



Market Analysis

Overview

Park City Golf Club is a public, 18-hole municipal course located just minutes from historic Main Street in Park City, Utah. Set against a backdrop of ski resorts and mountain scenery, the course offers a par-72 layout spanning approximately 6,700 yards. Known for its walkability and player-friendly design, it attracts both local golfers, commuters from Salt Lake City and visiting tourists seeking an affordable alternative to the area's luxury resort courses.

The club features a driving range, practice putting greens, a golf shop, and a casual grill with patio seating. The operating season typically runs from late May through early October, dictated by mountain weather conditions.

Positioned as one of Utah's most scenic and accessible golf experiences for residents, Park City Golf Club fills a unique niche in a market otherwise dominated by other municipal courses and private clubs. Its competitive strengths lie in its central location, accessibility, affordability for residents and strong demand, while challenges include limited seasonal availability, high tee-time pressure, and fewer upscale amenities compared to private options.

Opportunities exist to deepen the connection with residents with improved communication and digital presence while also capitalizing on non-resident demand with a dynamic pricing plan. With strong local loyalty and consistent visitor interest, Park City Golf Club is well-positioned as the community's go-to public golf experience in a world-class mountain destination.

Market Analysis

Competitor Set | Public Golf Facilities within 35 min drive time from Park City Golf Club

Dist (Drive Time)	Club	Address	City	State	Type	Holes	Fee
-	**Park City Golf Club**	1541 Thaynes Canyon Drive	Park City	UT	DF	18	$ 110
8 mins	**Canyons Golf Club**	3636 Willow Draw Rd	Park City	UT	DF	18	$ 135
20 mins	**Mountain Dell Golf Club**	I-80 Exit 134, Parley's Canyon	Salt Lake City	UT	DF	36	$ 66
30 mins	**Wasatch Golf Club**	975 Golf Course Dr	Midway	UT	DF	36	$ 85
35 mins	**Soldier Hollow**	1370 West Soldier Hollow Ln	Midway	UT	DF	27	$ 88

Park City Golf Club's current non-resident weekend green fee is **$110 for 18 holes** with cart, positioning it toward the higher end of the local market but still below the nearby **Canyons Golf Club**, which charges $135. Comparable public facilities within an 8- to 35-minute drive, such as **Wasatch Golf Club ($85)**, **Mountain Dell Golf Club ($66)**, and **Soldier Hollow ($88)**, offer lower rates but may not provide the same convenience or location benefits as Park City. The strong demand reflected in Park City's consistently full tee sheet suggests that the club's price point is well-supported by residents and non-residents, and there may still be room for strategic price increases for non-residents, particularly during peak times. However, this market positioning reinforces the importance of maintaining a premium, consistent brand experience with applicable service levels to justify higher fees and stand apart from nearby alternatives.

PCGC Rates

18 Hole Green Fees*	2023	2024	2025
Resident Off-Season	$32	$36	$36
Non-Resident Off-Season	$37	$40	$50
Resident	$42	$45	$45
Utah Resident	$57	$60	
Non-Resident	$67	$70	$90
Lodging/Advance Booking	$80	$90	$105
Resident Punch Pass 84060		$400	$400
Sr Resident Punch Pass	$380	$400	$400
Sr Punch Pass Non-Res	$500	$500	$600
PC School District Punch Pass			$600
Season Pass (30 rounds)	$1,260	$1,350	$1,350
Corporate Season Pass	$3,250	$3,400	$3,400
Jr Season Pass	$425	$425	$425
Employee Punch Pass	$170	$225	$225
Employee Family Punch Pass	$280	$360	$360
Afternoon (3pm – Res. Rate for All)	$42	$45	$45
Pre-Twilight (6pm)	$16	$18	$20
Twilight (7pm)	$11	$12	$15

	2023	2024	2025
Cart Fee 9 holes	$9	$10	$10
Cart Fee 18 Holes	$18	$20	$20
Season Cart Pass	$450	$450	$600
Pull Cart 9 Holes	$3	$3	$5
Pull Cart 18 Holes	$5	$5	$10
Range Small Bucket	$5	$5	$6
Range Large Bucket	$10	$10	$12
Rental Clubs	$60	$60	$70

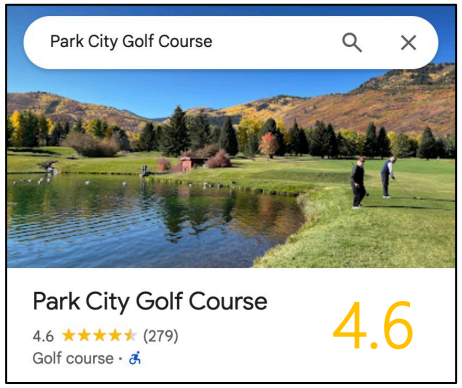
Rates do not include carts.

Punch passes are 10 18-hole rounds or 20 9-hole rounds.

*9 Hole Green fees are 50% of 18-hole Green Fees

Competitive Set Review

This section considers online reviews of Park City Golf Club's competitive set within a 35-min drive time.

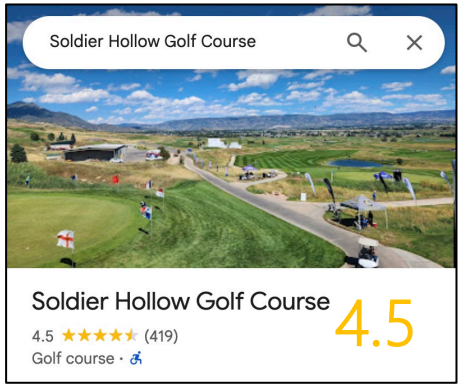


What Reviewers Like / Positive Themes:

- Scenery and Setting: Reviewers consistently praise the mountain views, mature trees, ponds/streams, and scenic layout.
- Staff & Service: Several reviews note friendly and helpful staff.
- Location / Accessibility: Many reviewers like that it's close to Park City, easily reachable, and fits well into a tourist's itinerary.

Common Critiques / Areas of Improvement:

- Tightness & Difficulty Off the Tee: Some players mention that from longer tees the course becomes tight and a bit punishing, especially if you don't hit fairways.
- Practice Facilities: While the driving range and putting/chipping areas are appreciated, there are some comments that parts of practice facilities (e.g. mats vs grass) aren't ideal.
- Pricing / Value Comments: Occasional notes that fees are high (or "steep") but often balanced by the experience. There seems to be a sense among some players that cost should match visible quality and service.



What Reviewers Like / Positive Themes:

- Scenic, Championship Layouts: Stunning mountain views, dramatic elevation changes, and a unique dual-course offering (challenging Gold and approachable Silver).
- Great Value & Conditions: Well-maintained fairways and greens at a fair price, making it a standout in the region.
- Variety & Playability: Gold tests skilled players, while Silver offers a more forgiving and fun layout, appealing to a wide range of golfers.

Common Critiques / Areas of Improvement:

- Amenities & On-Course Service: More water stations, shade, and consistent beverage cart service would elevate the experience, especially in summer.
- Pace of Play: Weekend congestion, particularly on Silver, can slow rounds and frustrate guests.
- Facility Touchpoints: Upgrades to restrooms, signage, and overall infrastructure could better match the premium course experience.

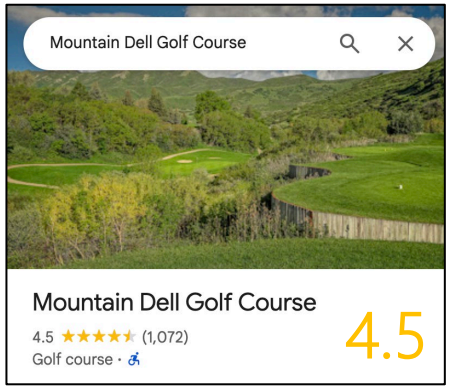


What Reviewers Like / Positive Themes:

- **Unmatched Scenery:** Panoramic mountain views, cool summer temps, wildlife, and seasonal beauty create a memorable experience.
- **Two Distinct Layouts:** Mountain Course offers challenge and elevation drama; Lake Course provides a more relaxed, walkable round.
- **Excellent Value & Conditions:** Well-maintained fairways and greens at a very fair price for the quality and setting.

Common Critiques / Areas of Improvement:

- **Walkability & Access:** Mountain Course requires carts, which may deter walking golfers.
- **On-Course Experience:** Pace of play can slow on busy days; water stations, signage, and cart paths could be enhanced.
- **Consistency:** Small improvements to tee boxes, divot repair, and wayfinding would elevate the premium feel.

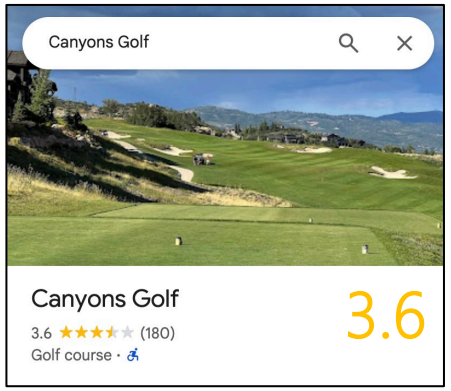


What Reviewers Like / Positive Themes:

- **36 Holes of Variety:** Two distinct layouts – Lake (dramatic ravine carries, water hazards) and Canyon (elevated, strategic, rugged)
- **Cooler Climate and Proximity to Salt Lake:** It's a summer escape from valley heat while staying just 20 minutes from Salt Lake City.
- **Challenging but Rewarding Layouts:** Strategic holes demand precision, appealing to golfers seeking a test.

Common Critiques / Areas of Improvement:

- **Tee Sheet & Pace Management:** Frequent delays and slow rounds on busy days frustrate golfers and could be smoothed out with better scheduling.
- **Course Infrastructure:** Tee boxes, cart paths, and signage need attention to improve flow and playability, especially for first-time visitors.
- **Walking Friendliness:** Significant elevation changes make walking difficult, limiting appeal for walkers.
- **Noise Factor:** Proximity to I-80 on the Lake Course can detract from the otherwise natural setting.



What Reviewers Like / Positive Themes:

- **Well-Maintained Conditions (When Good Weather)**: Many positive reviews note solid maintenance of greens, fairways, tee boxes, and that the course looks and plays well, especially given its mountain setting.
- **Dramatic Scenery & Elevation Changes**: Many reviews praise the course's sweeping mountain views, dramatic drops (e.g. huge elevation shifts on holes like #10), and overall sense of being carved into rugged terrain.

Common Critiques / Areas of Improvement:

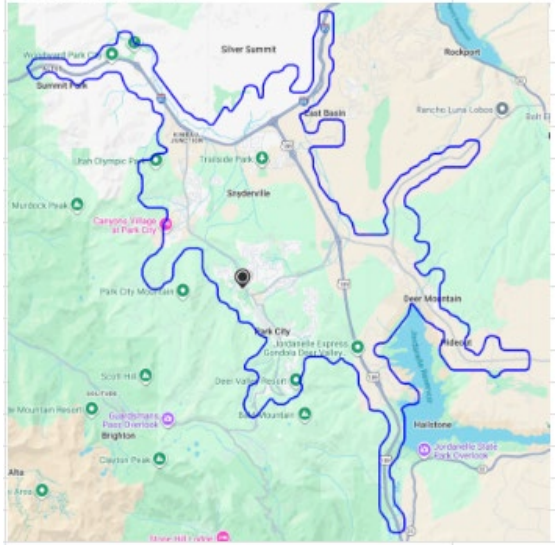
- **Pace of Play & Crowding**: Several reviews note slow play (especially when busy), waits to tee off, backups, and frustration over delays.
- **Difficulty & Fairness (Undulating Greens / Narrow Fairways / Blind Shots)**: While many enjoy the challenge, others feel some features are excessively difficult or unfair — very slopey greens, blind landing zones, steep tee shots

Golf Market Demographics within a 15 min drive time

The 15-minute drive market around Park City Golf Course includes **17,086 residents and 6,790 households**, of which **1,493 are golfing households**. With a **13.1% golfer participation rate** (well above the national average), the market generates approximately **32,946 annual rounds from resident golfers**. However, this represents only a fraction of the **178,553 estimated rounds played in market**, creating an **environment** where facilities rely heavily on **tourism and seasonal golfers**.

Demographically, the area is affluent with a **median household income of $174,890** and a **median age of 41.5**, supporting premium golf offerings. While supply per capita is high (only **469 golfers per 18 holes**), the strong golfer demand index (**150 vs. national 100**) highlights a deep golf culture. Success for Park City Golf Course depends on leveraging its location to attract **visitor play and seasonal demand**, while engaging latent local interest (**1,778 potential golfers**) to modestly expand the resident base.

15 Min Drive Time



Demand Measures	
Total Households	6,790
Number of Golfing Households	1,493
Seasonal Golfing Households	1,099
Total Population	17,086
Current Demand/Interested Non-Golfers	1,778
Number of Golfers	2,132
Golfer Participation Rate	13.10%
Projected Golfers	2,053
Projected Annual Growth Rate	-0.70%
Rounds Potential (resident golfers)	32,946
Est. Course Rounds (in-market supply)	178,553
Median Household Income	$174,890
Median Age	41.47
US Median Household Income	$80,417
US Median Age	38.2
Demand Indices (National = 100)	
Golfer Participation Rate	150
Seasonal Golfing Households	893
Latent Demand/Interested Non-Golfers	145
Rounds Potential per capita(resident golfers)	157
Est. Course Rounds per capita(in-market sup)	849

Population Per 18 Holes	
Total	3,746
Public	6,743
Public: Daily Fee	11,239
Municipal	16,859
Private	8,429
Premium ($80 or More)	8,429
Standard ($50 to $79)	0
Value (Less than $50)	33,717
Golfers Per 18 Holes	
Total	469
Public	845
Public: Daily Fee	1,408
Municipal	2,112
Private	1,056
Premium ($80 or More)	1,056
Standard ($50 to $79)	0
Value (Less than $50)	4,223
Population Indices (National = 100)	
Total	15
Public	19
Private	10
Public: Premium ($80 or More)	5
Public: Standard ($50 to $79)	0
Public: Value (Less than $50)	40
Golfers Indices (National = 100)	
Total	22
Public	28
Private	14
Public: Premium ($80 or More)	8
Public: Standard ($50 to $79)	0
Public: Value (Less than $50)	59
Rounds Per 18 Holes	
Rounds Potential (resident golfers)	7,256
Est. Course Rounds (in-market supply)	39,678

Golf Market Demographics within a 35 min drive time

Within a 35-minute drive of Park City Golf Course, the market expands significantly to **528,627 residents and 216,184 households**, including **42,128 golfing households**. The golfer participation rate of **11.7%** translates into roughly **58,444 active golfers**, generating an estimated **823,888 annual rounds of demand**. This is supported by a median household income of **$99,036**, well above the national median, and a younger median age of **35.1**, indicating both spending power and long-term growth potential.

While course supply is greater (with approximately **43,856 rounds per 18 holes**), demand per capita is stronger than the national average, reflected in indices of **132 for participation** and **127 for rounds per capita**. The broader Salt Lake City market therefore represents a critical opportunity for Park City Golf Course to capture visitor traffic, position itself as a premium mountain golf experience, and expand reach beyond the immediate local base.

35 Min Drive Time



Demand Measures	
Total Households	216,184
Number of Golfing Households	42,128
Seasonal Golfing Households	4,852
Total Population	528,627
Current Demand/Interested Non-Golfers	48,719
Number of Golfers	58,444
Golfer Participation Rate	11.70%
Projected Golfers	58,881
Projected Annual Growth Rate	0.10%
Rounds Potential (resident golfers)	823,888
Est. Course Rounds (in-market supply)	1,237,783
Median Household Income	$99,036
Median Age	35.09
US Median Household Income	$80,417
US Median Age	38.2
Demand Indices (National = 100)	
Golfer Participation Rate	132
Seasonal Golfing Households	124
Latent Demand/Interested Non-Golfers	129
Rounds Potential per capita(resident golfers)	127
Est. Course Rounds per capita(in-market sup)	190

Population Per 18 Holes	
Total	18,695
Public	29,980
Public: Daily Fee	110,927
Municipal	41,084
Private	49,669
Premium ($80 or More)	110,927
Standard ($50 to $79)	65,251
Value (Less than $50)	110,927
Golfers Per 18 Holes	
Total	2,058
Public	3,300
Public: Daily Fee	12,211
Municipal	4,523
Private	5,468
Premium ($80 or More)	12,211
Standard ($50 to $79)	7,183
Value (Less than $50)	12,211
Population Indices (National = 100)	
Total	73
Public	83
Private	56
Public: Premium ($80 or More)	71
Public: Standard ($50 to $79)	63
Public: Value (Less than $50)	130
Golfers Indices (National = 100)	
Total	97
Public	110
Private	74
Public: Premium ($80 or More)	94
Public: Standard ($50 to $79)	83
Public: Value (Less than $50)	171
Rounds Per 18 Holes	
Rounds Potential (resident golfers)	28,949
Est. Course Rounds (in-market supply)	43,856

Golf Market Demographic Definitions (For additional context to prior slide)

Golfing Households: The total number of households containing at least one golfer.

Seasonal Golfing Households: Households that are classified as vacation homes for 'recreational use', containing at least one golfer.

Latent Demand/Interested Non-Golfers: Individuals aged 6 or older who did not play golf during the past year but expressed interest in playing golf now.

Golfer: An individual aged 6 or older that has played at least one round of golf, on a golf course, within the past year.

Rounds Potential (resident golfers): Estimated annual rounds demanded by golfers residing in the selected geography; some of these rounds may have been played outside the geography that these golfers reside in (for example, golfers living in northern climates playing winter rounds in Florida, Arizona, etc.).

Estimated Course Rounds (in-market supply): Estimated annual rounds played at the facilities within the selected geography; some of these rounds may have been played by golfers residing outside the selected geography (for example, vacationers playing golf in Hawaii).

Golfer Participation Rate: The percentage of golfers to the population age 6 or older.

Golfer Participation Rate Index: Based off of the estimated number of golfers, this measure compares the golfer participation rate in a particular geography to the national average golfer participation rate index of 100.

Rounds Potential per Population Index: Based off of the estimated rounds demanded potential, this measure compares estimated annual rounds frequency per population in a particular geography to the national average rounds index of 100.

Est. Course Rounds per Population Index: Based off of the estimated rounds played, this measure compares estimated annual rounds frequency per population in a particular geography to the national average rounds index of 100.

Tee Sheet / Dynamic Pricing Consideration

Park City Golf Course increased its green fees to $110 this past year, yet tee times remain consistently full, with over 300 rounds played daily, demonstrating strong demand and resilience to pricing changes. This occupancy indicates there is room to increase pricing further, particularly for non-resident or peak-time tee times. Implementing dynamic or variable pricing could help capture additional revenue during high-demand periods. See sample dynamic pricing schedule for non-residents below.

Hour Block Utilization	Non-Resident Rate	Notes
≤ 60%	$90	Encourage play during slower periods, attract more golfers.
61–70%	$100	Slight increase as availability tightens.
71–80%	$110	Aligns with current flat rate pricing, maintains demand.
81–90%	$120	Premium pricing for near-full utilization.
90%+ (Peak)	$130	Maximizes revenue during highest-demand times.

Tee Sheet / Advance Booking Windows

Park City Golf Club currently operates under restrictive booking policies that limit advance play for traveling golfers, destination visitors and small group golfers who like to plan their round in advance. Online reservations open 9 days in advance, while phone bookings are available 7 days in advance. These short booking windows make it difficult for non-resident golfers — especially destination players who plan trips weeks or months ahead — to secure tee times. As a result, the club is missing opportunities to capture high-value visitors who may otherwise plan their golf experience around Park City Golf Club. While up to five tee times per day can be reserved more than 9 days prior for a $15 premium, this is not being actively marketed, and it functions more as a barrier rather than an opportunity. This approach limits transparency, restricts demand generation from destination travelers, and ultimately hinders revenue growth.

Key Risk: With a consistently full tee sheet from local play, the lack of accessible advance booking options for visitors restricts Park City Golf Club from fully capitalizing on its appeal as a destination golf course and growing revenue from non-resident demand.

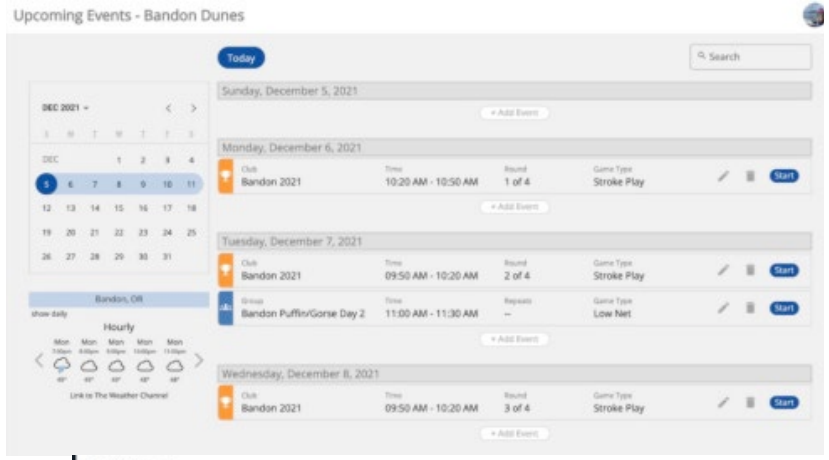
To better capture value from destination travelers who plan their trips well in advance, Park City Golf Club could introduce a tiered booking system where golfers pay a premium if they want to secure tee times 30–60 days in advance. This would:

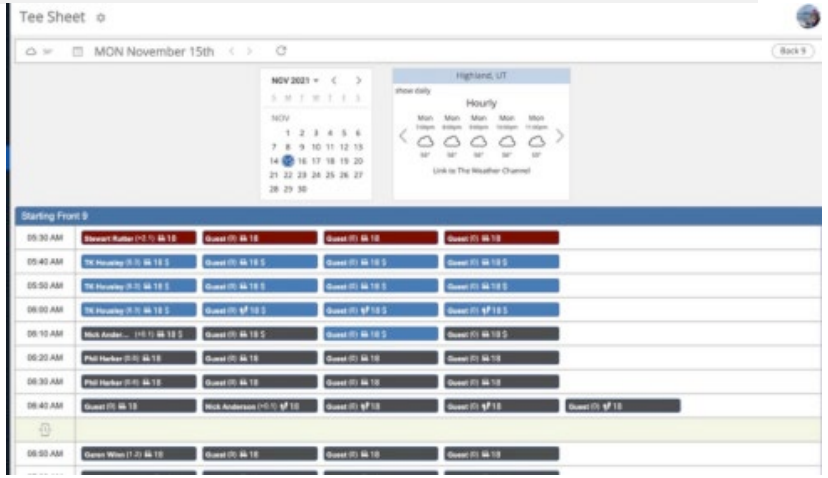
- Create Access for Travelers – Gives non-residents and destination golfers the ability to confidently book rounds as part of their travel planning.
- Drive Incremental Revenue – Justifies a higher green fee for early bookings since these players place a premium on securing their preferred time.
- Align with Market Practices – Mirrors how hotels, airlines, and resort courses price access based on booking behavior.

Tee Sheet and Rounds Reporting

The club currently uses **MemberSports** for tee sheet management for the following:

Tee Sheet Software – Cloud-based system for managing tee times and bookings.
Event/Tournament Management – Tools to organize and track golf events and tournaments.
Point of Sale (POS) System – Handles pro shop sales, carts, food & beverage, and inventory tracking.





Advantages:

- Single platform for golf, retail, and F&B transactions.
- User-friendly interface for staff.
- Integrated with tee sheet for basic reporting on sales activity.

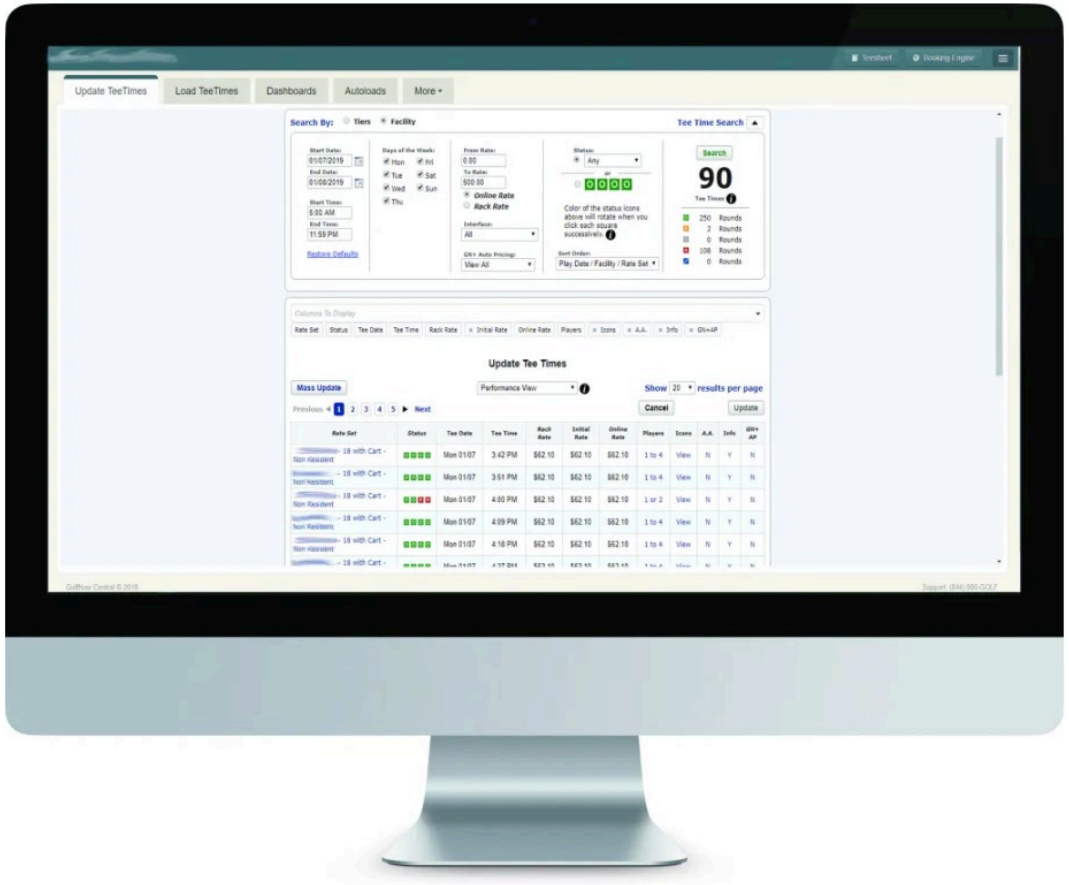
Limitations:

- Reporting is limited to high-level sales data, with little ability to analyze customer segments, spending patterns, or cross-department revenue.
- Lacks dynamic pricing tools to optimize tee time revenue based on demand.
- Manual processes required to build email databases and extract operational insights.
- Credit card terminals are not integrated with the point of sale, causing extra work and introducing keying errors.

Tee Sheet and Rounds Reporting

Park City Golf Club should explore enhancements / capabilities with Member Sports or consider upgrading to a best-in-class POS and tee sheet system that provides deeper analytics and automation. Leading systems in this space (e.g., Golf365 NBC Sports Next) offer:

- Dynamic Pricing Tools – Automatically adjust rates based on tee sheet utilization.
- Advanced Reporting – Access to rounds played, tee sheet occupancy, no-shows, revenue per category, and customer spend analysis.
- Customer Segmentation – Track resident vs. visitor play, frequency, and new vs. returning guests.
- Integrated Marketing Features – Automated email capture, post-round surveys, and campaign tracking.
- Event & Program Tracking – Manage leagues, tournaments, clinics, and junior programs with built-in reporting.
- Mobile-Friendly Interfaces – Allow for self check-in, mobile payments, and improved guest convenience.



Social Media Strategy

Park City Golf Club would benefit from creating and managing its own Instagram and Facebook profiles by fostering stronger connections with the local golf community while also providing prospective golfers an engaging, visual preview of the course experience before they book a tee time. The image grid to the right is an example of a club that does a great job developing content with a mix of video, imagery and flyers that express the culture of the club.



Here are some potential content ideas Park City Golf Club could use on Instagram and Facebook to connect with locals and engage prospective players:

1 Post per Week (Consistent Anchor Content). Rotate between themes to keep variety and engagement:

- Course Showcase: Scenic photo or short video of a hole, mountain backdrop, or drone flyover ("This week's view from #7").
- Community Spotlight: Feature a local golfer, league group, junior player, or staff member.
- Pro Tip / Instruction: Quick 30–60 second clip from a golf pro with a swing or putting tip.
- Event/Tee Time Highlight: Promote upcoming tournaments, leagues, or open weekend availability.

Social Media Strategy

Monthly Recurring Content (Easy to Plan in Advance)

"Hole of the Month" – Showcase one hole with playing tips and a beauty shot.

Seasonal Update – Post how the course looks in early summer vs. fall colors, or first/last week of the season.
Behind-the-Scenes – Grounds crew prepping greens, carts lined up at sunrise, or maintenance updates.
Community Feature – Local golfer testimonial, junior camp recap, or league highlight.

Stories / Light Engagement (Optional, 1–2 per week when time allows)

Quick photo of today's sunrise/sunset from the course.

Polls ("Walk or ride?" / "Morning or afternoon rounds?").

Reposting tagged photos from golfers who played that week.

This sustainable approach would be to create one high-quality post per week, which is realistic with limited resources. To keep the content engaging, a mix of scenery, community, and practical topics helps capture the interest of both locals and visitors. Finally, shareable content—such as scenic posts and golfer spotlights—naturally encourages tagging and word-of-mouth.



Professional Imagery and Videography

Current imagery on site is dated and not reflective of current course conditions or the $110 price point for guests. High-quality video and imagery — including aerial drone footage — are essential for Park City because they showcase the club's experience and setting at its best, create an emotional connection with members and prospects, and maintain a consistent, professional brand presence across the website, social media, email campaigns, and printed materials. Professional visuals help differentiate the club, attract new members, and reinforce the value of membership by telling a compelling, authentic story.

Proposed 2026 Budget Total: $5,000

Deliverables:

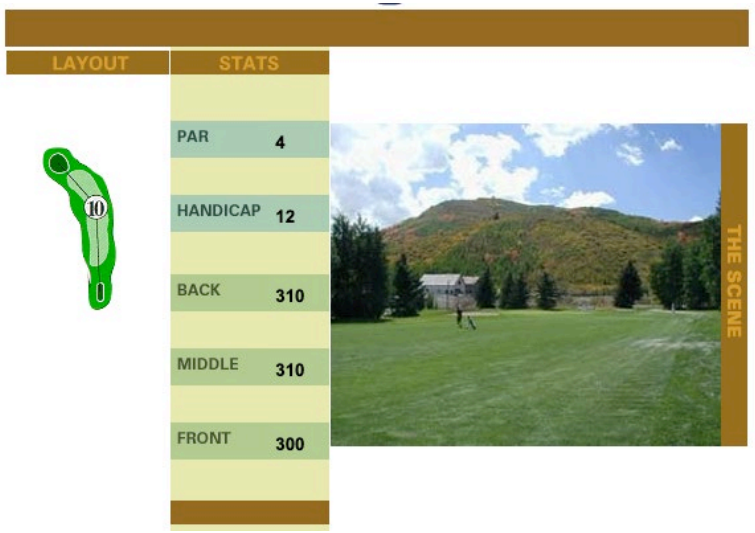
Two professional half-day shoots (photo + video + drone)

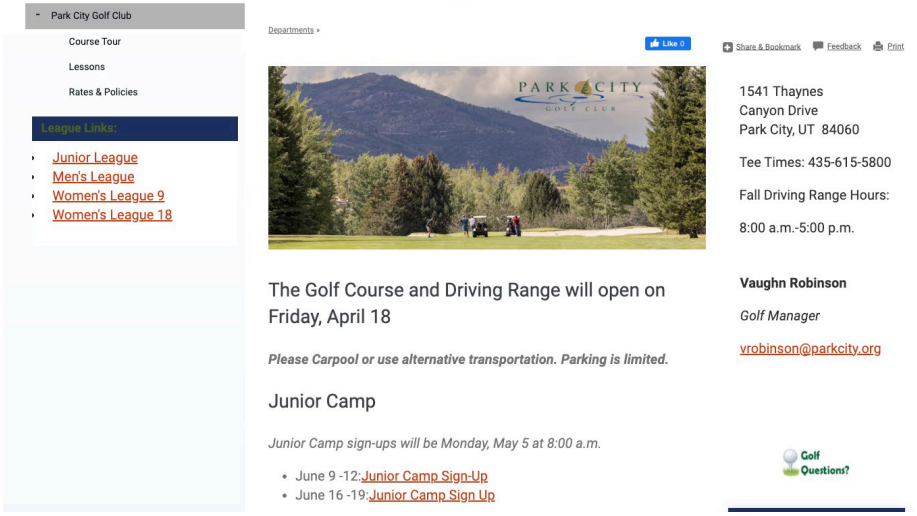
40+ fully edited, web-optimized photos

2 short highlight videos (60–90 seconds each)

6–8 social media clips (15–30 seconds each)

All raw assets for future use



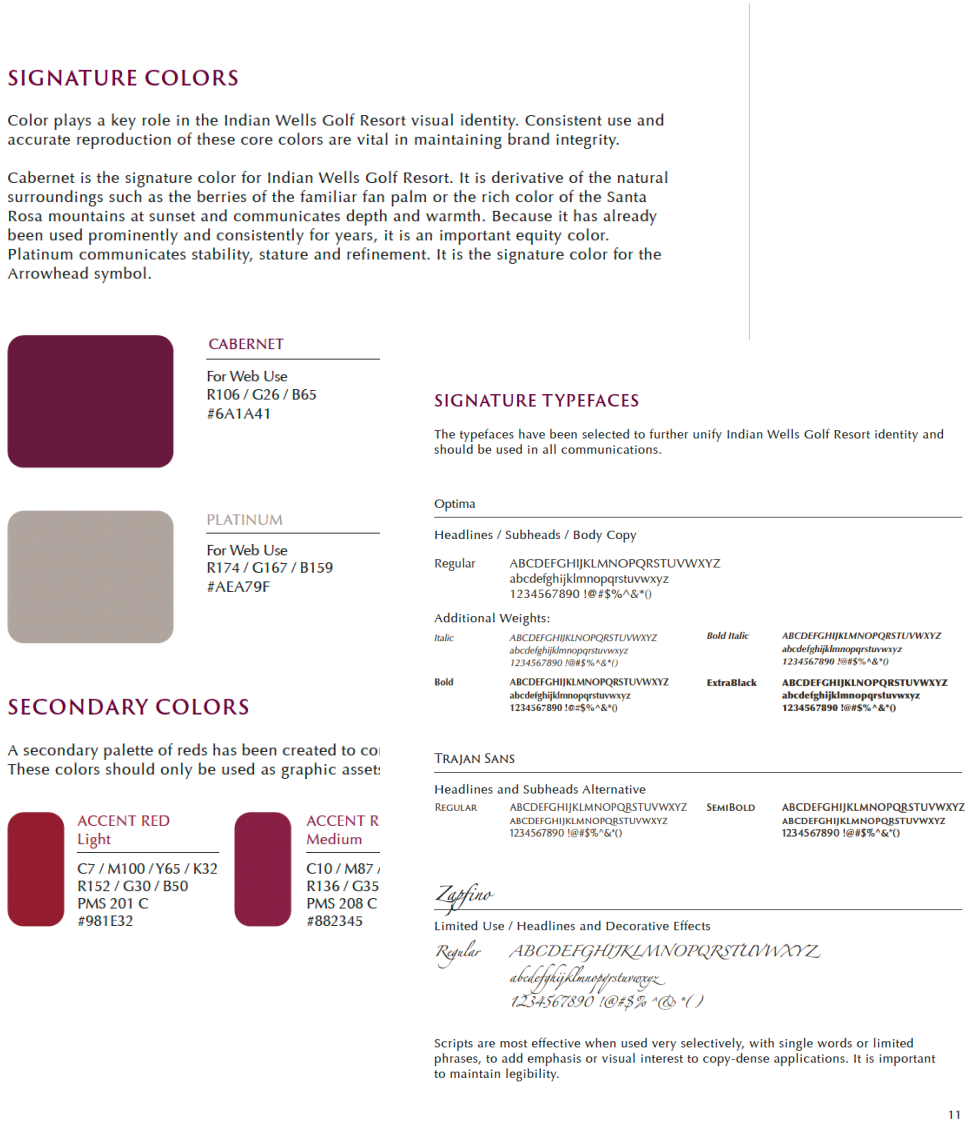


Brand Identity and Standards Guide

Park City Golf Club currently lacks a unified brand identity — there is no consistent use of color, fonts, logo application, communication tone, tagline, key messaging or imagery across its website, social channels, email communications, and on-site materials. This inconsistency creates a disjointed and less polished guest experience.

Developing and implementing brand standards is essential to presenting a refined and professional image. Consistent colors, typography, logo usage, and high-quality imagery create a cohesive look and feel that matches the quality of the course. A well-defined brand elevates the overall guest experience, reinforces the club's reputation, and positions Park City Golf Club as a premier destination that stands out from competitors.

On the right is an example of a well-defined Club Standards Guide. This is referenced by team members and outsourcing design when updating the website, creating collateral and club communications.



SIGNATURE COLORS

Color plays a key role in the Indian Wells Golf Resort visual identity. Consistent use and accurate reproduction of these core colors are vital in maintaining brand integrity.

Cabernet is the signature color for Indian Wells Golf Resort. It is derivative of the natural surroundings such as the berries of the familiar fan palm or the rich color of the Santa Rosa mountains at sunset and communicates depth and warmth. Because it has already been used prominently and consistently for years, it is an important equity color. Platinum communicates stability, stature and refinement. It is the signature color for the Arrowhead symbol.

CABERNET

For Web Use
R106 / G26 / B65
#6A1A41

PLATINUM

For Web Use
R174 / G167 / B159
#AEA79F

SECONDARY COLORS

A secondary palette of reds has been created to co
These colors should only be used as graphic assets

ACCENT RED Light

C7 / M100 / Y65 / K32
R152 / G30 / B50
PMS 201 C
#981E32

ACCENT R Medium

C10 / M87 /
R136 / G35
PMS 208 C
#882345

SIGNATURE TYPEFACES

The typefaces have been selected to further unify Indian Wells Golf Resort identity and should be used in all communications.

Optima

Headlines / Subheads / Body Copy

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 !@#$%^&*()

Additional Weights:

Italic
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 !@#$%^&()*

Bold Italic
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 !@#$%^&*()

Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 !@#$%^&*()

ExtraBlack
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 !@#$%^&*()

Trajan Sans

Headlines and Subheads Alternative

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 !@#$%^&*()

SemiBold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 !@#$%^&*()

Zapfino

Limited Use / Headlines and Decorative Effects

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
*1234567890 !@#$% ^& *( )*

Scripts are most effective when used very selectively, with single words or limited phrases, to add emphasis or visual interest to copy-dense applications. It is important to maintain legibility.

11

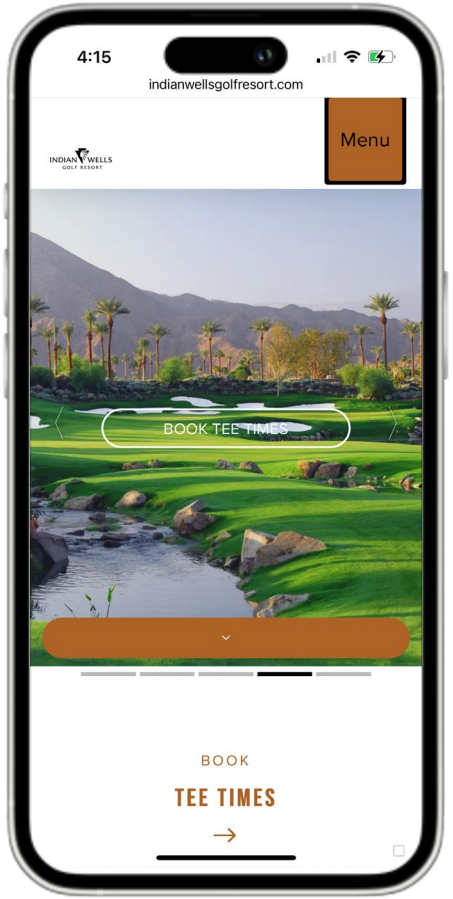
Dedicated Website

Current site reviewed - https://parkcity.gov/departments/park-city-golf-club

Park City Golf Club's webpage is currently hosted within parkcity.gov's website. This is a bit restricting as the courses site does not stand alone and must work within the cities template. The template feels dated and cluttered, lacks visuals of the course or branding, is difficult to navigate and has dated information on the page including Jr. Camps and range opening dates from June.

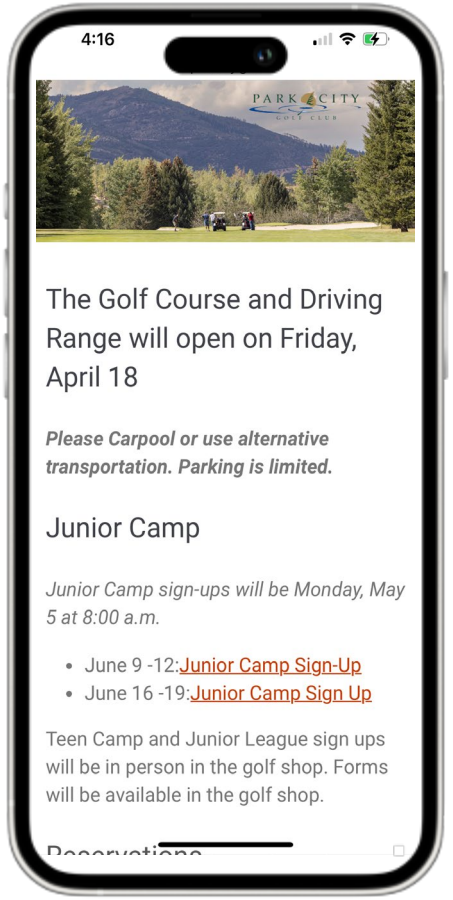
We recommend that Park City have its own stand-alone website. A digital space that is branded and focused on leading viewers to the most common interest including book a tee time, upcoming events and club notifications.

The next slides presents as table of observed issues and recommendations to address them, with the goal of making it easier for users to see available tee times and upcoming events, and to improve overall polish and conversion of site visitor to golfing guests.



Example of Indian Wells website on mobile device, includes branding, format is optimized for mobile and the menu and book tee time buttons are prevalent.

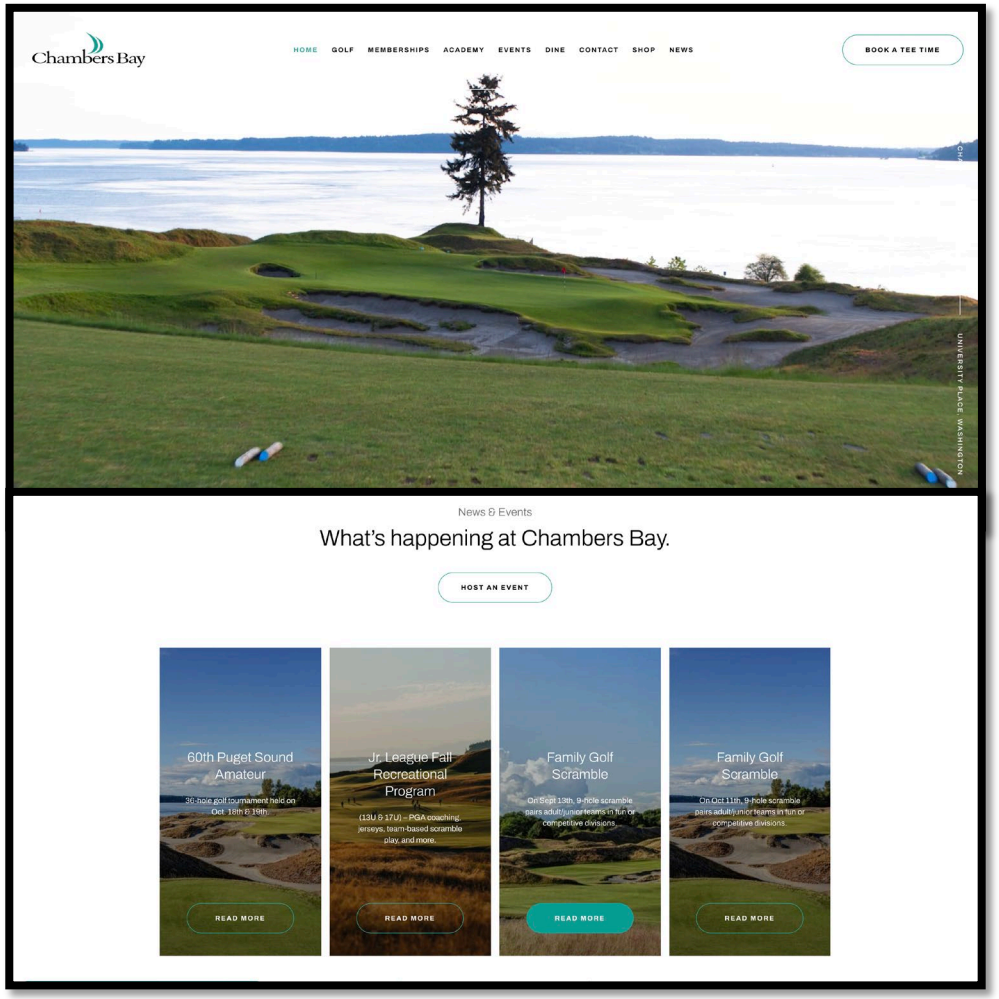
VS.



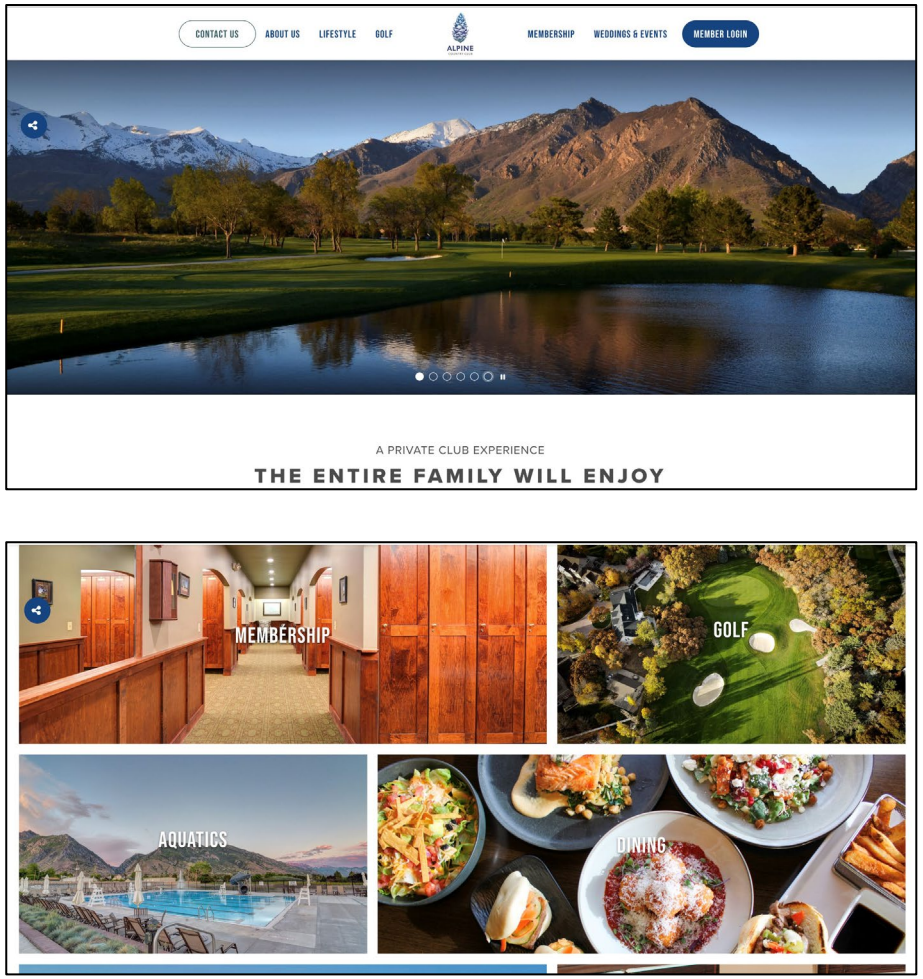
Issue	Why It Matters	Recommendation
Events Section Empty / Poorly Prominent	If there are events but none are displayed, users may assume nothing is happening. Also, if events are important, they should be easy to find. Events drive engagement & return visits.	Show upcoming events more visibly. Consider: • Embed a dynamic calendar or list of upcoming events near the top of the page. • If no events are currently scheduled, instead show "Check back soon" + a way to sign up for event notifications. • Use featured event banners.
Reservations / Tee Times Link & Call to Action (CTA)	Booking tee times is the main conversion goal. If CTA is buried or not obvious, or the process not intuitive, users might drop off.	Make "Book Tee Time" extremely prominent. E.g.: • Use a brightly colored button ("Book Tee Time") in the hero/header area. • Ensure the button is visible on all screen sizes. • Possibly add a "Book Now" widget that shows next available tee times.
Lack of Visual Content / Imagery	Visuals help convey the quality of the course, setting, the experience. Without strong imagery, site feels generic. Can reduce trust and desire to visit.	Use high-quality photos and video: aerial/drone shots, course photos at different times/seasons, people playing. • Put a rotating image slider or video in the page header. • Use imagery in event listings.

Issue	Why It Matters	Recommendation
Branding Inconsistency / Visual Clarity	Fonts, colors, logo usage can impact how professional the site feels. Inconsistent visual cues reduce trust and clarity.	Establish consistency: • Use defined color scheme, typography, logo placement. • Have guidelines for images (lighting, style). • Ensure brand style carries through both web and print collateral.
Navigation and Information Hierarchy	Users may have to scroll or hunt to find tee times, events, rates etc. If navigation is unclear or many clicks are needed, people are less likely to convert.	Reorganize content so key things (bookings, rates, events) are among first things seen. • Possibly include a sticky header or menu with "Book Tee Time," "Events," "Rates & Policies." • Introduce anchor links for quick jump to "Book", "Events", "Rates."
Mobile Responsiveness & Load Times	Many users will access via phone; slow loading images, poor mobile layout will hurt conversions.	Optimize site for mobile: responsive images, fast load times, make buttons large/tap-friendly. Test performance and fix any lags.
SEO / Content for Events	If events are not well described, or not consistently updated, search engines and users alike won't see them.	Regularly update event content. Use good titles, descriptions. Consider schema markup for events. Use event teasers across social / email with links back to event page.

Two example websites that do a good job leveraging professional imagery, mobile optimization, anchored navigation, clean formatting with prioritized buttons, branding and call to actions include Chambers Bay and Alpine Country. Follow links below to explore complete websites.



https://chambersbaygolf.com/



https://www.alpinecountryclub.org/

Resident Portal

Creating a resident portal on Park City Golf Club's website would serve as a centralized hub for the local golf community. A portal keeps residents informed, engaged, and connected while streamlining communication between the club and its core audience. As tee sheet demand grows and pricing increases, having a professional, user-friendly portal reinforces the club's brand and commitment to service.

Strategic Impact

Improves communication and reduces reliance on flyers or word-of-mouth updates. Enhances the resident experience and creates a sense of exclusivity. Encourages participation in events and programs, driving incremental revenue. Reinforces a consistent, professional brand presence as the club's pricing and demand continue to grow.

Key Features & Benefits

- **Resident News & Updates** – Share important announcements (course maintenance schedules, tournament results, weather closures).
- **Tee Time Booking** – Provide residents with a dedicated login for easier access to reservations and priority tee times.
- **Activity Tracking** – Allow golfers to see their past rounds, scores, and participation in club programs.
- **League & Event Promotion** – Post sign-ups and schedules for resident leagues, tournaments, and social events.
- **Lesson Scheduling** – Give residents the ability to book lessons or clinics directly with golf professionals.
- **Special Offers** – Offer resident-only discounts or early registration for popular events.
- **Feedback Loop** – Include quick polls or links to the annual resident survey to gather ongoing input.

Email Database Management and Strategy

Park City Golf Club's email database is one of its most valuable but underutilized marketing assets. Currently, guest emails are not automatically captured from bookings and must be manually added, limiting the club's ability to communicate consistently with its audience. By improving email capture processes and implementing a strategic, automated email program, the club can strengthen guest relationships, increase repeat play, promote events more effectively, and drive direct bookings — all while reinforcing a consistent brand presence that reflects its growing price point.

Email Marketing Strategy Recommendations

Automate Guest Email Capture

- **Integrate with Tee Sheet:** Ensure emails from online bookings automatically flow into the database (via Member Sports or a third-party integration).
- **Point-of-Sale Capture:** Train staff to confirm email addresses at check-in, especially for walk-up play.
- **Opt-In Messaging:** Make it clear what guests get by subscribing (exclusive offers, news, events). Make email opt in prominent on the dedicated website and confirmation emails.

Personalization & Segmentation

- **Resident vs. Visitor Lists:** Tailor messaging to residents with league promotions and course updates, while targeting visitors with travel-friendly messaging.
- **Frequency-Based Targeting:** Reward frequent players with VIP offers and re-engage infrequent players with "we miss you" messages.

Email Database Management and Strategy

Core Email Types & Cadence

Weekly or Bi-Weekly Club Update (1x per week)

- Tee time availability highlights (especially during shoulder seasons)
- Course condition updates (aerification dates, improvements, closures)
- Upcoming leagues, events, or clinics
- Any special offers (resident nights, twilight specials)

Monthly Newsletter (1x per month)

- Recap of key events and tournament winners
- Spotlight on staff (Pro Tip of the Month, Meet the Team)
- Resident and guest engagement stories
- Seasonal promotions and upcoming programming

Drip Campaigns (Automated)

New Golfer Welcome Series (3 emails)

- Welcome + course overview
- Tips for enjoying your first round at Park City
- Invitation to book again with a "thank you" offer

Lapsed Player Recovery Series (2 emails)

- Trigger: No booking in 90 days
  - Gentle reminder with an incentive (twilight discount or free range bucket code

Transactional / Triggered Emails (Automated)

- **Booking Confirmations & Reminders:** Include course policies, driving directions, and a weather link.
- **Post-Round Thank You:** Invite guests to leave a Google review and include a link to the annual survey.
- **Birthday / Special Occasion Emails:** Simple personalized note with a value-add (e.g., discounted round).

Surveying

We recommend that Park City Golf Club implement a short survey after each round of golf to capture real-time feedback on course conditions, pace of play, staff interactions, and overall value. Collecting insights immediately after play allows the club to identify issues quickly, adapt operations, and continuously improve the guest experience. Post-round surveys also demonstrate that the club values its golfers' opinions, helping build loyalty, strengthen communications, and support pricing decisions as demand and rates continue to rise.

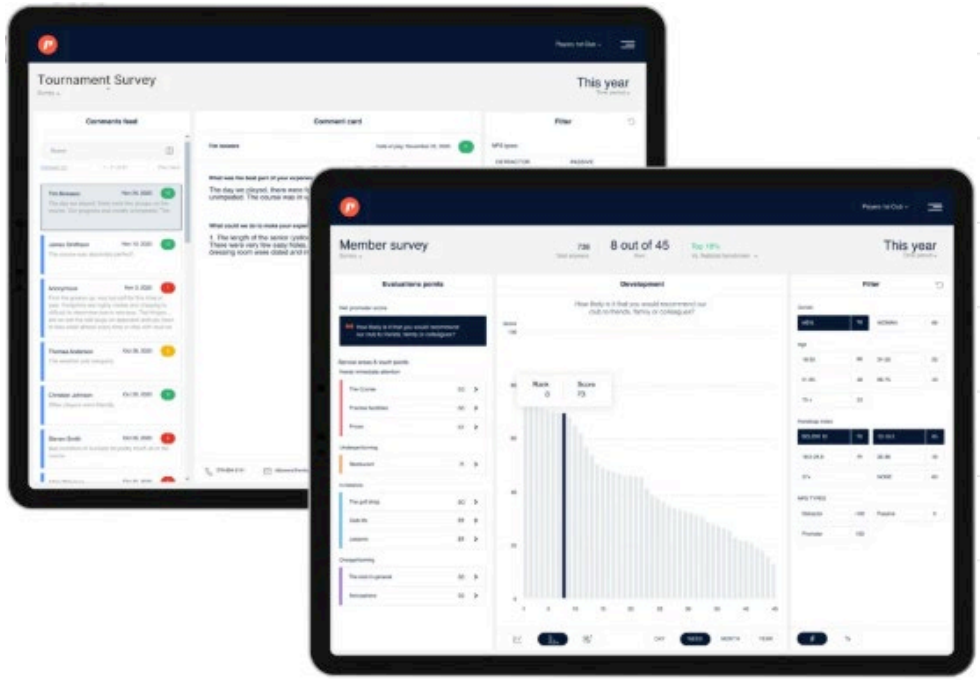
Sample Questions:

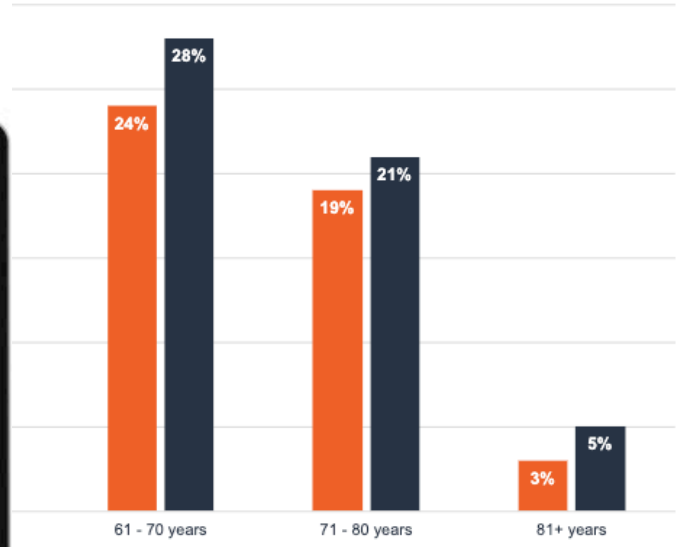
- Net Promoter Score (NPS) How likely are you are you to recommend Park City Golf Club to a friend or colleague? (Rate 1 – 10)
- How satisfied were you with your most recent round? (Very Satisfied, Satisfied, Neutral, Unsatisfied, Very Unsatisfied)
- Rate the course conditions fairways, greens, tee boxes. (Excellent, Good, Fair, Poor)
- Was the pace of play acceptable during your round? (Yes or No)
- How would you rate the value of your round? (Excellent, Good, Fair, Poor)
- How would you rate your interactions with the staff? (Excellent, Good, Fair, Poor)
- What one thing would most improve your experience at Park City Golf Club? (Open Ended)

Surveying

Players 1st is a customer experience and survey solution built specifically for the golf industry. It allows clubs to automatically collect post-round feedback, measure satisfaction with Net Promoter Score (NPS), and benchmark results against peer facilities worldwide. At Park City Golf Club, Players 1st could be leveraged to capture real-time insights from resident and visiting golfers, helping the club understand guest perceptions, respond quickly to concerns, and make data-driven decisions to improve operations, communications, and pricing strategies. Software benefits include:

- Automated Survey Distribution
- Real-Time Alerts
- Benchmarking
- Actionable Analytics
- Customizable Surveys
- NPS Tracking
- Improved Guest Engagement
- Export and analyze results with AI





Creating a Branded Sense of Arrival

A clear and welcoming sense of arrival is essential for setting the tone of the guest experience at Park City Golf Club. Currently, signage on property can be confusing for first-time visitors, with restaurant and spa signage more prominent than directions to golf parking and check-in. Establishing branded, consistent, and intuitive wayfinding — from the main entrance to the clubhouse — ensures that guests feel confident about where to go, reduces frustration, and creates a polished first impression. A well-designed arrival experience reinforces the club's identity, aligns with its growing price point, and communicates that every detail of the guest journey has been considered.



Examples of Arrival Touchpoints

- **Entry Monument Signage** – Clearly marks the entrance to the golf course and sets the visual tone for the property.
- **Directional Road Signs** – Guides guests from the entry road to the appropriate parking areas for golf.
- **Parking Lot Signage** – Designates golf parking clearly and highlights bag drop zones.
- **Bag Drop & Check-in Markers** – Welcomes players and directs them to the pro shop.
- **Clubhouse Entrance Branding** – Reinforces the club's identity with consistent logo, colors, and messaging.
- **Event & Tournament Signage** – Flexible, branded signage that can be updated for special events, helping guests navigate easily.

Financial Analysis



Park City Golf Club Rates			
18 Hole Green Fees*	2023	2024	2025
Resident Off-Season	$32	$36	$36
Non-Resident Off-Season	$37	$40	$50
Resident	$42	$45	$45
Utah Resident	$57	$60	-
Non-Resident	$67	$70	$90
Lodging/Advance Booking	$80	$90	$105
Resident Punch Pass 84060	-	$400	$400
Sr Resident Punch Pass	$380	$400	$400
Sr Punch Pass Non-Res	$500	$500	$600
PC School District Punch Pass	-	-	$600
Season Pass (30 rounds)	$1,260	$1,350	$1,350
Corporate Season Pass	$3,250	$3,400	$3,400
Jr Season Pass	$425	$425	$425
PCMC Employee Punch Pass	$170	$225	$225
PCMC Emp. Family Punch	$280	$360	$360
Afternoon (3pm – Res. Rate for All)	$42	$45	$45
Pre-Twilight (6pm)	$16	$18	$20
Twilight (7pm)	$11	$12	$15

TCS has included the last 3 years of posted rates as context for the pricing discussion on the following pages. PCGC has increased fees across select player types and seasons as seen over the last few years, which has resulted in a higher Net Operating Income each year. TCS applauds PCGC for making these changes and it is heading in the right direction.

Non-Resident in-season rates increased by 28% in 2025, however in-season resident rates remained the same. Moving forward, TCS recommends PCGC makes larger increases to resident rates as well.

Carts and Range Fees	2023	2024	2025
Cart Fee 9 holes	$9	$10	$10
Cart Fee 18 Holes	$18	$20	$20
Season Cart Pass	$450	$450	$600
Pull Cart 9 Holes	$3	$3	$5
Pull Cart 18 Holes	$5	$5	$10
Range Small Bucket	$5	$5	$6
Range Large Bucket	$10	$10	$12
Rental Clubs	$60	$60	$70

Rates do not include carts.
Punch passes are 10 18-hole rounds or 20 9-hole rounds.
**9 Hole Green fees are 50% of 18-hole Green Fees*

Golf Pricing Strategies

TCS does not believe that PCGC can sustain its current conditioning and experience from a $41.51 average green fee (FY 2025). In fact, there is an argument to be made that the conditioning is in a steady decline already due to deferred capital and a limited maintenance budget. There are ample opportunities to increase revenues to cover the ongoing capital needs, however those will come with a different kind of cost, which is the impact on resident satisfaction from a larger increase in resident green fees. Despite PCGC's improved Net Operating Income of $653,000 in FY 2025, the current deferred capital deficit is too large to overcome solely through that amount of return.

The following are various recommendations on how Troon/TCS would improve the economic outlook of the PCGC through strategic pricing decisions. TCS looks at these through a lens of profitability rather than political impacts. It will be up to PCMC to determine which of the strategies they are most comfortable implementing.

- Reduction of 9-hole rounds
    - PCGC is nearly fully utilized, meaning each 9-hole start that could be sold for 18-holes has a financial impact. A certain number of 9-hole rounds are permitted early morning on the back-9, which does not displace 18-hole rounds. However, 9-hole rounds also are available starting at 3pm, and it is believed that 18-hole rounds would be sold instead if 9-hole rounds were not permitted until 4pm or 4:30pm. Additionally, leagues are playing a fair share of 9-hole starts that could be 18-hole, and guests can play 9-holes using any open tee times within 24 hours. 18,440 9-hole rounds were played in Fiscal year 2025, which is a staggeringly large amount. TCS recommends that PCGC start to phase out 9-hole rates except perhaps for league play and early morning from the back-9. Additionally, 9-hole rates when offered should be 60-65% of an 18-hole rate rather than 50% of 18-holes.

Golf Pricing Strategies

- Reduction of 9-hole rounds (continued)
  - Another suggestion is to separate the 9-hole punch passes from the 18-hole punch passes to correlate with the increased pricing. Currently a punch pass is valid for 10 18-hole rounds, or 20 9-hole rounds. A 9-hole round pass should be sold for 60-65% of the 18-hole pass. If a 9-hole round pass holder wants to play 18-holes, it would be punched twice.
  - Correlating with the green fee, a 9-hole golf cart should be 60-65% of the 18-hole cart fee rather than 50%.
- Removal of annual/season passes and punch passes
  - Annual/season passes create meaningful revenue for facilities with low utilization during softer demand periods. There are a few people who don't get their money's worth, but most of the people who are purchasing an annual pass are going to "beat the system". For example, they're going to play enough golf that their average dollars paid per round are lower than the regular "a la carte" rate. PCGC removed annual passes for awhile for this reason, then recently reintroduced them. If PCGC retains the annual passes, the rates should increase such that only a very small percent would beat the system, and there would be enough breakage to offset them.
  - Another option is to reduce all the different demographic options for punch passes and only have a Park City resident punch pass. There are seven pass types currently; resident, senior, school district, league, corporate, city employee and junior. In any event, TCS does not believe passes are truly necessary. The daily rate for residents is already very well priced.
    - TCS recommends that punch passes are tracked electronically rather than literal punches on a paper pass. A credit card type of pass could be provided that is swiped for each round as is unique to each player. This prevents fraudulent creation of punch passes and creates a replaceable record for a golfer who loses or misplaces their pass.

Golf Pricing Strategies

- Institute dynamic pricing
  - As suggested in the Sales & Marketing section, implement a tee sheet and point of sale that can adjust rates dynamically based on demand. Initially that could be for non-resident play only, but eventually for resident rates as well.
- Reduce PCGC and PCMC employee play
  - As discussed in the golf section, reduce the 3,000+ annual comp rounds which are predominantly golf course employees, creating revenue of $41.51 for every comp time that is sold.
  - Review the City employee punch pass pricing. 10-rounds for $170. While a great benefit, it may need to be reevaluated until PCGC is covering its capital burden.
- Add tax to green fees rather than including tax
  - Many golf courses have chosen to add sales tax to their posted rates. This creates additional revenue for the course and has the psychological impact of still being the same amount. People are used to paying sales tax and won't shy away from $110 inclusive vs. $110 + 9.5% tax. Review the competition beforehand to ensure that PCGC won't be the only one charging sales tax on top in the local market.
- Evaluate league pricing
  - Anyone who participates in leagues pays the resident rate on league day and can buy a punch pass for $600 for use on non-league days. TCS does not believe that league benefits should be this enticing.

Golf Pricing Strategies

- Track all revenue buckets
    - When making pricing decisions, it is important to understand which guests are falling into which buckets. For example, any golfer playing after 3pm is rang in as a PC resident and pays resident rate. A category should be created in the POS to track rounds after 3pm by non-residents and the pricing should increase. Additionally, pass sale types are lumped together (Senior and League Punch pass sales are lumped in with School District punch passes). Accordingly, it cannot be tracked how many of each have been sold. Furthermore, a round type should exist for each punch pass type, so when ringing in the round played, it is attributed to the pass type. This will help to analyze the dollars per round garnered from each pass type. If season passes are retained, ensure each season pass holder has a unique and trackable identity in the POS as a "member" where every round is recorded. This allows management to calculate the usage rate of the season pass by player to make informed decisions on the true cost/benefit of unlimited golf.
- Extend public booking windows
    - Destination based travelers prefer to book tee times further in advance than the current limits of 7 days by phone or 9 days online. Roughly 5 tee times per day are permitted to be booked more than 9 days in advance, but those times are not advertised. Extending a non-resident booking window to 14 days would provide an opportunity for higher paying destination play at $125/round, while helping to justify the discount of the season passes and punch passes. If the extended window is resulting is too little resident availability in the stakeholders' mind, limit it to 10 tee times per day or similar.
- Charge non-residents cart inclusive pricing only. They can walk, but they still pay $110. No walking discount.

Upcoming Irrigation Water Expenses

PCGC will pay significantly more for water versus prior years, starting in Fiscal Year 26. The estimated water charge for FY 26 is $214,303, based on 418,560 gallons used at a price of $5.12 per 1,000 gallons. The pro forma on the following pages assumes a phased in approach.

If payments are phased in, 1/3rd at a time, from FY26-FY28:

- FY 26 - $71,434
- FY 27 - $ 149,298 (4.5% increase based on expected water rate increase)
- FY 28 - $ 234,024 (4.5% increase based on expected water rate increase)
- FY 29 - $ 238,704 (2% increase based on inflation)

If full payment starts in FY26:

- FY 26 - $214,303
- FY 27 - $ 223,947 (4.5% increase based on expected water rate increase)
- FY 28 - $ 234,024 (4.5% increase based on expected water rate increase)
- FY 29 - $ 238,704 (2% increase based on inflation)

Pro Forma Assumptions

Summary

- Payroll and Expenses increase 3% annually unless otherwise noted
- Capital Replacements and renovations are allocated in the recommended years. Capital reserve set at 10% of total revenue to catch up.
- Pro forma does not contemplate the time and dollar impact for renovation related closures due to the various options
- NOI is overcoming additional water expense to remain consistent with current FY'25 NOI

Golf

- Prices increase for residents, punch passes, season pass and twilight by 10% in calendar 2026, 15% in '27 and '28, resulting in FY increases of 5/15/15
- Price increase results in slight attrition of resident rounds over subsequent years
- Public rates increase by 5%, until post FY 2027 renovations, then increase by 10%. Public increase is on 9-hole, 3pm and twilight, not peak rate
- Employee play is reduced by 50% over the next two years
- Cart fees move to $25/$15 in calendar 2026, then 3% annual thereafter
- Average prices by player type are estimated - very difficult to properly isolate with current reporting
- Fiscal year financials coupled with calendar year (seasonal) price changes complicates forecasting
    - For example, season passes were offered for the 2025 season. Fiscal Year 2025 is showing all of the revenue but 50% of the rounds
    - A more realistic expectation of dollars per round from seasonal passes and punch passes is from FY '24, where the passholders were grandfathered in and the rounds/revenues spanned a full fiscal year.

Pro Forma Assumptions

Golf (continued)

- Merchandise sales increase 5% in '26, 10% in '27 and '28
- Golf wages increase 5% in 26, and 10% in ’27 and ‘28 to offset volunteer impact and increased wages from reduction in golf privileges
- Rental Club fees are backed out of green fees and entered in Range, Club Rental & Other

F&B

- Assumes recommendations on cost of sales are followed resulting in higher revenues
- COS Gratuities Line added
- Staff gratuity payouts booked into cost of sales rather than payroll expense
- Payroll expenses are still increasing after reclassing gratuity payouts, which is indicative of more hours spent on course

Maintenance

- Fert and Chemical Spend increased by 100% - hits as 50% in '26 and 40% in ’27
- Incorporates phased in approach to increased water costs
- Three positions added in 2026 consistent with report - Irrigation Tech, Spray Tech, Mechanic

PARK CITY GOLF CLUB

Troon Pro Forma

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Rounds & Greens Fees								
Total Rounds	**Not Available**	44,563	49,064	49,436	47,278	46,287	46,659	47,043
Avg Fees per Rd (w/ passes & carts)		36.90	41.51	43.43	49.65	54.50	56.70	59.13
Revenues								
Golf Fees	1,503,208	1,644,343	2,036,554	2,146,990	2,347,498	2,522,835	2,645,673	2,781,503
Range, Club Rental & Other	75,144	163,591	182,684	188,165	193,809	199,624	205,612	211,781
Golf Lessons	57,239	54,378	70,152	72,257	74,424	76,657	78,957	81,325
Merchandise	240,360	278,400	283,846	300,299	315,909	340,213	353,241	366,831
Other Income	67,933	81,178	39,862	41,058	42,290	43,558	44,865	46,211
Food & Beverage Sales	64,098	63,591	63,504	70,384	80,774	94,896	110,010	113,133
Food & Beverage Gratuities	7,857	5,375	6,877	7,622	8,747	10,277	11,913	12,251
Total Revenues	**2,015,839**	**2,290,856**	**2,683,479**	**2,826,774**	**3,063,452**	**3,288,061**	**3,450,271**	**3,613,036**
Cost of Sales								
Golf Lessons	-	-	-	-	-	-	-	-
Merchandise	239,771	234,348	204,822	210,209	205,341	221,139	229,607	238,440
Food & Beverage - Total	30,045	29,294	35,306	35,776	32,980	38,746	44,916	46,191
Total Cost of Sales	**269,816**	**263,642**	**240,128**	**245,985**	**238,321**	**259,884**	**274,523**	**284,632**
Gross Profit	**1,746,023**	**2,027,214**	**2,443,351**	**2,580,789**	**2,825,131**	**3,028,176**	**3,175,748**	**3,328,404**
Operating Expenses								
Salaries & Wages	671,684	770,287	946,030	1,089,646	1,158,122	1,194,971	1,233,028	1,269,987
Employee Taxes and Benefits	219,151	267,842	227,097	259,834	277,463	285,998	294,800	303,640
Employee Related Expenses	1,064	947	1,329	1,595	1,643	1,692	1,743	1,795
Professional Fees	7,538	-	-	-	-	-	-	-
Advertising & Marketing	-	-	-	5,000	5,150	5,305	5,464	5,628
Repairs & Maintenance	109,055	129,893	139,907	174,966	216,658	223,157	229,852	236,748
Other Operating Expenses	154,382	193,008	212,572	209,651	216,376	223,482	230,832	237,748
Total Operating Expenses	**1,162,874**	**1,361,977**	**1,526,935**	**1,740,691**	**1,875,411**	**1,934,606**	**1,995,718**	**2,055,546**
Operating Profit	**583,149**	**665,237**	**916,416**	**840,098**	**949,720**	**1,093,571**	**1,180,030**	**1,272,858**

PRO FORMA SUMMARY

PARK CITY GOLF CLUB

Troon Pro Forma

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Fixed Operating Expenses								
Leases - Carts	-	-	-	-	-	-	-	-
Leases - Equipment	-	-	-	-	-	-	-	-
Water	16,500	11,880	19,250	71,434	149,298	234,024	238,704	243,479
Other Utilities	23,908	27,393	25,632	26,907	27,715	28,546	29,402	30,284
Total Fixed Operating Expenses	**40,408**	**39,273**	**44,882**	**98,341**	**177,013**	**262,570**	**268,107**	**273,763**
Gross Operating Profit	**542,741**	**625,964**	**871,534**	**741,757**	**772,708**	**831,001**	**911,923**	**999,096**
Other Expenses								
Insurance	8,152	6,625	(8,118)	7,500	7,725	7,957	8,195	8,441
Fees, Permits, Licenses	55,502	49,268	62,400	64,272	66,200	68,186	70,232	72,339
General Fund Fees	131,951	142,070	164,005	168,925	173,993	179,213	184,589	190,127
Total Other Expenses	**195,605**	**197,963**	**218,287**	**240,697**	**247,918**	**255,356**	**263,016**	**270,907**
Net Operating Income	**347,136**	**428,001**	**653,247**	**501,060**	**524,790**	**575,645**	**648,907**	**728,189**
(Depreciation & Amortization)	-	-	-	-	-	-	-	-
Interest Income	66,605	117,416	-	-	-	-	-	-
Gain/(Loss) on Asset Disposal	1,000	71,000	1,425	-	-	-	-	-
Net Income (Loss)	**414,741**	**616,417**	**654,672**	**501,060**	**524,790**	**575,645**	**648,907**	**728,189**
(Capital Expenditures)	(198,701)	(92,411)	(338,869)	(1,416,000)	(357,000)	(4,327,000)	(559,000)	(50,000)
(Capital Reserve - 10% of Revenue)				(282,677)	(306,345)	(328,806)	(345,027)	(361,304)
Tax Grant	168,363	-	-	-	-	-	-	-
Transfer from General Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Net Cash Flow	**409,403**	**549,006**	**340,803**	**(1,172,618)**	**(113,555)**	**(4,055,161)**	**(230,120)**	**341,885**

The information contained in this pro forma is based on assumptions of future events, and does not take into account, nor make provision for, any rise or decline in local or general economic conditions and other circumstances that may have a significant adverse effect on actual results. The projections have been prepared based on current information available. Troon cannot, and does not, warrant or guarantee the information contained in this pro forma to be a projection of the actual results of the operation of the facility. The information contained in this pro forma is not intended to be used as inducement for action and has been prepared in conjunction with a proposal for Troon's management of the facility.

PRO FORMA SUMMARY

Enterprise Funds vs. General Funds

Park City Golf Course (PCGC) is structured as an enterprise fund of the Park City Municipal Corporation (PCMC), intended to fund operations solely from user fees and without financial support from Park City Municipal Corporation (PCMC). Profits from operations are retained within the fund to pay for capital replacements and improvements or shore up operating deficits. With an enterprise fund, only the golf course users pay for the City amenity versus entire resident tax base, which would be the case if it were in the general fund and required subsidies.

Enterprise Fund

- Pros:
  - Residents who don't use the golf course aren't paying for it. The operation is funded solely from user fees.
  - Financial performance is easy to determine as all revenues and expenses are in a distinct P&L statement
  - Profits from annual operations are retained to cover capital replacements and improvements or cover annual deficits
- Cons:
  - Providing aggressively discounted resident pricing is more difficult as the golf course must not only cover annual operations, but save for capital replacements
  - Golf course needs to be run more like a for-profit business rather than a subsidized affordable resident amenity
  - When capital replacements exceed available enterprise funds, the City is faced with a difficult path for fundraising. It can raise rates on residents when demand allows, generating more income, but also may need to issue revenue bonds or even general obligation bonds depending on the amount of deferred capital
  - Transfer fees can diminish profits - money transferred to the City for course related administrative services

Enterprise Funds vs. General Funds

General Fund

- Pros:
  - City general fund has access to additional tax revenues, providing easier methods to fund capital costs
  - The administrative burden is less since there is no longer a separate fund with unique financials
  - Easy to justify and provide heavily discounted green fees for residents since the facility is funded by resident taxes
- Cons:
  - Difficult to ensure the golf course is controlling and covering its costs as isolating the expenses is significantly more challenging
  - When City funding is limited and there are competing priorities and needs, subsidizing a golf course can create tension amongst interested parties who may have different motives
  - Residents who don't use the golf course may reject having to subsidize it, like other amenities in the general fund that don't appeal to everyone.

Capital Funding and Privatization

Capital Funding

When funding is insufficient for a golf course in an enterprise fund, there are several options for raising capital.

- Private Revenue Bonds – Used to finance operations and capital needs for City amenities deemed as self-supporting, which have their own revenue source such as golf course green fees. The revenues from the amenity are used to retire the bond. Typically come with a higher interest rate then general obligation bonds due to risk and cost more to issue.
- General Obligation Bonds – Backed by the full taxing authority of the municipality to retire the bonds, these provide a more secure investment with a lower interest rate.
- Transfers or Loans from the General Fund

Privatization

Other options for the City to consider are:

- Hire a management company to operate the golf facility, where the City would maintain control of the golf operations but leave the day-to-day operations to a professional management group who would employ the staff. Professional third-party management companies operate more efficiently than municipalities, typically providing a higher performing facility with better conditioning, and they have access to national buying programs.
- Lease the golf facility to a private operator in exchange for a lease payment. The lease could include certain requirements such as capital investment, green fee restrictions, agronomy standards, etc.

Benchmark Analysis

TCS has benchmarked Park City Golf Club versus a set of Troon managed clubs in seasonal locations. The results are below, showing the 25th, median, and 75th percentile of the competitive set.

	Park City Golf Club		Benchmarks		
Metric	FY 2025 Actual	FY 2030 Pro Forma	25th Percentile	Median	75th Percentile
Rounds of Golf	49,064	47,043	34,390	38,631	44,325
Golf Revenue per Round*	41.51	59.13	40.08	44.75	55.37
Merchandise Revenue per Round	5.79	7.80	1.81	2.40	3.95
Merchandise Cost of Sales %	72%	65%	64%	66%	69%
Total Revenues	2,683,479	3,613,036	2,012,190	2,280,390	2,509,203
Total Salaries & Wages	946,030	1,269,987	510,226	554,012	587,441
Total Taxes & Benefits	227,097	303,640	92,264	96,834	106,851
Total Taxes & Benefits as % of Salaries & Wages	24.0%	24.0%	15.8%	16.6%	19.2%
Total Maintenance Payroll	590,692	797,975	290,199	333,151	474,931
Total Maintenance Expense	829,514	1,370,375	477,659	515,606	784,063
Fertilizer & Chemical Expense	65,653	150,679	78,690	99,660	108,327
Total Operating Expenses as a % of Revenue	57%	56.9%	48%	50%	55%
Net Operating Income	653,247	728,189**	503,986	806,260	934,983
Net Operating Margin	24.3%	20.2%**	25.5%	26.7%	44.8%

*Green fees, carts and passes

**Net of new $238,000 water expense – FY 2025 has $19,250 water expense.

Benchmark Analysis

When comparing PCGC Fiscal Year (FY) 2025 against similar seasonal properties managed by Troon, a few things stand out that affect the conditioning and financial performance of the facility.

Rounds of Golf

- PCGC hosts a very large number of rounds in a ~6-month season. There are a few things to consider here, however we'll discuss the two most impactful in our opinion. Firstly, that amount of volume speaks to the affordability, as well as the pricing power the course holds based on its utilization. Secondly, as discussed in the agronomy section, there is very little time for the agronomy crew to ever perform maintenance without golfers present, reducing efficiency and increasing costs to perform simple tasks.

Merchandise

- The sales per round are great and are largely a result of the mandatory golf shop credits for abundant league play. However, there is a destination impact Park City should capitalize on as well as a destination facility, where visitors want a memento to take home. There is room for improvement in the cost of sales percentage.

Salaries & Wages

- Salaries and wages are significantly higher than the benchmarked Clubs. Most of this can be attributed to the cost of employing individuals in a very high cost of living locale like Park City. Recruiting and training employees who are willing to commute from affordable areas like SLC does require an elevated wage. Accordingly, this is another argument for increased pricing. PCGC has higher costs of doing business than the benchmarked Clubs but charges less dollars per round.

Taxes & Benefits

- It is common and expected that municipal employees have very good healthcare and other benefits. The cost of these benefits is evident in the 24% benefit cost, compared to 19.2% for the 75th percentile.

Benchmark Analysis

When comparing PCGC Fiscal Year (FY) 2025 against similar seasonal properties managed by Troon, a few things stand out that affect the conditioning and financial performance of the facility.

Fertilizer & Chemical Expense

- PCGC is underspending on fertilizer and chemical. The benefits of increased spending in this category are discussed further in the agronomy section. Essentially, it will help to ensure healthy, well-conditioned and weed free turfgrass, which PCGC can in turn use to support increased rates.

Net Operating Margin

- PCGC is an excellent facility in a world-class destination. Its destination comes with drawbacks related to operational costs, such as increased labor costs for skilled workers. While its cost of doing business is higher, its pricing does not reflect these increased costs across all player types. PCGC has a Net Operating Margin of 24.3%, which is below the 25th percentile. TCS does not believe that PCGC is overspending based on the product it is delivering, however TCS does believe that PCGC is undercharging its residents.
- PCGC will be paying significantly more for water beginning FY 2026 vs. prior years. Whether the additional costs will be phased in or not is still under consideration, however in either case it will be $234,000 per year by FY 2028, increasing 2% annually. TCS does not believe there are any ways to recoup these increased costs, and overcome deferred capital, other than by increased fees resulting in increased revenues. TCS believes there is significant opportunity to increase rates for residents, however at $110 for non-residents, consideration will need to be made on whether to increase those rates without spending more on service levels and course maintenance to be sure there is still value versus the competition.

Appendix



PARK CITY GOLF CLUB

Troon Pro Forma

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Rounds & Greens Fees								
Total Rounds	**Not Available**	44,563	49,064	49,436	47,278	46,287	46,659	47,043
Avg Fees per Rd (w/ passes & carts)		36.90	41.51	43.43	49.65	54.50	56.70	59.13
Revenues								
Golf Fees	1,503,208	1,644,343	2,036,554	2,146,990	2,347,498	2,522,835	2,645,673	2,781,503
Range, Club Rental & Other	75,144	163,591	182,684	188,165	193,809	199,624	205,612	211,781
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Merchandise	240,360	278,400	283,846	300,299	315,909	340,213	353,241	366,831
Other Income	67,933	81,178	39,862	41,058	42,290	43,558	44,865	46,211
Food & Beverage Sales	64,098	63,591	63,504	70,384	80,774	94,896	110,010	113,133
Food & Beverage Gratuities	7,857	5,375	6,877	7,622	8,747	10,277	11,913	12,251
Total Revenues	**2,015,839**	**2,290,856**	**2,683,479**	**2,826,774**	**3,063,452**	**3,288,061**	**3,450,271**	**3,613,036**
Cost of Sales								
Golf Lessons	-	-	-	-	-	-	-	-
Merchandise	239,771	234,348	204,822	210,209	205,341	221,139	229,607	238,440
Food & Beverage - Total	30,045	29,294	35,306	35,776	32,980	38,746	44,916	46,191
Total Cost of Sales	**269,816**	**263,642**	**240,128**	**245,985**	**238,321**	**259,884**	**274,523**	**284,632**
Gross Profit	**1,746,023**	**2,027,214**	**2,443,351**	**2,580,789**	**2,825,131**	**3,028,176**	**3,175,748**	**3,328,404**
Operating Expenses								
Salaries & Wages	671,684	770,287	946,030	1,089,646	1,158,122	1,194,971	1,233,028	1,269,987
Employee Taxes and Benefits	219,151	267,842	227,097	259,834	277,463	285,998	294,800	303,640
Employee Related Expenses	1,064	947	1,329	1,595	1,643	1,692	1,743	1,795
Professional Fees	7,538	-	-	-	-	-	-	-
Advertising & Marketing	-	-	-	5,000	5,150	5,305	5,464	5,628
Repairs & Maintenance	109,055	129,893	139,907	174,966	216,658	223,157	229,852	236,748
Other Operating Expenses	154,382	193,008	212,572	209,651	216,376	223,482	230,832	237,748
Total Operating Expenses	**1,162,874**	**1,361,977**	**1,526,935**	**1,740,691**	**1,875,411**	**1,934,606**	**1,995,718**	**2,055,546**
Operating Profit	**583,149**	**665,237**	**916,416**	**840,098**	**949,720**	**1,093,571**	**1,180,030**	**1,272,858**

PARK CITY GOLF CLUB

Troon Pro Forma

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Fixed Operating Expenses								
Leases - Carts	-	-	-	-	-	-	-	-
Leases - Equipment	-	-	-	-	-	-	-	-
Water	16,500	11,880	19,250	71,434	149,298	234,024	238,704	243,479
Other Utilities	23,908	27,393	25,632	26,907	27,715	28,546	29,402	30,284
Total Fixed Operating Expenses	**40,408**	**39,273**	**44,882**	**98,341**	**177,013**	**262,570**	**268,107**	**273,763**
Gross Operating Profit	**542,741**	**625,964**	**871,534**	**741,757**	**772,708**	**831,001**	**911,923**	**999,096**
Other Expenses								
Insurance	8,152	6,625	(8,118)	7,500	7,725	7,957	8,195	8,441
Fees, Permits, Licenses	55,502	49,268	62,400	64,272	66,200	68,186	70,232	72,339
General Fund Fees	131,951	142,070	164,005	168,925	173,993	179,213	184,589	190,127
Total Other Expenses	**195,605**	**197,963**	**218,287**	**240,697**	**247,918**	**255,356**	**263,016**	**270,907**
Net Operating Income	**347,136**	**428,001**	**653,247**	**501,060**	**524,790**	**575,645**	**648,907**	**728,189**
(Depreciation & Amortization)	-	-	-	-	-	-	-	-
Interest Income	66,605	117,416	-	-	-	-	-	-
Gain/(Loss) on Asset Disposal	1,000	71,000	1,425	-	-	-	-	-
Net Income (Loss)	**414,741**	**616,417**	**654,672**	**501,060**	**524,790**	**575,645**	**648,907**	**728,189**
(Capital Expenditures)	(198,701)	(92,411)	(338,869)	(1,416,000)	(357,000)	(4,327,000)	(559,000)	(50,000)
(Capital Reserve - 10% of Revenue)				(282,677)	(306,345)	(328,806)	(345,027)	(361,304)
Tax Grant	168,363	-	-	-	-	-	-	-
Transfer from General Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Net Cash Flow	**409,403**	**549,006**	**340,803**	**(1,172,618)**	**(113,555)**	**(4,055,161)**	**(230,120)**	**341,885**

The information contained in this pro forma is based on assumptions of future events, and does not take into account, nor make provision for, any rise or decline in local or general economic conditions and other circumstances that may have a significant adverse effect on actual results. The projections have been prepared based on current information available. Troon cannot, and does not, warrant or guarantee the information contained in this pro forma to be a projection of the actual results of the operation of the facility. The information contained in this pro forma is not intended to be used as inducement for action and has been prepared in conjunction with a proposal for Troon's management of the facility.

Golf Operations - PARK CITY GOLF CLUB

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Rounds	**Not Available**							
Rounds: Pass/Punch	-	3,827	7,267	7,085	6,731	6,395	6,395	6,395
Rounds: Resident (incl. rnds from 3p-7p)	-	18,198	20,725	21,243	20,181	19,172	19,172	19,172
Rounds: Twilight	-	5,135	6,297	6,297	6,297	6,297	6,297	6,297
Rounds: Public	-	13,851	11,368	11,709	12,060	12,422	12,795	13,179
Rounds: Junior		238	393	389	381	374	374	374
Rounds: Comp	-	3,314	3,014	2,713	1,628	1,628	1,628	1,628
Total Rounds	**-**	**44,563**	**49,064**	**49,436**	**47,278**	**46,287**	**46,659**	**47,043**
*(18,440 of the FY25 roundswere 9-hole rounds)								
Avg Fees per Rd								
Avg Fees per Rd: Carts		7.83	8.11	8.92	10.25	10.56	10.88	11.21
Avg Fees per Rd: Pass/Punch	-	25.26	37.05	32.72	37.62	43.27	43.70	44.14
Avg Fees per Rd: Resident (incl. rnds from 3p-7p)	-	29.49	35.78	37.57	43.21	49.69	50.19	50.69
Avg Fees per Rd: Twilight	-	12.85	13.91	14.61	16.80	19.32	19.51	19.71
Avg Fees per Rd: Public	-	42.96	47.37	49.73	52.22	54.83	60.31	66.35
Avg Fees per Rd: Junior	-	4.52	4.74	4.78	4.83	4.88	4.93	4.98
Avg Fees per Rd: Comp	-	-	-	-	-	-	-	-
Avg Fees per Rd - TOTAL	**-**	**36.90**	**41.51**	**43.43**	**49.65**	**54.50**	**56.70**	**59.13**
Merchandise Sales Per Rd	-	6.25	5.79	6.07	6.68	7.35	7.57	7.80
Golf Fees								
Cart Rental	304,871	348,907	397,732	440,824	484,818	488,891	507,612	527,142
Annual Passes/Punch Cards	72,175	96,680	269,276	231,807	253,250	276,675	279,442	282,236
Resident	-	536,648	741,622	798,171	872,001	952,662	962,188	971,810
Twilight		65,961	87,617	91,998	105,798	121,667	122,884	124,113
Public	1,126,162	595,072	538,446	582,329	629,789	681,117	771,706	874,342
Junior	-	1,075	1,861	1,861	1,842	1,823	1,841	1,860
Golf Fees Total	**1,503,208**	**1,644,343**	**2,036,554**	**2,146,990**	**2,347,498**	**2,522,835**	**2,645,673**	**2,781,503**
Golf Fees	1,503,208	1,644,343	2,036,554	2,146,990	2,347,498	2,522,835	2,645,673	2,781,503
Range, Club Rental & Other	75,144	163,591	182,684	188,165	193,809	199,624	205,612	211,781
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Merchandise Sales	240,360	278,400	283,846	300,299	315,909	340,213	353,241	366,831
Other Income	67,933	81,178	39,862	41,058	42,290	43,558	44,865	46,211
Total Revenues	**1,943,884**	**2,221,890**	**2,613,098**	**2,748,768**	**2,973,931**	**3,182,888**	**3,328,348**	**3,487,651**

Golf Operations - PARK CITY GOLF CLUB

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Cost of Sales Analysis								
Merchandise	100%	84%	72%	70%	65%	65%	65%	65%
Cost of Sales - Merchandise	239,771	234,348	204,822	210,209	205,341	221,139	229,607	238,440
Total Cost of Sales	**239,771**	**234,348**	**204,822**	**210,209**	**205,341**	**221,139**	**229,607**	**238,440**
Gross Profit	**1,704,113**	**1,987,542**	**2,408,276**	**2,538,558**	**2,768,589**	**2,961,749**	**3,098,742**	**3,249,211**
Salaries & Wages	295,587	323,943	445,412	489,953	538,949	555,117	571,770	588,924
Employee Taxes and Benefits	138,964	178,096	125,773	138,350	152,185	156,751	161,453	166,297
Employee Related Expenses	768	797	-	-	-	-	-	-
Total Employee Expenses	**435,319**	**502,836**	**571,185**	**628,304**	**691,134**	**711,868**	**733,224**	**755,221**
Advertising & Marketing	-	-	-	5,000	5,150	5,305	5,464	5,628
Repairs & Maintenance - Carts	3,958	3,051	1,231	1,268	1,306	1,345	1,386	1,427
Other Operating Expenses	58,158	80,513	86,516	89,111	91,785	94,538	97,375	100,296
Total Other Operating Expenses	**62,116**	**83,564**	**87,747**	**95,379**	**98,241**	**101,188**	**104,224**	**107,350**
Total Operating Expenses	**497,435**	**586,400**	**658,932**	**723,683**	**789,375**	**813,056**	**837,448**	**862,571**
Operating Profit	**1,206,678**	**1,401,142**	**1,749,344**	**1,814,876**	**1,979,215**	**2,148,693**	**2,261,294**	**2,386,640**
Utilities	-	-	-	-	-	-	-	-
Cart Leases - Operating	-	-	-	-	-	-	-	-
Total Fixed Operating Expenses	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Gross Operating Profit	**1,206,678**	**1,401,142**	**1,749,344**	**1,814,876**	**1,979,215**	**2,148,693**	**2,261,294**	**2,386,640**
% of Golf Dept. Revenues	62.1%	63.1%	66.9%	66.0%	66.6%	67.5%	67.9%	68.4%
Fees, Permits, Licenses	-	-	-	-	-	-	-	-
Net Operating Income (Loss)	**1,206,678**	**1,401,142**	**1,749,344**	**1,814,876**	**1,979,215**	**2,148,693**	**2,261,294**	**2,386,640**
Net Income (Loss)	**1,206,678**	**1,401,142**	**1,749,344**	**1,814,876**	**1,979,215**	**2,148,693**	**2,261,294**	**2,386,640**

Food & Beverage Operations - PARK CITY GOLF CLUB

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Cost of Sales Analysis								
COS - Total Food & Beer	46.9%	46.1%	55.6%	40%	30%	30%	30%	30%
Total Rounds	-	44,563	49,064	49,436	47,278	46,287	46,659	47,043
Food Sales per Round	#DIV/0!	0.78	0.62	0.68	0.81	0.98	1.12	1.15
Beer Sales per Round		0.65	0.68	0.75	0.89	1.07	1.23	1.26
Total F&B Sales per Round		1.43	1.29	1.42	1.71	2.05	2.36	2.40
F&B Sales								
Food (& Non-Alc Bev) Sales	32,354	34,565	30,269	33,548	38,501	45,232	52,436	53,924
Beer	31,744	29,026	33,235	36,836	42,273	49,664	57,574	59,208
F&B Sales	**64,098**	**63,591**	**63,504**	**70,384**	**80,774**	**94,896**	**110,010**	**113,133**
Gratuities/Group Service	7,857	5,375	6,877	7,622	8,747	10,277	11,913	12,251
Total F&B Revenues	**71,955**	**68,966**	**70,381**	**78,006**	**89,521**	**105,173**	**121,923**	**125,384**
Cost Of Sales								
COS - Total Food & Beer	30,045	29,294	35,306	28,154	24,232	28,469	33,003	33,940
COS - Gratuities/Group Service	-	-	-	7,622	8,747	10,277	11,913	12,251
Total Cost Of Sales	**30,045**	**29,294**	**35,306**	**35,776**	**32,980**	**38,746**	**44,916**	**46,191**
Gross Profit	**41,910**	**39,672**	**35,075**	**42,231**	**56,542**	**66,428**	**77,007**	**79,193**
Employee Expenses								
Salaries & Wages	8,901	9,429	11,432	12,669	14,539	17,081	19,802	20,364
Employee Taxes and Benefits	844	940	1,147	1,271	1,459	1,714	1,987	2,043
Total Employee Expenses	**9,745**	**10,369**	**12,579**	**13,940**	**15,998**	**18,795**	**21,788**	**22,407**
Advertising & Marketing	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-
Other Operating Expenses	1,066	5,147	3,340	3,702	4,248	4,991	5,786	5,950
Total Other Operating Expenses	**1,066**	**5,147**	**3,340**	**3,702**	**4,248**	**4,991**	**5,786**	**5,950**
Total Operating Expenses	**10,811**	**15,516**	**15,919**	**17,642**	**20,246**	**23,786**	**27,574**	**28,357**
Operating Profit	**31,099**	**24,156**	**19,156**	**24,588**	**36,296**	**42,641**	**49,432**	**50,836**
Utilities	-	-	-	-	-	-	-	-
Equipment Lease	-	-	-	-	-	-	-	-
Total Fixed Operating Expenses	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Gross Operating Profit	**31,099**	**24,156**	**19,156**	**24,588**	**36,296**	**42,641**	**49,432**	**50,836**
Fees, Permits, Licenses	-	-	4,170	4,295	4,424	4,557	4,693	4,834
Net Operating Income (Loss)	**31,099**	**24,156**	**14,986**	**20,293**	**31,872**	**38,085**	**44,739**	**46,002**

Maintenance Operations - PARK CITY GOLF CLUB

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Employee Expenses								
Salaries & Wages	367,196	436,915	489,186	587,023	604,634	622,773	641,456	660,700
Employee Taxes and Benefits	79,343	88,806	100,177	120,212	123,819	127,533	131,359	135,300
Employee Related Expenses	296	150	1,329	1,595	1,643	1,692	1,743	1,795
Total Employee Expenses	**446,835**	**525,871**	**590,692**	**708,830**	**730,095**	**751,998**	**774,558**	**797,795**
Professional Fees	-	-	-	-	-	-	-	-
Total Professional Fees	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Repairs & Maintenance	53,428	68,558	73,013	75,203	77,459	79,783	82,177	84,642
Fertilizer & Chemicals	51,669	58,284	65,663	98,495	137,892	142,029	146,290	150,679
Total Repairs & Maintenance	**105,097**	**126,842**	**138,676**	**173,698**	**215,352**	**221,812**	**228,467**	**235,321**
Other Operating Expenses	57,250	68,101	67,653	69,683	71,773	73,926	76,144	78,428
Operating Expenses	**162,347**	**194,943**	**206,329**	**243,380**	**287,125**	**295,739**	**304,611**	**313,749**
Total Operating Expenses	**609,182**	**720,814**	**797,021**	**952,211**	**1,017,220**	**1,047,737**	**1,079,169**	**1,111,544**
Operating Profit	**(609,182)**	**(720,814)**	**(797,021)**	**(952,211)**	**(1,017,220)**	**(1,047,737)**	**(1,079,169)**	**(1,111,544)**
Equipment Leases	-	-	-	-	-	-	-	-
Utilities (non-water)	12,024	13,248	13,243	13,640	14,049	14,471	14,905	15,352
Water	16,500	11,880	19,250	71,434	149,298	234,024	238,704	243,479
Total Fixed Operating Expenses	**28,524**	**25,128**	**32,493**	**85,074**	**163,347**	**248,495**	**253,610**	**258,831**
Gross Operating Profit	**(637,706)**	**(745,942)**	**(829,514)**	**(1,037,285)**	**(1,180,568)**	**(1,296,232)**	**(1,332,778)**	**(1,370,375)**
Fees, Permits, Licenses	-	-	-	-	-	-	-	-
Net Operating Income (Loss)	**(637,706)**	**(745,942)**	**(829,514)**	**(1,037,285)**	**(1,180,568)**	**(1,296,232)**	**(1,332,778)**	**(1,370,375)**
Net Income	**(637,706)**	**(745,942)**	**(829,514)**	**(1,037,285)**	**(1,180,568)**	**(1,296,232)**	**(1,332,778)**	**(1,370,375)**

General & Administrative - PARK CITY GOLF CLUB

	Actual FY '23	Actual FY '24	Actual FY '25	July 1, 2025 - June 30, 2026 FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Professional Fees	7,538	-	-	-	-	-	-	-
Other Operating Expenses	37,908	39,247	55,063	47,155	48,570	50,027	51,528	53,073
Operating Expenses	**45,446**	**39,247**	**55,063**	**47,155**	**48,570**	**50,027**	**51,528**	**53,073**
Total Operating Expenses	**45,446**	**39,247**	**55,063**	**47,155**	**48,570**	**50,027**	**51,528**	**53,073**
Operating Profit	**(45,446)**	**(39,247)**	**(55,063)**	**(47,155)**	**(48,570)**	**(50,027)**	**(51,528)**	**(53,073)**
Office Equipment Leases	-	-	-	-	-	-	-	-
Utilities	11,884	14,145	12,389	13,267	13,665	14,075	14,497	14,932
Total Fixed Operating Expenses	**11,884**	**14,145**	**12,389**	**13,267**	**13,665**	**14,075**	**14,497**	**14,932**
Gross Operating Profit	**(57,330)**	**(53,392)**	**(67,452)**	**(60,422)**	**(62,235)**	**(64,102)**	**(66,025)**	**(68,005)**
Insurance	8,152	6,625	(8,118)	7,500	7,725	7,957	8,195	8,441
Fees, Permits, Licenses	55,502	49,268	58,230	59,977	61,776	63,629	65,538	67,505
General Fund Fees	131,951	142,070	164,005	168,925	173,993	179,213	184,589	190,127
Total Other Expenses	**195,605**	**197,963**	**214,117**	**236,402**	**243,494**	**250,799**	**258,323**	**266,073**
Net Operating Income	**(252,935)**	**(251,355)**	**(281,569)**	**(296,824)**	**(305,729)**	**(314,901)**	**(324,348)**	**(334,078)**
Interest Income	66,605	117,416	-	-	-	-	-	-
Gain/(Loss) on Asset Disposal	1,000	71,000	-	-	-	-	-	-
Net Income (Loss)	**(185,330)**	**(62,939)**	**(281,569)**	**(296,824)**	**(305,729)**	**(314,901)**	**(324,348)**	**(334,078)**

Golf Staff Recommendations and Comments on Consultant Recommendations

RSOQ Items	TCS Cost Estimate	Status and Staff Recommendation
Irrigation System	$2,600,000	**Top Priority** Current mainlines are 30+ years old and need to be replaced. Working on putting out an RSOQ for an architect/irrigation specialist to design a new system and bid out the actual cost of the irrigation renovation. This will make a recommendation on the project's timing and the pros and cons of remaining open or shutting down.
Green Complexes	$1,575,000	**Medium to Low Priority** Eighteen months ago we started a soil treatment program, wetting agents, and adjusted sand used for topdressing. Greens came through last winter with minimal snow mold. This leads us to believe we currently have healthy greens, which are a mixture of Bent and Poa grasses. If a renovation were to be done, we would defer to the golf course architect for their reccommendations upon timing, whether before, during or after the irrigation renovation. The advantage of a renovation would be consistent grass throughout, creating a more uniform surface and making it less susceptible to disease.
Bunker Renovation	$450,000	**Low Priority** Currently, there are no drainage issues. Sand was added to all the greenside bunkers in 2024. Increased the yearly budget so sand can be topped off as needed. allowing for consistent topping off of sand when needed. Sand will added to fairway bunkers this upcoming spring. If it is desired to renovate all the bunkers, it should be done during the irrigation system renovation.
Select Fairway Contouring	$20k per year	**Low Priority** Currently, there is no equipment to do this in-house. Would need to assess to determine the full scope and then determine the timing. Holes 14, 16, & 18 have areas that could be leveled out.

Staff Actively Working On	TCS Cost Estimate	Status and Staff Recommendation

Maintenance Equipment	$275,000 yearly budget	Increased replacement budget and have made numerous purchases over the last three seasons. The FY27 equipment purchases should bring all the equipment up to date so a recommended replacement schedule can be implemented.
Cart Path Repair	$70,000	**Medium priority** Resurfaced 50% of the cart paths in October 2025. This was focused on bumpy areas where tree roots had lifted the path. The course budgeted $125k and was completed for $84k. Lost roughly $8k in green fee revenues during the work (2 days). Plan is to put in a budget request for FY 27 to resurface the remaining cart paths, which would cost of $80-100k pending the price of materials and labor.
Road Crossings		Road Crossing by #1 tee had crosswalk and signs installed during the Thaynes Canyon walkability path project. Road crossings between holes 4/5 and 6/7 were determined to not need crosswalks and signs previously by the City. This will be reevaluated before next season.
Equipment Lift		**Low Priority** Staff is evaluating the pros and cons of a lift. The mechanic bay does not have a high ceiling, which limits the lifts available to purchase as well as how high you can lift a mower. If it is determined to be viable this could be purchased with existing capital replacement funds.
Foot Bridges		We currently have four footbridges on the golf course, two of which don't have handrails. These will be assessed to ensure compliance with safety standards.
Greenwaste Hauling		**Low Priority** Currently, insufficient space for a dumpster. Reflects current practice with other municipal facilities.

Council Direction Needed	TCS Cost Estimate	Status and Staff Recommendation
ReSeeding Fairways	$315,000	**Low to Medium Priority** This could be done yearly at an estimated expense of 15-20k. This is currently not budgeted. A new tractor that is scheduled to be purchased in FY27 would be used along with an existing seeder. If this were to be done all at once as TCS recommends it should be done during the irrigation project.

Fuel Tank	$80,000	**Low Priority** Currently the golf course has a fuel tank in the bed of a one-ton truck that is used to fuel equipment. There is a cement pad next to the maintenance building that could potentially hold an above-ground dual-cell tank.

City Council Staff Report

Subject: Police K9 Swearing-In Ceremony
Author: Wade Carpenter, Chief of Police
Department: Police
Date: December 11, 2025

Recommendation

The Police Department requests a swearing-in by Mayor Worel for our newest (four-legged) officer, K9 Officer Bruno.

Background

The Police Department's request for a K9 was discussed in the May, 1 2025 Council meeting and was subsequently included in the FY26 budget. In October of 2025, after extensive testing and vetting, K9 handler Officer Wayne Henderson chose a 19-month old chocolate lab to fill the role.

Biography

Our new K9 was born March 20, 2024, in North Dakota. Both of his parents maintain a certified pedigree. He is now certified on 11 explosive scents, and his ongoing Utah POST certified training will increase the number of those scents.

The department reached out to the community to help choose the perfect name for our new K9. Suggestions came in from city employees, students at McPolin Elementary, and the Park City High School law enforcement class, receiving 73 total entries. The winning name, Bruno, was submitted by Mrs. Borjigin's fifth grade class and the Community Education Center at McPolin.

Bruno has been very busy the last couple of months, enjoying many opportunities for meet-and-greets at City Hall, Main Street, and our schools. He has also worked the E2 Summit in early October as well as Howl-O-Ween on Main Street.

With appropriate approval from his handler, Officer Henderson, Bruno can now be approached and greeted by name.

City Council Staff Report

Subject: Consideration of a Resolution Naming the New Community Center
Author: Jessica Moran, Recreation, Marketing & IT Division Manager
Department: Recreation
Date: December 11, 2025

Recommendation

Per the administrative policy on the Naming of Public Areas, City Council should consider a recommendation from the Recreation Advisory Board to adopt Resolution 28-2025, approving “The Mine at City Park” as the official name for the new community center (Exhibit A).

Background

- Received approval from City Council on **October 16, 2025**, to work with the Recreation Advisory Board on recommending a name for the community center.
- A sub-committee made up of two Recreation Advisory Board members and staff was established and met on October 22, 2025.

Analysis

The community center naming process was guided by the City’s Administrative Policy for Naming of Public Areas.

Process Overview:

- The meeting began with a review of the Recreation Department’s mission statement and a discussion of what the new facility should represent — community, inclusion, accessibility, creativity, and energy.
- Name ideas were considered from multiple sources, including:
  - Recreation team brainstorming sessions
  - Public submissions
  - Subcommittee and RAB member input
- The committee chose to emphasize the City Park location rather than “Park City” to distinguish it from the multitude of Park City based community facilities: Park City Community Church, Park City Senior Center, Park City Learning Center, etc. Additionally, it helped provide a clear place-based identity.
- Each sub-committee participant selected and ranked their top two choices.
- After tallying results and discussion, the subcommittee reached consensus on naming the new community center **The Mine at City Park.**

Rationale for Recommendation:

- **Honors local heritage:** References Park City's mining roots and creates a connection with Miner's Hospital.
- **Connects to the mission:** Embodies the Recreation department's commitment to enrichment through people, programs, and facilities.
- **Supports branding consistency:** The Mine pairs well with existing facility identities (e.g., The MARC, the Muni) while offering a unique, memorable designation.
- **Flexible for marketing:** The MINE, used as a bacronym, provides a natural tagline for outreach, programming, and signage (ex. Move, Inspire, Nurture, Engage).
- **Inviting and engaging:** Speaks to families and youth better than a more formal alternative. It is imaginative for kids while still being meaningful for adults.

The name was presented to both the Recreation Advisory Board (RAB) and the Youth Recreation Advisory Board (YRAB) on November 4, 2025. YRAB expressed unanimous support for the recommended name. RAB voted 7–0 in favor, with one abstention, to forward "The Mine at City Park" to City Council for final approval.

Exhibits

Exhibit A: Resolution 28-2025, Naming the New Community Center
Exhibit B: Subcommittee meeting notes and name brainstorming whiteboard
Exhibit C: Concept mock-up of logo and signage design
Exhibit D: Administrative policy for naming of public places

Resolution No. 28-2025

A RESOLUTION NAMING THE NEW COMMUNITY CENTER "THE MINE AT CITY PARK"

WHEREAS, The Mine at City Park reflects Park City's mining heritage and creates a connection with Miner's Hospital; and

WHEREAS, The new community center at City Park will serve as a central, inclusive gathering space for recreation, learning, and community connection; and

WHEREAS, The Mine at City Park emerged as the recommended name through a collaborative process involving the Recreation team, Youth Recreation Advisory Board, and the Recreation Advisory Board;

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

The community center at 1400 Sullivan Road, Park City, Utah, is formally named The Mine at City Park.

PASSED AND ADOPTED this 11th day of December 2025.

PARK CITY MUNICIPAL CORPORATION

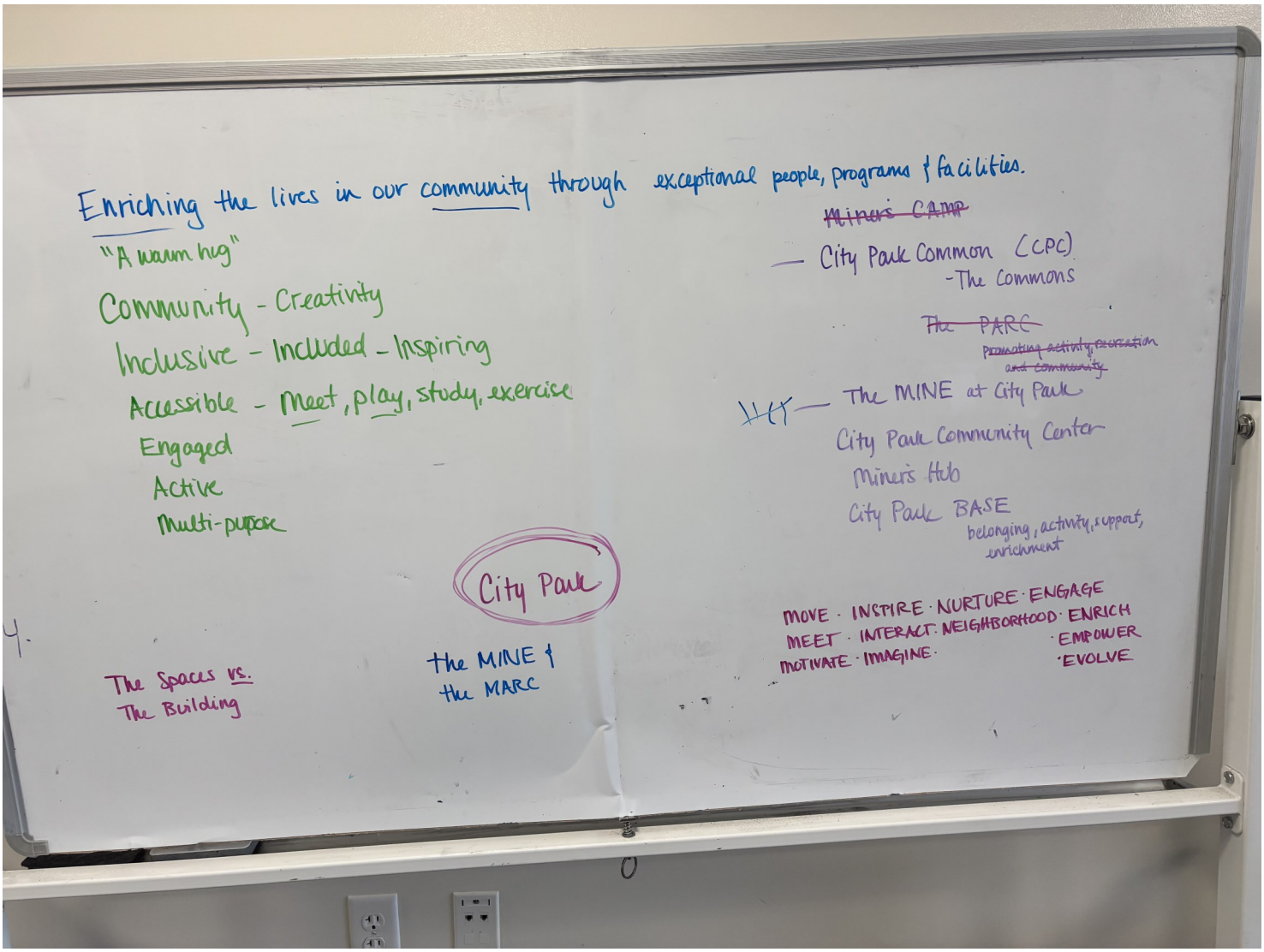
_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office


Enriching the lives in our community through exceptional people, programs & facilities.
"A warm hug"
Community - Creativity
Inclusive - Included - Inspiring
Accessible - Meet, play, study, exercise
Engaged
Active
Multi-purpose
City Park
The Spaces vs. The Building
the MINE & the MARC
~~Miners CAMP~~
City Park Common (CPC)
-The Commons
~~The PARC~~
~~promoting activity, recreation and community~~
The MINE at City Park
City Park Community Center
Miners Hub
City Park BASE
belonging, activity, support, enrichment
MOVE · INSPIRE · NURTURE · ENGAGE
MEET · INTERACT · NEIGHBORHOOD · ENRICH
MOTIVATE · IMAGINE · EMPOWER
· EVOLVE


THE
MINE
at City Park


THE MINE
at City Park

Naming of Public Areas

Purpose

The purpose of this policy is to establish a uniform procedure for the naming of public areas throughout Park City by selecting appropriate names that would add increased community recognition to the public area. Not all public areas must be named; however, this policy provides a mechanism to request naming of a public area. Recommendations from concerned citizens and special interest groups may be considered. If no citizen recommendations are made or consensus obtained, then City Staff may initiate naming recommendations.

Authorization

The City Council shall have the authority for naming public areas by passing or rejecting a resolution at the City Council meeting.

Definition

Public areas means publicly owned and/or operated facilities, city projects, significant public landmarks, parks, playgrounds, natural areas, streets, stairs, trails, and public spaces.

Objectives

Provide name identification

Insure consistency for naming public areas

Facilitate and encourage significant financial and civic contributions to the City

Provide community recognition

Qualifying Name

The geographic location of the public area

An outstanding feature of the public area

An adjoining subdivision

A commonly recognized historical event, group, or individual

Individual who has provided exceptional community service, typically in excess of ten years

The articulated preference of residents of the neighborhood surrounding the public area and/or user groups of the public area

Public areas may be named for living persons provided either (1) they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donations or (2) when the individual has made an unusually outstanding public service contribution

Recommendations from concerned citizens and special interest groups may be considered.

Naming Public Areas

The following guidelines will be used when naming public areas:

A permanent name should be assigned as soon as possible. Duplication of other public area names in the City should be avoided.

Recommendations from concerned citizens and special interest groups may be considered.

Prominent geographic features or local reference points (i.e., hill, stream, notable tree, street, community or neighborhood) should be considered when possible for a potential name.

Consideration for naming a public area in honor of a person should only be given if one of the following criteria has been met:

For an individual (excluding nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the public area, or to the City overall. The suggested name must be accompanied by a biographical sketch, which shall provide evidence of contributions.

Major contribution must have been made to the City.

Substantial donation made to the City for a public park, trail on City land, City project or facility wherein the donor stipulates a name as being consideration of the donation for a specific period of time.

Outstanding community leader who has made significant civic contributions to the City and has given highly productive support to the City. Typically, such service should be in excess of ten years, unless unique circumstances justify extraordinary recognition.

Outstanding individuals who have demonstrated excellence or exceptional service to the citizens of the City. Typically such service should be in excess of ten years unless unique circumstances justify extra-ordinary recognition.

Renaming

An existing name of a public area particularly one of local or national importance or outstanding feature, should not be changed unless there are extraordinary circumstances of local or national interest.

The renaming of public areas is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Only those public areas named for location or subdivision should be considered for renaming. Property named by deed restriction shall not be considered for renaming, unless the City obtains the consent of the Grantor.

Public areas named after individuals should not be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.

In order for a public area to be considered for renaming the following should occur: the recommended name must qualify according to Section V of this policy, and be accompanied by a petition from the particular public area users.

Other Naming Alternatives

Public areas that are donated to the City may be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth in Section VI and a pproval by the City Council.

A facility within a public area, i.e., playground, picnic shelter, meeting room, etc., may be named separately from the public area subject to Section V of this policy.

Effective: June 12, 2008



_____

Tom Bakaly, City Manager

City Council

Staff Report

Subject:	**Re-Create 248: Level 2 Evaluation Criteria & Upcoming Council Milestones**
Author:	**Conor Campobasso, Senior Transportation Planner; Julia Collins, Transportation Planning Manager**
Department:	**Transportation Planning**
Date:	**December 11, 2025**

Summary

The SR-248 corridor remains a critical east–west gateway for residents, employees, and visitors, and is the focus of a transit-oriented Alternatives Analysis (AA) being conducted in partnership with UDOT.

This staff communication provides an update on the development of Level 2 evaluation criteria that will be used to compare the remaining transit alternatives, summarizes recent outreach at the October 14 Transportation Fall Open House, and outlines upcoming City Council touchpoints on January 8 and January 20, 2026. No policy decisions are requested at this time.

Background

On June 28, 2024, City Council authorized the Re-Create 248 Transit Study and AA as the first step in a federally compliant process intended to position Park City for future infrastructure funding on SR-248. The Study is guided by goals to:

- Improve east–west mobility along SR-248;
- Preserve UDOT's operational needs;
- Support viable regional transit connections;
- Increase transit reliability and travel-time competitiveness; and
- Meet eligibility requirements for federal funding.

Through 2024–2025, Council received briefings on:

- Existing and Future Conditions along SR-248 and the Study's Purpose & Need;
- Purpose & Need Screening, which narrowed an initial range of modes; and
- Level 1 Screening, which evaluated six combinations of mode and alignment (plus a no-action alternative) using data-driven criteria and public input.

On August 14, 2025, Council identified which transit mode(s) and alignment(s) should advance into Level 2 Screening for feasibility analysis and conceptual design. The project team is now transitioning from defining the alternatives to defining *how* they will be evaluated in more detail.

Level 2 Evaluation Criteria: Status Update

Staff and the consultant team have prepared a draft Level 2 Screening framework that will be used to compare the remaining alternatives in more depth. The intent is to build

on Council's prior direction and the federal AA process to support a transparent, data-driven recommendation of a preferred alternative.

The draft evaluation framework groups criteria into the following general categories:

1. **Transit Performance & User Benefits**
    - Transit reliability (e.g., percent of exclusive guideway, ability to bypass congestion).
    - Transit travel time along SR-248.
    - Projected daily and annual ridership and transit trips within the study area.

2. **Access, Equity & Land Use Integration**
    - Access to key destinations and populations along the corridor.
    - Station-area accessibility, including connections to walking, biking, and local transit.

3. **Cost, Constructability & Implementation Feasibility**
    - Conceptual capital cost estimates and operations costs.
    - Construction complexity, including potential impacts to traffic, utilities, and major structures.
    - Overall feasibility and ability to deliver the project within the desired timeframe (including 2034 Winter Olympic considerations).

4. **Environmental & Transportation System Effects**
    - Changes in vehicle miles traveled (VMT).
    - Noise and vibration considerations.
    - Visual impacts and consistency with corridor character.
    - Environmental constraints and potential permitting challenges.

5. **Community & Resiliency Considerations**
    - Community compatibility and consistency with adopted plans and values.
    - Resiliency and reliability under adverse conditions (e.g., weather, incidents).
    - Public and stakeholder support, building on engagement conducted to date.

Each criterion will include:

- A defined metric or set of metrics;
- A consistent scoring methodology (e.g., comparative "high/medium/low" or numerical scores across alternatives); and
- Documentation of data sources and assumptions.

Over the next several weeks, staff will refine the draft criteria and scoring approach with the project team and agency partners so that a complete, easy-to-understand evaluation matrix can be shared with Council in January.

Funding Strategy

Re-Create 248 is being advanced with a dual funding strategy that prioritizes near-term state funding while keeping the project eligible for future federal support.

- **UDOT Transit TTIF (Primary Path):** The project is being developed in close coordination with UDOT so it can compete for Transit TIF funds. The Level 2 evaluation, selection of a preferred alternative, and upcoming environmental work are all structured to align with Transit TIF expectations on mobility, safety, and statewide benefit.

- **FTA CIG Readiness (Future Option):** At the same time, the Study is following an FTA-consistent process (Purpose & Need, screening steps, performance-based evaluation) so the City can pursue Capital Investment Grant (CIG) funding if needed. This will position the project to transition into NEPA, identify a Locally Preferred Alternative, and enter the federal pipeline without redoing work.

- **Legislative Appropriations:** Staff also intends to work with Park City's state and federal representatives to explore targeted appropriations that can help fund near-term project development (e.g., environmental review, design, and early enabling improvements), complementing potential Transit TIF and future CIG funding.

Implementation will ultimately require a partnership-based funding package that blends state funds, local transportation revenues, and potential regional or private contributions along the SR-248 corridor.

Recent Public Engagement: October 14 Transportation Open House

On October 14, 2025, staff participated in a Transportation Open House that highlighted several ongoing initiatives, including the Re-Create 248 project. At the event, staff:

- Provided an overview of the Study purpose, timeline, and where we are in the AA process;
- Shared information on the range of alternatives carried into Level 2 Screening; and
- Collected questions and comments to inform ongoing technical work and future outreach.

Feedback received at the open house will be synthesized with prior engagement from stakeholder meetings and earlier Re-Create 248 outreach activities and will be reflected in future Council updates as the evaluation results are developed.

Upcoming Council Touchpoints

Staff anticipates returning to City Council on the following dates to discuss Re-Create 248:

- **January 8, 2026 – Draft Evaluation Results (Work Session / Communication)**
  - Present the finalized Level 2 evaluation criteria and methodology.
  - Share comparative results for the remaining alternatives.
  - Receive initial Council feedback on performance tradeoffs, key concerns, and information needs prior to making policy decisions.

- **January 20, 2026 – Policy Direction on Preferred Alternative(s)**

- Present refined evaluation results and any additional analysis requested on January 8.
- Request Council direction on which alternative(s) should advance as the basis for a Locally Preferred Alternative (LPA) and environmental review.

These dates will keep the Study aligned with the previously shared timeline and the objective of advancing a competitive, fundable transit solution on SR-248.

Next Steps

- Finalize Level 2 evaluation criteria, scoring methodology, and supporting data.
- Incorporate feedback from the October 14 Transportation Open House and additional stakeholder coordination.
- Prepare January 8 and January 20 Council materials, including a clear summary of how each alternative performs across the evaluation criteria.

No action is requested at this time. Staff will continue to update Council as Re-Create 248 progresses through Level 2 Screening and toward identification of a preferred transit alternative.

Exhibits

Exhibit A: Draft Level 2 Evaluation Criteria

Table 1. Level 2 Evaluation Criteria

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Transit Reliability	Percent alignment in exclusive guideway, ability to utilize cue 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 grade/curve limitations 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
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

[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
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
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.

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CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Operational Costs See Appendix D for details.	In coordination with PCT operations staff, supplemented with some regional Utah Transit Authority (UTA) operations and maintenance costs for recent BRT and LRT projects, costs for each alternative were estimated for the first year of operations. Excludes new maintenance facility and vehicle needs. **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 this estimate for BRT, as PCT will be utilizing existing vehicles and maintenance facility to operate service initially, or, costs are already captured in other capital budgets.* **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 will consider 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

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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.**	*Considerations noted for informational purposes.*
Noise and Vibration Impacts See Appendix E for details.	A quantitative assessment measuring the sensitive noise receptors effected 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

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CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
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
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, buses, or cars 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.*

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City Council Staff Report

Subject: September Sales Tax and October Budget Monitoring Report
Author: Budget Team
Department: Budget
Date: December 11, 2025

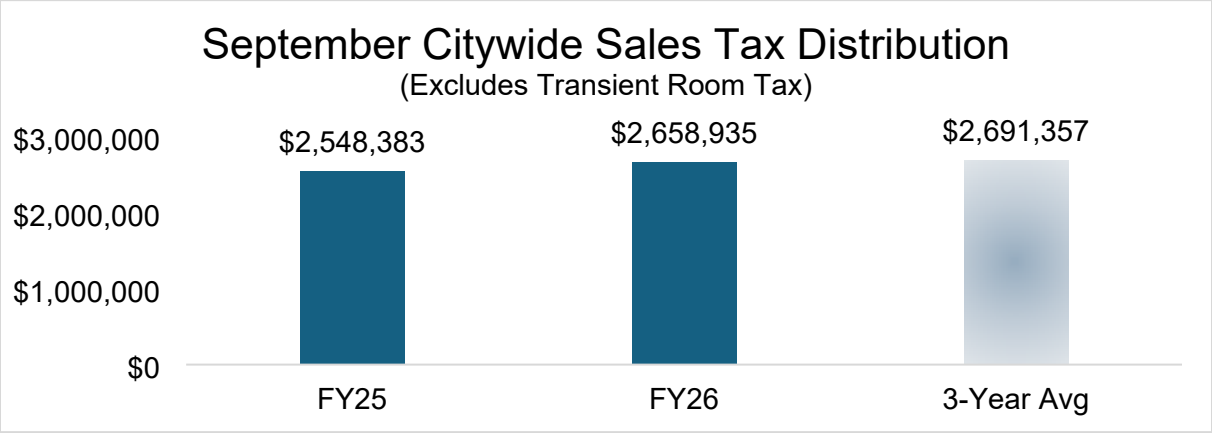
Sales Tax Distribution

The following summarizes the September sales tax distribution:

Citywide Sales Tax Distribution Summary (excludes Transient Room Tax):
Monthly (September):
Revenue: $2,658,935 — up $110,552 (+4.3%) vs. September 2024; down $104,517 (-3.8%) vs. budget.

Quarter (July – September):
Revenue: $8,283,366 — up $374,228 (+4.7%) vs. same period last year; up $291,776 (+3.7%) vs. budget.

Year-to-Date (July – September):
Same as the quarter.



General Fund Distribution Summary:
Monthly (September):
Revenue: $1,439,588 — up $56,729 (+4.1%) vs. September 2024; down $76,376 (-5%) vs. budget.

Quarter (July – September):
Revenue: $4,483,510 — up $194,311 (+4.5%) vs. same period last year; up $94,690 (+2.2%) vs. budget.

Year-to-Date (July – September):
Same as the quarter.

Transient Room Tax (TRT) Distribution Summary:
Monthly (September):
Revenue: $195,636 — up $14,025 (+7.7%) vs. September 2024; down $9,459 (-4.6%) vs. budget.

Quarter (July – September):
Revenue: $621,454 — down $5,263 (-0.8%) vs. same period last year; down $31,541 (-4.8%) vs. budget.

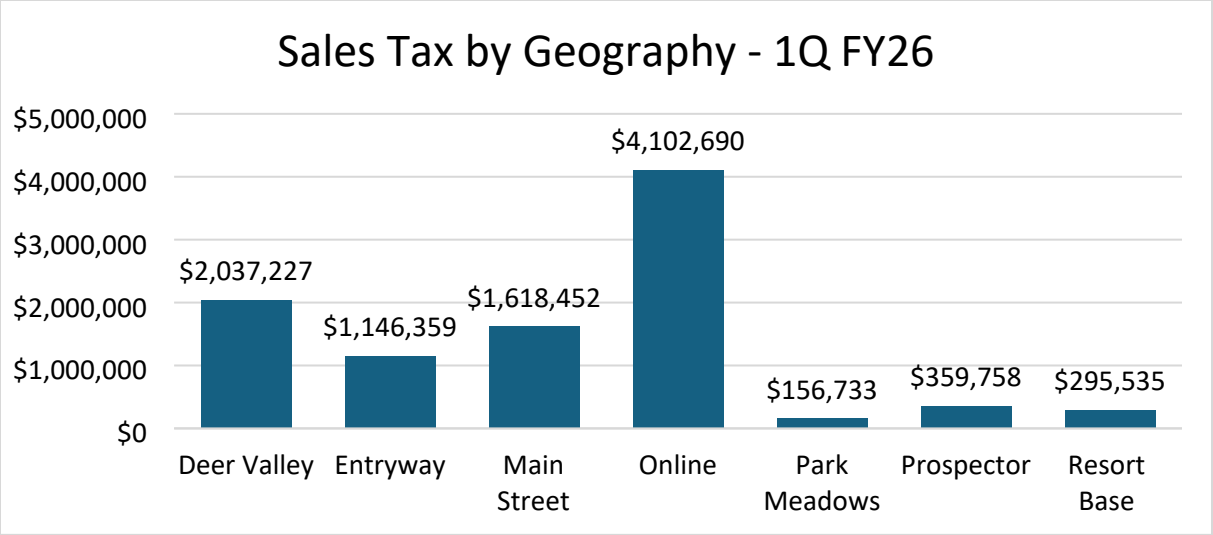
Year-to-Date (July – September):
Same as the quarter.

Sales Tax Analysis

September citywide sales tax distributions (excluding TRT) increased compared with September 2024 but fell below the monthly budget. September typically accounts for approximately 6% of annual sales tax distributions, making it an informative but not defining month in the fiscal year. Because recent Septembers have been relatively strong, the budget for this month set a fairly high bar, so the shortfall is better viewed as a miss against that benchmark than as a sign of changing conditions. On a year-to-date basis, the first quarter of FY26 remains above budget overall (+3.7%).

September's Transient Room Tax (TRT) results show a similar pattern. TRT distributions increased compared to last year, but were still under the monthly budget. For the first quarter of FY26, TRT revenues are close to last year's level and slightly below budget, indicating that lodging activity has normalized from recent highs rather than weakened sharply. December and January bookings are in a reasonable range, offering some early support for the core winter season even as near-term lodging trends appear more mixed.

Looking ahead, the overall picture remains generally stable; however, a few indicators suggest a more mixed and uncertain backdrop. Summit County's unemployment rate roughly doubled between May and August, rising from a low of 2% in May. We are monitoring for signs that higher costs or broader economic conditions may impact discretionary spending as the year progresses. These data points do not, on their own, signal a downturn, but they are a reminder that the outlook for the remainder of FY26 is not guaranteed. With early winter bookings in a reasonable range, the next key variable will be when (and how much) it decides to snow. Staff will continue to monitor local labor market conditions, visitation trends, and lodging bookings in coordination with the Park City Chamber of Commerce and will reflect any sustained changes in future revenue forecasts. As a reminder, this report reflects the amount of sales tax distributed by the State Tax Commission, which lags real economic activity.



October Budget Monitoring Report

Revenues

Considering the expected true-up of Interfund Transactions (IFT) and the timing of variances detailed below, total revenues are tracking within expectations.

Revenue Stream	Status & Variance Rationale
Sales Tax	**Temporary Variance:** Tracking below year-to-date budget estimates due to the lag in receiving and recording revenue from the State.
Miscellaneous Revenue	**Timing Variance:** Tracking below budget due to the standard schedule for booking interest income.
Interfund Transactions (IFT)	**Scheduled True-Up:** IFT revenues have not yet been booked for FY26. This line item will reconcile once the required accounting entries are processed.
Golf Fund	**Performance Benchmark:** The Golf Fund has realized **65% of its FY26 revenue goal**, indicating solid performance through the period.
Parking Revenues	**Exceeding Projections:** Tracking slightly above year-to-date budget, having realized **50% of the annual revenue goal.**

Expenditures
Overall, expenses are tracking on budget, when excluding IFT, Capital, and Extraordinary Debt transactions

Expenditure Category	Status & Variance Rationale
General Expenditures	**On Target:** Overall, expenses are tracking on budget when excluding large, non-routine transactions (IFT, Capital, and Debt).
Interfund Transactions (IFT)	**Scheduled True-Up:** IFT expenses will reconcile once the required accounting entries are booked.
Capital Budgets	**Project-Driven Variance:** Capital budgets naturally exhibit large variances month-to-month, primarily based upon project deadlines, contractor invoicing schedules, and seasonality.

Below is an overview of the major categories represented in the attached year-to-date revenue and expense reports. While not comprehensive, it provides key examples of the main components in each area.

Taxes & Assessments: Property taxes, sales taxes and franchise taxes

Licenses & Permits: Business Licenses, Event Fees and Licenses, and Building, Planning and Engineering Fees

Charges for Services: Recreation Fees, Facility Rental Fees, Utility Charges

Intergovernmental: Federal, State and Local revenue

Miscellaneous: Rental Income, Sale of Assets, Contributions, Investment/Interest Income

Interfund Transfers: Transfers between funds for services from support departments or reimbursement for centralized payments, such as insurance.

Materials, Supplies and Services: Expenses for maintenance, department supplies, minor equipment, contract services.

Capital Outlay: Major equipment or projects, asset maintenance, replacement equipment

Exhibits

Exhibit A: FY26 September Sales Tax Distribution

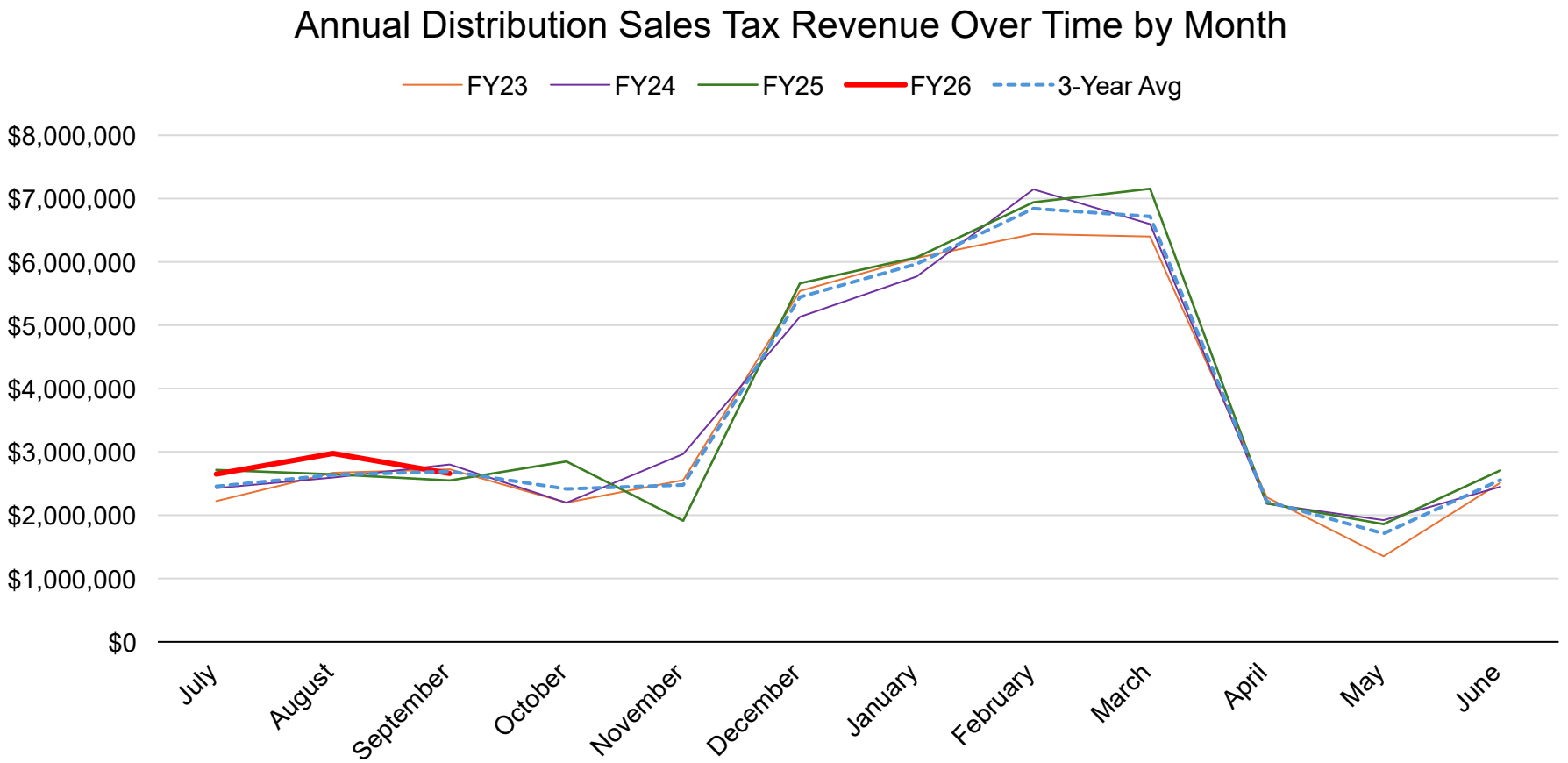
Exhibit B: Revenue Summary by Object and Type

Exhibit C: Expense Summary by Object and Type

September Sales Tax Distribution
Appendix I

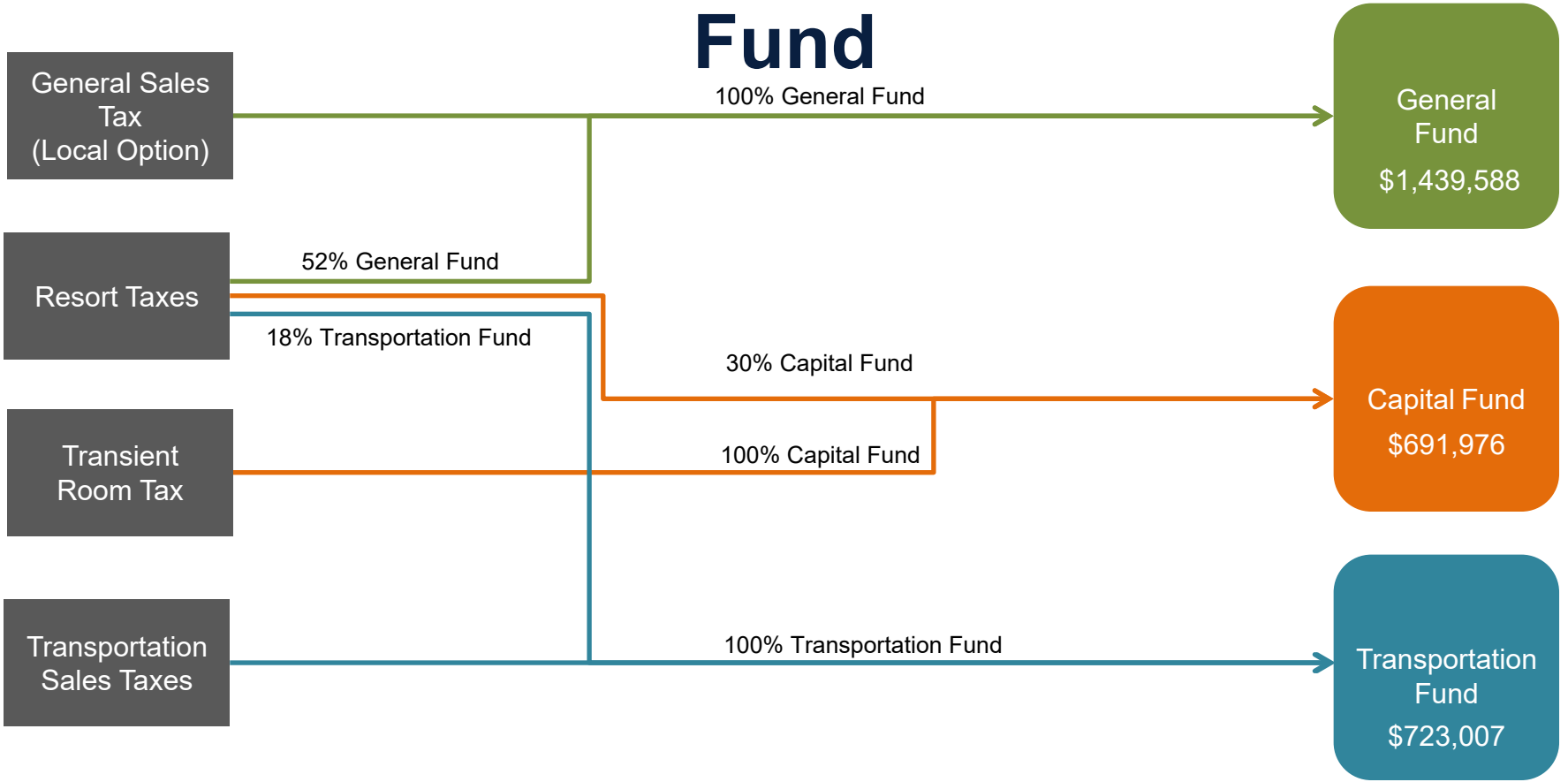


Sales Tax Distribution



Source: Park City Municipal Corporation. As of December 2025. Note: Excludes Transient Room Sales Tax.

September Sales Tax Revenue by Fund



Source: Park City Municipal Corporation. As of December 2025.

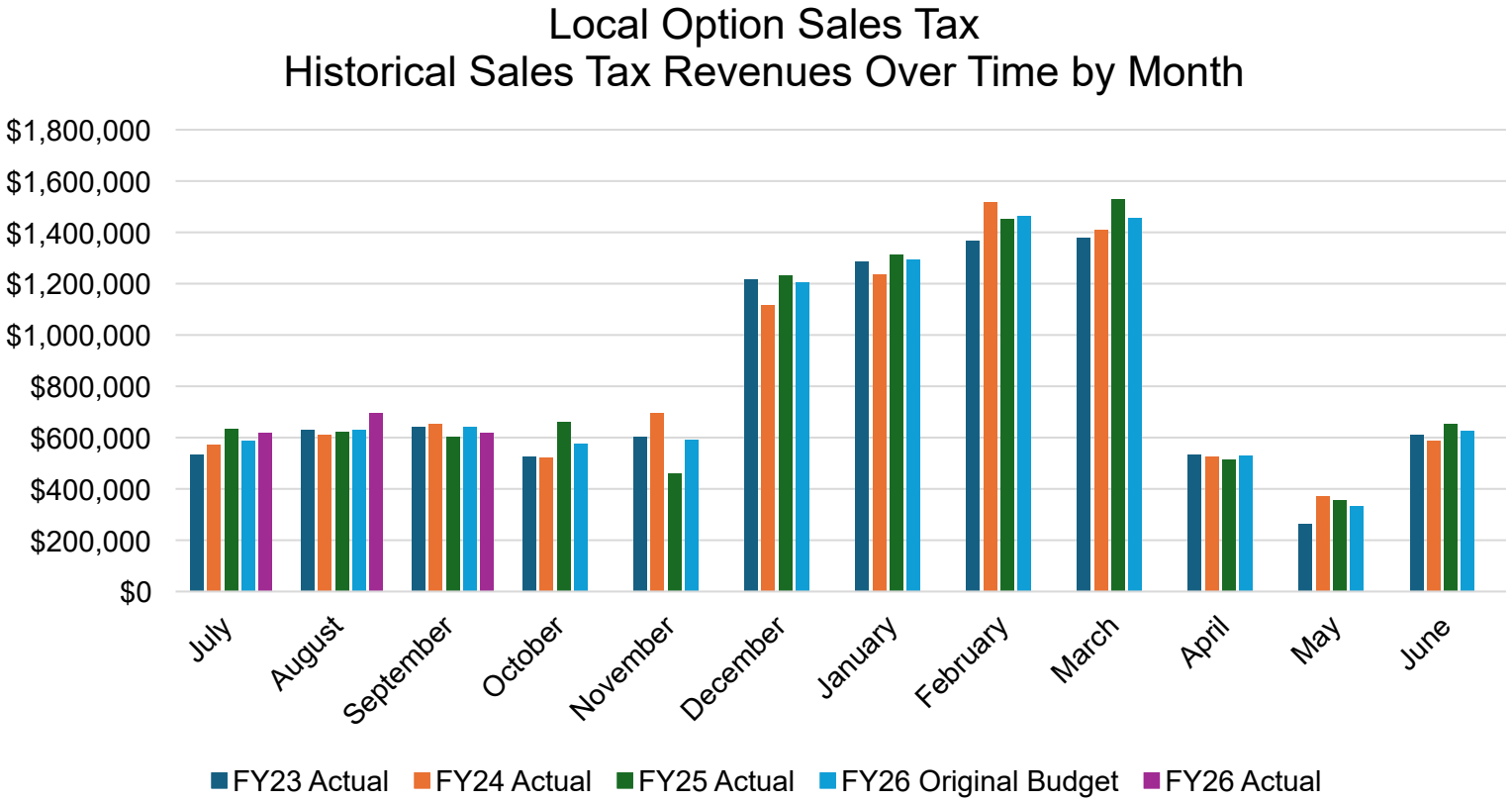
Local Option Sales Tax Distribution

Local Option Sales Tax - Monthly							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$532,806	$570,791	$634,037	$586,573	$619,299	-2.32%	5.58%
August	$631,245	$612,827	$623,012	$630,272	$697,269	11.92%	10.63%
September	$641,829	$655,342	$604,981	$642,109	$620,391	2.55%	-3.38%
October	$526,872	$521,364	$661,089	$577,017			
November	$603,371	$695,129	$460,257	$593,704			
December	$1,216,593	$1,116,760	$1,233,701	$1,204,130			
January	$1,288,403	$1,236,790	$1,312,696	$1,295,556			
February	$1,366,459	$1,518,413	$1,453,765	$1,464,593			
March	$1,380,769	$1,408,614	$1,530,462	$1,458,250			
April	$534,284	$525,152	$515,667	$531,707			
May	$264,260	$370,168	$357,004	$334,678			
June	$611,246	$586,773	$652,449	$624,662			
Total	**$9,598,138**	**$9,818,123**	**$10,039,119**	**$9,943,252**	**$1,936,958**	**-80.71%**	**-80.52%**
			$10,865,411				

Local Option Sales Tax - Culmulative							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$532,806	$570,791	$634,037	$586,573	$619,299	-2.32%	5.58%
August	$1,164,051	$1,183,618	$1,257,049	$1,216,845	$1,316,568	4.73%	8.20%
September	$1,805,880	$1,838,960	$1,862,030	$1,858,954	$1,936,958	4.02%	4.20%
October	$2,332,752	$2,360,324	$2,523,119	$2,435,971			
November	$2,936,124	$3,055,453	$2,983,376	$3,029,675			
December	$4,152,716	$4,172,213	$4,217,077	$4,233,805			
January	$5,441,119	$5,409,003	$5,529,773	$5,529,361			
February	$6,807,579	$6,927,416	$6,983,537	$6,993,955			
March	$8,188,348	$8,336,030	$8,513,999	$8,452,205			
April	$8,722,631	$8,861,182	$9,029,667	$8,983,912			
May	$8,986,891	$9,231,350	$9,386,670	$9,318,590			
June	$9,598,138	$9,818,123	$10,039,119	$9,943,252			

Source: Park City Municipal Corporation. As of December 2025.

Local Option Sales Tax Distribution



Source: Park City Municipal Corporation. As of December 2025.

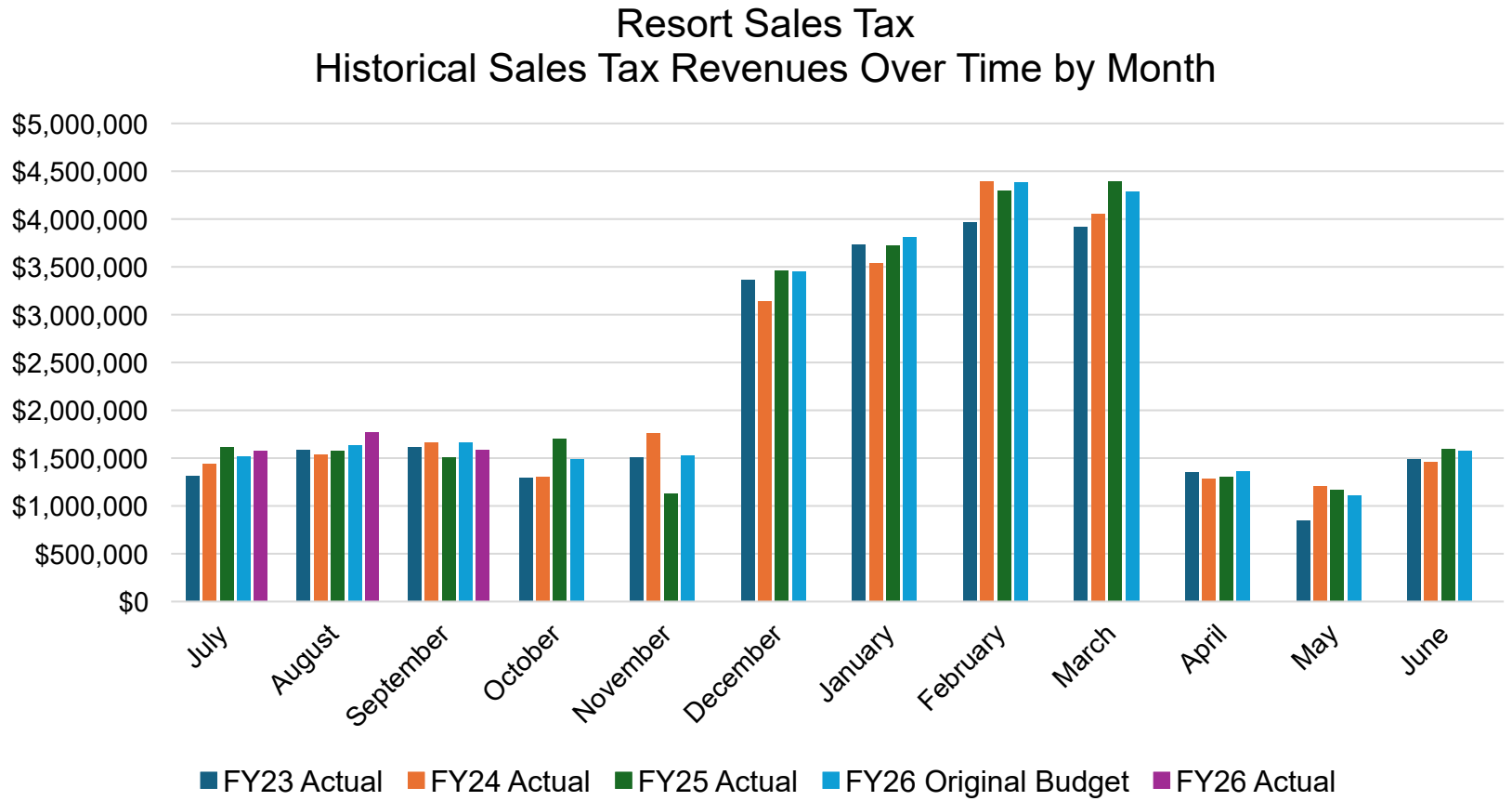
Resort Sales Tax Distribution

Resort Sales Tax - Monthly							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$1,312,332	$1,442,948	$1,618,474	$1,516,043	$1,581,268	-2.3%	4.30%
August	$1,586,065	$1,541,605	$1,580,122	$1,631,828	$1,768,321	11.91%	8.36%
September	$1,615,491	$1,668,124	$1,508,595	$1,661,089	$1,588,603	5.30%	-4.36%
October	$1,296,056	$1,299,701	$1,700,690	$1,489,246			
November	$1,512,524	$1,764,089	$1,125,600	$1,525,908			
December	$3,368,390	$3,140,247	$3,458,333	$3,454,779			
January	$3,729,527	$3,538,256	$3,722,264	$3,809,401			
February	$3,965,502	$4,397,749	$4,295,595	$4,387,844			
March	$3,920,247	$4,053,790	$4,399,342	$4,288,895			
April	$1,356,848	$1,283,854	$1,302,002	$1,366,631			
May	$844,454	$1,202,996	$1,163,996	$1,113,160			
June	$1,491,338	$1,462,232	$1,598,674	$1,577,911			
Total	**$25,998,774**	**$26,795,590**	**$27,473,687**	**$27,822,735**	**$4,938,192**	**-82.03%**	**-82.25%**

Resort Sales Tax - Culmulative							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$1,312,332	$1,442,948	$1,618,474	$1,516,043	$1,581,268	-2.30%	4.30%
August	$2,898,396	$2,984,553	$3,198,596	$3,147,870	$3,349,589	4.72%	6.41%
September	$4,513,887	$4,652,677	$4,707,191	$4,808,960	$4,938,192	4.91%	2.69%
October	$5,809,943	$5,952,378	$6,407,882	$6,298,206			
November	$7,322,467	$7,716,467	$7,533,482	$7,824,114			
December	$10,690,858	$10,856,714	$10,991,815	$11,278,893			
January	$14,420,385	$14,394,970	$14,714,079	$15,088,293			
February	$18,385,887	$18,792,719	$19,009,674	$19,476,138			
March	$22,306,135	$22,846,508	$23,409,016	$23,765,033			
April	$23,662,982	$24,130,362	$24,711,018	$25,131,663			
May	$24,507,436	$25,333,358	$25,875,014	$26,244,823			
June	$25,998,774	$26,795,590	$27,473,687	$27,822,735			

Source: Park City Municipal Corporation. As of December 2025.

Resort Sales Tax Distribution



Source: Park City Municipal Corporation. As of December 2025.

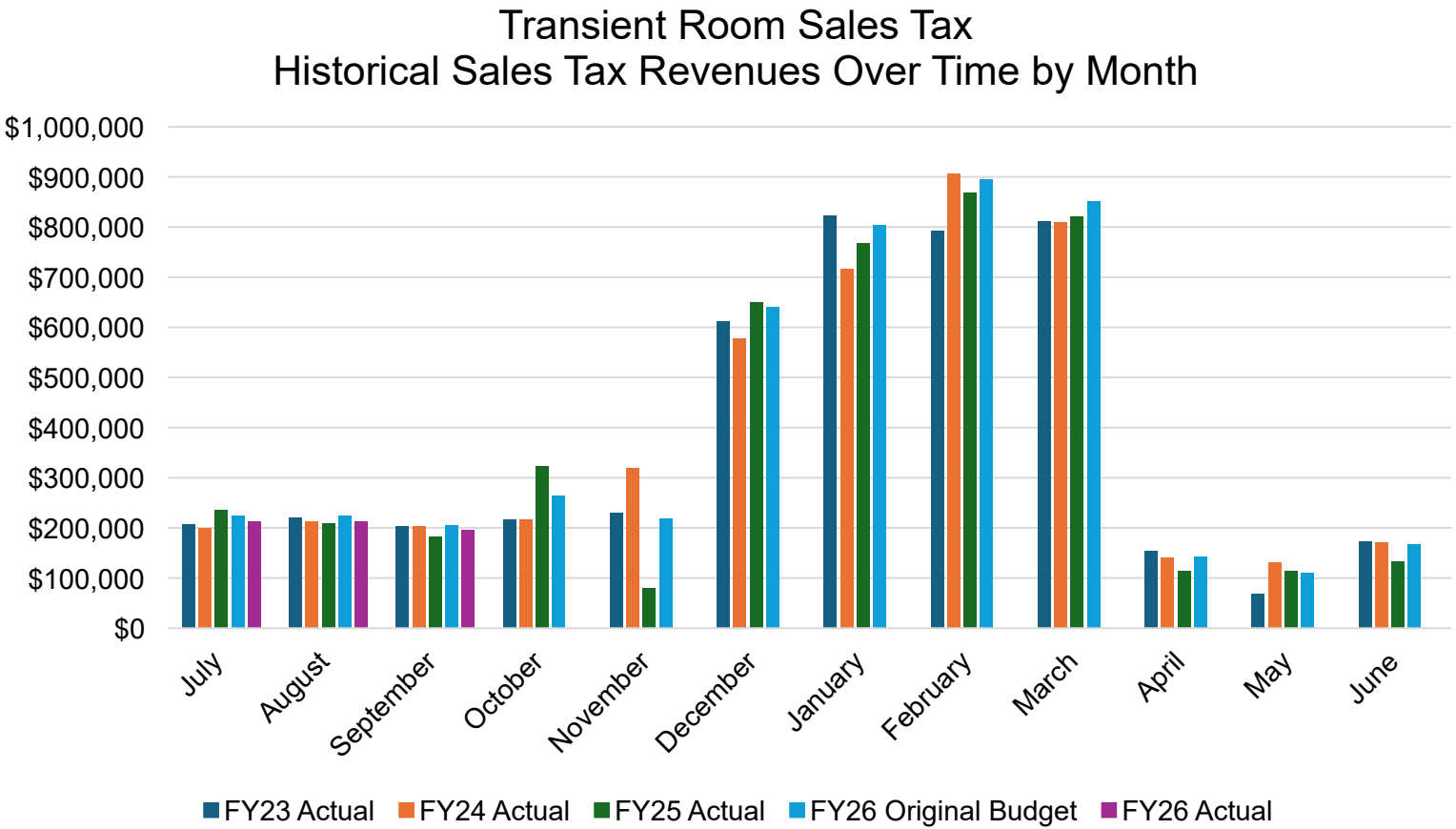
Transient Room Tax Distribution

Transient Room Sales Tax - Monthly							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$207,936	$199,624	$236,013	$224,285	$212,771	-9.85%	-5.13%
August	$219,874	$212,683	$209,093	$223,615	$213,046	1.89%	-4.73%
September	$203,178	$203,721	$181,611	$205,095	$195,636	7.72%	-4.61%
October	$217,406	$217,701	$322,638	$264,074			
November	$229,493	$319,441	$78,992	$218,832			
December	$611,583	$577,710	$649,471	$640,808			
January	$823,076	$717,139	$768,614	$804,626			
February	$793,379	$906,424	$868,234	$894,960			
March	$811,367	$809,258	$821,500	$851,080			
April	$154,497	$141,257	$113,692	$142,691			
May	$69,124	$132,111	$113,891	$109,821			
June	$172,713	$171,123	$134,073	$166,551			
Total	**$4,513,625**	**$4,608,192**	**$4,497,823**	**$4,746,438**	**$621,454**	**-86.18%**	**-86.91%**

Transient Room Sales Tax - Culmulative							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$207,936	$199,624	$236,013	$224,285	$212,771	-9.85%	-5.13%
August	$427,810	$412,307	$445,106	$447,899	$425,818	-4.33%	-4.93%
September	$630,988	$616,027	$626,717	$652,995	$621,454	-0.84%	-4.83%
October	$848,393	$833,728	$949,356	$917,069			
November	$1,077,886	$1,153,169	$1,028,347	$1,135,900			
December	$1,689,469	$1,730,880	$1,677,819	$1,776,709			
January	$2,512,545	$2,448,018	$2,446,433	$2,581,335			
February	$3,305,925	$3,354,443	$3,314,667	$3,476,294			
March	$4,117,292	$4,163,701	$4,136,167	$4,327,374			
April	$4,271,788	$4,304,958	$4,249,859	$4,470,065			
May	$4,340,912	$4,437,069	$4,363,750	$4,579,887			
June	$4,513,625	$4,608,192	$4,497,823	$4,746,438			

Source: Park City Municipal Corporation. As of December 2025.

Transient Room Tax Distribution



Source: Park City Municipal Corporation. As of December 2025.

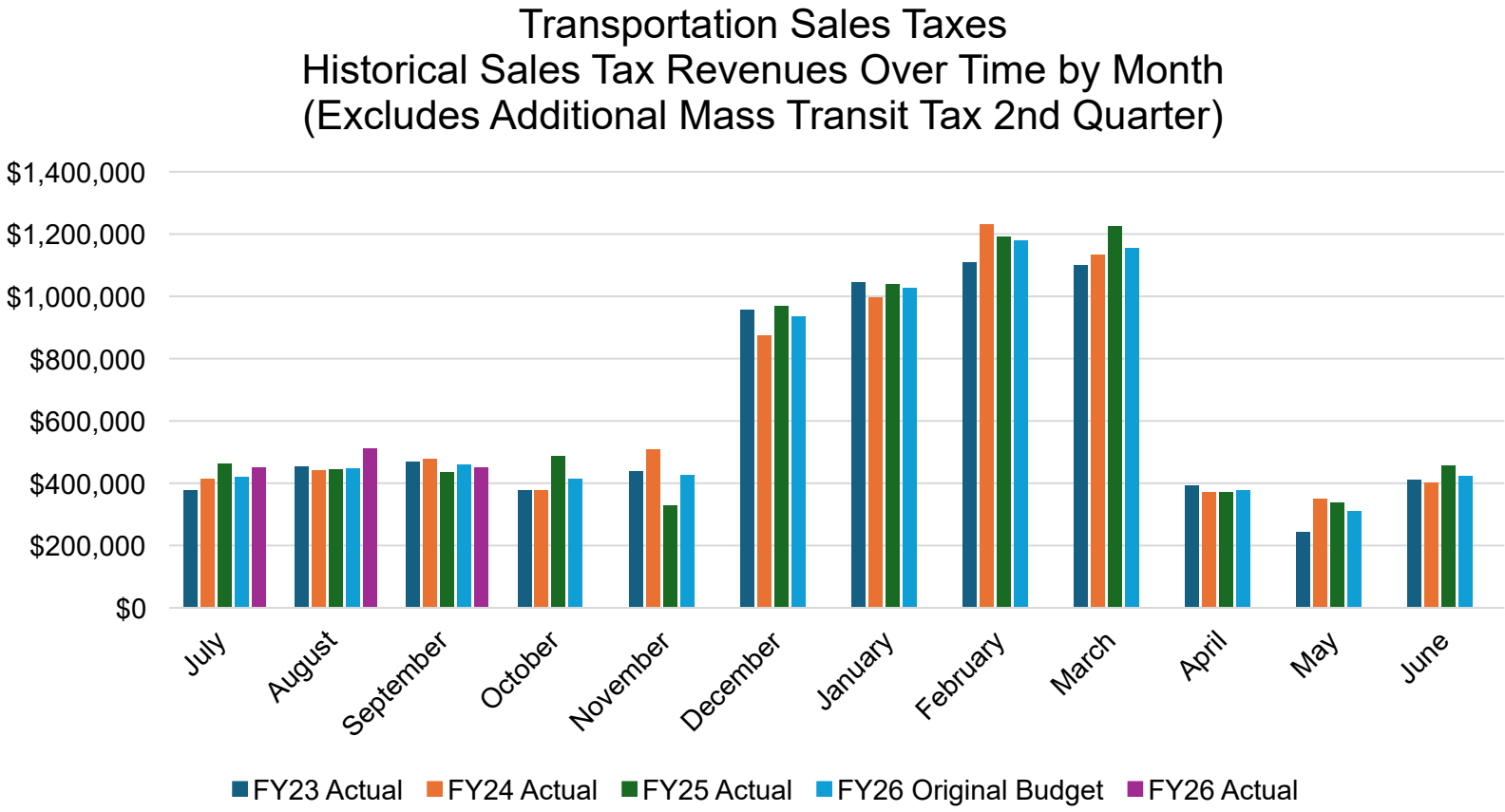
Transportation Sales Taxes

Transportation Sales Taxes - Monthly							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$377,116	$413,216	$462,510	$417,933	$448,663	-2.99%	7.35%
August	$453,180	$439,674	$442,599	$445,491	$509,612	15.14%	14.39%
September	$467,427	$477,474	$434,807	$460,254	$449,941	3.48%	-2.24%
October	$375,061	$375,137	$487,245	$412,796	$0	-100.00%	-100.00%
November	$437,648	$507,667	$326,755	$424,347	$0	-100.00%	-100.00%
December	$955,716	$874,845	$969,064	$933,920	$0	-100.00%	-100.00%
January	$1,043,825	$994,634	$1,036,865	$1,025,890	$0	-100.00%	-100.00%
February	$1,107,890	$1,229,933	$1,191,877	$1,177,464	$0	-100.00%	-100.00%
March	$1,099,522	$1,134,098	$1,225,418	$1,153,892	$0	-100.00%	-100.00%
April	$390,607	$371,011	$369,760	$377,414	$0	-100.00%	-100.00%
May	$242,686	$348,567	$337,613	$309,858	$0	-100.00%	-100.00%
June	$409,441	$399,687	$456,269	$422,121	$0	-100.00%	-100.00%
Total	**$7,360,119**	**$7,565,943**	**$7,740,783**	**$7,561,379**	**$1,408,216**	**-81.81%**	**-81.38%**

Transportation Sales Taxes - Culmulative							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$377,116	$413,216	$462,510	$417,933	$448,663	-2.99%	7.35%
August	$830,296	$852,890	$905,110	$863,423	$958,275	5.87%	10.99%
September	$1,297,723	$1,330,364	$1,339,916	$1,323,677	$1,408,216	5.10%	6.39%
October	$1,672,784	$1,705,501	$1,827,162	$1,736,473	$0	-100.00%	-100.00%
November	$2,110,432	$2,213,168	$2,153,917	$2,160,819	$0	-100.00%	-100.00%
December	$3,066,148	$3,088,013	$3,122,981	$3,094,739	$0	-100.00%	-100.00%
January	$4,109,973	$4,082,647	$4,159,846	$4,120,629	$0	-100.00%	-100.00%
February	$5,217,863	$5,312,580	$5,351,723	$5,298,094	$0	-100.00%	-100.00%
March	$6,317,384	$6,446,678	$6,577,141	$6,451,986	$0	-100.00%	-100.00%
April	$6,707,992	$6,817,689	$6,946,901	$6,829,399	$0	-100.00%	-100.00%
May	$6,950,678	$7,166,256	$7,284,514	$7,139,257	$0	-100.00%	-100.00%
June	$7,360,119	$7,565,943	$7,740,783	$7,561,379	$0	-100.00%	-100.00%

Source: Park City Municipal Corporation. As of December 2025. Note: Transportation Sales Tax does not include the Additional Mass Transit Tax.

Transportation Sales Tax Distributions



Source: Park City Municipal Corporation. As of December 2025.

YTD Revenue - October 2025	FY24 YTD	FY25 YTD	YTD Actuals	YTD Monthly Budget Estm	YTD Variance $	YTD Variance %	FY26 Original Budget
- 011 GENERAL FUND							
Property Taxes	$ 119,124	$ 583,799	$ 88,074	$ 136,045	$ (47,971)	-35%	$ 14,494,547
Sales Tax	$ 2,722,598	$ 2,906,339	$ 3,043,715	$ 3,192,117	$ (148,402)	-5%	$ 21,052,307
Franchise Tax	$ 494,046	$ 641,514	$ 553,873	$ 579,507	$ (25,634)	-4%	$ 4,236,909
Licenses and Permits	$ 3,102,017	$ 4,933,111	$ 2,889,986	$ 3,477,371	$ (587,386)	-17%	$ 7,781,310
Intergovernmental	$ 9,500		$ 6,403	$ 7,468	$ (1,065)	-14%	$ 123,706
Charges for Services	$ 838,518	$ 997,962	$ 956,824	$ 903,606	$ 53,218	6%	$ 3,544,150
Fines and Forfeitures	$ 6,233	$ 6,724	$ 7,454	$ 9,496	$ (2,042)	-22%	$ 20,488
Misc. Revenues	$ 192,755	$ 44,945	$ 77,294	$ 554,778	$ (477,484)	-86%	$ 1,726,748
Interfund Transactions (Admin)	$ 986,536	$ 986,536	$ -	$ 1,810,094	$ (1,810,094)	-100%	$ 4,335,668
Total 011 GENERAL FUND	$ 8,471,328	$ 11,100,931	$ 7,623,622	$ 10,671,171	$ (3,047,549)	-29%	$ 57,315,832
- 012 QUINNS RECREATION COMPLEX							
Intergovernmental	$ -	$ -	$ -	$ -	$ -		$ 4,411
Charges for Services	$ 271,062	$ 347,734	$ 317,237	$ 355,643	$ (38,406)	-11%	$ 1,118,933
Total 012 QUINNS RECREATION COMPLEX	$ 271,062	$ 347,734	$ 317,237	$ 355,643	$ (38,406)	-11%	$ 1,123,344
- 022 DRUG CONFISCATIONS							
State Revenue	$ -	$ 7,636	$ 3,473	$ 9,240	$ (5,767)	-62%	$ 37,164
Total 022 DRUG CONFISCATIONS		$ 7,636	$ 3,473	$ 9,240	$ (5,767)	-62%	$ 37,164
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
Property Taxes	$ 5,181	$ 1,502	$ 2,060	$ 1,666	$ 394	24%	$ 1,333,541
Intergovernmental	$ 17,346	$ 5,029	$ 6,896	$ 5,571	$ 1,325	24%	$ 4,460,674
Investment Income	$ -	$ -	$ -	$ 44,667	$ (44,667)	-100%	$ 134,000
Total 023 LOWER PARK AVE RDA SPECIAL REVENUE FU	$ 22,527	$ 6,531	$ 8,956	$ 51,904	$ (42,948)	-83%	$ 5,928,215
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
Property Taxes	$ 1,407	$ 1,691	$ -	$ 1,834	$ (1,834)	-100%	$ 2,055
Investment Income	$ -	$ -	$ -	$ 14,667	$ (14,667)	-100%	$ 44,000
Total 024 MAIN STREET RDA SPECIAL REVENUE FUND	$ 1,407	$ 1,691	$ -	$ 16,501	$ (16,501)	-100%	$ 46,055
- 031 CAPITAL IMPROVEMENT FUND							
Sales Tax	$ 1,344,886	$ 1,444,649	$ 1,472,543	$ 2,759,887	$ (1,287,344)	-47%	$ 17,710,257
Impact Fees	$ 274,133	$ 1,310,341	$ 371,398	$ 296,360	$ 75,038	25%	$ 644,304
Intergovernmental	$ 468,514	$ 216,938	$ 224,994	$ 436,307	$ (211,313)	-48%	$ 1,440,002
Misc. Revenues	$ 111,093	$ 269,721	$ 308,860	$ 292,671	$ 16,189	6%	$ 5,194,324
Potential Bond Proceeds	$ -	$ -	$ -	$ -	$ -		$ 30,000,000
Total 031 CAPITAL IMPROVEMENT FUND	$ 2,198,626	$ 3,241,648	$ 2,377,795	$ 3,785,225	$ (1,407,430)	-37%	$ 54,988,887
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
Misc. Revenues	$ -	$ -	$ -	$ 45,667	$ (45,667)	-100%	$ 137,000
Interfund Transactions (CIP/Debt)	$ 1,030,844	$ 1,030,844	$ -	$ 1,374,457	$ (1,374,457)	-100%	$ 3,092,532
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	$ 1,030,844	$ 1,030,844	$ -	$ 1,420,124	$ (1,420,124)	-100%	$ 3,229,532
- 034 REDEVELOPMENT AGENCY-MAIN ST							
Misc. Revenues	$ -	$ -	$ -	$ 31,333	$ (31,333)	-100%	$ 94,000
Total 034 REDEVELOPMENT AGENCY-MAIN ST			$ -	$ 31,333	$ (31,333)	-100%	$ 94,000
- 038 EQUIPMENT REPLACEMENT CIP							
Misc. Revenues	$ 86,710	$ 118,275	$ 12,825	$ 45,667	$ (32,842)	-72%	$ 153,000
Interfund Transactions (CIP/Debt)	$ 628,532	$ 628,532	$ -	$ 838,044	$ (838,044)	-100%	$ 1,885,600

YTD Revenue - October 2025	FY24 YTD	FY25 YTD	YTD Actuals	YTD Monthly Budget Estm	YTD Variance $	YTD Variance %	FY26 Original Budget
Total 038 EQUIPMENT REPLACEMENT CIP	$ 715,242	$ 746,807	$ 12,825	$ 883,711	$ (870,886)	-99%	$ 2,038,600
- 051 WATER FUND							
Water Impact Fees	$ 505,999	$ 1,582,706	$ 686,384	$ 483,690	$ 202,694	42%	$ 1,367,325
Water Charges for Services	$ 8,676,819	$ 10,936,216	$ 12,980,532	$ 12,425,294	$ 555,238	4%	$ 26,948,145
Misc. Revenues	$ 257,960	$ 209,900	$ 150,383	$ 260,860	$ (110,477)	-42%	$ 807,097
Total 051 WATER FUND	$ 9,440,778	$ 12,728,822	$ 13,817,299	$ 13,169,844	$ 647,455	5%	$ 29,122,567
- 052 STORM WATER FUND							
Water Charges for Services	$ 466,990	$ 485,865	$ 669,624	$ 645,002	$ 24,622	4%	$ 1,936,223
Misc. Revenues	$ -	$ -	$ -	$ -	$ -		$ 148,000
Total 052 STORM WATER FUND	$ 466,990	$ 485,865	$ 669,624	$ 645,002	$ 24,622	4%	$ 2,084,223
- 055 GOLF COURSE FUND							
Recreation	$ 1,458,625	$ 1,611,531	$ 1,631,494	$ 1,327,371	$ 304,123	23%	$ 2,520,167
Misc. Revenues	$ 10	$ 1,478	$ -	$ 37,000	$ (37,000)	-100%	$ 156,124
Interfund Transactions (CIP/Debt)	$ 8,332	$ 8,332	$ -	$ 11,111	$ (11,111)	-100%	$ 25,000
Total 055 GOLF COURSE FUND	$ 1,466,967	$ 1,621,341	$ 1,631,494	$ 1,375,482	$ 256,012	19%	$ 2,701,291
- 057 TRANSPORTATION FUND							
Sales Tax	$ 1,586,052	$ 1,708,483	$ 1,770,591	$ 3,350,055	$ (1,579,464)	-47%	$ 16,736,810
Licenses	$ 953,502	$ 1,009,054	$ 991,410	$ 1,063,120	$ (71,710)	-7%	$ 1,129,231
Intergovernmental	$ 1,581,265	$ 926,677	$ 1,073,245	$ 382,965	$ 690,280	180%	$ 25,500,000
Transit Charges for Services	$ 789	$ -	$ -	$ -	$ -		$ 300,000
Misc. Revenues		$ 123,902	$ 216,469	$ 643,887	$ (427,418)	-66%	$ 1,886,442
Total 057 TRANSPORTATION & PARKING FUND	$ 4,121,609	$ 3,768,117	$ 4,051,715	$ 5,440,027	$ (1,388,312)	-26%	$ 45,552,483
- 058 PARKING FUND							
Special Event Fees	$ 150	$ 4,038	$ -	$ -	$ -		$ 54,791
Fines & Forfeitures	$ 1,271,763	$ 1,103,228	$ 1,550,579	$ 1,219,614	$ 330,965	27%	$ 3,082,762
Total 058 PARKING FUND	$ 1,271,913	$ 1,107,265	$ 1,550,579	$ 1,219,614	$ 330,965	27%	$ 3,137,553
- 062 FLEET SERVICES FUND							
Interfund Transactions (Admin)	$ 1,118,004	$ 1,060,268	$ -	$ 1,300,599	$ (1,300,599)	-100%	$ 2,926,350
Total 062 FLEET SERVICES FUND	$ 1,118,004	$ 1,060,268	$ -	$ 1,300,599	$ (1,300,599)	-100%	$ 2,926,350
- 064 SELF INSURANCE FUND							
Misc. Revenues	$ 150,000	$ 183,332	$ -	$ 150,000	$ (150,000)	-100%	$ 572,000
Interfund Transactions (Admin)	$ 615,816	$ 603,740	$ -	$ 865,640	$ (865,640)	-100%	$ 1,947,693
Total 064 SELF INSURANCE FUND	$ 765,816	$ 787,072	$ -	$ 1,119,862	$ (1,119,862)	-100%	$ 2,519,693
- 070 SALES TAX REV BOND - DEBT SVS FUND							
Misc. Revenues	$ 355,274	$ 477,847	$ 396,025	$ 298,597	$ 97,428	33%	$ 1,027,528
Interfund Transactions (CIP/Debt)	$ 2,321,772	$ 2,319,756	$ -	$ 3,090,937	$ (3,090,937)	-100%	$ 6,954,615
Total 070 SALES TAX REV BOND - DEBT SVS FUND	$ 2,677,046	$ 2,797,603	$ 396,025	$ 3,629,156	$ (3,233,131)	-89%	$ 7,982,143
- 071 DEBT SERVICE FUND							
Property Taxes	$ -	$ -	$ -	$ -	$ -		$ 8,430,525
Misc. Revenues	$ 2,113	$ 3,568	$ 1,987	$ 4,919	$ (2,932)	-60%	$ 25,481
Total 071 DEBT SERVICE FUND	$ 2,113	$ 3,568	$ 1,987	$ 4,919	$ (2,932)	-60%	$ 8,456,006
Grand Total	**$ 34,042,272**	**$ 40,843,744**	**$ 32,462,631**	**$ 45,129,357**	**$ (12,666,726)**	**-28%**	**$ 229,283,939**
Total without Debt and IFT Transactions	**$ 26,975,049**	**$ 33,724,321**	**$ 32,064,619**	**$ 35,295,336**	**$ (3,230,717)**	**-9%**	

YTD Expenses - Oct 2025	FY24 YTD	FY25 YTD	YTD Actuals	YTD Monthly Budget Estm	YTD Variance $	YTD Variance %	FY26 Original Budget
- 011 GENERAL FUND							
PERSONNEL SERVICES	$ 10,047,748	$ 11,075,725	$ 13,975,379	$ 14,121,330	$ (145,951)	-1%	$ 39,515,491
MATERIALS, SUPPLIES AND SERVICES	$ 2,454,704	$ 3,136,264	$ 3,820,599	$ 3,573,114	$ 247,485	7%	$ 11,294,841
UTILITIES	$ 218,226	$ 208,551	$ 252,662	$ 210,132	$ 42,530	20%	$ 2,015,064
CAPITAL OUTLAY	$ 342,405	$ 85,194	$ 288,745	$ 195,687	$ 93,058	48%	$ 539,467
INTERFUND TRANSFER	$ 1,394,728	$ 1,376,512	$ -	$ 1,387,525	$ (1,387,525)	-100%	$ 4,073,905
Total 011 GENERAL FUND	$ 14,457,810	$ 15,882,246	$ 18,337,385	$ 19,487,788	$ (1,150,403)	-6%	$ 57,438,768
- 012 QUINNS RECREATION COMPLEX							
PERSONNEL SERVICES	$ 357,822	$ 336,815	$ 410,860	$ 468,873	$ (58,013)	-12%	$ 1,365,452
MATERIALS, SUPPLIES AND SERVICES	$ 83,007	$ 90,843	$ 95,232	$ 126,983	$ (31,751)	-25%	$ 340,395
UTILITIES	$ 38,671	$ 34,300	$ 56,137	$ 39,338	$ 16,799	43%	$ 162,759
CAPITAL OUTLAY				$ 1,667	$ (1,667)	-100%	$ 5,000
Total 012 QUINNS RECREATION COMPLEX	$ 479,500	$ 461,958	$ 562,229	$ 636,861	$ (74,632)	-12%	$ 1,873,606
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
MATERIALS, SUPPLIES AND SERVICES	$ -	$ -	$ -	$ 7,915	$ (7,915)	-100%	$ 830,000
UTILITIES	$ 633	$ 751	$ 1,280	$ 953	$ 327	34%	$ 5,823
INTERFUND TRANSFER	$ 1,030,844	$ 1,030,844	$ -	$ 1,085,095	$ (1,085,095)	-100%	$ 3,092,532
Total 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	$ 1,031,477	$ 1,031,595	$ 1,280	$ 1,093,963	$ (1,092,683)	-100%	$ 3,928,355
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	$ -	$ 7,300	$ -	$ 4,238	$ (4,238)	-100%	$ 50,000
Total 024 MAIN STREET RDA SPECIAL REVENUE FUND	$ -	$ 7,300	$ -	$ 4,238	$ (4,238)	-100%	$ 50,000
- 031 CAPITAL IMPROVEMENT FUND							
CAPITAL OUTLAY	$ 4,625,777	$ 7,935,118	$ 1,154,571	$ 15,367,241	$ (14,212,670)	-92%	$ 43,727,098
INTERFUND TRANSFER	$ 1,391,492	$ 1,391,556	$ -	$ 1,466,632	$ (1,466,632)	-100%	$ 4,175,025
Total 031 CAPITAL IMPROVEMENT FUND	$ 6,019,143	$ 9,326,674	$ 1,154,571	$ 16,833,873	$ (15,679,302)	-93%	$ 47,902,123
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
CAPITAL OUTLAY	$ 587,729	$ 11,260	$ -	$ 76,321	$ (76,321)	-100%	$ 200,000
INTERFUND TRANSFER	$ 930,280	$ 928,200	$ -	$ 975,428	$ (975,428)	-100%	$ 2,779,590
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	$ 1,518,009	$ 939,460	$ -	$ 1,051,749	$ (1,051,749)	-100%	$ 2,979,590
- 038 EQUIPMENT REPLACEMENT CIP							
CAPITAL OUTLAY	$ 727,004	$ 430,937	$ 190,011	$ 569,792	$ (379,781)	-67%	$ 1,979,000
Total 038 EQUIPMENT REPLACEMENT CIP	$ 727,004	$ 430,937	$ 190,011	$ 569,792	$ (379,781)	-67%	$ 1,979,000
- 051 WATER FUND							
PERSONNEL SERVICES	$ 1,741,234	$ 1,651,205	$ 2,015,742	$ 1,898,013	$ 117,729	6%	$ 5,185,228
MATERIALS, SUPPLIES AND SERVICES	$ 1,478,267	$ 1,498,619	$ 1,010,846	$ 1,471,232	$ (460,386)	-31%	$ 4,949,409
UTILITIES	$ 235,913	$ 193,143	$ 263,963	$ 287,418	$ (23,455)	-8%	$ 1,142,600
CAPITAL OUTLAY	$ (2,381,353)	$ 98,386	$ 1,057,493	$ 1,481,518	$ (424,025)	-29%	$ 5,532,356
DEBT SERVICE	$ (79,740)	$ (70,467)	$ (165,933)	$ 988,493	$ (1,154,426)	-117%	$ 9,405,237
INTERFUND TRANSFER	$ 512,280	$ 512,180	$ -	$ 589,150	$ (589,150)	-100%	$ 2,723,253
Total 051 WATER FUND	$ 1,506,600	$ 3,883,066	$ 4,182,111	$ 6,715,823	$ (2,533,712)	-38%	$ 28,938,083
- 052 STORM WATER FUND							
PERSONNEL SERVICES	$ 158,730	$ 197,081	$ 234,399	$ 294,314	$ (59,915)	-20%	$ 893,845
MATERIALS, SUPPLIES AND SERVICES	$ 67,809	$ 78,165	$ 32,530	$ 89,763	$ (57,233)	-64%	$ 254,531
UTILITIES	$ 4,817	$ 3,268	$ 13,159	$ 7,818	$ 5,341	68%	$ 46,099
CAPITAL OUTLAY	$ 3,626	$ 8,671	$ -	$ -	$ -		$ 406,513
INTERFUND TRANSFER	$ 57,968	$ 57,884	$ -	$ 69,795	$ (69,795)	-100%	$ 202,395

YTD Expenses - Oct 2025	FY24 YTD	FY25 YTD	YTD Actuals	YTD Monthly Budget Estm	YTD Variance $	YTD Variance %	FY26 Original Budget
Total 052 STORM WATER FUND	$ 292,951	$ 345,069	$ 280,088	$ 461,690	$ (181,602)	-39%	$ 1,803,383
- 055 GOLF COURSE FUND							
PERSONNEL SERVICES	$ 436,651	$ 472,611	$ 537,001	$ 510,239	$ 26,762	5%	$ 1,353,392
MATERIALS, SUPPLIES AND SERVICES	$ 234,457	$ 214,643	$ 280,981	$ 329,418	$ (48,437)	-15%	$ 722,825
UTILITIES	$ 25,098	$ 31,855	$ 16,436	$ 40,494	$ (24,058)	-59%	$ 61,600
CAPITAL OUTLAY		$ 104,176	$ 1,660	$ 279,312	$ (277,652)	-99%	$ 866,505
INTERFUND TRANSFER	$ 59,984	$ 62,528	$ -	$ 73,951	$ (73,951)	-100%	$ 213,098
Total 055 GOLF COURSE FUND	$ 756,190	$ 885,813	$ 836,078	$ 1,233,414	$ (397,336)	-32%	$ 3,217,420
- 057 TRANSPORTATION & PARKING FUND							
PERSONNEL SERVICES	$ 3,292,743	$ 3,928,623	$ 5,089,695	$ 4,978,536	$ 111,159	2%	$ 13,792,769
MATERIALS, SUPPLIES AND SERVICES	$ 239,574	$ 429,242	$ 664,948	$ 376,814	$ 288,134	76%	$ 2,047,814
UTILITIES	$ 81,724	$ 56,411	$ 72,503	$ 65,211	$ 7,292	11%	$ 319,862
CAPITAL OUTLAY	$ 4,708,473	$ 1,638,658	$ 2,389,409	$ 1,586,567	$ 802,842	51%	$ 8,298,171
INTERFUND TRANSFER	$ 1,290,940	$ 1,234,320	$ -	$ 1,318,725	$ (1,318,725)	-100%	$ 3,715,829
Total 057 TRANSPORTATION & PARKING FUND	$ 9,613,454	$ 7,287,254	$ 8,216,555	$ 8,325,854	$ (109,299)	-1%	$ 28,174,445
- 058 PARKING FUND							
PERSONNEL SERVICES	$ 378,923	$ 445,046	$ 530,840	$ 538,811	$ (7,971)	-1%	$ 1,531,343
MATERIALS, SUPPLIES AND SERVICES	$ 182,124	$ 93,673	$ 163,602	$ 118,387	$ 45,215	38%	$ 692,800
UTILITIES	$ 3,499	$ 2,109	$ 5,210	$ 2,416	$ 2,794	116%	$ 11,400
CAPITAL OUTLAY			$ -	$ 35,667	$ (35,667)	-100%	$ 187,000
INTERFUND TRANSFER	$ 41,320	$ 43,984	$ -	$ 56,942	$ (56,942)	-100%	$ 191,831
Total 058 PARKING FUND	$ 605,866	$ 584,812	$ 699,652	$ 752,223	$ (52,571)	-7%	$ 2,614,374
- 062 FLEET SERVICES FUND							
PERSONNEL SERVICES	$ 397,929	$ 451,742	$ 525,424	$ 568,980	$ (43,556)	-8%	$ 1,675,152
MATERIALS, SUPPLIES AND SERVICES	$ 236,276	$ 272,794	$ 412,665	$ 391,290	$ 21,375	5%	$ 1,321,550
UTILITIES	$ 227,254	$ 216,086	$ 278,906	$ 282,942	$ (4,036)	-1%	$ 1,077,900
CAPITAL OUTLAY			$ -		$ -		$ 6,205
Total 062 FLEET SERVICES FUND	$ 861,459	$ 940,621	$ 1,216,995	$ 1,243,212	$ (26,217)	-2%	$ 4,080,807
- 064 SELF INSURANCE FUND							
MATERIALS, SUPPLIES AND SERVICES	$ 205,001	$ 867,930	$ 663,493	$ 472,669	$ 190,824	40%	$ 2,805,402
Total 064 SELF INSURANCE FUND	$ 205,001	$ 867,930	$ 663,493	$ 472,669	$ 190,824	40%	$ 2,805,402
- 070 SALES TAX REV BOND - DEBT SVS FUND							
DEBT SERVICE	$ 2,100	$ 2,100	$ 2,100	$ 4,553	$ (2,453)	-54%	$ 6,964,616
Total 070 SALES TAX REV BOND - DEBT SVS FUND	$ 2,100	$ 2,100	$ 2,100	$ 4,553	$ (2,453)	-54%	$ 6,964,616
- 071 DEBT SERVICE FUND							
DEBT SERVICE	$ 1,134,375	$ 1,014,500	$ 1,010,514	$ 955,470	$ 55,044	6%	$ 7,162,376
Total 071 DEBT SERVICE FUND	$ 1,134,375	$ 1,014,500	$ 1,010,514	$ 955,470	$ 55,044	6%	$ 7,162,376
- Grand Total							
TOTAL	**$ 39,210,937**	**$ 43,891,337**	**$ 37,353,062**	**$ 59,843,170**	**$ (22,490,108)**	**-38%**	**$ 201,912,347**
Total Excluding IFT, Debt Service and Capital Transactions	**$ 22,830,706**	**$ 25,994,796**	**$ 31,424,492**	**$ 31,277,640**	**$ 146,852**	**0%**	**$ 126,038,040**

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

November 6, 2025

The Council of Park City, Summit County, Utah, met in open meeting on November 6, 2025, at 2:45 p.m. in the Council Chambers.

Council Member Toly moved to close the meeting to discuss property and advice of counsel at 2:46 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, and Toly
EXCUSED: Council Member Rubell

Council Member Rubell arrived at 2:50 p.m.

CLOSED SESSION

Council Member Toly moved to adjourn from Closed Meeting at 4:00 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

WORK SESSION

4:00 p.m. - UDOT U.S. 40 Long-Range Planning Study Presentation:
Travis Hair and Geoff Dupaix, UDOT, were present for this item. Hair reviewed UDOT was looking at US 40 since the population around there was really growing. They were looking at improvements from the I-80 interchange to River Road in Midway, specifically at on-corridor needs and the interchanges. Currently the study was wrapping up, and they were focused on the budget. They found that the I-80 ramp to US 40 exceeded capacity and a climbing lane on SR32 was needed. All segments between SR32 and I-80 would exceed capacity in the next 10-15 years. There were not many breaks to get from one side of the corridor to the other. They were also looking at wildlife mitigations.

Dupaix indicated US 40 was important to the east side of the state. Hair reviewed they talked with the cities and counties in the area as well as Mountainland Association of Governments (MAG), and they had a public open house last May. They recommended

frontage roads parallel to US 40 and an additional lane would be added to US 40. They would upgrade the Silver Summit and Mayflower interchanges and construct a diamond interchange south of Richardson Flat Road. He felt that would open up the park and ride. Trails would go next to the frontage roads. Dupaix stated he talked with PC Transit and High Valley Transit (HVT) because he knew they wanted to expand service. He thought the frontage roads would help increase transit use.

Hair indicated most of the land needed for these improvements was within the UDOT right-of-way. The frontage roads would be two-lane roads. The intent of the project was to give people options on how to get places. He noted the drawings displayed were preliminary at this point. Dupaix indicated they were in year two of a four-year project. There were a lot of transportation needs and funding was already programmed for other projects through 2032. Hair stated they were anxious to get it into the funding round.

Mayor Worel asked if this project could be moved up in the priority queue if another funded project was not ready to go. Dupaix affirmed they had the authority to do that. Mayor Worel asked if this project would get higher priority with the Olympics coming. Dupaix indicated there was a current priority for enhancing transit connections, so they were working with the transit organizations.

Council Member Parigian asked if UDOT's proposed road was going to be where the dirt road by Clark Ranch was located. Dupaix stated they hadn't aligned the roads yet, but they wanted to make sure it was within the UDOT right-of-way as much as possible. Parigian asked how the road would cross SR 248. Hair indicated they could tie into Round Valley, and they were looking at all alternatives.

Council Member Ciraco noted there would be fencing for wildlife and he asked that UDOT consider a wildlife crossing. Hair indicated they had options along the corridor that they would look at. Dupaix stated they were looking at these locations wholistically to consider nonmotorized vehicles and wildlife.

4:30 p.m. - Senior Center Site Design Discussion:

Matt Lee, Economic Development Project Manager, with Anne Mooney and Seth Striefel, Sparano+Mooney Architecture, presented this item. Lee reviewed they had five meetings with the design committee. The design options included all surface parking, all underground parking, or a balanced mix of the two. The options would impact open space, with the most open space coinciding with the underground parking option.

Lee noted the lot size was 1.09 acres, there were 47 surface parking spaces, and 55% of the lot was open space. He proposed vacating the existing right-of-way next to Sullivan Road, which was not part of Sullivan Road, and bringing it into the lot. Currently it was within the UPZ zone so they would use that space as an extended setback and they could put parking there as a conditional use. The required open space was 30% and there would be a minimum parking stall requirement of 33 spaces.

Lee stated the all-surface parking option could accommodate 51 stalls, the underground parking option could accommodate 60 stalls, and the balanced mix option would accommodate 57 stalls. Open space would be at 44% with the surface parking option, 66%-68% with the underground parking option, and 60%-62% with the balanced mix option. These percentages would include hardscape and green space.

Lee presented options for the building plus the parking on the lot. Option One showed the all-surface parking with a 10,000 square foot building footprint. This would be the simplest traffic flow and the easiest to construct. Option Two included the maximum underground parking and maximum open space. This option allowed the building to be centrally situated on the property and there would be access from both sides. This would be the most complex design to build and would be the most expensive. It would also require Planning Commission approval to build the below-grade parking next to Park Avenue.

Option Three had a mix of surface and underground parking and it would be accessible from Park Avenue and Sullivan Road. It would preserve some open space, and the parking could be on the back of the building so the Park Avenue view would look nice. It reduced the complexity of the underground parking because it would align with the senior center above it, which would reduce costs.

Council Member Toly asked if parking could be put on the south side. Lee indicated that was in the UPZ zone. He noted there was potential parking on the other side of Sullivan Road by the skate park. Council Member Toly asserted parking was expensive so that was something to think about. She asked why the transit stop would be moved. Lee indicated it could stay or be relocated. The Transit team felt it made sense to relocate it if the pedestrian walkway to the library was improved.

Council Member Ciraco asked to carve out the underground parking cost as a separate item from the senior center. He would like to have more open space around the building. Council Member Rubell asked why the square footage was 10,000 since the Council discussed the footprint being 7,500 square feet. Lee stated this design was the worst-case scenario. Council Member Rubell asserted the cost would be reduced with a smaller footprint. Lee noted if the footprint was smaller, the underground parking would be smaller as well, and it might not be feasible to have underground parking in that scenario.

Council Member Dickey asked if there was a benefit for having surface parking stalls. Striefel noted Option Three was the seniors' preferred option. Lee added the surface parking could have some ADA parking. Council Member Parigian asked if the underground parking would be fully underground, to which Striefel affirmed. Council Member Parigian asked if a certain tree on the site would be preserved, to which Striefel affirmed. Council Member Parigian asked if more parking could be added to the north side of the lot and noted the library had overflow needs. Lee indicated the maximum for

underground and surface parking on this site was 85 stalls. Council Member Parigian thought the open space could be reduced because of several open space areas nearby.

Mooney indicated they discussed the needs of the seniors to determine space requirements and they estimated this center needed to be about 16,000 square feet. She noted other senior centers in Salt Lake County were 20,000-22,000 square feet. Striefel displayed the cost estimates for each option: Option One was $18.8 million, Option Two was $27.2 million, and Option Three was $21.8 million. Lee estimated that a 10,000 square foot building would be $5 million less for each option. He indicated if the underground garage was raised, they would be locked into a one-story building. Council Member Ciraco asked Lee to look at having two feet of the parking above ground to save on costs. Mayor Worel asked if the high water table cost was included in the parking figures, to which Lee affirmed, and noted they didn't think they would have to treat the water as extensively as previously thought.

Council Member Rubell stated this kept coming back to Council with different square footage numbers and he asked why they weren't following Council direction. Lee stated they did a needs assessment and then got estimates from that. Council Member Ciraco recalled that a previous discussion was that if the building was 10,000 square feet or more, it would require an MPD. He hoped that constraint would be relayed. Lee indicated that was not a constraint from Planning's perspective so that was a mistake on the feasibility end. Council Member Toly clarified the 9,999 square foot maximum was because housing was originally planned for the site as well, and commercial could not be 10,000 square feet or greater. Mooney indicated they could design for any budget. They wanted to look at best practices for a senior center, but they understood the constraints of a budget. Council Member Dickey noted the previous discussion included direction for a footprint and then the request to look at the needs.

Council Member Rubell supported a building with around 10,000 square feet, not 60% bigger than estimated. He liked Option Three with a 7,500 square foot ground floor footprint and a total of 10,000 square feet. Council Member Ciraco supported Option Three with a total building size of 10,000 square feet. Council Member Toly supported Option One as presented. Council Member Parigian supported Option Three with the square footage of 10,000-15,000 and a cost of $15 million. He wanted more parking spaces added and no ventilation in the underground parking. He supported an 8,000 square feet footprint maximum. Council Member Dickey asked what the current budget was for the senior center, to which it was indicated $3.5 million. Council Member Dickey liked Option Three and supported a 15,000 square foot building with a 7,500 square foot footprint. He thought more funds were needed and wanted to request help from the county.

Council Member Parigian asked if the kitchen would be the Summit County hub for all the senior centers in the county, to which the architects affirmed the county representatives were supporting that. Mayor Worel summarized the majority of Council favored a 7,500 square feet footprint and there was interest in surface parking. The

Council requested information on cost and parking implications with the smaller footprint. Council Member Rubell clarified Option Three was the preferred parking option.

Eggleton stated the smaller footprint size would compress the underground parking and he asked if Council wanted to see a half grade parking option. Council Member Dickey did not want to see it. Council Members Ciraco, Toly, Rubell, and Parigian wanted to see that option. Eggleton asked if Council wanted to see prices with a range of square footage options. He asked for a defined cap on budget or defined cap on square footage. Council Member Ciraco stated the Council asked to see a 7,500 footprint, with a total of 10,000 square feet. Council Member Toly asked to see what would be lost with these adjustments.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Status
Mayor Nann Worel Council Member Bill Ciraco Council Member Ryan Dickey Council Member Ed Parigian Council Member Jeremy Rubell Council Member Tana Toly Jodi Emery, Acting City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
None	**Excused**

II. PRESENTATIONS

1. Consideration to Approve Resolution 24-2025, a Resolution Proclaiming November 11, 2025 as a Day to Honor Veterans in Park City, Utah:

Michelle Downard and Adam Butler presented this item. Downard indicated 15 military members worked for the City and she thanked them and community member veterans for their service. She reviewed the scheduled activities around town to honor veterans. Butler shared his brother's story of serving and dying in Afghanistan.

Mayor Worel opened public input. No comments were given. Mayor Worel closed public input and thanked Butler for sharing his brother's story and the foundation he set up in his brother's honor.

Council Member Dickey moved to approve Resolution 24-2025, a resolution proclaiming November 11, 2025 as a Day to Honor Veterans in Park City, Utah. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

Council Member Parigian indicated the service that veterans gave for sacrificing their lives and limbs was the highest they could give. He respected that and was thankful for all the veterans.

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Ciraco reminded the community that the ski swap would begin tomorrow. Council Member Rubell distributed a Park City Fire District (PCFD) budget highlights pamphlet and noted their service had increased while the tax rate was lowered. This included expanding the critical care program. He attended the Halloween on Main Street event and stated it was fun. Council Member Toly stated the Chamber had an event at Stein Eriksen Lodge. They shared that ski bookings were up for January. Council Member Parigian agreed that the Halloween event was fun. He hoped people would give during the Live PC Give PC fundraising event. Council Member Dickey also praised the Halloween event. Mayor Worel announced that veterans could get a free cup of coffee from the Daily Rise tomorrow. There would also be a ribbon cutting at Studio Crossing tomorrow.

Staff Communications Reports:

1. August 2025 Sales Tax Report:

Council Member Rubell was pleased that the report was better than previous months, but things were down with transient room tax (TRT). He felt it was a warning to be cautious with spending. Council Member Toly stated part of the reason for TRT being down was because of the nightly rentals, and she stated the hotels had stronger bookings.

2. Transit Technology Transition: What, When, Need to Know:

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

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

Jeff Camp 84060 indicated traffic was bad and there was a bottleneck coming into town and another one on Bonanza. Since the City controlled property on Bonanza, he

suggested they do a study to widen Bonanza. He was told that at least 40% of traffic coming into town was construction traffic and he suggested that a shuttle service be provided as part of the construction parking plan.

Lisa Plane 84060 Alpine Retreat HOA President, stated their condos were adjacent to the Mawhinney Lot, which was the future site for the senior center. She asserted the residents hoped the green space would be left untouched. She appreciated the time put into this project by staff and the architect. She supported Options Two and Three.

Mayor Worel closed the public input portion of the meeting.

V. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from October 13, 16, and 23, 2025:

Council Member Toly moved to approve the City Council meeting minutes from October 13, 16, and 23, 2025. Council Member Dickey seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

VI. CONSENT AGENDA

1. Request to Approve an Amendment to the Public Improvement Agreements with Park City Heights and Studio Crossings Subdivisions, in a Form Approved by the City Attorney:

2. Request to Authorize the City Manager to Execute a Contract with Emily Miquelon Not to Exceed $4,000, in a Form Approved by the City Attorney's Office and Recommended by the Public Art Advisory Board for the Creation of the Playground Surface Design for the Community Center Playground Renovation:

3. Request to Authorize the City Manager to Execute an Amendment to Extend the Binding Exclusive Negotiation Clause for 90 Days, Ending February 11, 2026, for the Non-Binding Memorandum of Understanding with Wadsworth Acquisitions, LLC, to Pursue a Public-Private Partnership to Deliver an Indoor Pickleball Facility:

4. Request to Authorize the City Manager to Execute a Contract Amendment with the Christian Center of Park City to Increase Food Assistance Funding by $60,000, for a Total Contract Amount of $182,250:

Council Member Parigian moved to remove Item Four from the Consent Agenda for further discussion. Council Member Dickey seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

Council Member Ciraco moved to approve Consent Agenda Items One, Two, and Three. Council Member Rubell seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

4. Request to Authorize the City Manager to Execute a Contract Amendment with the Christian Center of Park City to Increase Food Assistance Funding by $60,000, for a Total Contract Amount of $182,250:

Council Member Parigian stated there were moving parts to SNAP with the state contributing and the federal government hopefully paying the recipients, and he asked what the need was. Jasperson stated regardless of SNAP funding, there was an ongoing need in the community at this time and the funds would go quickly. Council Member Ciraco asked if this was needed in addition to SNAP, to which Jasperson affirmed. Jasperson indicated the Nonprofit Services Advisory Committee would bring back suggestions on how to spend the emergent needs funds at the next meeting.

Council Member Rubell understood half of SNAP funding would be covered for November and he asked if giving $30,000 would address Council Member Parigian's concern, to which Council Member Parigian affirmed. Council Member Ciraco thought the ongoing food insecurity needs should go through the funding process.

Council Member Rubell moved to authorize the City Manager to execute a contract amendment with the Christian Center of Park City to increase food assistance funding by $30,000, for a total contract amount of $182,250. Council Member Ciraco seconded the motion.

Council Member Dickey asked if someone could speak to the food need today despite SNAP. Jasperson stated before SNAP funds were withheld, their shelves were bare and they didn't have fresh food to distribute. The $60,000 could purchase 1,100 food orders so $30,000 would do half that amount. Council Member Dickey agreed the ongoing need should go through the process, but the $30,000 would help for a couple of weeks until Jasperson could bring this item back for discussion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

VII. OLD BUSINESS

1. Consideration of the Public Benefits Analysis for the Appropriation of Additional Funds in the Amount of $754,497 towards the EngineHouse Affordable Housing Development; and Consideration to Approve the Appropriation:

Ryan Blair, Property and Environmental Services Manager, and Sara Wineman, Housing and Development Coordinator, and Rory Murphy and Ryan Davis, JFisher Development, were present for this item. Blair reviewed JFisher was offering to designate six units for City employees and to repaint the 4th floor of the building. Council Member Dickey asked if the master lease analysis was just to determine if the City wanted to pursue that from the start, to which Wineman affirmed and stated her recommendation was to wait a year to see how the units were renting, and then reevaluate master leasing all the units or just some of the units.

Council Member Parigian asked if the six units were available from Day One of leasing, to which Davis affirmed. Council Member Ciraco asked how much soil removal was done by the City prior to the developer starting this project. Blair indicated the lot was a parking lot and the City removed two feet and up to four feet of soil from the site. Council Member Rubell asked about rent restrictions. Davis stated they could not reduce the rent without consequences with their financing. Council Member Rubell thought as rent increased, fewer employees would be able to afford them. Davis stated it would go up as cost-of-living adjustments were given to employees. Murphy stated one solution would be master leasing and then the City could charge a different rent. The problem was the City would have to pay even if there was no renter for the unit. Council Member Ciraco indicated they could do a master lease and if a unit wasn't leased, they could let it go and wait for another unit to become available. Wineman suggested using City funds to offset the rent if it was too high.

Council Member Rubell asked what staff's recommendation was with regard to the soil reimbursement request. Blair indicated the City delivered a clean site per the agreement. The additional costs were incurred because of how the City's ordinance was written.

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

Council Member Ciraco stated there was a public subsidy at the beginning of the project, and he wanted that updated if this reimbursement was approved. Blair stated $958,000 was subsidized in the form of impact fee waivers, the land lease, and soil remediation costs. If the $754,497 was approved tonight, the affordable housing unit subsidy would increase to $93,579. Council Member Dickey supported the reimbursement and asked about repainting the fourth floor. It was indicated JFisher would get the color approved by the Planning Department.

Council Member Dickey moved to approve the appropriation of additional funds in the amount of $754,497 to the EngineHouse Affordable Housing Development. Council Member Parigian seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

2. Consideration to Adopt the Clark Ranch Conservation Easement:

Luke Cartin, Environmental Sustainability Manager, and Wendy Fisher, Utah Open Lands (UOL) Executive Director, presented this item. Cartin reviewed the history of this property, beginning with purchasing the property in 2014. COSAC brought their recommendations to the Council March 3, 2016. They wanted the conservation values to focus on aesthetics and recreation, and they set aside 10 acres for City needs. Fisher stated the adaptive management plan and conservation easement were discussed thoroughly with COSAC. Cartin referred to the aerial transportation public benefit clause, and he explained a paragraph was put in the easement that stated it was a possibility if the Council wanted it in the future. Fisher stated she endorsed the language. Cartin stated it was not a change to the easement, but rather a clarification of what was considered a corridor. It was done with conservation values in mind.

Fisher indicated a Nordic trail was allowed and mowing the trail helped feed the wildlife. Cartin stated prohibited uses included fires, roads, developments, etc. He referred to the Clark Ranch Housing project and stated the conservation easement could compliment the housing project. He recommended having a 15-acre area left outside the easement, but the Council could adjust that number. He wanted to create a buffer of open space from the neighborhood and suggested putting a deed-restriction for open space on that area. Fisher reviewed the discussion with COSAC about reserving 10 acres for other uses. She thought a deed restriction on open space could be put in place, but it would not qualify to be its own conservation easement. She suggested that it could be pertinent to the conservation easement that was there. She noted there was a difference between staff's recommendation and UOL's recommendation, but it was nothing that couldn't be worked through.

Council Member Dickey asked about the human powered recreation and the use of e-bikes. Fisher stated e-bikes would be allowed if they were non-throttle. Council Member Rubell asked if the other land was needed for the 10-acre development. Cartin stated whatever development went on there, the extra open space would allow a buffer from the conservation easement. Council Member Rubell stated the language from COSAC was to exclude up to 10 acres, and he asked why the additional acreage was needed. Cartin stated they were trying to understand the interplay between the needs of the development that would still meet the intent of the conservation easement. Sara Wineman, Housing and Development Coordinator, indicated the developable area was 8.5 acres and the retention pond was not part of that area. Also, the development plan shifted further south on the property which created a triangle property for the retention pond. Council Member Rubell referred to the conservation easement and stated there was utility language. He asked if the utilities could be put underground, to which Fisher stated they could if that land was restored afterwards.

Council Member Parigian asked what it would take for Fisher to deny the project. Fisher stated she had been working on this for 10 years. She didn't think it was okay to decimate the spring-fed pond. She hoped the Council could nuance where the corridor would be. There were permitted uses, and she wanted to work with the Council to come to consensus on these things. It was checks and balances, and there were times when good intentions got out of control if there was no counterbalance. She was looking for what their role was in the conservation area. With aerial transit, she wanted to be part of the conversation to ensure the conservation values were maintained. Cartin stated if there was a disagreement in the future on the intent of the easement, there was a clause that a court could decide.

Council Member Toly asked if the aerial transit clause was agreeable to UOL, to which Fisher affirmed and indicated if this ended up in a court proceeding, the court language allowed them to prove how the aerial transit harmed the conservation values. Council Member Toly asked if the prior approval rights were strong enough, to which Fisher affirmed. Council Member Toly asked if a retention pond was part of a development. Rebecca Ward, Planning Director, stated it depended if there were proposed structures and if there were changes to grade. The open space determination was made by the Planning Commission for each project. The Planning Commission had recommended that the retention pond be incorporated within the 10-acres. Council Member Toly asked if an affordable master planned development (AMPD) application would change the recommendation, to which Ward stated the value of the open space was part of the Planning Commission review. Council Member Toly noted that UDOT planned to put frontage roads on each side of Highway 40 and asked how that would affect the conservation easement. Fisher stated it was important to put the conservation easement in place now. She noted UDOT stated they hoped to put the road entirely within their existing right-of-way.

Council Member Rubell asked if UDOT would only put a frontage road on the west side of Highway 40. John Robertson, City Engineer, stated their intent was to put frontage roads on both sides of US 40 and a full interchange between SR248 and Mayflower.

Council Member Ciraco asked if Cartin talked with engineers to see if aerial transit was possible for this area. Cartin stated he spoke with Chris Eggleton, Economic Development Director, and that's why they clarified "corridor" to include possible aerial transit, so there wouldn't be debate on this in the future. Council Member Ciraco stated the aerial transit from Richardson Flat to Snow Park would alleviate traffic in town which would benefit the City. Fisher supported carbon sequestration. Council Member Ciraco didn't think this was the right spot for a housing project and he wanted to honor the COSAC recommendation of reserving up to 10-acres. He asked when that number got changed. Wineman stated the land surveying did not move forward and so it was put in the feasibility study RFP. Council Member Ciraco asked when the description grew to more than 10-acres. Wineman stated the feasibility study included the west side and it said 10-15 acres. It was indicated that the direction was to find the best developable 10-acres of land within a designated 15-acre circumference.

Mayor Worel opened public input.

Mary Caire stated the first thing people saw as they drove to Park City was Clark Ranch. The City locked in over 9,000 acres for conservation. Now the City was considering carving out a portion of Clark Ranch for housing. She felt this was bad government. She noted the challenges of having this housing development. She didn't want to torch the gateway to the City.

Lance Lucey Keep Clark Ranch Wild, stated he was concerned about the accuracy of the record. He stated discussions on making part of Clark Ranch affordable housing were false. Former COSAC members didn't discuss this as a housing option. That misstatement was repeated. He wanted all previous analyses to be disclosed to reflect the accurate record. He wanted people pursuing housing to do it transparently.

Debi Scoggen 84098 referred to Wendy Fisher's comment that language that would protect them now might be mute in the future. She didn't understand how housing got in the middle of a conservation easement. Building and wildlife open space were mutually exclusive. In terms of court protection, she stated the state courts usually did not support conservation. She was curious about limited use events and didn't want a bunch of junk out there.

Carol Chen 84060 stated the land was purchased with open space restricted money. The land was an open space buffer between other entities and she wanted to know how those funds would be reimbursed if some of the land was carved out for housing. She thought open space was her children's future quality of life. Housing was needed but not on the land reserved for open space.

Lynn Sheldon read the following statement: "When I was young, my parents taught me that a pinky promise, a "cross my heart and hope to," is a commitment without an expiration date. Park City residents ask nothing more from this Council, and every future Council, than to honor commitments in that same spirit. In 2016, any reference to possible "municipal uses TBD" on a small carve-out of Clark Ranch open space was speculative at best. What is clear, from written records and from those who served, is that housing or large-scale development were never intended there. The Citizens Open Space Advisory Committee, COSAC, was created to guide the future of Clark Ranch. Nineteen members: Council liaisons, a Planning Commission representative, city staff, Utah Open Lands, Summit Land Conservancy, and residents. Their charge was to identify uses that honored the open-space purpose for which Clark Ranch was acquired. Utah Open Lands conducted a year-long environmental assessment. COSAC ultimately identified four criteria for future use of the property: recreation, aesthetics, critical conservation, and community character. Affordable housing did not appear on that list because adding housing does not protect open space. In fact, it undermines it. At COSAC's March 2016 meeting, one member warned that Clark Ranch "might be the only open space between Kimball Junction and the Jordanelle in 10 years." Nearly a decade later, that prediction has proven remarkably accurate. Yet today, through

shifting interpretations and pressure to deliver a project, some voices have moved toward building on these 10 acres, on a steep slope with no existing utilities and in a location where housing simply does not belong. And that is especially unnecessary when Park City owns roughly 30 acres near Studio Crossing, land already served by public utilities and envisioned as a future transit-oriented hub. Tonight you are even considering connecting water systems between Park City Heights and Studio Crossing, which reinforces that a more suitable location exists. If the Alexander Company cannot meet its financial targets on 10 acres here, then the project or the location must change, not the promise made to voters. The Clark Ranch Conservation Easement calls this land a perpetual public benefit for Park City, for Utah, and for the United States of America. That is the understood agreement. And it is the responsibility of this Council, the Planning Commission, and our entire community to uphold it. In 2016, Council described its vision for Clark Ranch as to "preserve and enhance the nature of the natural environment." That was the charge then, and it remains the correct charge now. Council seats may change hands, commitments do not. Please honor the protections put in place."

Whitney Zaino 84060 stated her sons took advantage of all Park City had to offer, with trails, skiing, and open space. She lived in PC Heights, and the proposed Clark Ranch neighborhood did not match her neighborhood. She thought the retention pond was toxic and shouldn't be on land designated as open space. She wanted to keep Clark Ranch wild.

Cindy Matsumoto 84060 stated she was a member of the Council when they approved PC Heights and bought Clark Ranch. Clark Ranch was bought as a buffer as development spread in Wasatch County. She felt it was important to pass this conservation easement. She agreed with the people who spoke against affordable housing here.

Becca Gerber 84060 stated she was a former Council member when the conservation easement was discussed and the Council did discuss having housing next to PC Heights in order to share utilities. There were other areas to put affordable housing but the neighbors to those areas would come out against it. Affordability was an issue in the community and it was hard to hear people say there was never any mention of housing on Clark Ranch. There were discussions about it, and we need affordable housing.

Jeff Camp voted to preserve open space, and he thought the City bought everything up to the highway to preserve as open space.

Cheryl Fox 84060 Summit Land Conservancy Executive Director and a member of COSAC, stated COSAC had discussions on Steve's Point in Clark Ranch. She supported the aerial transit language in the conservation easement. She thought if this easement was not approved, other good ideas would come into play. COSAC recommended 10-acres be carved out and she didn't agree that any more land than that should be allowed.

Mary Iannaccone stated 5-acres was proposed to be stolen from open space. The agreement was 10-acres. She thought the developer's plan required 15 acres and now people wanted to expand the acreage for development. She wanted a plan that fit within the allowed acreage. She asked the Council not to vote for 15 acres.

Sue Gould Keep Clark Ranch Wild, read the following statement: "I'm here because Clark Ranch is headed in a direction that contradicts the commitments made to this community and the policy direction this Council has already given. Previous councils were explicit: any development carve-out must be limited to up to 10 acres, and only if needed for municipal uses. Tonight, however, you are asked to approve a conservation easement that exempts 15 acres. That is a 50 percent expansion, driven not by public necessity or legal obligation, but solely to accommodate the applicant. And while Alexander Company is the applicant on paper, Park City Municipal is named as its co-developer. The conflicts of interest are not hypothetical. They are present in every step of this process. At the Planning Commission's most recent meeting, commissioners emphasized a crucial principle: the project must fit the site, the site must not be reshaped to fit the project. They expressed resistance to any disturbance over 10 acres. Yet now the City, acting as both regulator and co-developer, is moving to expand that disturbance area through a conservation easement amendment that conveniently makes the current application compliant without requiring any redesign. This is precisely the dynamic the community feared: when the City is driving the project, the public interest becomes secondary. We should also remember what COSAC intended. Clark Ranch was never meant for large-scale development. Any carve-out was expected to be minimal and only if truly necessary. Treating 10 acres as a blank check for intensive construction has never aligned with the recommendations that justified protecting this land in the first place. And now the real issue is trust. If the City breaks the 10-acre commitment today, why would residents believe assurances tomorrow? Recent fact sheets and communications from the Mayor claim the proposed road will not extend beyond the development area. But if a 10-acre carve-out can quietly become 15 acres, what prevents future extensions when convenient? We hear from conservation nonprofits that conservation easements are binding once recorded. Yet those same leaders did not defend a long-held easement at Deer Valley, and development that violated it was approved. So what prevents density increases here? What prevents a gradual march deeper into preserved open space? What prevents future councils, mayors, and even preservationists from bending the rules under development pressure, especially as the 2034 Olympics draw near? Public trust takes years to build and can be lost in a single vote. If this easement passes as drafted, the message is unmistakable: Voter intent doesn't matter, COSAC recommendations don't matter, Conservation commitments don't matter, What matters is forcing a predetermined outcome. Clark Ranch deserves better. Those who worked to protect it deserve better. And you, as stewards of the public trust, must do better."

Wendy Blaszak read the following statement: "As I've been preparing for tonight, something that has stood out to me is a public comment submitted by a woman who served in 2014 as the Conservation Director at a local land trust and as a member of

COSAC. Her recollection of COSAC's discussions is important, and it aligns with what other former COSAC members have shared: the committee never recommended housing at Clark Ranch. She wrote, "I was present for and remember talks about carving out 10 acres from the conservation easement to accommodate limited public uses. It was clearly stated that only uses consistent with open space — such as mobility-friendly trails, trailhead parking, and possibly restrooms — would be considered. Housing, sports facilities, and other recreational buildings were explicitly excluded. Concerns were raised about 'tying the hands' of a future City Council. Ultimately, the decision to purchase Clark Ranch with open space funds and place a conservation easement on it was intentional, meant to expand the 'moat' of open space surrounding Park City's entrances, protect vital habitat, and honor the area's agricultural heritage." Whether the number was 10 acres or 15, the central issue remains the same: this land was purchased and planned for conservation. The uses being discussed now go far beyond what COSAC envisioned, and they are not consistent with open space purposes. Large, multi-story buildings on steep slopes requiring significant grading and infrastructure simply do not align with the intent for this property. I understand that some of you may genuinely believe this is a good project. But past leadership including COSAC, the land trust community, and previous councils were clear about why this land was acquired, what funds were used, and what its purpose was meant to be. Their work deserves to be acknowledged, not set aside. And I would also gently ask that you give full weight to the community standing before you now. Many residents, across neighborhoods and generations - including former mayors - have expressed concerns about development at Clark Ranch. These voices are not a small, isolated group. They reflect a broad segment of the community that cares deeply about open space, stewardship, and responsible use of public funds. Rezoning Clark Ranch and failing to protect the full 344 acres from big development and roads would run counter to the intent of the acquisition and the expectations under which it was purchased. COSAC members know what they recommended. The public remembers what it was told in 2014. And the written record is clear about the purpose of this land. I ask you to honor that record, honor the community's investment, and honor the long-standing intent to conserve Clark Ranch."

Jason Vanderhoof 84060 read the following statement: "I want to speak to the land-use side of Clark Ranch. When Park City acquired Clark Ranch in 2014, the staff report emphasized that it represented a **"**significant open space buffer" protecting the Highway 40 and SR-248 entry corridor. That's why Clark Ranch was brought into the open space portfolio. It was purchased *as* open space, using restricted open space funds, and intended for long-term protection. That history is reflected today in the zoning: Recreation Open Space, or ROS. ROS is not placeholder zoning. It is not meant to be temporary. It is one of the City's strongest tools to protect open landscapes, viewsheds, trail connections, wildlife corridors, and the very gateway experience that defines Park City. To convert ROS land into a development site, the Council must make several findings: That the public benefit of development outweighs the open space value, That the change aligns with the General Plan, That the change does not constitute spot zoning, And that the City followed its own acquisition policies and funding constraints

Given the open space purpose of the original purchase, and the restricted funding source used, those findings would be extraordinarily difficult to support. If a rezoning is approved without meeting those thresholds, it is legally vulnerable. Residents can and have challenged rezoning decisions in Utah when they conflict with adopted policy, acquisition intent, or public-trust obligations. Clark Ranch is not surplus land. It is not a mistake on a map. It is a 344-acre open space acquisition bought with restricted open space funds, planned as a gateway landscape, and zoned for protection. Once developed, it is gone forever. If the City wants to pursue housing, it must do so on land intended for development, not on land purchased, funded, and zoned for open space preservation. Please uphold the purpose of this land, the zoning on this land, and the public trust behind this land."

Brennan Murray 84060 indicated the Clark Ranch property used restricted funds for open space. This was municipal finance law. She stated the City agreed to reimburse the fund for any part of the property that was used for purposes other than open space.

Deb Rentfrow 84060 stated several possibilities were discussed for affordable housing, but Clark Ranch was not considered until 2025. She indicated the developer couldn't guarantee the tenants for this project would work in Park City. She felt tenants would work at Deer Valley East. She stated COSAC set aside 10 acres and now staff requested 15 acres. She asked the Council to approve zero acres.

John Greenfield 84060 indicated the Clark Ranch 10-acre carve out was for a public purpose. The conservation easement tonight recommended a 15-acre carve out. He quoted many former City staff members. He thought the project was expanding and it didn't pass the smell test. He wanted the Council to record the easement as originally recommended with 10-acres.

Wayne Maw eComment: "I'm a 30+ resident of Park City and have hiked the area of Clark Ranch for over 20 years. 1 - It is my understanding that Clark Ranch land is owned by Park City, please note owned by City of Park City and not the Planning Commission, City Counsel or Major, it's owned by the public of Park City as such is mainly for their use not a Developer. We have enough problem with Developer owned land that our Utah Legislature is willing to support with no concern for open apace, etc. But to have our current city elected official classify Clark Ranch as throw away open space for development is not right, this is "PUBLIC OWNED LAND". 2 - As a 30+ year resident of Park City, one of the reasons for living here is to get away from Sprawl, and that is what is occur all over Park City. Park City is grown up, we now need to preserve open space, once open space is developed it is gone for all future generations, so DON'T. 3 - Ever since the Jordanelle Dam was built in the early 90's, the earth removal and building of Highway 40 caused unstable conditions all along the Clark Ranch resulting in landslides. This is evident in the work spent by the State and county modifying and reinforcing the hill sides in this area. I doubt that any Planning commissioner or city counsel person has ever hiked in this area, it is unstable with mudslides in the Spring and huge cracks in the ridge lines that are 10 to 20 feet

deep. Developing this area is only going to make the unstable hillsides worse. 4 - The real looser in this development are the wildlife of the area. As I mentioned earlier, I have hiked this area for many years. I have seen on a regular bases Moose, Elk, Deer, Coyotes, Mountain Lions, Turkeys, Sandhill Cranes, and more. All you have to do in drive up the frontage road and you will see numerous games trails all over the hillsides, please commissioners and counsel person, go look at what is being sacrificed. To the wildlife this is not throw away open space."

Dick Grannis eComment: "I hope the city abandons the 4-story affordable housing idea for the 5-acre parcel. It will block mountain views and look like big, ugly commercial apartment buildings. For several decades, the city planners have taken great care to preserve the "old town" feel of Park City, but developments such as this one embody the opposite philosophy. Ten years from now, the increased density from this and other affordable housing projects around town will make things worse in Park City in terms of aesthetics, traffic and crowding. I don't believe it is the city's job to engage in commercial business development or social engineering by subsidizing housing for low and moderate income workers. I've heard a planning commissioner publicly admit that they really don't know how many people need affordable housing. They are just guessing, and the projects seem poorly planned. For example, there are no measures to monitor the changing income levels of the recipients who qualify for affordable housing after they move in, and there are no measures to monitor the residents' subsequent changes in employment to a job in another town outside Park City. Further, the city planners think it is a great idea to set aside fewer parking spaces than the number of affordable housing units in order to force residence to use public transit. How well does it work for an affordable housing resident when you don't have a car but you must go to the grocery store in the middle of a freezing snowstorm? You must walk through the snow to the bus stop, wait in freezing conditions for the bus to arrive, walk the distance from the bus stop to the grocery store, buy your food items, walk back from the grocery store to the bus stop carrying three heavy bags of groceries, wait in freezing cold conditions for the bus to arrive, climb aboard the bus with the three heavy bags of groceries, find a seat on the bus with enough room for you and your groceries (which may or may not be available), step down the bus's steep steps onto the icy sidewalk while holding the three heavy bags of groceries, and finally walk the distance through the freezing snow from the bus stop to your apartment. I wouldn't mind seeing the city sell this land back to the private sector. If the city buys land, it should be only to create public parks and/or open space."

Lauren Farleigh eComment: "I am writing to voice my strong opposition to the current development proposal for the 5-acre Bonanza site. This parcel represents one of the last remaining city-owned properties in the core of Park City-and its future use will say a great deal about what kind of community we want to be. The current proposal falls short of serving the public interest. It is heavy on renderings and "green space" marketing, but light on substance. A few patches of grass between high-density buildings do not create a true community gathering place. Allowing four-story structures on this parcel would directly contradict the intent of our zoning, disrupt mountain views, and permanently

alter the character of the town. And for just a few more units. Moreover, the timing and location of this kind of development make little sense. There is already a significant amount of affordable and mixed-income housing coming online across Park City. Those new residents will need access to parks, recreation, and civic infrastructure -not more buildings and traffic congestion. The Bonanza parcel is one of the few remaining opportunities to provide exactly those amenities. If there is not yet a clear vision for how to use this land, the City should wait. We do not need to rush into a project that compromises long-term community value for short-term activity. What makes Park City special are its public spaces-the library, City Park, the MARC, and our open spaces - places that bring people together, not just house them. There will never be enough affordable housing in Park City, demand will always exceed supply unless it no longer becomes a desirable place to live. We cannot pursue affordable housing without balancing other priorities or it will become a less desirable place to live. Let's reserve the Bonanza parcel for something of enduring public benefit: a new park, recreation facility, cultural venue, or open-space preserve. Once it is built over, we will never get it back. Thank you for considering the long-term interests of the community in your decision."

Mayor Worel closed public input and stated she was grateful for the community engagement regarding the easement.

Council Member Parigian supported the easement. He understood both sides of the story. He didn't think 15 acres felt right and he had a problem with the process. Council Member Dickey supported the conservation easement. He wanted the development limited to 10 acres, but having an internal 5-acres as open space was just additional open space. He thought they could pass the easement with 15 acres carved out and then when the Council heard the development proposal, they could decide if they wanted it to be over 10 acres.

Council Member Toly indicated she got involved in open space with Treasure Hill and now she was passionate about conservation. She wanted to address developing property once a conservation easement was put on it. Fisher explained the process to amend the conservation easement before development would be allowed. Council Member Toly asked if carving out the 10 acres would put the conservation easement at risk. Fisher stated the easement was not in place yet. Council Member Toly asked what the difference was between memos that referred to 10 acres and memos that referred to 10.9 acres. Cartin stated the legal description clarified the property was 10.9 acres. The intent was 10 acres. Council Member Toly supported a conservation easement and proposed the 10.9-acre carve out, and supported ensuring the language on the aerial transit was strong.

Council Member Ciraco was committed to preserving the part of Clark Ranch that COSAC intended, which was 10 acres. He supported the conservation easement with the 10-acre carve out. He felt like his hands were tied since the City had a legal agreement with the Alexander Company.

Council Member Rubell stated open space was the thing the community was willing to vote for and pay for. He reviewed the UPZ zone was passed last year to protect the City's parks. He asserted the original intent for the property was important. His preference was to preserve all the land, but he supported carving out the designated 10 acres.

Mayor Worel summarized a majority of Council supported the conservation easement with a 10-acre carve out. Margaret Plane, City Attorney, stated 10 acres could be a lot of different shapes. The current proposal was for 15 acres, and the City had an exclusive negotiation with another entity. Council Member Parigian stated it wasn't urgent to pass this tonight. Council Member Toly asked if this could be approved with 15 acres and then amended later. Council Member Rubell stated they could approve the conservation easement with all but 10 acres, and the non-conserved acres must have two sides touching the parcel boundary. Plane stated that would help with the shape of the carve out, but not with the legal risks of the negotiation agreement. She recommended not orphaning the land because it would not have any conservation value. She asked that the Council avoid doing anything that would look like they were not negotiating in good faith. If the agreement expired and was not extended, they would not have to negotiate in good faith. Council Member Dickey agreed this item could be continued.

Council Member Rubell moved to close the meeting for advice of counsel at 8:52 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

Closed Session

Council Member Dickey moved to open the meeting at 9:12 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

Council Member Dickey reviewed the conservation easement was very important. There were a number of questions that had arisen that needed to be addressed. The City had two parallel paths to get the conservation easement done while also staying true to the agreement with Alexander Company.

Council Member Dickey moved to continue the Clark Ranch Conservation Easement to a date uncertain, but to come back before the end of the year. Council Member Ciraco seconded the motion.

Council Member Ciraco stated the Council was committed to getting this done as soon as possible. There were a few things that needed to be reconciled and those would be done quickly in order to get the conservation easement recorded.

RESULT: CONTINUED TO A DATE UNCERTAIN
AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

3. Discuss Design and Strategy Preferences for the Bonanza 5-Acre Site Redevelopment:

Mayor Pro Tem Rubell excused Mayor Worel at 9:17 p.m. Steve Swisher stated this project was being brought into focus based on the small area plan. This would be a mixed-use development with a balanced use of mixes. He proposed two options for the project. Option One would have 106 housing units with one building having four stories. Option Two had 114 units with Buildings One and Six having four stories. Council Member Parigian requested 125 units.

Council Member Dickey liked Option One and didn't want Building Six to be four stories. Council Member Toly didn't want any buildings to have four stories. Council Member Ciraco was fine with Option Two and indicated he could change his mind with the architectural plans. Council Member Toly asked if four stories required an AMPD. She didn't want to send something to Planning that wouldn't work. Rebecca Ward, Planning Director, stated the applicant could submit an MPD with a height exception. The applicant could not increase the density beyond what would otherwise be allowed for the height because the site was under the density that would otherwise be allowed. The review process would include criteria to ensure the height mitigated impacts to adjacent properties. Under the current code, buildings could have exceptions up to 60 feet in height if project enhancements were provided. Exceptions included open space, affordable housing, and parking.

Council Member Ciraco wanted the project to reflect a human scale, and he thought this could be accomplished. Council Member Toly asked if exceptions would be requested for setbacks. Swisher stated this exception could be requested if the benefits were there. He felt the design they were proposing met that criteria. Council Member Toly asked if the developer would come back to Council or change the design if the Planning Commission said no to the height. Swisher indicated they would adjust the design and could come back to the Council. They would be in continuous communication with staff and the Council liaisons or the entire Council.

Mayor Pro Tem Rubell felt this project should be a community gathering place first. He had an issue with Building One and thought it closed the project off. Swisher stated he needed consensus. Council Member Toly stated she couldn't answer this now.

Swisher reviewed the village green would be a community asset. There would be a creative play area and an amphitheater. He proposed an arts pavilion and explained the

reason for designing it at 1,800 square feet and the capacity for that size building. He noted the arts council supported it. They preferred a bigger space, but they knew it would be used. Council Member Toly supported the arts pavilion and thought it belonged in the area. Council Members Ciraco and Dickey agreed. Council Member Parigian thought it was too big and did not support it. Council Member Rubell asked if they worked with organizations that would use the space. Swisher noted he had talked to aggregators and they did not want brick and mortar spaces, but they did want a spot they could use once in a while. Mayor Pro Tem Rubell stated the majority of Council supported it. He asked if Council wanted a black box theater. Council Members Parigian, Toly, and Ciraco favored a black box theater. Council Member Dickey did not support that. Council Member Parigian stated the idea of a black box was to rent out a room for an hour. Mayor Pro Tem Rubell stated the black box could be defined at a future date. Brint stated they could put it in another part of the site.

Swisher reviewed the commercial spaces. Council Member Parigian asked what would be part of the commercial space if there were no restaurants. Wilking stated she hoped there would be a restaurant, but for now the spaces were non-specified so they could determine the community needs once the project was completed. Council Member Toly favored more commercial for the site. Council Member Ciraco agreed and noted having a gym for the public would attract more people to the site. Swisher indicated they had to make choices with the number of buildings on the site. If the amenities were moved off the ground floor, there would be fewer residential units. Brint indicated they would look at it to see if it would work out. Mayor Pro Tem Rubell summarized the preference would be to have all first-floor space designated for public gathering, and asked if that would be okay if it reduced the units. Council Members Ciraco, Dickey, Rubell, and Toly supported that. Council Member Parigian wanted all housing for Buildings Two, Three, and Four.

Carly Brinla reviewed the updated unit mix. She indicated they removed 30% AMI units and increased unrestricted units to get to the 106 units and 114 units options.

Mayor Pro Tem opened public input.

Debi Scoggen 84098 stated creating more traffic at this site was a No. She liked the community gathering aspect but putting that many residential units in that area would create so much congestion.

Pam Bingham, 84060, Public Arts Advisory Board, supported this project and all the spaces for community use. She thanked the Council for all their work.

Mike Florence 84060, didn't want the Council to move forward with this project. The visioning process for this district included the Kimball Arts Center and Sundance. Now that those entities were gone, things changed. The project was non-aspirational, and the tall buildings blocked views. He felt this should be a park for the community. He also submitted the following eComment: "This has been a long, expensive, challenging, and

well-meaning process, but that doesn't mean we should accept the current plan which involves multiple 3- and 4-story apartment buildings and little other community benefit. Over the years and as the planning for this parcel has progressed, the facts on the ground have shifted. We are no longer trying to incorporate Sundance and Kimball into a greater arts and culture district. At the same time, we have made good progress on adding affordable housing in our area, and traffic has become a greater concern. I believe this prime and precious piece of real estate that is owned by the city should become a benefit for all Parkites. What better way to maximize the benefits of this parcel than to create a park that can be enjoyed by all. The current local neighbors of Park Meadows and Prospector would enjoy it, in fact it's accessible to all of Park City. The residents of the new Engine House and upcoming HOPA development will enjoy it, as will other future housing in Bonanza Park. It will provide a wonderful, mountain-view and open-space oriented entry statement for our town. I've heard someone say that our town has become a wonderful place to live not because of what we HAVE built, but because of what we HAVE NOT built. Treasure Hill, Round Valley, McPolin Barn, City Park, etc. are beloved assets of our community of far greater value than any new development can provide. Our community has consistently and overwhelmingly supported the purchase of open space. This is not a NIMBY argument. Our neighborhood includes deeply affordable Hillside Village and Aspen Villas, which are slated to become the much larger HOPA development. The Engine House will open soon, offering many new affordable units. Other affordable housing, such as Studio Crossing, are coming online. Still others are in the planning stages. The creation of affordable housing is valued by our community, and we have and continue to put our money where our mouth is. That does not mean that we have to accomplish it at this location. At a precious, city-owned property on a busy and prime intersection, what is the better aspiration for our community? A wall of expensive, multi-story apartment buildings along with their associated traffic? Or mountain views from a large park alternating as a peaceful and vibrant community gathering place?"

Audrey Windelowski 84060 stated the Treasure Hill bond passed seven years ago today. Now the City had the chance to do the right thing with Bonanza Park. Housing was not best for this site. She supported making it a park.

Deb Rentfrow 84060 was concerned with the City financial contribution, and she didn't know where all this money was coming from. Besides the financial contribution, the City was also committing to soil remediation, transit build out, and other commitments.

Cheryl Fox 84060 lived in Park Meadows and worked in Prospector. The project changed substantially in the last few years and so the feedback received at that time might have changed. This was no longer an arts and culture district. The City bought the land because the City didn't want to see tall buildings in this area. She asked the Council to stay true to the intent. A park would enliven redevelopment in the area.

Jeff Camp 84060 stated the common theme was traffic and affordable housing. He didn't think condos should have more than one parking stall. He thought any recreation

opportunities at this site should be indoor recreation. He also supported a large parking garage here.

Sarah Hall 84060 clarified the code for MPDs and exceptions allowed by the Planning Commission. She supported having a park for this area. She also submitted the following eComment: "I join the many voices in our community who prefer a community park over the current plan proposed in Agenda Item VII(3). I want to reiterate some of the thoughtful comments published in *The Park Record* Letters to the Editor, particularly those from Cheryl Fox, CEO of the Summit Land Conservancy and former Planning Commission Chair Laura Suesser. As Ms. Fox noted: "The 5-acre parcel is the entry to Park City for people coming in on S.R. 248. Rather than greet them with a built environment, let's welcome them with a sweeping vista of open space that draws the eye up to the surrounding mountains. The five acres could become a beautiful park, with rain gardens, native plants, a sledding hill, shade and benches to create gathering places." And as Ms. Suesser suggested: "The acres should be a community gathering space/park with some art and perhaps a well-designed food hall with a café and brewery/restaurant. Include an amphitheater, bike paths, underground parking, and a bus stop." 1. You Have the Power to Create a True Legacy: A Community Park Park City is increasingly built out. A centrally located open space, thoughtfully designed for all ages and all seasons, could serve as the heart of our community. We do not need the massive housing development proposed in the packet. The proposed internal green space would be largely enclosed by 3 & 4 story buildings, feeling more like a private housing "courtyard" rather than a welcoming park open to the public. 2. Traffic Mitigation and Transit Solutions Are Inadequate The intersection of Kearns and Bonanza is already among our most congested. As noted in the City's recent *Bonanza Park Small Area Plan – Mobility Component*, this area is projected to worsen with added density. As Planning Commissioner John Frontero has repeatedly stated on the record, we cannot accept a Level of Service "F" for our community. This 5-acre site lacks adequate traffic mitigation and transit solutions. Can we add a proper bus turnout on Kearns eastbound or Bonanza southbound? Can we add a serious traffic mitigation solution here? 3. Connectivity Should Be a Priority I appreciate the improved pedestrian pathways compared to current substandard conditions. However, these can be made even better. Please reconsider the bike paths overshadowed by 3- and 4-story buildings with minimal setbacks and landscaping, especially along Bonanza. Enhanced pedestrian and bicycle pathways would help achieve our Active Transportation goals and make biking and walking safer and easier. Safely connecting neighborhoods has long been a community priority, and this site can play a key role with better-buffered paths. Can we add a bike path along the east side of the property? Can we add a better buffer for the paths? 4. Height and Scale Are Excessive, Especially in the Frontage Protection Zone
The proposed tall buildings would amplify congestion, overshadow the central green space and Bonanza bike path, and compromise the very idea of a park or gathering area. Without clear dimensions, it's difficult to determine whether setbacks meet code but the visual appears it would fail to pass a planning commission approval based potentially on requests for height exceptions above the underlying zone height of 35ft,

the Conditional Use Permit in the Frontage Protection Zone, and the setbacks. Of course, a thorough traffic mitigation and construction plan would also need to be specifically evaluated. Simply put, we do not need a four-story building with minimal setbacks on Bonanza Drive, nor multiple three-story buildings in our Frontage Protection Zone. Will this be processed as an AMPD or MPD when height exceptions are sought beyond the 35-foot limit for four-story buildings? Will those buildings have step-backs, particularly within the Frontage Protection Zone? Can you provide setback dimensions and height (including step-backs) for all structures? 5. Affordable Housing Matters AND So Does Balance I fully support affordable housing. During my tenure on the Planning Commission, I championed amendments to the Affordable Master Planned Development (AMPD) code to encourage more affordable projects. We approved the Engine House (99 units), Studio Crossing (208), and HOPA (317) for a total of 624 units, including many 2 & 3 bedrooms for literally thousands of new residents to move into these units. We also approved several smaller projects and hundreds more units are already in the pipeline. We are already making massive steps to increase our affordable housing. We are a town of roughly 8,500 full time residents and we are about to onboard thousands of more new residents into all these hundreds of affordable units we just approved. Let's house these thousands of new affordable housing residents first. In fact, let's fund HOPA (already approved by the Planning Commission) and reserve this site for a different purpose. We absolutely need affordable housing, but our community has other needs. This parcel can help meet those broader goals for the community as a whole. A Park Is the Best Option In conclusion, the 5-acre site isn't just another parcel: it's an opportunity. An opportunity to build something special, lasting, and community-first. I respectfully ask you to protect the legacy of our Frontage Protection Zone, scale down building height, increase setbacks, enhance pedestrian connectivity, and add meaningful transit solutions—or, more simply, make it a park: cheaper, faster, easier, and broadly supported."

Jocelyn Scudder, Arts Council Executive Director, indicated she worked with many arts organizations and studied gap needs. The arts pavilion was needed and supported by the community. This should be a gathering space over a housing project. She advocated for a community arts space.

Minda Boland eComment: "I am writing to express strong support for including dedicated arts spaces in the proposed 5-Acre Bonanza Parcel development. These spaces for the Arts Council/CREATE PC, local makers, and multi disciplinary cultural groups are essential to maintaining Park City's creative identity and sense of community. Purpose built areas for artists, nonprofits, and performances would ensure that creative work remains visible and accessible to residents and visitors alike. The inclusion of a small outdoor amphitheater would further enrich public life and strengthen our cultural economy. Thank you for prioritizing the arts as an integral part of Park City's future."

Clive Bush eComment: "I'll just add for the public record that I support Cheryl Fox's vision for this acreage that I'm sure you all read in the Record. The building blocks you

are planning and afraid to show complete renderings of, and from ground level will never be a community wide asset or inviting to anyone who doesn't live in one of them. I understand you may be proud of the Engine House accomplishments - I think however, that you are blinded by the metrics rather than the aesthetics that if repeated elsewhere will add to Park City's struggle to remain unique and relevant, and distinguishable from the Wasatch Front. The prioritization of large scale building blocks overshadows the four key pillars of the community that you are charged to maintain and that should remain at the forefront of every decision that you make as the key holders of our community owned public space. Your current direction fails to take any of these into account - the legacy that these decisions that you make will remain forever. “These building blocks have no place in the heart of a Mountain town and nothing we should be proud or bound to build.”

Kim Wright eComment: “I am writing to respectfully request that the Council pause the Bonanza Park development process for further evaluation. The original vision for this area was to create an Arts District, and the current plan no longer reflects that intent. I apologize that my comments are coming later in the process, but I recently learned more about the development through recent coverage in Town Lift, The Park Record, and KPCW. I also appreciate Mayor Nan’s invitation for community feedback on this important issue. Before our community commits to additional developments, I believe we need to review our affordable housing goals on a project-by-project basis, including an assessment of financing and modernization opportunities. The HOPA project, along with other existing affordable housing units, could potentially accommodate new or updated units within their current footprint if modernized thoughtfully. Additionally, there remain significant unanswered questions regarding Bonanza Park—particularly around transit impacts, pedestrian safety (given the already high traffic levels), and the overall suitability of adding density to such a busy corridor. It seems prudent to first observe how the Engine House development integrates into the community before proceeding further.”

Lloyd Kinderknecht eComment: “According to KPCW, they quote you as saying that many in the public are holding their comments until after the election. I've always wondered why municipalities where I have lived don't utilize online/virtual polling to understand the public interest? web based/app etc. tied to voter registration so as to allow a single vote. I recently voted in an online poll ranking ski resorts...a couple of clicks and I was done. My 2 cents, and the best use idea I've seen in the editorial pages is to create Park City's "Central Park"...would make an awesome impression on Olympic Visitors in 9 years....we are "Park" city, let's be a Park City.”

John Kenworthy eComment: “I am writing to express my deep opposition to the proposed housing plans for the 5 acre site at Kearns Blvd and Bonanza. I am a twenty plus year resident of Park City, former planning commissioner and Main Street business owner. I want you to know that my neighbors and I do not support what is being proposed. We want what we all came together and stated for on the record over 8 years ago. Arts, culture with "Transit and Parking”. The ridiculous statement "excessive parking drives traffic” that has been thrown about by staff and council "with regards to

these 5 acres" simply has not been supported by any actual math or respect for our citizen's voices. How could it be excessive when nobody in our city knows what the actual density and land uses above grade are going to be? Nor has the shared parking and transit needs of the community ever been considered by this council on this site. Until the actual specific use, density and potential shared parking and transit solutions are analyzed on this 5 acre parcel, how can someone be a hard NO on 2 floors of parking and transit opportunities? This reveals a great deal about individual ideology and limiting abilities to serve on behalf of their community. This is the same nonsensical thinking of promoting a 6 story hotel in Old Town with zero parking nor transit solutions above the most deadly intersection/round a bout in our city. Where is Dana and his beer? An actual community gathering space on these 5 acres, providing opportunities for music/art, connectivity, with underground parking and a transit hub, and maybe even a food and beverage venue or two is exactly what the voice of the people have long wanted here. And they still do. The failure of city leaders to secure Sundance and Kimball is shameful, but we must move on with transit and parking as this site's number 1 goal. We must not continue to build soviet bloc density and architecture (like the disaster on Homestake - the Engine House). These are prime entry corridor acres perfect for future transit solutions! We are solving our affordable housing needs with plenty of other options already approved. Without any major transit solutions, the Kearns and Bonanza intersection will not be able to withstand the impact of the currently being proposed housing development on this 5 acre site. We made promises to DV's snow park protect the loop residents as well as those on Empire Pass that we would fix down stream arteries, not clog them more. Health, safety and welfare demands that any new project addresses traffic solutions pre the housing development being considered. How dare you take away one of our original desired goals - transit and parking solutions - on this key 5 acre parcel. First the arts get chased away and now Parkites get ignored. Eight and half years later - I believe this is being pushed through without even an analysis on our current affordable housing needs so that a lame duck Mayor Mayor Worel can say she actually did something during her 4 years. Please change direction on this project and make it first and foremost a transit/parking solution space for the entire community and as well - a community gathering space above ground. Who is doing the comprehensive planning in our city? It's beyond time for tough love here. Losing 800,000 to 1,000,000 annual visitors on Main Street over the past 4 plus Nann Mayor Worel years is just the beginning. We must change direction. Do the people's work."

Larry Warren eComment: "I was pretty appalled when I saw the drawings of Bonanza Park at the community room a few weeks ago. If this is to be public space, which ALL citizens of Park City need and deserve, then why is the green space surrounded by four story buildings? It looks like private space for those who live in the buildings and that is how it will be perceived. The drawing attached to this agenda shows four story buildings street side, so there isn't even much of a way to see what's on the other side, and even if you can see in a few spaces, the impression is that it is a lawn for the tenants. Furthermore, why does this last remaining significant space have to be turned into more housing anyway? We have Engine House, Studio Crossing, potentially Clark Ranch and

other projects coming online already. Why not create a true open space for ALL in Park City, while the space also serves as a land bank for future needs we can't even imagine today? The whole art space concept is outdated already with both Kimball and Sundance leaving. Why not keep it simple and save the last sizable tract of land in city limits available for future needs while creating in the meantime a nice OPEN park for all to enjoy the space and the views, which are blocked by the height and density of this current vision. This vision doesn't create a space for all citizens. It has the opposite effect."

Mark Fischer eComment: "I just read the "Make it a Park" Letter to the Editor this morning along with numerous other submissions promoting the idea of a park on the 5 acre parcel. As you may know, I worked on assembling 9 separate smaller parcels for like 15 years to eventually create this opportunity. My company name was Bonanza Park, LLC and to my delight it became the name of the neighborhood. We then re-platted the parcels to create the one 5 acre prime piece of land. I have been silent all these years since the City purchased the land from my partnership and had hoped that Sundance and Kimball would anchor a fantastic arts district. I do now believe that this land should become a park with 2 layers of underground parking below along with a properly sized transit center with an adjunct arts building. There will be so much workforce housing within walking distance to this parcel within the next 10 years or so that to add even more here would be a mistake and missed opportunity."

Jeff Owen eComment: "I am a fifteen-year resident of Old Town. I am writing to express my strong desire that Bonanza Park (at corner of Bonanza and Kearns) be developed into a park and that no portion of it be otherwise developed. I know of no one among my friends or neighbors who feels that greater density and further unnecessary development are desirable in Park City. Our town will not benefit from additional cars, traffic and congestion. Our town will not benefit from the further loss of open space. As I write this, we are losing a portion of the City Park to the construction of a community center. That construction represents a permanent loss of valued town-core open space unless other open space is created. Bonanza Park represents rare open space that should remain so."

Laura Suesser eComment: "I am writing to express my opposition to the proposed housing plans for the 5 acre site. My neighbors and I do not support what is being proposed. We want a true community green space providing opportunities for music/art, connectivity, underground parking, transit and a food/beverage venue. We are solving our affordable housing needs with other, already approved, projects (some of which are in close proximity to what is being proposed) including Engine House, Studio Crossings, HOPA, and DV's Ski Rail. As a former planning commissioner, I suspect the amount of density being proposed at the 5 acres is unlikely to pass a traffic study given the other approved projects at this already failing intersection. It makes little sense to plow forward with this project without mitigating the impacts of the other already approved projects. Please change direction on the 5 acre project and create a space for the entire community will enjoy."

Mayor Pro Tem Rubell closed public input.

Swisher discussed the parking garage and proposed submitting both parking garage options to the Planning Commission so the Council wouldn't have to decide now on which option was best. He asked for direction to proceed with design submittal to the Planning Commission.

Council Member Toly stated she had more questions than answers. She didn't want as many housing units and thought it lost the community features, such as a roller-skating rink or things that would attract people. She didn't like two levels of parking at this site. She was not ready to move forward. Council Member Ciraco stated there needed to be a transportation solution as part of this project. The second level of parking would replace surface parking in the area. He was comfortable moving forward but wanted to iron things out as the developer applied to Planning Commission. Council Member Toly agreed there needed to be a transportation solution and she didn't see it on this project. Council Member Ciraco noted it didn't have to be on this site.

Council Member Dickey thought a more advanced design would help the public. He didn't think it was a great place for a park. He didn't want more surveys and asserted that something needed to be done with that site now. He supported taking this to the next step. Council Member Parigian thought the project was off track. This needed to be a village. He didn't think there would be traffic issues because people would drive out of town or take the bus around town. He did not want to move forward with the project as presented. Council Member Dickey added that he didn't support the second level of underground parking.

Mayor Pro Tem Rubell supported this project as a community gathering place. Council Member Toly asked if there could be a traffic study before going to Planning Commission. Swisher stated they had to determine the number of housing units before doing the study. The study would be $50,000. Then the architects would go to another level of design. Council Member Toly asked if the traffic study would cover other developments coming online. Swisher indicated it was for this project and the other things already studied.

Mayor Pro Tem Rubell summarized this item would come back to Council again. He asked if the Council wanted to make this area a park in the interim. The majority of the Council was not in favor of a park at that location. Mayor Pro Tem Rubell indicated he wanted to see more focus on community gathering.

VIII. ADJOURNMENT

With no further business, the meeting was adjourned.

_____
Michelle Kellogg, City Recorder

City Council Staff Report

Subject: **Amendment to Interlocal Agreement Between Park City School District and Park City Municipal Corporation Regarding School Resource Officers**
Author: **Wade Carpenter**
Department: **Police**
Date: **December 11, 2025**

Recommendation

Review and consider approving the Amendment to Interlocal Agreement between Park City School District and Park City Municipal Corporation regarding School Resource Officers attached as Exhibit A.

Executive Summary

In 2024, Park City executed an Amendment to an Interlocal Agreement (Agreement) with the Park City School District (PCSD) to provide one School Resource Officer (SRO) for the three schools within the City's boundaries. Exhibit A serves (1) to amend the Agreement to comply with recent Utah legislative changes, adding an additional SRO for the now two schools; and (2) adjusts financial components of the Agreement based on increased service hours to be provided by PC Police Department.

Analysis

On September 25th, we provided an update regarding HB84 and its requirements for enhanced school safety. The Police Department has fulfilled this requirement by providing an additional SRO to the Park City School District.

The Amendment reflects this addition indicating that Park City Municipal will receive a minimum payment of $150,000 ($75,000 per officer) per fiscal year and PCSD shall allocate an additional $30,000 ($15,000 per officer), per fiscal year in compensation for SRO presence at District meetings, summer school, events and/or extracurricular activities. The total compensation to Park City Municipal for these services shall not exceed $180,000 per fiscal year.

Exhibits

A - AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN PARK CITY SCHOOL DISTRICT AND PARK CITY MUNICIPAL CORPORATION REGARDING SCHOOL RESOURCE OFFICERS

AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN PARK CITY SCHOOL DISTRICT AND PARK CITY MUNICIPAL CORPORATION REGARDING SCHOOL RESOURCE OFFICERS

This Amendment to Interlocal Agreement Between Park City School District and Park City Municipal Corporation Regarding School Resource Officers is made, this _____day of _____2025, by and between Park City School District (hereinafter "School District"), and Park City Municipal Corporation (hereinafter the "City" or, if contextually appropriate, the "PC Police Department"), (each a "Party" and together the "Parties") as follows:

WHEREAS, in 2024, the Parties entered into that certain Interlocal Agreement Between Park City School District and the City Regarding School Resource Officers ("2024 SRO Agreement"); and

WHEREAS, the Parties agree that the following amendments to the 2024 SRO Agreement are necessary for the purposes of (1) complying with recent Utah legislative changes; and (2) adjusting the financial components of the Agreement based on increased service hours to be provided by PC Police Department.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE TO AMEND AND RESTATE THE 2024 SRO AGREEMENT AS FOLLOWS:

1. AUTHORITY: This Agreement is made by and between Parties in accordance with Utah's Interlocal Cooperation Act, Utah Code § 11-13-202, which authorizes political subdivisions of the State of Utah to enter into mutually advantageous agreements for joint and cooperative law enforcement services; and Utah Code § 53G-8-703, which outlines contractual requirements for school districts and SROs; and Utah Code § 53G-8-211, which delineates restorative justice requirements and offenses that cannot be referred to law enforcement.

2. PURPOSE: The purpose of this Agreement is to provide for the health, safety, and welfare of School District students by providing for partnership programs ("SRO Partnership") involving the assignment by the PC Police Department of one or more School Resource Officers ("SROs") to the School District schools located within the boundaries of Park City, viz., the School District's campus on Kearns Boulevard, which includes Park City High School and McPolin Elementary School.

3. NO SEPARATE ENTITY. This Agreement shall not create any separate legal, administrative, or interlocal entity for the purpose of implementing or administering the terms and conditions of this Agreement.

4. ADMINISTRATION OF AGREEMENT. This Agreement shall be jointly and cooperatively administered by the Chief of the PC Police Department and the Superintendent of the School District, or their respective designees.

5. THE SCHOOL DISTRICT'S OBLIGATIONS:
   A. Beginning with the 2025-26 fiscal year (July 1, 2025 - June 30, 2026) the School District agrees to pay, and the PC Police Department agrees to accept, as full and complete compensation to the PC Police Department for the SRO Partnership, the minimum sum of $75,000.00 per SRO (two Officers), per fiscal year for each year of the Agreement, payable in equal monthly installments during the term hereof. Invoices for the School District's portion of the cost sharing arrangement are due and payable in full upon receipt. The School District shall also be responsible for reimbursing the PC Police Department for one-half of the additional cost associated with any School District requests for additional hours, per paragraph 9.B, below. In furtherance of same, the School District shall allocate an additional $ $15,000 per SRO (two Officers), per fiscal year in compensation for SRO presence at District meetings, summer school, events and/or extracurricular activities, such as, by way of example, athletic competitions, dances, and school board meetings. The total contribution to be paid by the School District shall not exceed $180,000 per fiscal year.

6. THE PC POLICE DEPARTMENT'S OBLIGATIONS & RESPONSIBILITIES:
   A. The PC Police Department will pay the costs exceeding the School District's contribution for the SRO services, provided funds are allocated annually and available. Furthermore, the PC Police Department will supply any necessary equipment and training mandated by state law for the operation of the SRO Partnership.
   B. The PC Police Department will schedule the working hours of the SROs, taking into account the school year calendar of the schools where the SRO provides services. The hours of SRO availability will be during normal school hours while the school of assignment is in session. Adjustments outside these regular hours shall be made by mutual agreement in writing between the School District designee and the PC Police Department designee.
   C. SROs will be employees of the PC Police Department, recruited and employed by the PC Police Department. The SROs' compensation and benefits shall be paid by the PC Police Department, subject to the School District's shared funding obligations as set forth in paragraph 5.A above.
   D. PC Police Department and SROs shall respect the status of School District's facilities as sensitive locations for purposes of immigration enforcement and SROs shall not be deputized to perform the functions of federal immigration agents under Section 287(g) of the Immigration and Nationality Act or otherwise.
   E. The SROs shall be subject to all personnel policies and practices of the PC Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
   F. The PC Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs. The School District reserves the right to request the removal or reassignment of any SRO for any reasonable cause

the School District provides in writing to the PC Police Department after other attempts to correct the problem have been explored. The PC Police Department shall consider the School District's input when determining the removal or reassignment of any SRO, and the PC Police Department shall have the final decision concerning the removal or reassignment of any SRO.

i. In the unlikely event that a situation arises in which the School District believes that a particular SRO's presence at the School District constitutes a direct and immediate threat to the safety and well-being of the School District community, the School District may direct the SRO to leave the premises and not to return until the School District has resolved the issue with either the PC Police Department or the particular SRO.

G. The PC Police Department shall, at all times, be the sole employer of the SROs; this Agreement is not intended to create a joint employment relationship.

H. Notwithstanding anything to the contrary, herein, all scheduling, deployment, and supervision of the SROs will be the responsibility of the PC Police Department.

I. The PC Police Department reserves the right to remove or reassign any SRO along with notification given to the School District.

J. The PC Police Department reserves the option to substitute police officers when any regularly scheduled SRO is not available to support the SRO Partnership. All substitute SROs shall receive all required training and support necessary to understand and comply with the terms of this Agreement prior to being given a substitute assignment at a District school.

7. MUTUAL OBLIGATIONS & RESPONSIBILITIES:

A. Information Sharing. PC Police Department acknowledges and agrees that SRO access to student education records is generally governed by the Family Educational Rights Privacy Act ("FERPA"), 20 U.S.C. § 1232g, *et. seq*, 34 C.F.R. Part 99. The School District will share pertinent records with SROs to the extent permitted by FERPA, and, in the event FERPA is not applicable, pursuant to the Government Records Access and Management Act ("GRAMA").

i. The School District shall allow SROs to inspect and copy "directory information," provided the parent/guardian has not opted out of same.

ii. SROs acting to maintain school safety or for other educational purpose (and not in a law enforcement capacity) shall be designated as "school officials" pursuant to FERPA and may have access to information from student education records; however, an SRO acting as a school official may not use that information for any other purpose, nor share it with any other law enforcement officer not acting in the capacity of an SRO for school safety or educational purposes.

iii. Except under certain limited circumstances, FERPA prevents the School District from disclosing student education records to an SRO where the SRO is acting in the capacity of a law enforcement officer (i.e., the purpose of the SRO's activity or involvement in the situation is the investigation and prosecution of violations of the criminal laws).

iv. To comply with FERPA, School District officials shall not disclose student education records to the SRO or other law enforcement officer acting in a law

enforcement capacity without (1) parent consent; (2) a warrant/subpoena; (3) an emergency situation involving an imminent threat to the life/safety of an individual; or (4) other exceptions recognized by FERPA.

v. In the SRO's capacity as a school official, the SRO may be asked to assist in the determination of whether a health or safety emergency situation exists under FERPA such that education records can be disclosed without consent. In addition, the SRO may participate in the School District's threat assessment team, which may result in the determination that an emergency health or safety emergency exists warranting disclosure of records. All emergency disclosures shall be documented in the student's education record as required by FERPA.

vi. It is the Parties' common understanding that FERPA applies only to information derived from tangible education records, and does not apply to the disclosure of information obtained through personal knowledge or firsthand observation, even if education records also exist containing that information. However, information known to the School District solely because of the review of student education records and not based on personal knowledge or firsthand observation remains subject to FERPA, even if the record itself is not disclosed.

vii. Law enforcement unit records, including videos or files created by PC Police Department for a law enforcement purpose, and which are maintained by PC Police Department, are not subject to FERPA. PC Police Department may share law enforcement unit records with the School District to the extent permitted under GRAMA or other applicable law.

viii. This subsection 7.A is not intended to represent a comprehensive statement of the laws governing records sharing, but rather, to provide a general overview. Each party remains responsible for ensuring its own compliance with applicable law and shall respect the conclusions of the other party in connection with same.

B. Selection of SROs: The PC Police Department and School District understand the importance of ensuring that each SRO embraces and works collaboratively with school administration and understands the school culture of which they are a part. Therefore, selection of SROs will be made through a collaborative process involving the PC Police Department and School District administrators. Notwithstanding the foregoing, the PC Police Department shall have the final decision as to the placement of each SRO. The PC Police Department and the School District retain all their respective rights and obligations.

i. The School District reserves the right to request the removal or reassignment of any SRO consistent with paragraph 6.F and 6.F.i. above.

C. School Resource Officer: The PC Police Department acknowledges that the mission of the SRO is to provide for and maintain a safe, healthy, and productive learning environment while acting as a positive role model for students in the School District by working in a cooperative, proactive, problem-solving partnership with the School District. The PC Police Department further

acknowledges that the SRO shall emphasize the use of restorative approaches to address negative behavior. The following also sets forth guidelines to ensure that the PC Police Department and the School District have a shared understanding of the roles and responsibilities of each in maintaining safe schools, improving school climate, and supporting educational opportunities for all students.

D. The SRO will:
   i. Attend any state-mandated training as required by applicable state law (e.g., Utah Code § 53G-8-702).
   ii. SROs are responsible for criminal law issues, not school discipline issues. SROs shall differentiate between school disciplinary issues and crime problems and respond appropriately. When conducting investigations and searches, SROs will adhere to relevant standards and gather evidence in a way that maintains its potential admissibility in court.
   iii. When conducting investigations or searches of a minor enrolled in school, or when addressing offenses committed on school property while school is in session or during a school-sponsored activity, SROs shall comply with the requirements of Utah Code § 53G-8-211, including the following:
      a) SROs shall confer with the School District when addressing an offense that is a class C misdemeanor, an infraction, or a status offense.[1]
      b) When an offense occurs on school property while school is in session or during a school-sponsored activity, it shall be treated as a school discipline matter to be handled by school officials when both of the following conditions are met: (1) the offense is classified as a class C misdemeanor, an infraction, or a status offense; and (2) the offense is not eligible for referral to juvenile court as outlined in § 53G-8-211(3) or -211(4). In such cases, an SRO will refer these offenses to a school administrator for handling as an administrative issue. It is expected that the school administrator will subsequently update the SRO on the resolution.
      c) SROs may not refer an offense that is a class C misdemeanor, infraction, or status offense to the juvenile court unless the conditions of § 53G-8-211(3) or (4) are met.
      d) For all other offenses, referral to the juvenile court is at the discretion of the SRO.
      e) Pursuant to § 53G-8-211(5), nothing in this subsection 7.D.iii is intended to curtail the SRO's authority under the law to refer an alleged traffic offense that is an infraction to a law enforcement officer or agency, a prosecuting attorney, or a court for the traffic offense.
      f) Pursuant to § 53G-8-211(6), nothing in this subsection 7.D.iii is intended to curtail the SRO's authority under the law to investigate possible criminal offenses, conduct lawful searches, consult with school administration, lawfully take temporary custody of a minor, transport a minor to a location permitted by law, or protect the safety of students and

[1] "Status offense" as used in this Agreement means an offense that wouldn't have been an offense but for the age of the offender, and is not otherwise classified as a misdemeanor or felony. *See* Utah Code § 53G-8-211(1)(*l*)(i)–(ii) (defining "status offense").

school community, including the use of reasonable and necessary physical force when appropriate based on the totality of the circumstances.

iv. Initiate positive interaction with students in the classroom and general areas of the school building to promote the profession of police officers and be a positive role model, while increasing the visibility and accessibility of police to the school community.
v. De-escalate school-based incidents using reasonable methods when possible.
vi. Understand the School District has adopted a disciplinary philosophy that is designed to minimize the use of law enforcement intervention.
vii. Enhance community-policing activities, identify problems within the schools, develop problem-solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators, staff, and district risk management.
viii. Work closely with the School District to improve the social, emotional, and behavioral skills of students in order to maximize their ability to achieve academically and become successful, contributing community members. Issues to be addressed may include but are not limited to substance abuse, violence reduction, social skills, problem-solving skills, and other areas of School District and community concern.
ix. Provide outreach to school administrators, parents, students, businesses, and the community for stakeholder involvement in problem solving and developing solutions. This will enable the PC Police Department and the School District to form valuable partnerships and promote ongoing continued relationships that will benefit the community. The result of this collective effort will help the PC Police Department to provide the best public safety services to better protect Park City residents and support PC Police Department officers in their law enforcement work.
x. Be involved when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm. The SRO will assist School District personnel in resolving the problem to preserve a safe school climate. The SRO should <u>not</u> be involved in physically detaining students on behalf of the School District for potential violations of school policy or code of conduct offenses unless the offense also violates state law or city ordinance. Disciplining students is a School District responsibility.
xi. As partners with the School District, when appropriate, SROs may assist with resolving law enforcement issues that affect the School District and the broader community.
xii. Participate in meetings with school administration when requested by school administration during the SRO's normal shift.
xiii. Use the least disruptive method in conjunction with school administration when conducting an arrest or writing a citation to a student at school, at a school event, or on a school vehicle.
xiv. Notify parents as soon as possible when students are ticketed or arrested.
xv. Become familiar with the School District student discipline policies.
xvi. SROs shall not transport students in PC Police Department vehicles except:

a) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
b) When students are suspended and/or sent home from school pursuant to school disciplinary actions; if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
c) Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
d) SROs shall notify school personnel upon removing a student from campus.

E. The School District School Administrators will:
i. Provide the PC Police Department a School District "point of contact" at the School District level and at each school to facilitate SRO Partnership communication.
ii. Provide an office, storage, or workspace for SRO materials and personal effects.
iii. Provide time for School District principals or designees and the assigned SROs to jointly attend a training as required by Utah Code § 53G-8-702, as well as other required trainings and meetings as may be required by the PC Police Department.
iv. Provide students, classroom, equipment, and supplies for classes taught by SROs.
v. Differentiate between student disciplinary issues and crime problems and respond appropriately.
a) Administrators will recognize that SROs are responsible for criminal law issues, not school discipline issues.
b) When an offense occurs on school property while school is in session or during a school-sponsored activity, it shall be treated as a school discipline matter to be handled by school officials when both of the following conditions are met: (1) the offense is classified as a class C misdemeanor, an infraction, or a status offense; and (2) the offense is not eligible for referral to juvenile court as outlined in § 53G-8-211(3) or -211(4). In such cases, an SRO will refer these offenses to a school administrator for handling as an administrative issue. It is expected that the school administrator will subsequently update the SRO on the resolution.
c) Arrange meetings with the SROs as needed by the school administration.
d) De-escalate school-based incidents using reasonable methods when possible.
e) Strive to handle routine discipline (code of conduct infractions) within the school without involving the SRO in a law enforcement capacity unless it is absolutely necessary or required by law.
f) Facilitate SRO-initiated investigations and actions.

g) Offer an opportunity for the SRO and school administration to meet with community stakeholders throughout the school year.
h) Notify SROs responding to a school-based infraction if any student involved has a known disability and/or an Individualized Education Plan ("IEP") and therefore may require special treatment or accommodations.

F. The PC Police Department will:
i. Provide SRO supervision.
ii. Provide SRO training to comply with state law requirements.
iii. Provide the SROs with uniforms and equipment.
iv. Follow the agreed upon schedule for deployment of SROs at schools.
v. Ensure that the SROs' supervisor maintains communication with the school administrators throughout the year to evaluate the performance of services provided by the SROs.
vi. Provide time for the SROs and the school principals or their respective designees to attend the SRO trainings as required throughout the school year.
vii. Provide an SRO or other law enforcement officer to teach a vocational law enforcement class, if requested by the School District.

G. Statement of Student's Rights:
i. Searches
a) Students have a constitutional right to be free from unreasonable searches and seizures. The reasonableness of a search or seizure in the education context differs depending on various factors, including whether the search is conducted by School District personnel or law enforcement personnel.
b) All searches of students by School District employees shall be conducted pursuant to the School District's Search Policy (Policy 10080).
c) A school official should not ask an SRO to be present for or participate in a search conducted pursuant to Policy 10080 unless there is an actual immediate threat to individuals or public safety, or unless probable cause has been determined.
d) Probable cause is not required for a School District employee to initiate a search; rather the standard is one of "reasonable suspicion" to believe the student is in possession of an item or substance that represents a threat to the educational process, or is prohibited by school board policy or law.
e) An SRO may investigate possible criminal offenses and conduct, including probable cause searches. SROs shall be responsible for determining whether probable cause exists, and SROs should follow state and federal law and PC Police Department policies and procedures when conducting searches of persons and/or property.
f) SROs may conduct or participate in a search of a student's person, school locker, personal belongings, electronic devices, or vehicle when there is "probable cause" to believe that the search will turn up evidence that the student has committed, is committing, or was very soon going to commit a criminal offense.

g) The SRO shall not ask a school official to search a student in an effort to circumvent a student's constitutional protections.

ii. Questioning/Interviews
   a) School District employees have the right to question students about school-related conduct/disciplinary issues and possible violations of student codes of conduct at any time.
   b) School officials are not required to notify parents or obtain parental consent prior to questioning a student about a violation of a student code of conduct, even if the nature of the violation being investigated is also potentially a violation of law.
   c) Generally, as a matter of best practice, questioning of students by School District employees in connection with school code of conduct/disciplinary investigations should be separated in time and place from law enforcement interviews investigating alleged criminal behavior.
   d) If an SRO is conducting an interview in connection with investigating alleged criminal behavior, they must make clear that the purpose of the interview is criminal investigation and possible prosecution.
   e) SROs shall adhere to the reasonable policies and procedures of the School District regarding access to students.
   f) When acting in a law enforcement capacity SROs shall be subject to all recognized federal and state constitutional and other legal limitations on their actions and authority, including as it relates to the need for probable cause, issuance of *Miranda* warnings, warrants, subpoenas, and other legal processes.
   g) Where an SRO or other law enforcement officer initiates a custodial interrogation of a student, the PC Police Department shall adhere to the requirements of Utah Code § 80-6-206 (e.g., imposing requirements on the interrogation of a child, providing a right to the presence of a friendly adult, and describing certain prohibitions).
      - The SRO or other law enforcement officer shall be responsible for determining whether the minor is "in custody" for purposes of the protections afforded by § 80-6-206.
      - If the minor is subject to a custodial interrogation in connection with an offense that also involves school code of conduct or disciplinary violation, School District personnel shall not act as a "friendly adult" for purposes of Utah Code § 80-6-206.

iii. Arrests
   a) A SRO shall <u>not</u> use physical force or restraints on a student, including handcuffs, tasers, mace, or other physical or chemical restraints, unless a student's actions pose a direct threat to self/others or the student is subject to arrest, or the use of reasonable and necessary physical force is appropriate based on the totality of the circumstances, and in light of the unique features associated with the educational context.

iv. Information Privacy
   a) School administrators shall allow the SRO to inspect and copy any public records, including student "directory information," maintained by the

school to the extent allowed by state and federal law and School District Policy.

b) If some information in a student's educational record is needed in an emergency to protect the health or safety of the student or others, school administrators shall disclose to the SRO the information that is needed to respond to the emergency situation based on: (i) the seriousness of the threat to the health or safety of an individual; (ii) the need of the information to meet the emergency situation; (iii) the extent to which time is of the essence.

c) If the SRO needs confidential student educational record information, but no emergency situation exists, the information may be disclosed only as allowed by applicable state and federal law and School District Policy, such as upon the issuance of a search warrant or subpoena to produce the records, written consent of the student's parent or guardian, or as otherwise provided by law. The School District agrees to timely respond to a subpoena pursuant to URCRP Rule 14 and URCP Rule 45.

d) Records or files which the SRO creates and maintains for law enforcement purposes rather than school disciplinary purposes are not student records and are not protected by FERPA. Those law enforcement unit records may be disclosed to third parties without parental consent in accordance with GRAMA and other applicable provisions of law.

H. Special Considerations for PC Police Department/School District:

i. Although SROs will be working in conjunction with the school staff, they will report directly to the PC Police Department assigned supervisor on any administrative matters and will follow the PC Police Department command structure.

ii. The School District acknowledges that SROs are required by policy and procedures to attend mandatory trainings and /or meetings.

iii. Although SROs remain employees of the PC Police Department, SROs are required to be on the campus of the school(s) they are assigned to unless performing duties directly related to the PC Police Department.

8. FUNDING AVAILABILITY:

A. PC Police Department and the School District acknowledge that (i) neither party by this Agreement irrevocably pledges present cash reserves for payment in future fiscal years, and (ii) this Agreement is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of either party.

9. SRO SCHEDULE AND ASSIGNMENT

A. The SRO Partnership will consist of having an officer in each of the School District's contracted schools for eight hours per school day as per District calendar. During non-school days, the SROs' schedules will be managed through the PC Police Department.

B. The School District may request additional hours beyond the regularly scheduled assignment from the PC Police Department. Upon approval, the SRO will be compensated or reimbursed for the additional cost associated with that coverage.

10. Miscellaneous Provisions:
    A. Term. This Agreement shall be effective from July 1, 2025 to June 30, 2030 unless it is terminated earlier as provided herein. The School District and the City may mutually agree to renew the Agreement for one additional five (5) year term. The cost to extend the term will be mutually agreed to by the Parties in writing. Any extension of this Agreement remains subject to annual appropriation of funds by both the City and the School District.
    B. Termination:
        i. The City may terminate this Agreement with the School District for the City's convenience upon thirty (30) days' written notice to the School District without compensation to the School District.
        ii. The School District may terminate this Agreement with the City for the School District's convenience upon thirty (30) days' written notice to the City without compensation to the City except for services actually performed prior to the termination or during the thirty (30) day notice period.
    C. Property: No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, or disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.
    D. Severability and Non-Waiver:
        i. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
        ii. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.
        iii. It is agreed by the Parties that the forgiveness of the non-performance of any provision of this Agreement does not constitute a subsequent waiver of the provisions of this Agreement. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.
    E. Integration: This Agreement is a completely integrated agreement and contains the entire agreement between the Parties. Any prior written or oral agreements or representations regarding this Agreement shall be of no effect and shall not be binding on the School District or the City. This Agreement may be amended only in writing and executed by duly authorized representatives of the Parties.
    F. No Third Party Beneficiary: It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement and all rights of action

relating to such enforcement, shall be strictly reserved to the Parties. Nothing contained in this Agreement shall give or allow any such claim or right of action by any third person or entity. Any third party receiving services or benefit under this Agreement shall be deemed to be incidental beneficiaries only.

G. Governing Law. This Agreement, and the rights and liabilities of the Parties hereunder shall be governed by the law of the State of Utah.

H. Liability of The Parties: The provision of services under this Agreement is for the benefit of both Parties to the Agreement. Each party agrees to be responsible for its own liability incurred as a result of its participation in this Agreement. In the event any claim is litigated, each party will be responsible for its own expenses of litigation or other costs associated with enforcing this Agreement.
   i. Each Party to this Agreement is a governmental entity of the State of Utah and subject to the Governmental Immunity Act of Utah, Utah Code § 63G-7-101, *et. seq*. No provision in this Agreement is intended to waive any provision in the Governmental Immunity Act nor is it intended to waive any defenses available under the Act.

I. Interlocal Cooperation Act Requirements. The Parties shall comply with the following requirements:
   i. This Agreement shall be authorized by the governing body of each Party pursuant to Utah Code Ann. § 11-13-202.5;
   ii. This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party pursuant to Utah Code Ann. § 11-13-202.5; and
   iii. A duly executed original counterpart of this Agreement shall be filed with the keeper of records of each Party, pursuant to Utah Code Ann. § 11-13-209.

IN WITNESS WHEREOF, the Parties, through their duly authorized representatives, have executed this Amendment to Interlocal Agreement Between Park City School District and Park City Municipal Corporation Regarding School Resource Officers on the dates indicated below.

//

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[Signature Page to Follow]

DATED this _____day of _____, 2025

PARK CITY MUNICIPAL CORPORATION
445 Marsac Avenue
P.O. Box 1480
Park City, UT 84060

_____
By:
Its:

APPROVED AS TO FORM

_____
ATTORNEY FOR PARK CITY MUNICIPAL CORPORATION

ATTEST:

_____
PARK CITY RECORDER'S OFFICE

DATED this _____day of _____, 2025

PARK CITY SCHOOL DISTRICT
2700 Kearns Blvd.
Park City, UT 84060

_____
By:
Its:

APPROVED AS TO FORM

_____
ATTORNEY FOR PARK CITY SCHOOL DISTRICT

City Council Staff Report

Subject: Park City Retention Schedule
Author: Michelle Kellogg, City Recorder
Department: Executive
Date: December 11, 2025

Recommendation

Council should consider approving Resolution 29-2025, a resolution adopting the General Retention and Classification Schedules of Park City Municipal Corporation pursuant to the Utah Government Records Access and Management Act (GRAMA) and replacing Resolution No. 37-11 in its entirety.

Executive Summary

What is a retention schedule?

A retention schedule is a plan for how long to keep a record, and what to do with the record after that. The purpose of having a retention schedule is to ensure legal and regulatory compliance and to manage records efficiently by keeping them as long as they are required by law. Having a retention schedule reduces legal and financial risks associated with non-compliance or improper record handling.

Why does the City government need a retention schedule?

The State of Utah requires municipalities to adopt retention schedules, but they have the flexibility to create their own or use the state's general retention schedule. Municipalities must provide copies of their retention schedules to the Utah State Archives. Municipalities must retain and destroy their records according to the approved schedule.

Park City's current retention schedule was adopted in 2011. The proposed resolution, with the attached retention schedule, updates state code references, eliminates schedules that no longer apply to the city, and adds corresponding reference numbers to the Utah General Retention Schedule (GRS). The city generally follows the state's retention schedule, but there are modifications and the addition of some more specific record titles to better meet the city's needs.

Analysis

We compared the 2011 retention schedule to the state's general retention schedule and we made adjustments to align definitions, where appropriate. Each department reviewed the amendments and approved the proposed contents associated with their work. The City Attorney's Office also reviewed and approved the amendments.

Exhibits

A: Resolution and Retention Schedule – Clean Copy
B: Resolution and Retention Schedule – Redlined Copy

Resolution No. 29-2025

RESOLUTION ADOPTING THE GENERAL RETENTION AND CLASSIFICATION SCHEDULES FOR CERTAIN RECORDS OF PARK CITY MUNICIPAL CORPORATION PURSUANT TO THE UTAH GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT AND REPLACING RESOLUTION NO. 37-11 IN ITS ENTIRETY

WHEREAS, in 1991, the Utah State Legislature enacted the Government Records Access and Management Act (GRAMA); and

WHEREAS, GRAMA applies to Park City Municipal Corporation and governs the management of and public access to the government records of the State of Utah and all of its political subdivisions; and

WHEREAS, the City Council deems it important to promote the public's right to access unrestricted public records, and to provide guidelines for records classification, which are based on the equitable weighing of the pertinent interests of the public and consistent with nationwide standards of information practices; and

WHEREAS, the City Council finds it is in the best interest of Park City Municipal Corporation to rescind Resolution No. 37-11 in its entirety, and adopt this resolution with the attached schedules in Exhibit A.

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

SECTION 1. RESOLUTION NO. 37-11 RESCINDED. Resolution No. 37-11 is hereby rescinded.

SECTION 2. ADOPT RECORD CLASSIFICATION AND RETENTION SCHEDULES. Park City Municipal Corporation hereby adopts the General Retention Schedule for its records classification system with additions and changes herein. Records may be kept electronically.

SECTION 3. EFFECTIVE DATE. This resolution shall become effective upon publication.

PASSED AND ADOPTED this 11th day of December, 2025.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office

EXHIBIT A

Schedule 1
Administrative Records

Administrative Correspondence, Routine
Administrative Records, Program and Project Analysis Records
Annual or Official Reports
Census Information Files
Committee Records, Internal
Constitution and Bylaws
Contract and Lease Records
Correspondence, Policy and Program
Correspondence, Transitory
Draft Documents/Working Files
Encroachment Agreements
Feasibility Studies
Finding Aids/Information Governance Records
GRAMA Access Requests
Grant Records
Grant Application Files, Unsuccessful
Historical Records
Housekeeping Files
Interlocal Agreements
Land Use Lease Agreements
Notary Bond Files
Operational Procedure and Guideline Records
Organizational Files
Policies and Procedures Development Records
Public Relations Records
Publications
Routine Control Records
Special Events Permits
Supporting Files/Project Management Records
Transitory Correspondence
Transitory Tracking Records

ADMINISTRATIVE CORRESPONDENCE, ROUTINE
Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule.
RETENTION
Retain for 3 years and then destroy records.

PRIMARY CLASSIFICATION
Public.
GRS-1760
(Approved 12/15/11; Resolution No.37-11)

ADMINISTRATIVE RECORDS, PROGRAM AND PROJECT ANALYSIS RECORDS
These records document research studies, program analyses, project assessments, etc. conducted by or on behalf of governmental entities in order to inform decisions regarding proposed or existing programs or projects. Information includes working papers, correspondence, findings, recommendations, and related records. The final reports are not included in this schedule.
RETENTION
Retain for 10 years; and until administrative need ends and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1277
(Approved 12/15/11; Resolution No.37-11)

ANNUAL OR OFFICIAL REPORTS
These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

AUDIT RECORDS
These are studies, and reports prepared and produced as a result of an internal or external audit of an entity. Audit records summarize an entity's programs, operations, productivity, performance, compliance, and can include examining and verifying the entities' financial activities for the year.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public
GRS-1727

CENSUS INFORMATION FILES
These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public. Record copy may be kept electronically.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

COMMITTEE RECORDS, INTERNAL
These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs or operational matters.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1725
(Approved 12/15/11; Resolution No.37-11)

CONSTITUTION AND BYLAWS
These are the charters, and constitution and bylaws of governing bodies. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-43
(Approved 12/15/11; Resolution No.37-11)

CONTRACT AND LEASE RECORDS
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1731
(Approved 12/15/11; Resolution No.37-11)

CORRESPONDENCE, POLICY AND PROGRAM
Business-related correspondence which provides unique information concerning City functions, policies, procedures, or programs. These records document material discussions and decisions made regarding any City interest, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected. Utah Code 63G-2-305 (2025); privileged attorney communication as provided in Section 78B-1-137
(Approved 12/15/11; Resolution No.37-11)

CORRESPONDENCE, TRANSITORY

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1759
(Approved 12/15/11; Resolution No.37-11)

DRAFT DOCUMENTS/WORKING FILES
These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.
RETENTION
Retain for 1 year after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Protected: Utah Code 63G-2-305(22) (2025)
SECONDARY CLASSIFICATION
Exempt: Utah Code 63G-2-103(22)(b)(ii) (2025)
GRS-1684
(Approved 12/15/11; Resolution No.37-11)

ENCROACHMENT AGREEMENTS
These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the right of way. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the commission chair and clerk. City policy is to record these agreements at the Summit County Recorder’s Office.
RETENTION
Encroachments are recorded with the property at the Summit County Recorder’s Office and kept in perpetuity until they are no longer in effect.
PRIMARY CLASSIFICATION
Public
GRS-680

FEASIBILITY STUDIES
These records are created and used in the development, redesign, modification of, or migration of data from, a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records.
RETENTION
Retain for 5 years after completion of study and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025) and Utah Code 63G-2-305(22) (2025).
GRS-746
(Approved 12/15/11; Resolution No.37-11)

FINDING AIDS/INFORMATION GOVERNANCE RECORDS

These are indexes, inventories, lists, registers, technological system data, and related information that are used in establishing and implementing records management policies, practices, and procedures. Record destruction files, including destruction logs, are not included in this schedule.
RETENTION
Retain until superseded or final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1713
(Approved 12/15/11; Resolution No.37-11)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS
These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)) or in accordance with a subpoena. Included with the access requests are any notices of denial, appeals or any other records related to the request.
RETENTION
Retain for 2 years after response provided, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2)(d) (2026).
GRS-1711
(Approved 12/15/11; Resolution No.37-11)

GRANT RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.
RETENTION
Retain for 7 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

GRANT APPLICATION FILES, UNSUCCESSFUL
Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.
RETENTION
Retain for 1 year after resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1746
(Approved 12/15/11; Resolution No.37-11)

HISTORICAL RECORDS
These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.
RETENTION

Retain permanently.
PRIMARY CLASSIFICATION
Public
GRS-1723

HOUSEKEEPING FILES
These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

INTERLOCAL AGREEMENTS
These are agreements with other entities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of other entity officials, and city representatives.
RETENTION
Retain for 6 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-686

LAND USE LEASE AGREEMENTS
These records are land use lease agreements and related documentation. The agreements may be related to mineral, oil, industrial, energy, agricultural, or other special uses.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public
GRS-16587

NOTARY BOND FILES
These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.
RETENTION
Retain for 1 year after expiration or renewal of bond and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-35
(Approved 12/15/11; Resolution No.37-11)

OPERATIONAL PROCEDURE AND GUIDELINE RECORDS
These records document actions taken to achieve objectives and implement policies through day-to-day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.
RETENTION
Retain for 4 years after superseded, and then destroy records.

PRIMARY CLASSIFICATION
Public
GRS-1732

ORGANIZATIONAL FILES
These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

POLICIES AND PROCEDURES DEVELOPMENT RECORDS
These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Includes development and decisions behind the policy or program, and the final product (e.g., approved policies). Related correspondence and email are included.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) and Utah Code 63G-2-305(12) (2025).
GRS-1717
(Approved 12/15/11; Resolution No.37-11)

PUBLIC RELATIONS RECORDS
These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1716
(Approved 12/15/11; Resolution No.37-11)

PUBLICATIONS
Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.

GRS-1678
(Approved 12/15/11; Resolution No.37-11)

ROUTINE CONTROL RECORDS
These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.
RETENTION
Retain until no longer needed for operational purposes and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SPECIAL EVENTS PERMITS
These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.
RETENTION
Retain for 1 year after event and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2) (d) (2026)
GRS-692
(Approved 12/15/11; Resolution No.37-11)

SUPPORTING FILES/PROJECT MANAGEMENT RECORDS
These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.
RETENTION
Retain for 1 year after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-21
(Approved 12/15/11; Resolution No.37-11)

TRANSITORY CORRESPONDENCE
Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1759

TRANSITORY TRACKING RECORDS
These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.
RETENTION
Retain for 1 year, and then destroy records. OR Retain until administrative need ends, whichever is less, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1720

Schedule 2
Bonds and Bonding Records

Bond Anticipation Notes
Bond Issue Files
Bond Redemption and Destruction Certificates
Bond Redemption Registers
Bond Registration Files
Bonds, Notes and Interest Payments
Fidelity/Surety Bonds
General Obligation Bonds
Municipal Revenue Bonds
Notary Bonds
Special Improvement Bonds

BOND ANTICIPATION NOTES
These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality in the manner provided in Utah Code 11-14-310 (Utah Code 11-14-311) (2020)
RETENTION
Retain for 1 year after being redeemed and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-782
(Approved 12/15/11; Resolution No.37-11)

BOND ISSUE FILES
These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-783
(Approved 12/15/11; Resolution No.37-11)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES
These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.
RETENTION
Retain for 3 years after expiration of bonds and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-787
(Approved 12/15/11; Resolution No.37-11)

BOND REDEMPTION REGISTERS
These are registers used to record the redemption of coupons for municipal bonds.

RETENTION
Retain for 3 years after redemption of coupon and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-784
(Approved 12/15/11; Resolution No.37-11)

BOND REGISTRATION FILES
These are the issuing agent's copies of bond registration stubs.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1288
(Approved 12/15/11; Resolution No.37-11)

BONDS, NOTES AND INTEREST PAYMENTS
These are critical bond documents that are used for the life of bills, notes, debt securities, debt obligations, or bonds. Included are book entries, statements and payment confirmations, application and certificate for eligibility, and related records.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1801
(Approved 12/15/11; Resolution No.37-11)

FIDELITY/SURETY BONDS
These are fidelity bonds or proof of insurance payable to the governmental entity conditioned for the faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body (Utah Code 10-3-819 (1987) and Utah Code 17-16-11(2007)).
RETENTION
Retain for 4 years after expiration and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-789
(Approved 12/15/11; Resolution No.37-11)

GENERAL OBLIGATION BONDS
These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (Utah Code 11-14-310) (2020).
RETENTION
Retain for 1 year after being paid or canceled and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-57
(Approved 12/15/11; Resolution No.37-11)

MUNICIPAL REVENUE BONDS
These bonds are issued by the city council payable solely from revenues that are attributable to the extension and improvement of revenue producing facilities (Utah Code 11-14-306) (2006)
RETENTION
Retain for 1 year after being paid or canceled and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-791
(Approved 12/15/11; Resolution No.37-11)

NOTARY BONDS
These are $5,000 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (Utah Code 46-1-4 (2019).
RETENTION
Retain for 3 years after expiration of bond and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302 (2026) (Application Form).
GRS-792
(Approved 12/15/11; Resolution No.37-11)

SPECIAL IMPROVEMENT BONDS
The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.
RETENTION
Retain until final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-793
(Approved 12/15/11; Resolution No.37-11)

Schedule 3
Budget Records
Annual Budget
Budget Records

ANNUAL BUDGET
The budget is a plan of financial operations for a fiscal period which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them (Utah Code 10-6-106(3)(a)(2019). Before June 30 of each fiscal year, or September 1 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption. (Utah Code 10-6-118) (2019).
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

BUDGET RECORDS
These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026).
GRS-1856
(Approved 12/15/11; Resolution No.37-11)

Schedule 4
Fixed Asset Records
Fixed Asset Records
Equipment Inventories Files
Surplus Property Forms

ANNUAL FIXED ASSET REPORT
These records relate to tangible assets such as property and equipment owned by a governmental entity. Information includes substantiation, purchases, deprecation, inventories, and related records.
RETENTION
Retain for 10 years after disposition of asset, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-73
(Approved 12/15/11; Resolution No.37-11)

EQUIPMENT INVENTORIES FILES
These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.
RETENTION
Retain for 1 year after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1302
(Approved 12/15/11; Resolution No.37-11)

SURPLUS PROPERTY FORMS
These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence required by the Division of Surplus Property.
RETENTION
Retain for 2 years after disposition of asset, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1992
(Approved 12/15/11; Resolution No.37-11)

Schedule 5
Accounting Records

Accounts Payable and Receivable Records
Annual Financial Reports
Audit Reports
Cash Receipt Transaction Form
Purchasing Records
Refund Request
Reimbursement Files
Remittance Stubs
Sales and Use Tax Return Forms (Form TC-71)
State Treasurer's Accounting Statements
State Treasurer's Deposits
Unclaimed Checks/Warrants

ACCOUNTS PAYABLE AND RECEIVABLE RECORDS
These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-106
(Approved 12/15/11; Resolution No.37-11)

ANNUAL OR OFFICIAL REPORTS
These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

AUDIT RECORDS
These are studies, and reports prepared and produced as a result of an internal or external audit of an entity. Audit records summarize an entity's programs, operations, productivity, performance, compliance, and can include examining and verifying the entities' financial activities for the year.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public: Utah Code 51-2a-203(2) (2004).
GRS-1727
(Approved 12/15/11; Resolution No.37-11)

CASH RECEIPT TRANSACTION FORM

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1806

PURCHASING RECORDS
These records document the purchase of equipment and other materials made by the department. Information includes a description of the item being ordered, requesting party, name of vendor, delivery and payment details.
RETENTION
Retain for 7 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-16595

REFUND REQUEST
These are forms signed by customers requesting a refund of monies paid to the entity.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1824
(Approved 12/15/11; Resolution No.37-11)

REIMBURSEMENT FILES
These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011).
GRS-1833
(Approved 12/15/11; Resolution No.37-11)

REMITTANCE STUBS
These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2) (b) (2025)

SALES AND USE TAX RETURN FORMS (FORM TC-71)
These records document sales taxes collected and remitted, as well as eligibility for exemption. Applicable sales tax forms, exemption certificates, and related records are included.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-193
(Approved 12/15/11; Resolution No.37-11)

STATE TREASURER'S ACCOUNTING STATEMENTS
These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (Utah Code 51-7-1 to -24) (2025). These statements are required by law (Utah Code 51-7-9) (2025). They include a deposit form, an account statement and an investment credit notice.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

STATE TREASURER'S DEPOSITS
These forms accompany deposits to the State Treasurer's office for fees collected for the Children's Trust Fund and Displaced Homemaker as part of the marriage license fees. They serve as a receipt for deposits. They include depositor document number, collecting organization's name and address, collection period, accounting distribution organization and account codes, organization name, amount collected, total remittance, preparer's name and telephone number, authorizing judge or agent and date.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-242
(Approved 12/15/11; Resolution No.37-11)

UNCLAIMED CHECKS/WARRANTS
These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.
RETENTION
Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026).
(Approved 12/15/11; Resolution No.37-11)

Schedule 6
Licensing Records
Beer License Application Files
Business License Files
Business License Registers

BEER LICENSE APPLICATION FILES
These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to post file a cash or surety bond conditioned upon the retail licensee's faithful compliance (Utah Code 32B-5-204) (2020).
RETENTION
Retain for 4 years after completion of application and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

BUSINESS LICENSE RECORDS
These records document individuals and businesses given permission to build or work within the consenting government's jurisdiction. Records include applications, certificates, registrations, permits, licenses, and related records. Indexes of building and business permits are historical and follow other general retention schedules.
RETENTION
Retain for 3 years after expiration of license, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026).
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

BUSINESS LICENSE REGISTERS
These records are a register or index of licensed businesses operating within municipal or county boundaries. Information includes the type of license issued, applicant, address, business name, and date.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private.
GRS-289
(Approved 12/15/11; Resolution No.37-11)

Schedule 7
Maintenance Records

Americans with Disabilities Act (ADA) Accommodation Requests
Americans with Disabilities Act Building Records
As-Built Construction Plans and Specifications
Daily/Weekly Work Logs
Fuel Records
Insurance Adjusters' Vehicle Repair Estimates
Property Maintenance and Repair Records
Vehicle Assignment Records
Vehicle Maintenance Records
Vehicle Registration Certificates
Vehicle Usage Report
Work Order Records

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUESTS
These requests are made by individuals for disability accommodations. They include medical data about the person, accommodations made, denials, appeals, and other information about accommodation requests from service, program, or activity recipients, including applicants, employees and volunteers.
RETENTION
Retain for 5 years after separation, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1434

AMERICANS WITH DISABILITIES ACT BUILDING RECORDS
These records document compliance with the Americans with Disabilities Act (ADA) regarding equal access to government facilities. They include surveys of government buildings to determine accessibility to people with disabilities, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.
RETENTION
Retain for 15 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-122

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

DAILY/WEEKLY WORK LOGS

This daily log is maintained by each work crew to verify work completed. They may include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-651
(Approved 12/15/11; Resolution No.37-11)

FUEL RECORDS
These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel purchased or used by.municipal vehicles.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-112
(Approved 12/15/11; Resolution No.37-11)

INSURANCE ADJUSTERS' VEHICLE REPAIR ESTIMATES
These are insurance adjusters' reports on repair estimates for municipal vehicles.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-124
(Approved 12/15/11; Resolution No.37-11)

PROPERTY MAINTENANCE AND REPAIR RECORDS
These records document service repair and maintenance of government property. Information includes the request, work order, authorization, work logs, verification of work done, and related records.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111

VEHICLE ASSIGNMENT RECORDS
These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-116
(Approved 12/15/11; Resolution No.37-11)

VEHICLE MAINTENANCE RECORDS

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.
RETENTION
Retain for 3 year after disposition of vehicle and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE REGISTRATION CERTIFICATES
These records document ownership, registration, and operation of government-owned vehicles.
RETENTION
Retain until vehicle is transferred or sold and then transfer with vehicle.
PRIMARY CLASSIFICATION
Public.
GRS-16558
(Approved 12/15/11; Resolution No.37-11)

VEHICLE USAGE REPORT
This is a report of private and government vehicle usage. It is used for both maintenance and planning purposes. Information includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-109

WORK ORDER RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or city-owned facilities or structures.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111

Schedule 8
Payroll Records

Budget Authorization Reference Files
Income Tax Exemptions and Withholding Files
Payroll Post Processing Records
Payroll Processing Records
Preliminary Payroll Files
Time Sheets
Wage Survey Files
Workers' Compensation Claim Files

BUDGET AUTHORIZATIONRECORDS
These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.
RETENTION
Retain for 4 years, and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2025)
GRS-1856
(Approved 12/15/11; Resolution No.37-11)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES
Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.
RETENTION
Retain for 4 years after form is superseded or termination of employee and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1881
(Approved 12/15/11; Resolution No.37-11)

PAYROLL POST PROCESSING RECORDS
This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.
RETENTION
Retain for 7 years and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1904

PAYROLL PROCESSING RECORDS
These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.
RETENTION
Retain for 3 years, and then destroy records.

PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1903

PRELIMINARY PAYROLL FILES
Computer-produced, two-part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.
RETENTION
Retain for 1 year, and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1889

TIME SHEETS
Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026)
GRS-1902
(Approved 12/15/11; Resolution No.37-11)

WAGE SURVEY FILES
These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).
RETENTION
Retain until completion of second succeeding wage survey and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026)
GRS-142
(Approved 12/15/11; Resolution No.37-11)

WORKERS' COMPENSATION CLAIM FILES
Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made.
RETENTION
Retain for 75 years, and then destroy records. OR Retain for 10 years after case is closed, and then destroy records.

PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2026)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2025)
GRS-1938
(Approved 12/15/11; Resolution No.37-11)

Schedule 9
Personnel Records

Court Ordered Community Services
Department Of Transportation (Dot) Medical Card
Drug Test Negative Results
Drug Test Positive Results
Eligibility Certificates
Emergency and Other Personal Leave Files
Employee Training Records
Employment Applications (Not Hired)
Employment Eligibility Verification
Employment History Records
Equal Employment Opportunity (EEO) Compliance Case Files
Equal Employment Opportunity (EEO) Discrimination Complaint Case Files
Equal Employment Opportunity (EEO) Program Files
Equal Employment Opportunity (EEO) Reports
Equal Employment Opportunity (EEO) Statistics Files
Exempt Employee Performance-Related Records
Grievance Records
Municipal Officers' and Employees' Ethics Act Records
Performance Plans and Evaluations
Personnel Requisition and Analysis Files
Position Analysis Records
Position Survey Files
Pre-Employment Health Records
Pre-Employment Tests
Promotional Tests
Quarterly Wage List Reports
Summer Youth Program Files
Teaching Aids Training Records
Temporary Employee Personnel Files
Wage Survey Files
Worker’s Compensation Case Files

COURT ORDERED COMMUNITY SERVICE FILES

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

Retain for 1 year after completion of community service and then destroy records.

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Exempt: Utah Code of Judicial Administration Rule 4-202.03(10) (1995) CJA.

GRS-147

(Approved 12/15/11; Resolution No.37-11)

DEPARTMENT OF TRANSPORTATION (DOT) MEDICAL CERTIFICATE
These are records pertaining to an employee's qualification to drive commercial motor vehicles as performed by a qualified medical examiner.
RETENTION
Retain for 3 years after employment termination and then destroy records.
PRIMARY CLASSIFICATION
Protected.

DRUG TEST POSITIVE RESULTS
These are records of employee drug or alcohol tests which were found to be positive and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. separation or rehabilitation), the person or entity performing the test, and the date and location of test.
RETENTION
Retain for 5 years, except where federal standards apply, and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(b) (2026)
GRS-1958
(Approved 12/15/11; Resolution No.37-11)

DRUG TEST NEGATIVE RESULTS
These are records of employee drug or alcohol tests, the results of which were found to be negative. Information may include the identity of the person performing the test and the date and location of the test.
RETENTION
Retain by office for 1 year, except where federal standards apply, and then destroy.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(b) (2026)
GRS-1959
(Approved 12/15/11; Resolution No.37-11)

ELIGIBILITY CERTIFICATES
These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(2)(a) (2026)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2026)
(Approved 12/15/11; Resolution No.37-11)

EMERGENCY AND OTHER PERSONAL LEAVE FILES
These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(b) (2026)
SECONDARY CLASSIFICATION

Public: Utah Code 63G-2-301(2)(b) (2025)
GRS-889
(Approved 12/15/11; Resolution No.37-11)

EMPLOYEE TRAINING RECORDS
These records document employee participation in training programs sponsored by governmental agencies or non-governmental institutions. Information may include correspondence, memoranda, reports, and other records relating to course availability and participation.
RETENTION
Retain until separation, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1916
(Approved 12/15/11; Resolution No.37-11)

EMPLOYMENT APPLICATIONS (NOT HIRED)
These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. The resume and application of hired individuals are part of the Employee History Records.
RETENTION
Retain for 2 years after application deadline and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1964
(Approved 12/15/11; Resolution No.37-11)

EMPLOYMENT ELIGIBILITY VERIFICATION
This background documentation is used to verify employment eligibility. Information may include background checks, fingerprints and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records.
RETENTION
Retain for 3 years after whichever is greater: after date of hire, and then destroy records. OR
Retain for 1 year after separation, and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1970
(Approved 12/11/08; Resolution No. 33-18)

EMPLOYMENT HISTORY RECORDS
Employment history documents the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included in this schedule.
RETENTION
Retain until earliest of: three years after retirement or death, or 65 years after date of hire, except where federal standards apply, and then destroy records.
PRIMARY CLASSIFICATION
Private.

SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1965

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES These are compliance files and reports containing background papers and correspondence relating to contractor employment practices.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-153
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES
These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1602.14 (2012) 29 CFR 1602.31 (2012)
RETENTION
Retain for 4 years after resolution of case and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2025)
GRS-154
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES
These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.
RETENTION
Retain Permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS
These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602) (1992). They include statistical information on employees hired, rehired, and terminated.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

These files contain employment statistics and statistical reports relating to race and gender.
RETENTION
Retain Permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS
These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.
RETENTION
Retain for 5 years after date of appraisal and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2025)
GRS-891
(Approved 12/15/11; Resolution No.37-11)

GRIEVANCE RECORDS
Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action, except EEO complaints. These case files include witnesses' statements, reports of interviews; hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.
RETENTION
Retain for 3 years after case is closed and then destroy records.
PRIMARY CLASSIFICATION
Private. Unsubstantiated.
SECONDARY CLASSIFICATION
Public: Substantiated. Utah Code 63G-2-301(3)(o) (2025)
GRS-1967
(Approved 12/15/11; Resolution No.37-11)

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS
These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with Utah Code 10-3-1301 to 1312 (2024) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.
RETENTION
Retain for 10 years after termination of municipal employment/appointment and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PERFORMANCE PLANS AND EVALUATIONS
This information documents an employee's performance, including awards, performance plans, qualification records, and evaluations.
RETENTION
Retain for 3 years after separation, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1966

PERSONNEL REQUISITION AND ANALYSIS FILES
These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).
RETENTION
Retain for 5 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

POSITION ANALYSIS RECORDS
These records are used to create new job positions or update existing positions. Information includes job description and analysis, salary, justification, and related records.
RETENTION
Retain for 3 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-167
(Approved 12/15/11; Resolution No.37-11)

POSITION SURVEY FILES
These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.
RETENTION
Retain for 3 years or until position is resurveyed, whichever occurs first and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PRE-EMPLOYMENT HEALTH RECORDS
These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.
RETENTION

Retain for 30 years and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-180
(Approved 12/15/11; Resolution No.37-11)

PRE-EMPLOYMENT TESTS
These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.
RETENTION
Retain for 3 years, except where federal standards apply, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Private: applicant's name and score.
(Approved 12/15/11; Resolution No.37-11)

PROMOTIONAL TESTS
These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Private: name and score.
GRS-923
(Approved 12/15/11; Resolution No.37-11)
(Approved 12/11/08; Resolution No. 33-18)

QUARTERLY WAGE LIST REPORTS
These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1903 (Payroll Processing Records)
(Approved 12/15/11; Resolution No.37-11)
(Approved 12/15/11; Resolution No.37-11)

SUMMER YOUTH PROGRAM FILES
These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and

eighteen. The files include time cards, copies of labor training/modification form, employment applications, and related correspondence.
RETENTION
Retain for 3 years after termination of employment and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2) (b) (2025)
(Approved 12/15/11; Resolution No.37-11)

TEACHING AIDS TRAINING RECORDS
These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

TEMPORARY EMPLOYEE PERSONNEL FILES
These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.
RETENTION
Retain for 1 year after separation and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2) (b) (2025)
GRS-172
(Approved 12/15/11; Resolution No.37-11)

WAGE SURVEY FILES
These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).
RETENTION
Retain until superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-30291) (f) (2011)
GRS-142

WORKER'S COMPENSATION CASE FILES
Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.
RETENTION

Retain for 75 years, and then destroy records. OR Retain for 10 years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1938

Schedule 10
Purchasing and Contract Records

Accounts Payable and Receivable Records
Canceled Solicitation Files
Contract and Lease Records
Purchase Orders
Purchasing Records
Real Property Files
Request for Proposals Records
Tax Exemption Records
Vendor List

ACCOUNTS PAYABLE AND RECEIVABLE RECORDS

These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-106

CANCELED SOLICITATION FILES

Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals, requests for quotations) which were canceled prior to the awarding of a contract. Information includes pre-solicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.
RETENTION
Retain for 4 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1976

CONTRACT AND LEASE RECORDS

These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1731

PURCHASE ORDERS

These records document the purchase of equipment and other materials. They are used as a planning tool and for verification purposes. Information includes a description of the item being ordered, requesting agency, name of vendor, delivery and payment details.
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION

Public.
GRS-1544
(Approved 12/15/11; Resolution No.37-11)

PURCHASING RECORDS
These records document the purchase of equipment and other materials made by the department. Information includes a description of the item being ordered, requesting party, name of vendor, delivery and payment details.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-16595

REAL PROPERTY FILES
These records document the transfer of ownership of real estate to or from the municipality, whether by trade, sale, acquisition, transfer, donation, or other means.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(8) (2025)
GRS-1403
(Approved 12/15/11; Resolution No.37-11)

REQUEST FOR PROPOSALS RECORDS
These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service.
RETENTION
Retain for 6 years after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1991
(Approved 12/15/11; Resolution No.37-11)

TAX EXEMPTION RECORDS
Tax exemption certificates and related records.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

VENDOR LIST
This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.
RETENTION
Retain until updated or superseded and then destroy.
PRIMARY CLASSIFICATION

Public.
GRS-190
(Approved 12/15/11; Resolution No.37-11)

Schedule 11
Risk Management Records
Disaster Plan Records
Insurance Policy Contracts
Liability Risk Management Case Files
Loss Control Inspection Reports

DISASTER PLAN RECORDS
Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.
RETENTION
Retain until superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025)
GRS-2022
(Approved 12/15/11; Resolution No.37-11)

INSURANCE POLICY CONTRACTS
These are insurance policy contracts between the municipality and private insurers.
RETENTION
Retain for 15 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-942
(Approved 12/15/11; Resolution No.37-11)

LIABILITY RISK MANAGEMENT CASE FILES
Case files of the reporting, investigation, and settlement of liability claims filed against the governmental agency.
RETENTION
Retain for 6 years after case closed OR retain for 20 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(24) (2025)
GRS-2013
(Approved 12/15/11; Resolution No.37-11)

LOSS CONTROL INSPECTION REPORTS
Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds This record might also be used as evidence in defense of a claim.
RETENTION
Retain for 12 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION

Protected: Utah Code 63G-2-305(24) (2025)
GRS-199
(Approved 12/15/11; Resolution No.37-11)

Schedule 12
Engineering Records

Drainage Maintenance Agreements
Encroachment Agreements
Excavation Permit Records
Flood Control Permit Applications
Informational Maps and Plats
Permits to Work in a Public Way
Street Name and House Number Files
Survey Drawings

DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water to be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION

Retain for 7 years after expiration of agreement and then destroy records.

PRIMARY CLASSIFICATION

Public.

GRS-1731

(Approved 12/15/11; Resolution No.37-11)

ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to place minor private improvements (E.g., mailboxes, radiant heating, landscaping), within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION

Encroachments are recorded with the property at Summit County Recorder’s Office and kept in perpetuity until they are no longer in effect.

PRIMARY CLASSIFICATION

Public.

GRS-680

(Approved 12/15/11; Resolution No.37-11)

EXCAVATION PERMIT RECORDS

These document individuals and businesses given permission to work in the municipal right-of-way for demolitions or excavations. Records include applications, certificates, registrations, permits, inspections, and agreement to comply with all state laws and municipal ordinances.

RETENTION

Retain for 3 years after expiration and then destroy records.

PRIMARY CLASSIFICATION

Public.

GRS-1724

(Approved 12/15/11; Resolution No.37-11)

FLOOD PLAIN DEVELOPMENT PERMIT APPLICATIONS

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-683

INFORMATIONAL MAPS AND PLATS
These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.
RETENTION
Retain until superseded and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PERMITS TO WORK IN A PUBLIC WAY
These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.
RETENTION
Retain for 3 years after permit expires and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

STREET NAME AND HOUSE NUMBER FILES
These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads. Record copy may be kept electronically.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1167
(Approved 12/15/11; Resolution No.37-11)

SURVEY DRAWINGS
These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-384
(Approved 12/15/11; Resolution No.37-11)

Schedule 13
Library Records

Accession Records
Annual Report
Board of Director's Minutes
Circulation Records
Circulation Statistical Reports
Customer Complaints or Requests
Grant Records
Holdings Catalog
Interlibrary Loan Records
Operational Procedure and Guideline Records
Lost Library Materials and Refund Receipts
Patron Assistance Publications
Patron Requests
Planning and Evaluation Studies
Registration Records
Shelf List
Strategic Plans

ACCESSION RECORDS
These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.
RETENTION
Retain until superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1199
(Approved 12/15/11; Resolution No.37-11)

ANNUAL REPORT
This is an annual report by the library board of directors required by Utah Code 9-7-406(1) (2019), to the city governing body on the condition and operation of the library, including a financial statement.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

BOARD OF DIRECTOR'S MINUTES
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.
RETENTION
Retain permanently.

PRIMARY CLASSIFICATION
Public.
GRS-1709
(Approved 12/15/11; Resolution No.37-11)

CIRCULATION RECORDS
These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (c) (2025)
GRS-507
(Approved 12/15/11; Resolution No.37-11)

CIRCULATION STATISTICAL REPORTS
These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CUSTOMER COMPLAINTS OR REQUESTS
These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (c) (2011)
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

GRANT RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.
RETENTION
Retain for 7 years after final action and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

HOLDINGS CATALOG

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).
RETENTION
Retain until final action and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-509
(Approved 12/15/11; Resolution No.37-11)

INTERLIBRARY LOAN RECORDS
These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.
RETENTION
Retain until final action and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (c) (2025)
GRS-510
(Approved 12/15/11; Resolution No.37-11)

OPERATIONAL PROCEDURE AND GUIDELINE RECORDS
These records document actions taken to achieve objectives and implement policies through day to day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.
RETENTION
Retain for 4 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1732
(Approved 12/15/11; Resolution No.37-11)

LOST LIBRARY MATERIALS AND REFUND RECEIPTS
These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (c) (2026)
(Approved 12/15/11; Resolution No.37-11)

PATRON ASSISTANCE PUBLICATIONS
These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications varies, but all include the library name and location.
RETENTION
Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PATRON REQUESTS
These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may be a form and/or an electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63-2-302(1) (c) (2026).
GRS-516
(Approved 12/15/11; Resolution No.37-11)

PLANNING AND EVALUATION STUDIES
These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.
RETENTION
Retain until superseded and then transfer to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

REGISTRATION RECORDS
The registration card is completed by patrons applying for a library card. All information is used for the checkout of library materials, monitoring of overdue books, and for the on-going verification of address and telephone number. The application includes patron name, home address, telephone numbers, application date, and may include business addresses, email address and birth date.
RETENTION
Retain for 3 years and then destroy records per the State Library.
PRIMARY CLASSIFICATION
Private. Utah Code 63-2-302(1)(c) (2026).
GRS-519
(Approved 12/15/11; Resolution No.37-11)

SHELF LIST

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes number (or call number), author, title, and number of copies.
RETENTION
Retain until catalog closed and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-520
(Approved 12/15/11; Resolution No.37-11)

STRATEGIC PLANS
These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long- and short-term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

Schedule 14
Transportation and Parking Records

Annual or Official Reports
Capital Project Status Report
Class “C” Road Funding Project Files
Construction Material Testing Records
Contract and Lease Records
Correspondence, Transitory
Draft Documents/Working Files
Feasibility Studies
Grant Application Files, Unsuccessful
Grant Records
Interlocal Agreements
Intersection Case Files
Operational Procedure and Guideline Records
Parking Meter Repair Records
Preliminary Plans and Specifications
Public Transit Records
Signalized Intersection Records
Surveillance Recordings
Traffic Signal Conflict Monitor Log
Training Records
Transportation Records
Vehicle Maintenance Records
Vehicle Ownership Records

*Except where federal standards apply, use the following retention schedules:

ANNUAL OR OFFICIAL REPORTS
These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3

CAPITAL PROJECT STATUS REPORT
This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-670

CLASS “C” ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (Utah Code 72-2-108 (2008)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1148

CONSTRUCTION MATERIAL TESTING RECORDS
These records document how the agency meets state and federal requirements for material certification and testing. Records may include material certifications, testing documentation, weigh tickets, material submittals, construction materials forms, and other associated correspondence and documentation.
RETENTION
Retain for 2 years after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1409

CONTRACT AND LEASE RECORDS
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1731

CORRESPONDENCE, TRANSITORY
Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1759

DRAFT DOCUMENTS/WORKING FILES
These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.
RETENTION
Retain for 1 year after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION

Protected: Utah Code 63G-2-305(22) (2025)
SECONDARY CLASSIFICATION
Exempt: Utah Code 63G-2-103(22)(b)(ii) (2025)
GRS-1684

FEASIBILITY STUDIES
These records are created and used in the development, redesign, modification of, or migration of data from, a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records.
RETENTION
Retain for 5 years after completion of study and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025) and Utah Code 63G-2-305(22) (2025).
GRS-746

GRANT APPLICATION FILES, UNSUCCESSFUL
Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.
RETENTION
Retain for 1 year after resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1746

GRANT RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.
RETENTION
Retain for 7 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1859

INTERLOCAL AGREEMENTS
These are agreements with other entities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of other entity officials, and city representatives.
RETENTION
Retain for 6 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-686

INTERSECTION CASE FILES
These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific

intersections and work order outline to be done at specific intersections, and a traffic accident history.
RETENTION
Retain for 7 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1155

OPERATIONAL PROCEDURE AND GUIDELINE RECORDS
These records document actions taken to achieve objectives and implement policies through day-to-day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.
RETENTION
Retain for 4 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1732

METER REPAIR RECORDS
Records show the type and frequency of repairs for each parking meter. They are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111

PRELIMINARY PLANS AND SPECIFICATIONS
These records are related to the plans and specifications of approved and constructed facilities, road or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1788

PUBLIC TRANSIT RECORDS
These records document bus activity and ridership. Information includes driver manifests, passenger counts, paratransit services, routes, and related records.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1872

SIGNALIZED INTERSECTION RECORDS

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-690

SURVEILLANCE RECORDINGS
These records consist of surveillance used to record activity on government property or involving government vehicles.
RETENTION
Retain until resolution of issue, and then destroy records, subject to department specific storage limitations.
PRIMARY CLASSIFICATION
Public.
GRS-2021

TRAFFIC SIGNAL CONFLICT MONITOR LOG
This is a log showing when each conflict-monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The information is maintained at the intersection. The log includes location, type of conflict monitor and date serviced.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-696

TRAINING RECORDS
These records document employee participation in training programs sponsored by governmental agencies or non-governmental institutions. Information may include correspondence, memoranda, reports, and other records relating to course availability and participation.
RETENTION
Retain until separation, except where required by federal standards, and then destroy records.
PRIMARY CLASSIFICATION
Public.

TRANSPORTATION RECORDS
These geospatial records contain information pertaining to transportation routes. These include street centerlines, street locations, street names, and railroad routes.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.

GRS-726

VEHICLE MAINTENANCE RECORDS
These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.
RETENTION
Retain for 3 years after disposition of asset, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE OWNERSHIP RECORDS
These records document ownership, registration, and operation of government-owned vehicles.
RETENTION
Retain until vehicle is transferred or sold and then transfer with the vehicle.
PRIMARY CLASSIFICATION
Public.
GRS-16558

Schedule 15
Attorneys' Records

Attorney Working Files
Civil Case Files
Collection Case Files
Formal Opinion Records
High Profile Criminal Case Files
Legal Case Index
Legal Counsel Records
Liability Risk Management Case Files
Misdemeanor Case Files

ATTORNEY WORKING FILES
These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.
RETENTION
Retain for 1 year after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Protected: Utah Code 63G-2-305 (2025); privileged attorney communication as provided in Utah Code 78B-1-137 (2019)
GRS-1684
(Approved 12/15/11; Resolution No.37-11)

CIVIL CASE FILES
These case files document civil court cases. Records include court filings, attorney's notes, various court pleadings and related records.
RETENTION
Retain for 10 years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Protected: Utah Code 63G-2-305 (2025); privileged attorney communication as provided in Section 78B-1-137
SECONDARY CLASSIFICATION
Public
GRS-2034
(Approved 12/15/11; Resolution No.37-11)

COLLECTION CASE FILES
These case files document the prosecution of all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the municipality. They include various court filings, attorney's notes, and final judgment.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Public
GRS-219
(Approved 12/15/11; Resolution No.37-11)
(Approved 12/11/08; Resolution No. 33-08)

FORMAL OPINION RECORDS
These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1722
(Approved 12/15/11; Resolution No.37-11)

HIGH PROFILE CRIMINAL CASE FILES
These case files document the investigation and prosecution of significant criminal cases referred to a prosecutor's office. These are cases involving corruption of public officials, cases attracting such publicity that precedents are set, and/or laws are changed, written, or rewritten, capital punishment cases, or cases wherein there is historic interest in the individuals involved.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected.
GRS-2031

LEGAL CASE INDEX
This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

LEGAL COUNSEL RECORDS
These are legal interpretations given by attorneys at the request of municipal departments or other governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-1721
(Approved 12/15/11; Resolution No.37-11)

LIABILITY RISK MANAGEMENT CASE FILES
Case files of the reporting, investigation, and settlement of liability claims filed against the governmental agency.
RETENTION
Retain for 6 years after case closed OR retain for 20 years and then destroy records.
PRIMARY CLASSIFICATION
Public.

SECONDARY CLASSIFICATION
Protected.
GRS-2013

MISDEMEANOR CASE FILES
These case files document the criminal cases referred to a prosecutor's office which result in a non-felony prosecution. These files may include investigative information, legal pleadings and motions, correspondence, transcripts, evidence, and related records. This information is largely duplicated in court or law enforcement case files.
RETENTION
Retain for 10 years after case closed and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2033
(Approved 12/15/11; Resolution No.37-11)

Schedule 16
Building Inspection Records

Building Permit Cards
Building Permit Files
Construction Reports
Demolition Case Files
Enforcement Case Files
Financial Guarantees
Minutes of the Board of Appeals and Examiners
Nonresidential Building Plans
Public Buildings Building Plans
Residential Building Plans

BUILDING PERMIT CARDS

These reference card files record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-439
(Approved 12/15/11; Resolution No.37-11)

BUILDING PERMIT FILES

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. Record copy shall be kept electronically.
RETENTION
Retain for 3 years after expiration of permit or license, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

CONSTRUCTION REPORTS

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-995
(Approved 12/15/11; Resolution No.37-11)

DEMOLITION CASE FILES

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-445
(Approved 12/15/11; Resolution No.37-11)

ENFORCEMENT CASE FILES
These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.
RETENTION
Retain for 5 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-446
(Approved 12/15/11; Resolution No.37-11)

FINANCIAL GUARANTEES
These files contain letters of credit, escrow agreements and identification of cash payments to the City, which are required to guarantee installation of improvements on all new projects in Park City.
RETENTION
Retain for 4 years or until administrative need ends, then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

MINUTES OF THE BOARD OF APPEALS AND EXAMINERS
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1709
(Approved 12/15/11; Resolution No.37-11)

NONRESIDENTIAL BUILDING PLANS
These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which

govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.
RETENTION
Retain for 7 years after final action, and then destroy records.
*For historical reasons, agencies must contact the Archives before the destruction of any building plans.
PRIMARY CLASSIFICATION
Public.
GRS-442
(Approved 12/15/11; Resolution No.37-11)

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

RESIDENTIAL BUILDING PLANS
These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.
RETENTION
Retain for 1 year after final action, and then destroy records.
*For historical reasons, agencies should contact the Archives before the destruction of any building plans.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(36) (2025)
GRS-441
(Approved 12/15/11; Resolution No.37-11)

Schedule 17
Cemetery Records
Burial Records
Cemetery Management Records
Certificates of Perpetual Care

BURIAL RECORDS
These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-286

CEMETERY MANAGEMENT RECORDS
These administrative records document the management and operation of cemeteries. Information includes property maintenance and transitory interment-related records.
RETENTION
Retain for 1 year, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-287

CERTIFICATES OF PERPETUAL CARE
These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if monument has perpetual care. They include the owner's name and grave location.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

Schedule 18
Clerk's Records

Annexation Files
Campaign Financial Disclosure Statements
City Charter, Constitution, and Bylaws
City History Records
Committee, Commission and Board Applications
Committee, Commission and Board, Appointment Files
Contract and Lease Records
Deeds , Subordination, Release, Reconveyance Records
Easement Files
Election Canvass Records
Election Records
Interlocal Agreements
Meeting Recordings
Minutes and Supplementary Meeting Materials
Oaths of Office
Ordinances
Petition Records
Proof of Publication Records
Resolutions

ANNEXATION FILES
These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council. Utah Code 10-2-801 to 817 (2025)
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS
These are financial reports required to be submitted by all candidates and political parties running for an elected office. Information includes donors and contributions, and campaign expenditures.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-282
(Approved 12/15/11; Resolution No.37-11)

CITY CHARTER, CONSTITUTION, AND BYLAWS
These are the charters, and constitution and bylaws of governing bodies. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules.
RETENTION
Retain permanently.

PRIMARY CLASSIFICATION
Public.
GRS-43
(Approved 12/15/11; Resolution No.37-11)

CITY HISTORY RECORDS
These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1723
(Approved 12/15/11; Resolution No.37-11)

COMMITTEE, COMMISSION, BOARD APPLICATIONS
Forms submitted by citizens to apply for positions on a City committee, commission or board for use.
RETENTION
Retain for 2 years, and then destroy records.
PRIMARY CLASSIFICATION
Public
SECONDARY CLASSIFICATION
Protected. Utah Code 63G-2-305(51) (2025)
GRS-1964
(Approved 12/15/11; Resolution No.37-11)

COMMITTEES, COMMISSIONS AND BOARDS, APPOINTMENT RECORDS
These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, applications, resumes, letters of appointment, related correspondence and rosters.
Pursuant to Utah Code 63G-2-305(51) (2025), an individual's home address, home telephone number, and personal mobile phone number is classified Protected if it is required on an application and the individual has a reasonable expectation that this information will be kept confidential.
RETENTION
Retain for 5 years and then destroy records.
*Maintain historically significant documents and electronic records documenting historical information e.g. appointment names, terms, office, other, permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305 (51) (2025) (Application Form Personal Information).
GRS-1010
(Approved 12/15/11; Resolution No.37-11)

CONTRACT AND LEASE RECORDS

These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1731

DEED, SUBORDINATION, RELEASE, RECONVEYANCE RECORDS
These records are deeds and conveyances of real estate owned by governmental entities. Included are the original deeds, titles, insurance and tax information.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-735
(Approved 12/15/11; Resolution No.37-11)

EASEMENT FILES
These files contain recorded documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1016
(Approved 12/15/11; Resolution No.37-11)

ELECTION CANVASS RECORDS
These are the official canvass of primary, general, or special elections which provide a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-284
(Approved 12/15/11; Resolution No.37-11)

ELECTION RECORDS
These records document primary and general elections administered by a municipality. They are used to verify that elections were held in accordance with statute. All records required in elections are included except ballots, returns, canvasses, and campaign financial disclosure statements, which have separate retention schedules. Maintain permanent historically significant documents and electronic records documenting historical information e.g. elected names, terms, office, other.
RETENTION
Retain for 22 months after the election and then destroy records.

*Maintain historically significant documents and electronic records documenting historical information e.g. appointment names, terms, office, other, permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1019
(Approved 12/15/11; Resolution No.37-11)

INTERLOCAL AGREEMENTS
These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and the other entity(ies) representatives.
RETENTION
Retain for 6 years after expiration of contract and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

MEETING RECORDINGS
Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018).
RETENTION
Retain for 3 years after approval of written minutes, and then destroy records.
PRIMARY CLASSIFICATION
Public
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(32) (2025); Utah Code 52-4-206 (5) (2023)
GRS-1712
(Approved 12/15/11; Resolution No.37-11)

MINUTES AND SUPPLEMENTAL MEETING MATERIALS
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public: Utah Code 52-4-203(4) (2023)
SECONDARY CLASSIFICATION
Protected: Utah Code 52-4-206(5) (2023). Utah Code 63G-2-305(32) (2025).
GRS-1709
(Approved 12/15/11; Resolution No.37-11)

OATHS OF OFFICE

These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1023
(Approved 12/15/11; Resolution No.37-11)

ORDINANCES
These ordinances are rules, laws or statutes adopted by the city. Records include codified ordinances.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-49
(Approved 12/15/11; Resolution No.37-11)

PETITION RECORDS
These records are formal petitions submitted to the legislative body proposing action. The legislative body submits the petition to legal voters in general or special election. Information may include a statement of purpose on proposed action, signatures and addresses of petitioners, designated sponsors, actions of the legislative body, and related records.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1730
(Approved 12/15/11; Resolution No.37-11)

PROOF OF PUBLICATION RECORDS
When a statute, court order, or judge requires publication of a document or notice in a local newspaper (Utah Code 78B-5-613 (2009)) evidence of the publication may be given by the affidavit of the publisher along with a copy of the document or notice and specification of the dates of publication. These files may contain proof of publication affidavits, copies of actual newspaper notices and related evidence of the publication.
RETENTION
Retain for 6 years after completion of publication or report, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-46
(Approved 12/15/11; Resolution No.37-11)

RESOLUTIONS
Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.

GRS-50
(Approved 12/15/11; Resolution No.37-11)

Schedule 19
Parks and Recreation Records

Program Attendance Rolls
Recreational Activity Release Records
Recreational Facility Files
Recreational Facility Maps
Recreation Program Files
Recreation Registration Records
Reservation Records
Sports Teams Records
Supervisor's Daily/Weekly Reports

PROGRAM ATTENDANCE ROLLS
These are created by instructors to track class or activity attendance.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1036
(Approved 12/15/11; Resolution No.37-11)

RECREATIONAL ACTIVITY RELEASE RECORDS
This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.
RETENTION
Retain for 2 years or until all litigation is resolved and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: medical information.
GRS-644
(Approved 12/15/11; Resolution No.37-11)

RECREATIONAL FACILITY FILES
These files document each recreational facility (i.e., parks, golf courses, fairgrounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, and photographs.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-646
(Approved 12/15/11; Resolution No.37-11)

RECREATIONAL FACILITY MAPS
These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

RECREATION PROGRAM FILES
These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They may include flyers of specific programs, reservation records, and copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-643
(Approved 12/15/11; Resolution No.37-11)

RECREATION REGISTRATION RECORDS
These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: home address and telephone number, social security number, medical information.
GRS-649
(Approved 12/15/11; Resolution No.37-11)

RESERVATION RECORDS
These files are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files may include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2)(d) (2026)
GRS-648
(Approved 12/15/11; Resolution No.37-11)

SPORTS TEAMS RECORDS
These records document the adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They may include information on teams, and participants,; regular play schedules; tournament schedules; and awards and prizes.
RETENTION

Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-650
(Approved 12/15/11; Resolution No.37-11)

SUPERVISOR'S DAILY/WEEKLY REPORTS
These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-651
(Approved 12/15/11; Resolution No.37-11)

Schedule 20
Planning and Zoning Records

Adopted Master Plans
Aerial Photographic and Cartographic Records
Board of Adjustment Case Files
Conditional Use Permit Records and Indexes
Community Development Block Grant Administrative Records
Community Development Block Grant Application Records
Demolition Case Files
Design Review
Determination of Historical Significance
Historic Preservation Board Grants
Historic Preservation Board Grants Log
Land Use Final Plans
Nonconforming Use Certificate Records
Open Meeting Minutes and Supplementary Materials
Planned Unit Development Case Files
Planning Study Reports
Rezoning Records and Indexes
Sign Permit
Sign Plan, Master
Site Review Planning Records
Street/Alley Vacating Records
Subdivision Review Case Files/ Record of Survey
Zoning Maps
Zoning Ordinances

ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of the land within the municipality or any part of the municipality (Utah Code 10-9a-401) (2024). The planning commission shall make a recommendation to the city commission for a general plan for the area within the municipality (Utah Code 10-9a-302(1) (a) (2026). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: a land use element; a transportation and circulation element; ~~(c)~~ an environmental element; a public service and facilities element; a rehabilitation, redevelopment, and conservation element; an economic element; recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

AERIAL PHOTOGRAPHIC AND CARTOGRAPHIC RECORDS

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the municipality. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

BOARD OF ADJUSTMENT CASE FILES
These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-655
(Approved 12/15/11; Resolution No.37-11)

CONDITIONAL USE PERMIT RECORDS AND INDEXES
These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, site plans and/or drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORD
These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).
RETENTION
Retain for 3 years after end of grant period and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-666
(Approved 12/15/11; Resolution No.37-11)

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS These files document the application and completion of projects funded under CDBG funds. These projects

include both direct grants and re-grants. These files include the initial application, and all final reports.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-667
(Approved 12/15/11; Resolution No.37-11)

DEMOLITION CASE FILES
These case files document government ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-445

DESIGN REVIEW
These files document the application for historic district design review. Design review allows for and ensures compliance of buildings within the historic guidelines and land management code. These record the original application, site plan, topographical plan, building elevation, floor plans and building sections, photographic panoramic view of the property, photographs of all existing buildings on-site, adjacent lots, and a streetscape elevation for the project side of the street.
RETENTION
Retain for 3 years after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1160
(Approved 12/15/11; Resolution No.37-11)

DETERMINATION OF HISTORICAL SIGNIFICANCE
These files document the application for a Determination of Historical Significance. This determination must be made by the Planning Department and Historic Preservation Board prior to the removal or addition to the Historic Sites Inventory. These files contain the application and supporting documentation as required by LMC Section 15-11-10.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-2049
(Approved 12/15/11; Resolution No.37-11)

HISTORIC PRESERVATION BOARD GRANTS
These files document the application and granting of funds awarded for local historic residential and commercial projects and improvements.
RETENTION
Retain 7 years after completion of the structure and then destroy records.
PRIMARY CLASSIFICATION

Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

LAND USE FINAL PLANS
These records are approved and final plans related to land use under a government entity's jurisdiction. Records pertain to plans that have been implemented partly or in full. Applications and plans may be related to any and all development, rezoning, use permitting, and property changes, or any activity received and processed by a planning and zoning department. Plans are considered approved upon approval of a planning commission or similar stage of approval. Final plans are records that directly pertain to the approved plan submission.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589

NONCONFORMING USE CERTIFICATE RECORDS
The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

OPEN MEETING MINUTES AND SUPPLEMENTARY MATERIALS
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1709

PLANNED UNIT DEVELOPMENT/ MASTER PLAN DEVELOPMENT CASE FILES
These case files document the creation of Planned Unit Developments (PUDs) or Master Plan Developments (MPDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are

given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission. PUDs are no longer a current application type, and the City now considers such projects MPDs.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

PLANNING STUDY REPORTS
These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.
RETENTION
Retain for 5 years after completion of report, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-746
(Approved 12/15/11; Resolution No.37-11)

REZONING RECORDS AND INDEXES
These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

SIGN PERMIT
These records document the application of approval or denial of signs as defined in Park City Municipal Code Section 12-2, Definitions. The file includes the original application, approvals, any inspection reports, and correspondence.
RETENTION
Retain for 3 years after expiration of permit, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

SIGN PLAN, MASTER
These plans are designed to show the relationship of signs for any cluster of buildings or any single building housing a number of users or in any arrangement of buildings or shops which constitute a visual entity as a whole. The file should include the original application or amendments and approvals or denials issued by the Planning Department.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SITE REVIEW PLANNING RECORDS
These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-662
(Approved 12/15/11; Resolution No.37-11)

STREET/ALLEY VACATING RECORDS
These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description. These records are typically maintained by the City Engineer.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

SUBDIVISION REVIEW CASE FILES/ RECORD OF SURVEY
These case files document the developmental history of subdivision plans / record of survey submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-663
(Approved 12/15/11; Resolution No.37-11)

ZONING MAPS
These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

ZONING ORDINANCES
These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. The planning commission shall prepare and recommend to the city commission a proposed zoning ordinance and maps. The city commission shall hold a public hearing on the proposed zoning ordinance. After public hearing, the city commission may adopt the ordinance as proposed, amend zoning ordinance and adopt or reject the zoning ordinance as amended; or reject the ordinance" (Utah Code 10-9a-403) (2025).
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-49
(Approved 12/15/11; Resolution No.37-11)

Schedule 21
Public Safety Records

Accident Reports
Arrest Reports
Bicycle Registrations
Case Reports
Chemical Analysis Records (DUI)
Civil Service of Process Records
Court Summons
Crime Analysis Files
Criminal History Dissemination Log
Criminal History Records
Daily Activity Records
Daily Radio Log
Dispatch Logs
DUI (Driving Under the Influence) Reports
Evidence Tracking Records
Evidence Log
Expungements
Felony Investigation Case Files
Field Interrogation Reports
Fingerprint Cards
Firearm Qualification Records
Firearms Disposal Records
Firearms Inventory Cards
Homicide, Violent Felonies and Sex Crime
Impounded Vehicles Reports
Initial Contact Incident Reports
Internal Affairs Summary Report
Internal Affairs Unsubstantiated Case Files
Misdemeanor Investigation Case Files
Mug Shot Records
National Crime Information Center (NCIC) Records
Officer and Dispatch Recordings
Pawn Shop Receipts
Prosecuted Felony Criminal Case Files
Prosecuted Non-Felony Criminal Case Files
Questionable Cases Dispatch Recordings
Received Property Records
Returned Property Receipts
Robbery Bulletin Records
Sex Offender Files
Stolen/Recovered Property Lists
Traffic Citations
Unclaimed Property Files
Uniform Crime Report Files
Videos, Vehicle Pursuit
Warrant Log
Warrant Records
Warrant Worksheets
Wrecker Service Records

Year End

ACCIDENT REPORTS
These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $1,000, or injury or death occurs (Utah Code 41-6a-402) (2023) and is maintained for seven years.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Exempt: Utah Code 41-6a-404 (2025)
GRS-317
(Approved 12/15/11; Resolution No.37-11)

ARREST REPORTS
These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes the report is a multi-part form, with a copy sent to the county jail. See also Initial Contact Report. Arrest reports include initial contact report. Initial Contact Reports do not include follow-up or investigative reports prepared after the initial contact report.
RETENTION
Retain for 10 years, and then destroy records.
PRIMARY CLASSIFICATION
Private. (Utah Code 63G-2-103(14) (a) (2025)
SECONDARY CLASSIFICATION
Public: Initial Contact Report (Utah Code 63G-2-301(3) (g) (2025)
GRS-2028
(Approved 12/15/11; Resolution No.37-11)

BICYCLE REGISTRATIONS
These are records relating to the required licensing of all cycles sold. “Cycle” means a device upon which any person may ride, propelled by human power through a belt, chain or gears and having one or more wheels in tandem or other arrangement. Cycles with wheels of at least twenty inches in diameter and frame size of at least fourteen inches shall be subject to licensing. Others may be licensed by owner upon request. All cycle dealers are required to license or arrange to have licensed at time of purchase all cycles and to keep records on all cycles sold and, within thirty days of sale to furnish, their respective city or county police department with the name and address of retailer the year and make of the cycle a general description of the cycle the cycle’s frame number and the name and address of the purchaser (Utah Code 11-21-1) (1997). Cycle registration may be handled by either the fire or police department.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private.
GRS-448

(Approved 12/15/11; Resolution No.37-11)

CASE REPORTS
These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.
RETENTION
Retain for 5 years if not part of case file and then destroy records.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

CHEMICAL ANALYSIS RECORDS (DUI)
These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (Utah Code 41-6a-515) (2005). Usually these tests are part of the case file/accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-332
(Approved 12/15/11; Resolution No.37-11)

CIVIL SERVICE OF PROCESS RECORDS
These records document civil papers processed and served by the police department. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc.). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. The records are traditionally known as the civil day book.
RETENTION
Retain for 5 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-323
(Approved 12/15/11; Resolution No.37-11)

COURT SUMMONS
This is a call for citizens to appear in court for criminal offenses. After summons is served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.
RETENTION
Retain for 2 years if not part of case file and then destroy records.
PRIMARY CLASSIFICATION
Public.

(Approved 12/15/11; Resolution No.37-11)

CRIME ANALYSIS FILES
These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.
RETENTION
Retain for 2 years or until administrative need ends and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-326
(Approved 12/15/11; Resolution No.37-11)

CRIMINAL HISTORY DISSEMINATION LOG
These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under Utah Code 53-10-108 (2025).
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-327
(Approved 12/15/11; Resolution No.37-11)

CRIMINAL HISTORY RECORDS
These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.
RETENTION
Retain for 75 years and then destroy records.
PRIMARY CLASSIFICATION
Exempt: Utah Code 53-10-108 (2025)
GRS-2030
(Approved 12/15/11; Resolution No.37-11)

DAILY ACTIVITY REPORT
This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-2025
(Approved 12/15/11; Resolution No.37-11)

DAILY RADIO LOG
This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

DISPATCH LOGS
This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1221
(Approved 12/15/11; Resolution No.37-11)

DUI (DRIVING UNDER THE INFLUENCE) REPORTS
These records are used for reporting persons arrested for driving while under the influence of alcohol or drugs. They detail first contact in response to incidents, supplemental information gathered by the police department, and may include investigative reports.
RETENTION
Retain for 2 years if not part of case file and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-332
(Approved 12/15/11; Resolution No.37-11)

EVIDENCE TRACKING RECORDS
These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.
RETENTION
Retain for 10 years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-374
(Approved 12/15/11; Resolution No.37-11)

EVIDENCE LOG
This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.
RETENTION
Retain for 4 years if not part of case file and then destroy records.
PRIMARY CLASSIFICATION

Protected.
(Approved 12/15/11; Resolution No.37-11)

EXPUNGEMENTS
A person convicted of a crime may petition the convicting court for an order to expunge records of arrest, investigation, detention, or conviction. To “expunge” means to seal or otherwise restrict access to records held by the agency that relate to the petitioner’s arrest, criminal investigation, detention, and conviction. A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order (UCA 7740-101 to 113) (2011).
RETENTION
Retain for 80 years or until confirmed death and then destroy records.
PRIMARY CLASSIFICATION
Protected: UCA 63G-2-305 (2011).
(Approved 12/15/11; Resolution No.37-11)

FELONY INVESTIGATION CASE FILES
These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.
RETENTION
Retain for 5 years after case closed and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2023
(Approved 12/15/11; Resolution No.37-11)

FIELD INTERROGATION REPORTS
This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.
RETENTION
Retain for 1 year or until administrative need ends and then destroy records.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

FINGERPRINT CARDS
These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.
RETENTION

Retain until subject's confirmed death, the card is superseded, or administrative need has been met and then destroy records.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

FIREARM QUALIFICATION RECORDS
These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.
RETENTION
Retain for 2 years after separation or termination of employee and then destroy records.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

FIREARMS DISPOSAL RECORDS
These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Protected.
GRS-1080
(Approved 12/15/11; Resolution No.37-11)

FIREARMS INVENTORY CARDS
These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.
RETENTION
Retain for 2 years after disposal of firearms and then destroy.
PRIMARY CLASSIFICATION
Protected.
GRS-2081
(Approved 12/15/11; Resolution No.37-11)

HOMICIDE, VIOLENT FELONIES AND SEX CRIME INVESTIGATION FILES
These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records. Violent felonies as defined by Utah Code 76-3-203.5(1)(c)(2019) are included in this schedule.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Protected.
GRS-2024
(Approved 12/15/11; Resolution No.37-11)

IMPOUNDED VEHICLES REPORTS
These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. Information includes the impound date; the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-362
(Approved 12/15/11; Resolution No.37-11)

INITIAL CONTACT INCIDENT REPORTS
These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2019)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public: Utah Code 63G-2-301(3)(g) (2025)
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305 (2025)
GRS-1107
(Approved 12/15/11; Resolution No.37-11)

INTERNAL AFFAIRS SUMMARY REPORT
This is a statistical report on all internal investigations of the police officers' and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES
These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).
RETENTION
Retain for 2 years and then destroy records.

PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

MISDEMEANOR INVESTIGATION CASE FILES
These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.
RETENTION
Retain for 5years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2023
(Approved 12/15/11; Resolution No.37-11)

MUG SHOT RECORDS
These are photographs and descriptions of arrested individuals which provide complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-2029
(Approved 12/15/11; Resolution No.37-11)

NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS
These records document the entry and removal of information by law enforcement into the NCIC system, which is maintained by the FBI. Information is used to trace stolen articles, missing or stolen guns, wanted persons, and missing juveniles.
RETENTION
Retain until final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-355
(Approved 12/15/11; Resolution No.37-11)

OFFICER AND DISPATCH RECORDINGS
Records document the actions of dispatch and law officers on duty. May include audio recordings, dashboard-mounted cameras and body-worn cameras not part of a larger case file.
RETENTION
Retain until resolution of issue, and then destroy records, subject to department specific storage limitations.
PRIMARY CLASSIFICATION
Private.
GRS-2027
(Approved 12/15/11; Resolution No.37-11)

PAWN SHOP RECEIPTS

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PROSECUTED FELONY CRIMINAL CASE FILES
These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.
RETENTION
Retain for 10 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2032
(Approved 12/15/11; Resolution No.37-11)

PROSECUTED NON-FELONY CRIMINAL CASE FILES
These case files document the criminal cases referred to a prosecutor's office which result in a non-felony prosecution. These files may include investigative information, legal pleadings and motions, correspondence, transcripts, evidence, and related records. This information is largely duplicated in court or law enforcement case files.
RETENTION
Retain for 10 years after case is closed and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2033
(Approved 12/15/11; Resolution No.37-11)

QUESTIONABLE CASES DISPATCH RECORDINGS
These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.
RETENTION
Retain for 2 years after resolution of case and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-467
(Approved 12/15/11; Resolution No.37-11)

RECEIVED PROPERTY RECORDS
These are records of property received by peace officers in accordance with Utah Code 77-24-1.5 (2011). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION
Retain for 3 years after return or disposal of property and then destroy.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

RETURNED PROPERTY RECEIPTS
These receipts document the return of property in the custody of the police department to property owner. They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized police department personnel. Receipts are retained as permanent in the files of the agency involved or the court where the case is finally resolved."
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

ROBBERY BULLETIN RECORDS
These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description, victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.
RETENTION
Retain for 4 years or until robbery is solved and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SEX OFFENDER FILES
Records maintained by state and local law enforcement agencies in order to document sex offenders living within their jurisdictions, as required by federal and state law.
RETENTION
Retain for 10 years after separation, and then destroy records.
PRIMARY CLASSIFICATION
Exempt
GRS-360
(Approved 12/15/11; Resolution No.37-11)

STOLEN/RECOVERED PROPERTY LISTS
These are lists of all recovered stolen property including description of property value, and serial number. This is usually a part of the original incident report.
RETENTION
Retain until lists become obsolete or administrative need ends, or if on state computer system, until expunged from system and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

TRAFFIC CITATIONS

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-365
(Approved 12/11/08; Resolution No. 33-08)

UNCLAIMED PROPERTY FILES
These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before November 1 of each year as of the preceding June 30 and to transfer the property identified in the report in accordance with Utah Code 67-4a-301(1) (2017). The report includes the name of property's owner if known and the last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.
RETENTION
Retain for 10 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

UNIFORM CRIME REPORT FILES
These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.
RETENTION
Retain until administrative need ends and then destroy records.
PRIMARY CLASSIFICATION
Exempt: Utah Code 53-10-205 (2021).
(Approved 12/15/11; Resolution No.37-11)

VIDEOS, VEHICLE PURSUIT
Videos recorded from police vehicles. Filming is automatically activated when the officer turns on the vehicle’s lights and sirens or can be activated by the officer. The videos document officer’s response to a police call or the stopping of a vehicle for witnessed infraction. They include the video recording, unit number, date, time, and officer’s names.
RETENTION
Retain until resolution of issue, and then destroy records, subject to department specific storage limitations.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

WARRANT LOG

These are court authorizations for the police to make an arrest. After the warrant is served the original is returned to the court. A log is kept of all warrants served indicating date and time served, name of person served, and purpose. The log is usually arranged chronologically.
RETENTION
Retain for 1 year after warrant is served and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

WARRANT WORKSHEETS
These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

WARRANT RECORDS
Warrants issued by a court to a law enforcement agency for specific purposes, including to search property, arrest a person, track a vehicle, collect DNA for testing, or other reasons. Information may include purpose of issued warrant, directions from court, required person and location details, logs of served warrants, and related records.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public: Utah Code 63G-2-301 (2025)
GRS-370
(Approved 12/15/11; Resolution No.37-11)

WRECKER SERVICE RECORDS
These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, telephone number, address dispatched to, date, time, and identification number of person making call.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

YEAR END STATISTICAL REPORTS
RETENTION
Retain for 5 years, then until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

Schedule 22
Public Utilities Records

As-Built Construction Drawings
Backflow Prevention Test Reports
Cross Connection Control Survey Files
Customer Account Records
Customer Complaint Files
Daily Filter Tubidity Logs
Discharge Monitoring and Water Reclamation Plant Reports
Ditch Flow Daily Records
Drainage Maintenance Agreements
Environmental Protection Agency (EPA) Grant Files
Field Notes
Lead and Copper Records
Meter Location Records
Meter Repair and Testing Files
Microbiological Analyses
National Pollutant Discharge Elimination System Permits
Public Notices Including Consumer Confidence Reports
Sanitary Survey
Water Consumption Annual Reports
Water Consumption Monthly Reports
Water District Engineering and Construction Records
Water Flow Annual Data
Water Flow Weekly Data
Water Main Data
Water Sampling Analyses Records
Water Stock Purchase Records
Work Order Records

AS-BUILT CONSTRUCTION DRAWINGS
These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025)
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

BACKFLOW PREVENTION DEVICE TEST REPORTS
These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.
RETENTION
Retain for 5 years after subsequent test and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION

Protected: Utah Code 63G-2-305(9)(a) (2025) Utah Code R309-105-17(6) (2019)
(Approved 12/15/11; Resolution No.37-11)

CROSS CONNECTION CONTROL SURVEY FILES
These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.
RETENTION
Retain for 3 years after destruction of premise and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1118
(Approved 12/15/11; Resolution No.37-11)

CUSTOMER ACCOUNT RECORDS
These are applications and agreements between a customer and government agency regarding utility service. They include account information collected by the agency in order to establish, provide, and bill for service.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2) (b),(d) (2025)
GRS-1119

CUSTOMER COMPLAINT FILES
These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.
RETENTION
Retain for 3 years after date of resolution and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

DAILY FILTER TURBIDITY LOGS
This log records a daily instrument table of information regarding turbidity filter operations required by Utah Code R309-105-17(1) (2019). Turbidity analysis records from each water treatment plant are maintained in SCADA. Utah DDW retains these records in the SDWIS database.
RETENTION
Retain for 5 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1121
(Approved 12/15/11; Resolution No.37-11)

DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORT

These are quarterly discharge monitoring reports (DMRs) are required under Utah Pollutants Discharge Elimination System (UPDES) permits and Snyderville Basin Water Reclamation District (SBWRD) permit. Reports include flow and water quality data related to discharge of mine tunnel water at Permit Outfalls and flow and water quality data related to water treatment plant discharges to the sanitary sewer. They are submitted to the Utah Division of Water Quality (DWQ) and SBWRD. (40 CFR 122.41(j)(2) (2006)).
RETENTION
Retain for 5 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1124
(Approved 12/15/11; Resolution No.37-11)

DITCH FLOW DAILY RECORDS
These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.
RETENTION
Retain for 7 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1125
(Approved 12/15/11; Resolution No.37-11)

DRAINAGE MAINTENANCE AGREEMENTS
These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative. Record copy may be kept electronically.
RETENTION
Retain for 6 years after expiration of agreement and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES
These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.
RETENTION
Retain for 3 years after final action and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1126
(Approved 12/15/11; Resolution No.37-11)

FIELD NOTES

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025).
GRS-1169
(Approved 12/15/11; Resolution No.37-11)

LEAD AND COPPER RECORDS
These forms record water samples taken from various locations throughout the distribution system for lead and copper tests. They include records of all sampling data and analyses, reports, surveys, letters, evaluations and schedules. Utah DDW receives electronic copies of these test results and retains them in the SDWIS database.
RETENTION
Retain for 12 years after subsequent test and then destroy records.
Utah Code R309-105-17(2)) (2019)
PRIMARY CLASSIFICATION
Public.

METER LOCATION RECORDS
These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.
RETENTION
Retain for 1 year after removal of meter and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1131
(Approved 12/15/11; Resolution No.37-11)

METER REPAIR AND TESTING FILES
These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.
RETENTION
Retain for 1 year after disposal of meter and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1132
(Approved 12/15/11; Resolution No.37-11)

MICROBIOLOGICAL ANALYSES
These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The Utah DDW receives electronic copies of these analyses and retains them in the Safe Drinking Water Information System (SDWIS) database.

RETENTION
Retain for 5 years after subsequent test Utah Code R309-105-17(1)) (2019) and then destroy records.
SUGGESTED PRIMARY CLASSIFICATION
Public.
GRS-1110
(Approved 12/15/11; Resolution No.37-11)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS These are general permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions including stormwater, mine tunnel water and water treatment plant discharges (Utah Code 40 CFR 122.28 (2025).
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1133
(Approved 12/15/11; Resolution No.37-11)

PUBLIC NOTICES INCLUDING CONSUMER CONFIDENCE REPORTS
These are notices sent to the public annually including the Consumer Confidence Report and upon requirements for special notices of violation of rules.
RETENTION
Retain 3 years and then destroy records. (Utah R309-105-17(7))
PRIMARY CLASSIFICATION
Public.

SANITARY SURVEY
These are copies of written reports, summaries or communications relating to sanitary surveys of the system conducted by Utah DDW.
RETENTION
Retain for 10 years and then destroy records. (Utah R309-105-17(4) 2019))
PRIMARY CLASSIFICATION
Public.

WATER CONSUMPTION ANNUAL REPORTS
These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

WATER CONSUMPTION MONTHLY REPORTS
These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The

reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.
RETENTION
Retain for 1 year after completion of publication or report, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1138
(Approved 12/15/11; Resolution No.37-11)

WATER DISTRICT ENGINEERING AND CONSTRUCTION RECORDS
These are water and drainage records including drawings, diagrams, blueprints, maps, plats, engineering and construction project files, agreements, correspondence, reports, studies, and analysis concerning storm drains, water lines, reservoirs, drainage facilities, wells, tanks and pipes.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Protected. Pursuant to Federal Guidance Memorandum, Section III “Sensitive Bu Unclassified Information”, review requests for information on a case-by-case basis. Records concerning building and public works designs, to the extent that the records or information relate to the ongoing security measures of a public entity are protected pursuant to Utah Code Section 63-2-106.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

WATER FLOW ANNUAL DATA
This data is taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The data includes water flow according to gauge flows, height, or level of aquifer in well on an annual basis.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1145
(Approved 12/15/11; Resolution No.37-11)

WATER FLOW WEEKLY DATA
This data is taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The data includes water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.
RETENTION
Retain for 3 years provided annual chart is compiled and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1134
(Approved 12/15/11; Resolution No.37-11)

WATER MAIN DATA
This data shows the locations of all water mains, valves, hydrants, and water services to property owners in a given area.
RETENTION

Retain permanently.
PRIMARY CLASSIFICATION
Protected
Utah Code 63G-2-305(11) (2025)
GRS-1139
(Approved 12/15/11; Resolution No.37-11)

WATER SAMPLING ANALYSES RECORDS
These records verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply (raw or processed) for chemical, radiological, and bacteriological tests. Information includes details of the sample, analysis, and related records.
RETENTION
Retain for 10 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1114
(Approved 12/15/11; Resolution No.37-11)

WATER STOCK PURCHASE RECORDS
These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.
RETENTION
Retain for 10 years after sale of stock and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1140
(Approved 12/15/11; Resolution No.37-11)

WORK ORDER RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or city-owned facilities or structures.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

Schedule 23
Public Works Records

Capital Project Status Report
Class "C" Road Funding Project Files
Concrete Maintenance Records
Construction Records
Customer Complaint Files
Drainage System Repair List
Informational Maps and Plats
Intersection Case Files
Materials Test Results
Parking Meter Repair Card Log
Resurfacing Billings
Review Files
Street Cleaning Records
Street Maintenance Records
Traffic Drawings
Vehicle Assignment Records
Vehicle Maintenance Records
Vehicle Ownership Records
Work Order Records

CAPITAL PROJECT STATUS REPORT
This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-670
(Approved 12/15/11; Resolution No.37-11)

CLASS "C" ROAD FUNDING PROJECT FILES
These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund under rules made by the Department of Transportation. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1148
(Approved 12/15/11; Resolution No.37-11)

CONCRETE MAINTENANCE RECORDS
These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies

of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.
RETENTION
Retain for 7 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-673
(Approved 12/15/11; Resolution No.37-11)

CONSTRUCTION RECORDS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

CUSTOMER COMPLAINT FILES
These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

DRAINAGE SYSTEM REPAIR LIST
This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.
RETENTION
Retain until superseded and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-678
(Approved 12/15/11; Resolution No.37-11)

INFORMATIONAL MAPS AND PLATS
These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.
RETENTION
Retain until superseded and then destroy records.
PRIMARY CLASSIFICATION

Public.
(Approved 12/15/11; Resolution No.37-11)

INTERSECTION CASE FILES
These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.
RETENTION
Retain for 7 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1155
(Approved 12/15/11; Resolution No.37-11)

MATERIALS TEST RESULTS
These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).
RETENTION
Retain for 3 years after project completed and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PARKING METER REPAIR RECORDS
Records show the type and frequency of repairs for each parking meter. They are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

RESURFACING BILLINGS
These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.

GRS-106
(Approved 12/15/11; Resolution No.37-11)

REVIEW FILES
This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.
RETENTION
Retain for 3 years after completion of project and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1160
(Approved 12/15/11; Resolution No.37-11)

STREET CLEANING RECORDS
These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1165
(Approved 12/15/11; Resolution No.37-11)

STREET MAINTENANCE RECORDS
These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

TRAFFIC DRAWINGS
These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street striping. Drawings are used as a reference tool for the performance work. Record copy may be kept electronically.
RETENTION
Retain for 4 years after revised and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

VEHICLE ASSIGNMENT RECORDS
These are assignment logs, reports authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.
RETENTION
Retain for 1 year and then destroy records.

PRIMARY CLASSIFICATION
Public.
GRS-116
(Approved 12/15/11; Resolution No.37-11)

VEHICLE MAINTENANCE RECORDS
These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.
RETENTION
Retain for 3 years after disposition of asset, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE OWNERSHIP RECORDS
These records document ownership, registration, and operation of government-owned vehicles.
RETENTION
Retain until vehicle is transferred or sold and then transfer with the vehicle.
PRIMARY CLASSIFICATION
Public.
GRS-16558
(Approved 12/15/11; Resolution No.37-11)

WORK ORDER RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or city-owned facilities or structures.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

Resolution No. 29-2025

RESOLUTION ADOPTING THE GENERAL RETENTION AND CLASSIFICATION SCHEDULES FOR CERTAIN RECORDS OF PARK CITY MUNICIPAL CORPORATION PURSUANT TO THE UTAH GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT AND REPLACING RESOLUTION NO. 37-11 IN ITS ENTIRETY

WHEREAS, in 1991, the Utah State Legislature enacted the Government Records Access and Management Act (GRAMA); and

WHEREAS, GRAMA applies to Park City Municipal Corporation and governs the management of and public access to the government records of the State of Utah and all of its political subdivisions; and

WHEREAS, the City Council deems it important to promote the public's right to access unrestricted public records, and to provide guidelines for records classification, which are based on the equitable weighing of the pertinent interests of the public and consistent with nationwide standards of information practices; and

WHEREAS, the City Council finds it is in the best interest of Park City Municipal Corporation to rescind Resolution No. 37-11 in its entirety, and adopt this resolution with the attached schedules in Exhibit A.

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

SECTION 1. RESOLUTION NO. 37-11 RESCINDED. Resolution No. 37-11 is hereby rescinded.

SECTION 2. ADOPT RECORD CLASSIFICATION AND RETENTION SCHEDULES. Park City Municipal Corporation hereby adopts the General Retention Schedule for its records classification system with additions and changes herein. Records may be kept electronically.

SECTION 3. EFFECTIVE DATE. This resolution shall become effective upon publication.

PASSED AND ADOPTED this 11th day of December, 2025.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office

EXHIBIT A

Schedule 1
Administrative Records

Administrative Correspondence, Routine~~Records, General/Facilitative~~
Administrative Records, Program and Project Analysis Records ~~Projects and Programs~~
~~Administrative and Fiscal Operations Grant Files Reports~~
Annual or Official Reports
Census Information Files
Committee Records, Internal
~~Communication, Internal~~
Constitution and Bylaws
Contract~~s~~ and Lease Records ~~Agreements~~
~~Correspondence, External~~
Correspondence, Policy and Program
Correspondence, Transitory
Draft Documents/Working ~~Papers~~Files
~~Electronic Documents~~
~~Electronic Mail (Email)~~
Encroachment Agreements
Feasibility Studies
Finding Aids/Information Governance Records
GRAMA Access Requests
~~GRAMA Municipal Appeals Case Files~~
~~GRAMA State Appeals Case Files~~
Grant Records ~~Files, Original Applications (Successful)~~
Grant Application Files, Unsuccessful ~~Applications~~
Historical Records
Housekeeping Files
~~Incoming Document Log~~
Interlocal Agreements
Land Use Lease Agreements
~~Leasing Contract Files~~
~~Mailing Lists~~
~~Memorandum, Intra- or Inter-Departmental~~
Notary Bond Files
Operational Procedure and Guideline Records
Organizational Files
~~Performance Audits~~
Policies and Procedures Development Records ~~Manuals~~
~~Policy and Procedure Case Files~~
Professional Services Agreement Records
Public Relations ~~Files~~Records
~~Public Release Files~~
Publications

Records Transfer Sheets
Routine Control ~~Files~~Records
Special Events Permits
~~Sub-Committee Records, Internal~~
~~System Studies Final Reports~~
~~System Studies~~ Supporting Files/Project Management Records
~~Technical Reference Files~~
~~Telephone Messages (Voicemail)~~
Transitory Correspondence
Transitory Tracking Records

ADMINISTRATIVE ~~RECORDS, GENERAL/FACILITATIVE~~CORRESPONDENCE, ROUTINE
Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule.~~These are records of a general facilitative nature created or received in the course of administering programs. They may include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.~~
RETENTION
Retain for ~~2~~ 3 years ~~or until no longer needed for reference~~ and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1760
(Approved 12/15/11; Resolution No.37-11)

ADMINISTRATIVE RECORDS, ~~PROJECTS AND PROGRAMS~~PROGRAM AND PROJECT ANALYSIS RECORDS
These records document research studies, program analyses, project assessments, etc. conducted by or on behalf of governmental entities in order to inform decisions regarding proposed or existing programs or projects. Information includes working papers, correspondence, findings, recommendations, and related records. The final reports are not included in this schedule.~~These files include status reports, correspondence, memoranda relative to administrative projects and programs. These projects may be a directive of City Council. If the subject matter relates specifically to another retention and classification, that retention would apply.~~
RETENTION
Retain for ~~5~~ 10 years; and until administrative need ends and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1277
(Approved 12/15/11; Resolution No.37-11)

~~**ADMINISTRATIVE AND FISCAL OPERATIONS GRANT REPORTS**~~
~~These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semiannual basis. It also includes supporting documentation.~~

~~RETENTION~~
~~Retain for 5 years after completion of all applicable audits and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

ANNUAL OR OFFICIAL REPORTS
These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.~~These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.~~
RETENTION
Permanent. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

AUDIT RECORDS
These are studies, and reports prepared and produced as a result of an internal or external audit of an entity. Audit records summarize an entity's programs, operations, productivity, performance, compliance, and can include examining and verifying the entities' financial activities for the year.
RETENTION
Permanent.
PRIMARY CLASSIFICATION
Public
GRS-1727

CENSUS INFORMATION FILES
These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public. Record copy may be kept electronically.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

COMMITTEE RECORDS, INTERNAL
These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs or operational matters.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1725
(Approved 12/15/11; Resolution No.37-11)

~~**COMMUNICATION, INTERNAL**~~
~~An internal communication that is part of a deliberative process in connection with the preparation of legislation between members of a legislative body; a member of a legislative body and a member of the legislative body's staff; or members of a legislative body's staff; and notwithstanding, a communication that gives notice of legislative action or policy may not be classified as protected under this section.~~
~~RETENTION~~
~~Retain until administrative need ends.~~
~~PRIMARY CLASSIFICATION~~
~~Protected. UCA 63G-2-305(2011)~~

~~(Approved 12/15/11; Resolution No.37-11)~~

CONSTITUTION AND BYLAWS
These are the charters, and constitution and bylaws of governing bodies. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules.~~These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).~~
RETENTION
Permanent. ~~May be transferred to the State Archives after disbanding of committee.~~
PRIMARY CLASSIFICATION
Public.
GRS-43
(Approved 12/15/11; Resolution No.37-11)

CONTRACT~~S~~ AND ~~AGREEMENTS~~ LEASE RECORDS
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.~~A binding agreement between the City and another party. Includes MOUs, franchise agreements, purchasing agreements, construction agreements. They include the contract, correspondence, addendums, and may include related records pertaining to award, administration, receipt, inspection, and payments. Also see Leasing Contracts and Professional Service Agreements in this schedule and Schedule 10 Purchasing Records.~~
RETENTION
Retain for ~~six~~ 7 years after ~~end of term and then until administrative need ends~~expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1731
(Approved 12/15/11; Resolution No.37-11)

~~**CORRESPONDENCE, EXTERNAL**~~

~~Informational correspondence submitted to the City by an outside entity. These records may originate on paper, electronic mail, or other media, and are not part of a project or program file.~~
~~RETENTION~~
~~Retain until administrative need ends and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CORRESPONDENCE, POLICY AND PROGRAM
Business-related correspondence which provides unique information concerning City functions, policies, procedures, or programs. These records document material discussions and decisions made regarding any City interest, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.
RETENTION
Permanent. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected. ~~UCA~~ Utah Code 63G-2-305 (~~2011~~2025); privileged attorney communication as provided in Section 78B-1-137
(Approved 12/15/11; Resolution No.37-11)

CORRESPONDENCE, TRANSITORY
Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.~~Business-related correspondence that is routine or transitory in return and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media.~~
RETENTION
Retain until resolution of issue, and then destroy records.~~Retain until administrative need ends and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1759
(Approved 12/15/11; Resolution No.37-11)

DRAFT DOCUMENTS/WORKING ~~PAPERS~~FILES
These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.~~These are project drafts, background or research records, analyses, notes, interim reports. These documents are created on paper or electronic form.~~
RETENTION
Retain for 1 year after end of project or program, and then destroy records.~~Retain until administrative need ends and then destroy.~~
PRIMARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(22) (~~2011~~2025)
SECONDARY CLASSIFICATION
Exempt: ~~UCA~~ Utah Code 63G-2-103(22)(b)(ii) (~~2011~~2025)

GRS-1684
(Approved 12/15/11; Resolution No.37-11)

~~**ELECTRONIC DOCUMENTS**~~
~~Records that are created, generated, sent, communicated, received, or stored by electronic means.~~
~~RETENTION~~
~~Retain pursuant to subject matter retention~~
~~PRIMARY CLASSIFICATION~~
~~Public~~
~~SECONDARY CLASSIFICATION~~
~~Protected. UCA 63G-2-305 (2011): privileged attorney communication as provided in UCA78B-1-137 (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**ELECTRONIC MAIL (EMAIL)/CORRESPONDENCE**~~
~~These records are electronic communications set from one City employee or official to a member of the public, another City employee or official, regarding matters of official City business. Email falls into two categories – those that are transitory correspondence, and those that that are policy, program or decision making correspondence, including attachments.~~
~~RETENTION~~
~~Transitory: retain until administrative need ends.~~
~~Policy, Program and Decision Making: Refer to Correspondence, Policy and Program.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected. UCA 63G-2-305 (2011); privileged attorney communication as provided in Section UCA78B-1-137 (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

ENCROACHMENT AGREEMENTS
These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the right of way. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the commission chair and clerk. City policy is to record these agreements at the Summit County Recorder’s Office.
RETENTION
Encroachments are recorded with the property at the Summit County Recorder’s Office and kept in perpetuity until they are no longer in effect.
PRIMARY CLASSIFICATION
Public
GRS-680

FEASIBILITY STUDIES
These records are created and used in the development, redesign, modification of, or migration of data from, a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records.~~These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems. Record copy may be kept electronically.~~
RETENTION

Retain for 5 years after completion of study and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(11) (~~2011~~2025) and ~~UCA~~ Utah Code 63G-2-305(22) (~~2011~~2025).
GRS-746
(Approved 12/15/11; Resolution No.37-11)

FINDING AIDS/INFORMATION GOVERNANCE RECORDS
These are indexes, inventories, lists, registers, technological system data, and related information ~~and other aids~~ that are used in establishing and implementing records management policies, practices, and procedures.~~assist in the efficient use of other records. Record copy may be kept electronically.~~ Record destruction files, including destruction logs, are not included in this schedule.
RETENTION
Retain until superseded or final action, and then destroy records.~~Retain until records to which they pertain are destroyed and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1713
(Approved 12/15/11; Resolution No.37-11)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS
These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)) or in accordance with a subpoena. Included with the access requests are any notices of denial, appeals or any other records related to the request.~~These request forms document individuals seeking access to municipal records as provided under UCA 63G-2-204 (2011). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.~~
RETENTION
Retain for 2 years after response provided, and then destroy records.~~Retain for 1 year and then destroy.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(2)(d) (~~2011~~2026).
GRS-1711
(Approved 12/15/11; Resolution No.37-11)

~~**GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) MUNICIPAL APPEALS CASE FILES**~~
~~These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63G-2-701) (2011)These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.~~
~~RETENTION~~

~~Permanent. May be transferred to the State Archives with authority to weed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2) (d) (2011).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE APPEALS CASE FILES~~
~~These case files document appeals for access of municipal records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63G-2-701(1)(c)(2011); 63G-2-403 (2011). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.~~
~~RETENTION~~
~~Retain for 1 year or until administrative need ends, whichever occurs later and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

GRANT ~~FILES, ORIGINAL APPLICATIONS (SUCCESSFUL)~~RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.~~These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.~~
RETENTION
Retain for 7 years after final action, and then destroy records.~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

GRANT APPLICATION FILES, UNSUCCESSFUL
Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.~~These files document the rejection or withdrawal of grant applications. They include unsuccessful applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.~~
RETENTION
Retain for 1 year after resolution of issue, and then destroy records~~Retain for 3 years after rejection or withdrawal and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1746
(Approved 12/15/11; Resolution No.37-11)

HISTORICAL RECORDS
These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.
RETENTION

Retain permanently.
PRIMARY CLASSIFICATION
Public
GRS-1723

HOUSEKEEPING FILES
These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys. ~~Record copy may be kept electronically.~~
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**INCOMING DOCUMENT LOG**~~
~~This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

INTERLOCAL AGREEMENTS
These are agreements with other entities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of other entity officials, and city representatives.
RETENTION
Retain for 6 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-686

LAND USE LEASE AGREEMENTS
These records are land use lease agreements and related documentation. The agreements may be related to mineral, oil, industrial, energy, agricultural, or other special uses.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public
GRS-16587

~~**LEASING CONTRACT FILES**~~
~~These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.~~
~~RETENTION~~
~~Retain for 4 years after contract expires (UCA 70A-2a-506) (2011) and then destroy.~~
~~PRIMARY CLASSIFICATION~~

~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~MAILING LISTS~~
~~These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes). Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain until superseded and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2)(d) (2011).~~
~~(Approved 12/15/11; Resolution No.37-11)~~
SEE TRANSITORY TRACKING RECORDS

~~MEMORANDUM, INTER- AND INTRA-DEPARTMENTAL~~
~~These are memorandum-formatted documents that may, among other things, request information, announce meetings and events, share general information and respond to requests with general information. This category of documents does not include those originating or directed solely to Legal Department attorneys or staff. These may be used as cover sheets to other records that have separate retention schedules, but are not to be considered as containing other records with separate retention schedules.~~
~~RETENTION~~
~~Retain for 30 days or until administrative need ends, whichever is longer, and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

NOTARY BOND FILES
These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.
RETENTION
Retain for 1 year after expiration or renewal of bond and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-35
(Approved 12/15/11; Resolution No.37-11)

OPERATIONAL PROCEDURE AND GUIDELINE RECORDS
These records document actions taken to achieve objectives and implement policies through day-to-day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.
RETENTION
Retain for 4 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1732

ORGANIZATIONAL FILES

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.
RETENTION
Permanent. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**PERFORMANCE AUDITS**~~
~~These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

POLICIES AND PROCEDURES ~~MANUALS~~ DEVELOPMENT RECORDS
These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Includes development and decisions behind the policy or program, and the final product (e.g., approved policies). Related correspondence and email is included.~~These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.~~
RETENTION
~~Record copy: Permanent. May be transferred to the State Archives.~~
~~Duplicate copies: Retain until superseded and then destroy.~~
Retain permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(11) and ~~UCA~~ Utah Code 63G-2-305(12) (20~~11~~25).
GRS-1717
(Approved 12/15/11; Resolution No.37-11)

~~**POLICY AND PROCEDURE CASE FILES**~~
~~These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).~~
~~RETENTION~~
~~Retain for 2 years after being superseded and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

PROFESSIONAL SERVICE AGREEMENT RECORDS

~~These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.~~

~~RETENTION~~

~~Retain for 4 years after last payment (UCA 78B-2-307 (2011) and then destroy.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

SEE CONTRACTS

PUBLIC RELATIONS ~~FILES~~ RECORDS

These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records.~~These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.~~

RETENTION

Retain p~~P~~ermanently. ~~May be transferred to the State Archives.~~

PRIMARY CLASSIFICATION

Public.

GRS-1716

(Approved 12/15/11; Resolution No.37-11)

~~**PUBLIC RELEASE FILES**~~

~~These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording. Record copy may be kept electronically.~~

~~RETENTION~~

~~Permanent. May be transferred to the State Archives.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

PUBLICATIONS

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).~~These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Record copy may be kept electronically.~~

RETENTION

Retain permanently. ~~Record copy: Permanent. A copy should be transferred to the State Archives.~~

~~Duplicate copies: Retain until administrative need ends and then destroy.~~

PRIMARY CLASSIFICATION

Public.

GRS-1678

(Approved 12/15/11; Resolution No.37-11)

RECORDS TRANSFER SHEETS

~~These are the listings of municipal agency records transferred to the State or a municipal records center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, records series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location. Record copy may be kept electronically.~~

~~RETENTION~~

~~Retain for 5 years after records are destroyed and then destroy.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

SEE TRANSITORY TRACKING RECORDS

ROUTINE CONTROL RECORDS

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out. ~~Record copy may be kept electronically.~~1

RETENTION

Retain until no longer needed for operational purposes and then destroy records.

PRIMARY CLASSIFICATION

Public.

(Approved 12/15/11; Resolution No.37-11)

SPECIAL EVENTS PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION

Retain for 1 year after event and then destroy records.

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Private: Utah Code 63G-2-302(2) (d) (2026)

GRS-692

(Approved 12/15/11; Resolution No.37-11)

~~**SUB-COMMITTEE RECORDS, INTERNAL**~~

~~These records document actions of an internal staff sub-committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes. Record copy may be kept electronically.~~

~~RETENTION~~

~~Retain for 2 years or until administrative need ends and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~SYSTEM STUDIES FINAL REPORTS~~
~~These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies. Please see Schedule 1, Item #46 "System Studies Supporting Files" for the final report's supporting documentation.~~
~~RETENTION~~
~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~SYSTEM STUDIES~~ SUPPORTING FILES/PROJECT MANAGEMENT RECORDS
These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.~~These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, and related documentation used for the creation of the final report (Schedule 1, Item #25 "System Studies Final Reports").~~
RETENTION
Retain for 1 year after end of project or program, and then destroy records.~~Retain for 3 years after date of final report and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-21
(Approved 12/15/11; Resolution No.37-11)

~~TECHNICAL REFERENCE FILES~~
~~These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.~~
~~RETENTION~~
~~Retain until annual review and destroy material no longer needed for reference.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~TELEPHONE MESSAGES (VOICEMAIL)~~
~~These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name of person receiving and leaving message, and action request (e.g., return call, etc.).~~
~~RETENTION~~
~~Retain for 1 week or until administrative need ends and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

TRANSITORY CORRESPONDENCE
Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1759

TRANSITORY TRACKING RECORDS
These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.
RETENTION
Retain for 1 year, and then destroy records. OR Retain until administrative need ends, whichever is less, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1720

Schedule 2
Bonds and Bonding Records

Bond Anticipation Notes
Bond Issue Files
Bond Redemption and Destruction Certificates
Bond Redemption Registers
Bond Registration Files
Bonds, Notes and ~~Coupons Paid Files~~Interest Payments
~~Employee Bonds~~
Fidelity/Surety Bonds
General Obligation Bonds
Municipal Revenue Bonds
Notary Bonds
Special Improvement Bonds

BOND ANTICIPATION NOTES
These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality in the manner provided in ~~UCA~~ Utah Code 11-14-310 (~~UCA~~ Utah Code 11-14-311) (~~2011~~2020)
RETENTION
Retain for 1 year after being redeemed and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-782
(Approved 12/15/11; Resolution No.37-11)

BOND ISSUE FILES
These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.
RETENTION
Permanent. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-783
(Approved 12/15/11; Resolution No.37-11)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES
These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.
RETENTION
Retain for 3 years after expiration of bonds and then ~~file in Bond Issue Files~~destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-787
(Approved 12/15/11; Resolution No.37-11)

BOND REDEMPTION REGISTERS
These are registers used to record the redemption of coupons for municipal bonds.
RETENTION
Retain for 3 years after redemption of coupon and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-784
(Approved 12/15/11; Resolution No.37-11)

BOND REGISTRATION FILES
These are the issuing agent's copies of bond registration stubs.
RETENTION
Retain for 3 years after final action, and then destroy records.~~Retain for 2 years and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1288
(Approved 12/15/11; Resolution No.37-11)

BONDS, NOTES AND ~~COUPONS PAID FILES~~ INTEREST PAYMENTS
These are critical bond documents that are used for the life of bills, notes, debt securities, debt obligations, or bonds. Included are book entries, statements and payment confirmations, application and certificate for eligibility, and related records.~~These are the actual bonds and coupons redeemed throughout the lifetime of the bond.~~
RETENTION
Retain for 3 years after final action, and then destroy records.~~Retain for 1 year after being redeemed and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1801
(Approved 12/15/11; Resolution No.37-11)

~~**EMPLOYEE BONDS**~~
~~These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819)(2011).~~
~~RETENTION~~
~~Retain for 3 years after expiration of bond and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

FIDELITY/SURETY BONDS
These are fidelity bonds or proof of insurance payable to the governmental entity conditioned for the faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body (Utah Code 10-3-819 (1987) and Utah Code 17-16-11(2007)).~~This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by~~

~~resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821)(2011).~~
RETENTION
Retain for ~~3~~ 4 years after expiration and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-789
(Approved 12/15/11; Resolution No.37-11)

GENERAL OBLIGATION BONDS
These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (~~UCA~~ Utah Code 11-14-310) (~~2011~~2020).
RETENTION
Retain for 1 year after being paid or canceled and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-57
(Approved 12/15/11; Resolution No.37-11)

MUNICIPAL REVENUE BONDS
These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (~~UCA~~ Utah Code 11-14-306) (~~2011~~2006)
RETENTION
Retain for 1 year after being paid or canceled and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-791
(Approved 12/15/11; Resolution No.37-11)

NOTARY BONDS
These are $5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (~~UCA~~ Utah Code 46-1-4 (~~2011~~2019).
RETENTION
Retain for 3 years after expiration of bond and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302 (~~2011~~2026) (Application Form).
GRS-792
(Approved 12/15/11; Resolution No.37-11)

SPECIAL IMPROVEMENT BONDS
The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.~~The governing body of the municipality levying~~

~~the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-909) (repealed).~~

RETENTION

Retain until ~~paid or canceled (UCA 11-14-302 (2011)~~final action, and then destroy records.

PRIMARY CLASSIFICATION

Public.

GRS-793

(Approved 12/15/11; Resolution No.37-11)

Schedule 3
Budget Records
Annual Budget
~~Budget Apportionment Records~~
Budget ~~Background~~ Records
~~Budget Estimates and Justification Files~~
~~Budget Information Files~~
~~Budget Message~~
~~Budget Working Files~~
~~Periodic Budget Reports~~
~~Regular Budget Reports~~
~~Tentative Budget Files~~

ANNUAL BUDGET
The budget is a plan of financial operations for a fiscal period which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them (~~UCA~~ Utah Code 10-6-106(3)(a)(~~2011~~2019). Before June ~~22~~ 30 of each fiscal year, or ~~August 17~~September 1 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption. (~~UCA~~ Utah Code 10-6-118) (201~~9~~1).
RETENTION
Permanent.
PRIMARY CLASSIFICATION
Public.
~~GRS-3~~GRS-3
(Approved 12/15/11; Resolution No.37-11)

BUDGET ~~BACKGROUND~~ RECORDS
These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.~~These records are used to assist in the preparation of department budget requests presented to the city council.~~
RETENTION
Retain for ~~2~~ 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026).
GRS-1856
(Approved 12/15/11; Resolution No.37-11)

~~**BUDGET ESTIMATES AND JUSTIFICATION FILES**~~
~~These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.~~
~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~

SECONDARY CLASSIFICATION
Private: UCA 63G-2-302(1)(f) (2011).
(Approved 12/15/11; Resolution No.37-11)

BUDGET INFORMATION FILES
These files document the adoption of the city's annual budget. This includes recommended budget, as well as all related correspondence. Files may also contain budget amendments and any other actions affecting budget.
RETENTION
Retain for 2 years after budget has been adopted and then until administrative need ends.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

BUDGET MESSAGE
This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111) (2011).
RETENTION
Retain for 2 years after the close of the calendar year covered by the budget.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

BUDGET WORKING FILES
These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.
RETENTION
Retain for 2 years after the close of the calendar year covered by the budget.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: UCA 63G-2-302(1)(f) (2011).
(Approved 12/15/11; Resolution No.37-11)

PERIODIC BUDGET REPORTS
These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.
RETENTION
Retain for 1 year or until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

REGULAR BUDGET REPORTS

~~These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~TENTATIVE BUDGET FILES~~
~~These files contain tentative budget requests. On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required. (UCA 10-6-111(1)(a) (2011).~~
~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 4
Fixed Asset Records

Annual Fixed Asset ReportRecords
Disposition Records
Equipment Inventories Files
Fixed Asset Lists
Surplus Property Case FilesForms

ANNUAL FIXED ASSET REPORT
These records relate to tangible assets such as property and equipment owned by a governmental entity. Information includes substantiation, purchases, deprecation, inventories, and related records.These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.
RETENTION
Retain for 10 years after disposition of asset, and then destroy records.Retain until updated or superseded and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-73
(Approved 12/15/11; Resolution No.37-11)

DISPOSITION RECORDS
These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.
RETENTION
Retain for 3 years after disposition of property and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EQUIPMENT INVENTORIES FILES
These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.
RETENTION
Retain for 1 year after superseded, and then destroy records.Retain for 1 year after being reconciled with subsequent inventory and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1302
(Approved 12/15/11; Resolution No.37-11)

FIXED ASSET LISTS
These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.
RETENTION
Retain for 10 years and then destroy.
PRIMARY CLASSIFICATION

~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

SURPLUS PROPERTY ~~CASE FILES~~ FORMS
These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence required by the Division of Surplus Property.
RETENTION
Retain for 2 years after disposition of asset, and then destroy records.~~Retain for 6 years after final payment and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1992
(Approved 12/15/11; Resolution No.37-11)

Schedule 5
Accounting Records

Accounts Payable and Receivable Records
~~Accounts Receivable~~
~~Accounts Receivable Invoices~~
~~Adding Machine Tapes~~
Annual Financial Reports
Audit Reports
~~Bank Deposit (Pass) Books~~
~~Bank Statements~~
Cash Receipt Transaction Form
~~Check Copy Files~~
~~Check Registers~~
~~Daily Cash Reports~~
~~Deposit Slips~~
~~General Ledgers~~
~~Investment Accounting Monthly Reports~~
~~Investment Registers~~
Purchasing Records
~~Receipt Books~~
Refund Request
Reimbursement Files
Remittance Stubs
Sales and Use Tax Return Forms (Form TC-71)
State Treasurer's Accounting Statements
State Treasurer's Deposits
~~Travel/ Passenger Reimbursement Files~~
Unclaimed Checks/Warrants

ACCOUNTS PAYABLE AND RECEIVABLE RECORDS
These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.~~These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.~~
RETENTION
Retain for 4 years and then destroy records. ~~(UCA 70A-2-725) (2011).~~ .
PRIMARY CLASSIFICATION
Public.
GRS-106
(Approved 12/15/11; Resolution No.37-11)

~~**ACCOUNTS RECEIVABLE**~~
~~These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.~~
~~RETENTION~~
~~Retain for 4 years and then destroy (UCA 70A-2-725) (2011).~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

~~ACCOUNTS RECEIVABLE INVOICES~~
~~These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~ADDING MACHINE TAPES~~
~~These are adding machine tabulations. They are used to calculate cost report data or for other accounting purposes and are not attached to another record series. This does not include routine tabulations.~~
~~RETENTION~~
~~Retain until administrative need ends and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

ANNUAL ~~FINANCIAL~~ OR OFFICIAL REPORTS
These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.~~These are statistical reports on the financial affairs of the entire municipality. Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities (UCA 10-6-150(1) (2011). Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder (UCA 10-6-150(3) (2011).~~
RETENTION
Permanent. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

AUDIT ~~REPORTS~~ RECORDS
These are studies, and reports prepared and produced as a result of an internal or external audit of an entity. Audit records summarize an entity's programs, operations, productivity, performance, compliance, and can include examining and verifying the entities' financial activities for the year.~~These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year (UCA 51-2a-202) (2011). If the City receives federal funding, the audit, review, or compilation shall be performed in accordance with both federal and state auditing requirements.~~
~~(UCA 51-2a-202(2) (2011).~~
RETENTION
Permanent. ~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION

Public: ~~UCA~~ Utah Code 51-2a-203(2) (~~2011~~2004).
GRS-1727
(Approved 12/15/11; Resolution No.37-11)

~~**BANK DEPOSIT (PASS) BOOKS**~~
~~These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**BANK STATEMENTS**~~
~~These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CASH RECEIPT TRANSACTION FORM
Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1806

~~**CHECK COPY FILES**~~
~~These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**CHECK REGISTERS**~~
~~These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.~~
~~RETENTION~~
~~Retain for 7 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**DAILY CASH REPORTS**~~

~~These reports provide a daily record of cash balances, receipts, and disbursements.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~DEPOSIT SLIPS~~
~~These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~GENERAL LEDGERS~~
~~These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.~~
~~RETENTION~~
~~Retain for 10 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~INVESTMENT ACCOUNTING MONTHLY REPORTS~~
~~These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.~~
~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~INVESTMENT REGISTERS~~
~~These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PURCHASING RECORDS
These records document the purchase of equipment and other materials made by the department. Information includes a description of the item being ordered, requesting party, name of vendor, delivery and payment details.
RETENTION
Retain for 7 years and then destroy records.

PRIMARY CLASSIFICATION
Public.
GRS-16595

~~**RECEIPT BOOKS**~~
~~These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

REFUND REQUEST
These are forms signed by customers requesting a refund of monies paid to the entity.~~This is a form signed by the customer which requests a refund of monies paid to the agency.~~
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1824
(Approved 12/15/11; Resolution No.37-11)

REIMBURSEMENT FILES
These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011).
GRS-1833
(Approved 12/15/11; Resolution No.37-11)

REMITTANCE STUBS
These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2) (b) (2025)

SALES AND USE TAX RETURN FORMS (FORM TC-71)
These records document sales taxes collected and remitted, as well as eligibility for exemption. Applicable sales tax forms, exemption certificates, and related records are included.~~These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).~~
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-193
(Approved 12/15/11; Resolution No.37-11)

STATE TREASURER'S ACCOUNTING STATEMENTS
These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (~~UCA~~ Utah Code 51-7-1 to -24) (~~2011~~2025). These statements are required by law (~~UCA~~ Utah Code 51-7-9) (~~1984~~2025). They include a deposit form, an account statement and an investment credit notice.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

STATE TREASURER'S DEPOSITS
These forms accompany deposits to the State Treasurer's office for fees collected for the Children's Trust Fund and Displaced Homemaker as part of the marriage license fees. They serve as a receipt for deposits. They include depositor document number, collecting organization's name and address, collection period, accounting distribution organization and account codes, organization name, amount collected, total remittance, preparer's name and telephone number, authorizing judge or agent and date.~~These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.~~
RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-242
(Approved 12/15/11; Resolution No.37-11)

~~**TRAVEL/PASSENGER REIMBURSEMENT FILES**~~
~~These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011).~~

~~(Approved 12/15/11; Resolution No.37-11)~~

UNCLAIMED CHECKS/WARRANTS
These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.
RETENTION
Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026).
(Approved 12/15/11; Resolution No.37-11)

Schedule 6
Licensing Records

Beer License Application Files
Business License Files
~~Certificates of License~~
Business License Registers

BEER LICENSE APPLICATION FILES
These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to post file a cash or surety bond conditioned upon the retail licensee's faithful compliance (~~UCA~~ Utah Code 32B-5-204) (~~2011~~2020).
RETENTION
Retain for 4 years after completion of application and then destroy records.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

BUSINESS LICENSE ~~FILES~~ RECORDS
These records document individuals and businesses given permission to build or work within the consenting government's jurisdiction. Records include applications, certificates, registrations, permits, licenses, and related records. Indexes of building and business permits are historical and follow other general retention schedules.~~These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).~~
RETENTION
Retain for 3 years after expiration of license, and then destroy records.~~Retain for 4 years after final renewal of license and then destroy.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026).
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

~~**CERTIFICATES OF LICENSE**~~
~~These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.~~
~~RETENTION~~
~~Retain for 1 year after issuance of certificate and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

BUSINESS LICENSE REGISTERS
These records are a register or index of licensed businesses operating within municipal or county boundaries. Information includes the type of license issued, applicant, address, business name, and date.~~These registers record the issuance of licenses for persons or companies~~

~~conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.~~

RETENTION

Record copy: Permanent.

~~Duplicate copies: Retain until superseded and then destroy.~~

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Private.

GRS-289

(Approved 12/15/11; Resolution No.37-11)

Schedule 7
Maintenance Records

Americans with Disabilities Act (ADA) Accommodation Requests
Americans with Disabilities Act Building Records
As-Built Construction Plans and Specifications
~~Buildings and Grounds Maintenance Log~~
~~Daily Vehicle Usage Report~~
Daily/Weekly Work ~~Loss~~Logs
~~Equipment Maintenance and Repair Records~~
Fuel Records
~~Gasoline Sales Tickets~~
Insurance Adjusters' Vehicle Repair Estimates
~~Mileage Certificates~~
Property Maintenance and Repair Records
~~Service Requests~~
~~Space Utilization Reports~~
Vehicle Assignment Records
Vehicle Maintenance Records
Vehicle Registration Certificates
Vehicle Usage Report
Work Order ~~Log~~Records
~~Work Orders~~

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUESTS
These requests are made by individuals for disability accommodations. They include medical data about the person, accommodations made, denials, appeals, and other information about accommodation requests from service, program, or activity recipients, including applicants, employees and volunteers.
RETENTION
Retain for 5 years after separation, and then destroy
PRIMARY CLASSIFICATION
Public.
GRS-1434

AMERICANS WITH DISABILITIES ACT BUILDING RECORDS
These records document compliance with the Americans with Disabilities Act (ADA) regarding equal access to government facilities. They include surveys of government buildings to determine accessibility to people with disabilities, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.~~These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.~~
RETENTION
Retain for 15 years and then destroy.
PRIMARY CLASSIFICATION
Public.

GRS-122
~~(Approved 12/15/11; Resolution No.37-11)~~

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.~~These are the final plans and specifications for approved and constructed municipal buildings.~~
RETENTION
Permanent. May be transferred to the State Archives ~~with authority to weed~~.
PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

~~**BUILDINGS AND GROUNDS MAINTENANCE LOG**~~
~~This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.~~
~~RETENTION~~
~~Retain for 3 years after completion of repairs and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**DAILY VEHICLE USAGE REPORT**~~
~~This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DAILY/WEEKLY WORK LOGS
This daily log is maintained by each work crew to verify work completed. They may include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.~~This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.~~
RETENTION
Retain for ~~2~~ 1 year~~s~~ and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-651
(Approved 12/15/11; Resolution No.37-11)

~~**EQUIPMENT MAINTENANCE AND REPAIR RECORDS**~~

~~These are records of service repair and maintenance of municipal equipment, including office machines and furniture.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

FUEL RECORDS
These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel purchased or used by~~.~~ ~~the~~ municipal vehicles.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-112
(Approved 12/15/11; Resolution No.37-11)

~~**GASOLINE SALES TICKETS**~~
~~These are copies of credit card sales slips. They are used to verify the purchase of gasoline.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

INSURANCE ADJUSTERS' VEHICLE REPAIR ESTIMATES
These are insurance adjusters' reports on repair estimates for municipal vehicles.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-124
(Approved 12/15/11; Resolution No.37-11)

~~**MILEAGE CERTIFICATES**~~
~~These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each municipally purchased vehicle.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PROPERTY MAINTENANCE AND REPAIR RECORDS
These records document service repair and maintenance of government property. Information includes the request, work order, authorization, work logs, verification of work done, and related records.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION

Public.
GRS-111

~~SERVICE REQUESTS~~
~~These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.~~
~~RETENTION~~
~~Retain for 6 months after maintenance completed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~SPACE UTILIZATION REPORTS~~
~~These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.~~
~~RETENTION~~
~~Retain until superseded or obsolete and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

VEHICLE ASSIGNMENT RECORDS
These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-116
(Approved 12/15/11; Resolution No.37-11)

VEHICLE MAINTENANCE RECORDS
These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.~~These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.~~
RETENTION
Retain for ~~1~~ 3 year after disposition of vehicle and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE REGISTRATION CERTIFICATES
These records document ownership, registration, and operation of government-owned vehicles.~~These motor vehicle registration forms document municipal ownership of vehicle.~~
RETENTION
Retain until vehicle is transferred or sold and then transfer with vehicle.

PRIMARY CLASSIFICATION
Public.
GRS-16558
(Approved 12/15/11; Resolution No.37-11)

VEHICLE USAGE REPORT
This is a report of private and government vehicle usage. It is used for both maintenance and planning purposes. Information includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-109

WORK ORDER RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or city-owned facilities or structures.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-111

~~**WORK ORDER LOG**~~
~~This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**WORK ORDERS**~~
~~These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 8
Payroll Records

~~Administrative Payroll Reports~~
Budget Authorization Reference Files
~~Deductions and Other Earnings Registers~~
~~Employee Earnings History Files~~
~~Garnishment Records~~
Income Tax Exemptions and Withholding Files
~~Insurance Deduction Files~~
~~Leave Adjustment Reports~~
~~Leave Application Files~~
~~Leave Data Files~~
~~Payroll Files~~
Payroll Post Processing Records
Payroll Processing Records
~~Payroll Register~~
Preliminary Payroll Files
~~Retirement Benefits Assistance Files~~
~~Retirement Files~~
~~Taxable Wage Earning Reports~~
Time Sheets
Wage Survey Files
Workers' Compensation Claim Files

~~**ADMINISTRATIVE PAYROLL REPORTS**~~
~~These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

BUDGET AUTHORIZATION ~~REFERENCE FILES~~RECORDS
These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.
RETENTION
Retain for 4 years, and then destroy records.~~Retain until superseded and then destroy.~~
PRIMARY CLASSIFICATION
Private.

SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2025)
GRS-1856
(Approved 12/15/11; Resolution No.37-11)

~~**DEDUCTIONS AND OTHER EARNINGS REGISTERS**~~
~~These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-302(1)(f) (2011).~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**EMPLOYEE EARNINGS HISTORY FILES**~~
~~These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.~~
~~RETENTION~~
~~Retain until separation of employee and then place in Personnel file.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**GARNISHMENT RECORDS**~~
~~These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.~~
~~RETENTION~~
~~Retain for 3 years after end of garnishment and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES
Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.~~These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.~~
RETENTION
Retain for 4 years after form is superseded or termination of employee and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-1881

(Approved 12/15/11; Resolution No.37-11)

~~INSURANCE DEDUCTION FILES~~
~~These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.~~
~~RETENTION~~
~~Retain for 3 years after separation of employee and then destroy.~~
~~SUGGESTED PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~LEAVE ADJUSTMENT REPORTS~~
~~These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(1) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2008)~~
~~(Approved~~

~~LEAVE APPLICATION FILES~~
~~These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~LEAVE DATA FILES~~
~~These files contain compilations of leave earned and taken. Includes the annual leave compilation card.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~PAYROLL FILES~~
~~These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~

~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PAYROLL POST PROCESSING RECORDS
This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.
RETENTION
Retain for 7 years and then destroy.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1904

PAYROLL PROCESSING RECORDS
These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1903

PRELIMINARY PAYROLL FILES
Computer-produced, two-part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.
RETENTION
Retain for 1 year, and then destroy records.
PRIMARY CLASSIFICATION
Private: Utah Code 63G-2-302(1)(f) (2011)
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1889

~~**PAYROLL REGISTER**~~
~~This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.~~
~~RETENTION~~
~~Retain for 7 years if agency has employee earnings history files and then destroy. Retain for 65 years, if agency does not have employee history files and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011)~~

~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~RETIREMENT BENEFITS ASSISTANCE FILES~~
~~These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1)(f) (2011).~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~RETIREMENT FILES~~
~~These are reports and register control documents relating to an employee's retirement.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~TAXABLE WAGE EARNING REPORTS~~
~~These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

TIME SHEETS
Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule.~~These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.~~
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026)
GRS-1902
(Approved 12/15/11; Resolution No.37-11)

WAGE SURVEY FILES

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).
RETENTION
Retain until completion of second succeeding wage survey and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026)
GRS-142
(Approved 12/15/11; Resolution No.37-11)

WORKERS' COMPENSATION CLAIM FILES
Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made.~~These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.~~
RETENTION
Retain for 75 years, and then destroy records. OR Retain for 10 years after case is closed, and then destroy records.~~Retain for 10 years after case is closed and inactive and then destroy.~~
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(f) (~~2011~~2026)
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2025)
GRS-1938
(Approved 12/15/11; Resolution No.37-11)

Schedule 9
Personnel Records

~~Adverse Action Files~~
~~Comprehensive Employment and Training Act (CETA) Personnel Files~~
~~Course Announcement Files~~
Court Ordered Community Services
Department Of Transportation (Dot) Medical Card
Drug Test Negative Results
Drug Test Positive Results
Eligibility Certificates
~~Eligibility Register~~
Emergency and Other Personal Leave Files
~~Employee Contact Information~~
~~Employee History Card~~
Employee Training ~~Files~~Records
~~Employee Warning Files~~
~~Employment Applications (Hired)~~
Employment Applications (Not Hired)
Employment Eligibility ~~Records (I-9)~~Verification
Employment History Records
Equal Employment Opportunity (EEO) Compliance Case Files
Equal Employment Opportunity (EEO) Discrimination Complaint Case Files
Equal Employment Opportunity (EEO) Program Files
Equal Employment Opportunity (EEO) Reports
Equal Employment Opportunity (EEO) Statistics Files
Exempt Employee Performance-Related Records
~~Green Thumb Program Files~~
Grievance ~~and Disciplinary Files~~Records
~~Interview Records~~
~~Job Opening Files~~
~~Labor-Management Relations Files~~
~~Merit Employee Performance-Related Records~~
Municipal Officers' and Employees' Ethics Act Records
Performance Plans and Evaluations
~~Personal Injury Files~~
~~Personnel Files~~
Personnel Requisition and Analysis Files
Position ~~Description Files~~Analysis Records
Position Survey Files
Pre-Employment Health Records
Pre-Employment Tests
Promotional Tests
Quarterly Wage List Reports
~~Recruitment Files~~
~~Salary Surveys~~
Summer Youth Program Files

Teaching Aids Training Records
Temporary Employees Personnel Files
Wage Survey Files
Worker's Compensation Case Files

~~**ADVERSE ACTION FILES**~~
~~These are case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, or reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in the official personnel files.~~
~~RETENTION~~
~~Retain for 3 years after case is closed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PERSONNEL FILES**~~
~~These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through federally funded CETA programs. These employees were not later hired as full-time regular municipal employees (20 CFR 678 (1990)). CETA is an obsolete federally funded employment program.~~
~~RETENTION~~
~~Retain for 5 years from the date of enrollment and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**COURSE ANNOUNCEMENT FILES**~~
~~These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.~~
~~RETENTION~~
~~Retain until superseded or obsolete and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

COURT ORDERED COMMUNITY SERVICE FILES
These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.
RETENTION

Retain for 1 year after completion of community service and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Exempt: UTAH CODE OF JUDICIAL ADMINISTRATION RULE 4-202.03(10) (1995) CJA.
GRS-147
(Approved 12/15/11; Resolution No.37-11)

DEPARTMENT OF TRANSPORTATION (DOT) MEDICAL CERTIFICATE
These are records pertaining to an employee's qualification to drive commercial motor vehicles as performed by a qualified medical examiner.
RETENTION
Retain for 3 years after employment termination and then destroy.
PRIMARY CLASSIFICATION
Protected.

DRUG TEST POSITIVE RESULTS
These are records of employee drug or alcohol tests which were found to be positive and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. separation or rehabilitation), the person or entity performing the test, and the date and location of test.~~This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.~~
RETENTION
Retain for 5 years, except where federal standards apply, and then destroy records.~~Retain by office for 5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken.~~
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(b) (~~2011~~2026)
GRS-1958
(Approved 12/15/11; Resolution No.37-11)

DRUG TEST NEGATIVE RESULTS
These are records of employee drug or alcohol tests, the results of which were found to be negative. Information may include the identity of the person performing the test and the date and location of the test.~~This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.~~
RETENTION
Retain by office for 1 year, except where federal standards apply, and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(b) (~~2011~~2026)
GRS-1959
(Approved 12/15/11; Resolution No.37-11)

ELIGIBILITY CERTIFICATES
These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

RETENTION
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(2)(a) (~~2011~~2026)
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2026)
(Approved 12/15/11; Resolution No.37-11)

~~**ELIGIBILITY REGISTER**~~
~~This a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.~~
~~RETENTION~~
~~Retain for 2 years after expiration of eligibility and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

EMERGENCY AND OTHER PERSONAL LEAVE FILES
These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.~~These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.~~
RETENTION
Retain for 4 years and then destroy records.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1)(b) (~~2011~~2026)
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2025)
GRS-889
(Approved 12/15/11; Resolution No.37-11)

~~**EMPLOYEE CONTACT INFORMATION**~~
~~Business addresses, email addresses and telephone numbers designated for the public to contact an employee or officer of the governmental agency.~~
~~RETENTION~~
~~Retain until administrative need ends.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**EMPLOYEE HISTORY CARD**~~
~~These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.~~
~~RETENTION~~
~~Retain for 7 years after separation or 2 years after retirement and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~

~~(Approved 12/15/11; Resolution No.37-11)~~

EMPLOYEE TRAINING ~~FILES~~ RECORDS
These records document employee participation in training programs sponsored by governmental agencies or non-governmental institutions. Information may include correspondence, memoranda, reports, and other records relating to course availability and participation.~~These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.~~
RETENTION
Retain until separation, and then destroy records.~~Retain for 6 years and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1916
(Approved 12/15/11; Resolution No.37-11)

~~**EMPLOYEE WARNING FILES**~~
~~These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not affected, along with all related documents.~~
~~RETENTION~~
~~Retain for 2 years after employee completes an acceptable performance review from the date of the written notice of proposed removal or reduction in grade and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**EMPLOYMENT APPLICATIONS (HIRED)**~~
~~These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.~~
~~RETENTION~~
~~Retain in Personnel file.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

EMPLOYMENT APPLICATIONS (NOT HIRED)
These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. The resume and application of hired individuals are part of the Employee History Records.
RETENTION
Retain for 2 years after application deadline and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-1964
(Approved 12/15/11; Resolution No.37-11)

EMPLOYMENT ELIGIBILITY ~~RECORDS (I-9)~~VERIFICATION
This background documentation is used to verify employment eligibility. Information may include background checks, fingerprints and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records.~~This form is required by the Department of Homeland Security to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals. It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.~~
RETENTION
Retain for 3 years after whichever is greater: after date of hire, and then destroy records. OR Retain for 1 year after separation, and then destroy records.~~Retain for 4 years after date of hire or 1 year after date the individual's employment is terminated, whichever is longer and then destroy.~~
PRIMARY CLASSIFICATION
Private.
GRS-1970
(Approved 12/11/08; Resolution No. 33-18)

EMPLOYMENT HISTORY RECORDS
Employment history documents the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included in this schedule.
RETENTION
Retain until earliest of: three years after retirement or death, or 65 years after date of hire, except where federal standards apply, and then destroy records.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: Utah Code 63G-2-301(2)(b) (2011)
GRS-1965

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES These are compliance files and reports containing background papers and correspondence relating to contractor employment practices.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-153
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES
These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1602.14 (2012) 29 CFR 1602.31 (2012)~~29 CFR 1613.222 (1992).~~
RETENTION
Retain for 4 years after resolution of case and then destroy.

PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2025)
GRS-154
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES
These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.
RETENTION
Retain Permanently. ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS
These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602) (1992). They include statistical information on employees hired, rehired, and terminated.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES
These files contain employment statistics and statistical reports relating to race and gender.
RETENTION
Retain Permanently. ~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS
These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.
RETENTION
Retain for 5 years after date of appraisal and then destroy.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2)(b) (~~2011~~2025)
GRS-891
(Approved 12/15/11; Resolution No.37-11)

~~**GREEN THUMB PROGRAM FILES**~~
~~These files document the municipality's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older citizens and rural communities by providing essential community services through promoting the employment and training of older Americans. The Green Thumb Program is sponsored by the National Farmer's Union and is funded by the U.S. Department of Labor. Participants are low income persons 55 years and older who work an average of 20 to 24 hours per week. The files include time cards, Green Thumb employment form, performance review forms, enrollee job description, work schedule, medical examination form, memoranda, surveys, and related correspondence.~~
~~RETENTION~~
~~Retain for 3 years after final expenditure report submitted and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2008)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

GRIEVANCE ~~AND DISCIPLINARY FILES~~ RECORDS
Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action, ~~These files document the review of grievances and appeals raised by municipal employees,~~ except EEO complaints. These case files include witnesses' statements, reports of interviews; ~~and~~ hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.
RETENTION
Retain for 3 years after case is closed and then destroy.
PRIMARY CLASSIFICATION
Private. Unsubstantiated.
SECONDARY CLASSIFICATION
Public: Substantiated. ~~UCA~~ Utah Code 63G-2-301(3)(o) (~~2008~~2025)
GRS-1967
(Approved 12/15/11; Resolution No.37-11)

~~**INTERVIEW RECORDS**~~
~~These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.~~
~~RETENTION~~
~~Retain for 2 years after hiring decision is made and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**JOB OPENING FILES**~~
~~These files contain a listing of all current municipal job openings with job descriptions.~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**LABOR-MANAGEMENT RELATIONS FILES**~~

~~These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.~~
~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**MERIT EMPLOYEE PERFORMANCE-RELATED RECORDS**~~
~~These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.~~
~~RETENTION~~
~~Retain for 3 years after date of appraisal and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2)(b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS
These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with ~~UCA~~ Utah Code 10-3-1301 to 1312 (~~2011~~2024) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.
RETENTION
Retain for 10 years after termination of municipal employment/appointment and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PERFORMANCE PLANS AND EVALUATIONS
This information documents an employee's performance, including awards, performance plans, qualification records, and evaluations.
RETENTION
Retain for 3 years after separation, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1966

~~**PERSONAL INJURY FILES**~~
~~These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.~~

~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~PERSONNEL FILES~~
~~These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.~~
~~RETENTION~~
~~Record copy: Retain for 65 years from date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602) (2011).~~
~~Duplicate copies: Retain for 1 year after separation and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1) (f) (2011)~~
~~SECONDARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2) (b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PERSONNEL REQUISITION AND ANALYSIS FILES
These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

POSITION ~~DESCRIPTION FILES~~ ANALYSIS RECORDS
These records are used to create new job positions or update existing positions. Information includes job description and analysis, salary, justification, and related records.~~These files describe established positions including information on title, grade, duties, and agency responsibilities.~~
RETENTION
Retain for 3 years after superseded, and then destroy records.~~Record copy: Retain for 5 years after position is abolished or description is superseded and then destroy.~~
~~Duplicate copies: Retain until position is abolished or superseded and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-167
(Approved 12/15/11; Resolution No.37-11)

POSITION SURVEY FILES
These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION
Retain for 3 years or until position is resurveyed, whichever occurs first and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PRE-EMPLOYMENT HEALTH RECORDS
These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.
RETENTION
Retain for 30 years and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-180
(Approved 12/15/11; Resolution No.37-11)

PRE-EMPLOYMENT TESTS
These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.
RETENTION
Retain for 3 years, except where federal standards apply, and then destroy.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Private: applicant's name and score.
(Approved 12/15/11; Resolution No.37-11)

PROMOTIONAL TESTS
These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Private: name and score.
GRS-923
(Approved 12/15/11; Resolution No.37-11)
(Approved 12/11/08; Resolution No. 33-18)

QUARTERLY WAGE LIST REPORTS
These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees,

and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-1903 (Payroll Processing Records)
(Approved 12/15/11; Resolution No.37-11)

~~**RECRUITMENT FILES**~~
~~These files document the offering of municipal positions to potential employees. These files contain job offers which were declined. The accepted offers are maintained in individual personnel files.~~
~~RETENTION~~
~~Retain for 2 years after hiring decision is made and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**SALARY SURVEYS**~~
~~These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-30291) (f) (2011)~~
(Approved 12/15/11; Resolution No.37-11)

SUMMER YOUTH PROGRAM FILES
These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of labor training/modification form, employment applications, and related correspondence.
RETENTION
Retain for 3 years after termination of employment and then destroy.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2) (b) (~~2011~~2025)
(Approved 12/15/11; Resolution No.37-11)

TEACHING AIDS TRAINING RECORDS
These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.
RETENTION

Retain Permanently. ~~Record copy: Permanent. Retain training aids created by agency; retain training aids from other agencies or private institutions until obsolete or superseded and then destroy.~~
~~Duplicate copies: Retain until obsolete or superseded and then destroy.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

TEMPORARY EMPLOYEES PERSONNEL FILES
These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.
RETENTION
Retain for 1 year after separation and then destroy.
PRIMARY CLASSIFICATION
Private.
SECONDARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(2) (b) (~~2011~~2025)
GRS-172
(Approved 12/15/11; Resolution No.37-11)

WAGE SURVEY FILES
These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).
RETENTION
Retain until superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-30291) (f) (2011)
GRS-142

WORKER'S COMPENSATION CASE FILES
Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.
RETENTION
Retain for 75 years, and then destroy records. OR Retain for 10 years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Private.
GRS-1938

Schedule 10
Purchasing and Contract Records

Accounts Payable and Receivable Records
~~Bids and Proposals, Prior to Award of Contract or Grant~~
~~Bids and Proposals, Successful and Unsuccessful~~
Canceled Solicitation Files
Contract~~s, Purchasing and Construction~~ and Lease Records
~~Invoices~~
~~Leasing Contract Files~~
~~Professional Service/Provider Service Agreement Records~~
Purchase Orders
Purchasing Records
Real ~~Estate Acquisition~~ Property Files
Request~~s~~ for Proposals Records
Tax Exemption Records
Vendor List
~~Vouchers~~

ACCOUNTS PAYABLE AND RECEIVABLE RECORDS

These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.
RETENTION
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-106

~~BIDS AND PROPOSALS, PRIOR TO AWARD OF CONTRACT OR GRANT~~

~~These are solicited and unsolicited bids and proposals submitted in response to requests for proposals and grants to provide products or services to the City by a private contractor.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Protected. UCA 63G-2-305(6) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~BIDS AND PROPOSALS, SUCCESSFUL AND UNSUCCESSFUL~~

~~Formal bids, proposals and applications submitted in response to requests for proposals and grants, or bidding process to provide products or services to the City by a private vendor, following award of contract or grant.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public. UCA 63G-2-305(6) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~BIDS AND PROPOSALS, UNOPENED~~

~~These are solicited and unsolicited bids, and proposals to provide products or services which, due to funding or administration reevaluation, are no longer required by the municipal agency, or will not be opened in the bidding process.~~
~~RETENTION~~
~~Retain for 1 year and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CANCELED SOLICITATION FILES
Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals, requests for quotations) which were canceled prior to the awarding of a contract. Information includes presolicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.
RETENTION
Retain for 4 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1976

~~**CONTRACTS, PURCHASING AND CONSTRUCTION RECORDS**~~ **CONTRACT AND LEASE RECORDS**
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.~~These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, payments and addendums.~~
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records~~Retain for 6 years after expiration of contract and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1731
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**INVOICES**~~
~~These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**LEASING CONTRACT FILES**~~
~~These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.~~

~~RETENTION~~
~~Retain for 4 years after contract expires (UCA 70A-2a-506) (2011) and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT RECORDS**~~
~~These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.~~
~~RETENTION~~
~~Retain for 4 years after last payment (UCA 78B-2-307(1) (2011) and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PURCHASE ORDERS
These records document the purchase of equipment and other materials. They are used as a planning tool and for verification purposes. Information includes a description of the item being ordered, requesting agency, name of vendor, delivery and payment details.~~These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.~~
RETENTION
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1544
(Approved 12/15/11; Resolution No.37-11)

PURCHASING RECORDS
These records document the purchase of equipment and other materials made by the department. Information includes a description of the item being ordered, requesting party, name of vendor, delivery and payment details.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-16595

REAL ~~ESTATE ACQUISITION~~PROPERTY FILES
These records document the transfer of ownership of real estate to or from the municipality, whether by trade, sale, acquisition, transfer, donation, or other means.~~These records document the purchase of real property by the municipality. They include the contract and related correspondence.~~
RETENTION
Retain permanently. ~~Retain for 7 years after unconditional sale of property and then destroy.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(8) (~~2011~~2025)

GRS-1403
(Approved 12/15/11; Resolution No.37-11)

REQUEST~~S~~ FOR PROPOSALS RECORDS
These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service.~~These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.~~
RETENTION
Retain for 6 years after end of project or program, and then destroy records.~~Retain for 2 years after decision and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1991
(Approved 12/15/11; Resolution No.37-11)

TAX EXEMPTION RECORDS
Tax exemption certificates and related records.~~These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.~~
RETENTION
Retain for 3 years, and then destroy records.~~Retain for 3 years after period covered by related account and then destroy.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

VENDOR LIST
This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.
RETENTION
Retain until updated or superseded and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-190
(Approved 12/15/11; Resolution No.37-11)

~~**VOUCHERS**~~
~~This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.~~
~~RETENTION~~
~~Retain for 4 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 11
Risk Management Records
Disaster ~~Planning Files~~ Plan Records
Insurance ~~Policies/Reports~~Policy Contracts
Liability ~~Incident Case Files~~Risk Management Case Files
Loss Control Inspection Reports

DISASTER ~~PLANNING FILES~~PLAN RECORDS
Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.~~These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan. Record copy may be kept electronically~~
RETENTION
Retain until superseded, and then destroy records.~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(11) (~~2011~~2025)
GRS-2022
(Approved 12/15/11; Resolution No.37-11)

INSURANCE ~~POLICIES/REPORTS~~POLICY CONTRACTS
These are insurance policy contracts between the municipality and private insurers.~~These are insurance policies pertaining to and filed with contracts between the municipality and private contractor or provider. Record copy may be kept electronically.~~
RETENTION
Retain for 15 years after expiration of contractual agreement, and then destroy records.~~Retain for 6 years after expiration of policy and settlement of all claims and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-942
(Approved 12/15/11; Resolution No.37-11)

LIABILITY ~~INCIDENT CASE RECORDS~~ RISK MANAGEMENT CASE FILES
Case files of the reporting, investigation, and settlement of liability claims filed against the governmental agency.~~These records include incident reports, department reports, investigation, and settlement of liability incidents involving municipality department(s)/staff. Record information may be kept electronically.~~
RETENTION
Retain for 6 years after case closed OR retain for 20 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(24) (~~2011~~2025)
GRS-2013
(Approved 12/15/11; Resolution No.37-11)

LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds~~. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted.~~ This record might also be used as evidence in defense of a claim. ~~Record information may be kept electronically.~~

RETENTION

Retain for 12 years, and then destroy records.~~Retain for 6 years and then destroy.~~

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Protected: ~~UCA~~ Utah Code 63G-2-305(24) (~~2011~~2025)

GRS-199

(Approved 12/15/11; Resolution No.37-11)

Schedule 12
Engineering Records

Drainage Maintenance Agreements
Encroachment Agreements
Excavation Permit Records
Flood Control Permit Applications
Informational Maps and Plats
Permits to Work in a Public Way
Street Name and House Number Files
Survey Drawings

DRAINAGE MAINTENANCE AGREEMENTS
These are agreements between the municipality and canal or irrigation companies. The agreements allow water to be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.
RETENTION
Retain for 7 years after expiration of agreement and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1731
(Approved 12/15/11; Resolution No.37-11)

ENCROACHMENT AGREEMENTS
These are agreements between the municipality and property owners allowing them to place minor private improvements (E.g., mailboxes, radiant heating, landscaping), within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.
RETENTION
Encroachments are recorded with the property at Summit County Recorder’s Office and kept in perpetuity until they are no longer in effect.
PRIMARY CLASSIFICATION
Public.
GRS-680
(Approved 12/15/11; Resolution No.37-11)

EXCAVATION PERMIT RECORDS
These document individuals and businesses given permission to work in the municipal right-of-way for demolitions or excavations. Records include applications, certificates, registrations, permits, inspections, and agreement to comply with all state laws and municipal ordinances.
RETENTION
Retain for 3 years after expiration and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

FLOOD PLAIN DEVELOPMENT PERMIT APPLICATIONS
These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-683

INFORMATIONAL MAPS AND PLATS
These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.
RETENTION
Retain until superseded and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PERMITS TO WORK IN A PUBLIC WAY
These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.
RETENTION
Retain for 3 years after permit expires and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

STREET NAME AND HOUSE NUMBER FILES
These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads. Record copy may be kept electronically.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1167
(Approved 12/15/11; Resolution No.37-11)

SURVEY DRAWINGS
These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-384
(Approved 12/15/11; Resolution No.37-11)

~~Schedule 12~~
~~Special Assessment Records~~
~~Minutes of the Board of Equalization and Review~~
~~Notices of Intention~~
~~Protest Files~~
~~Special Assessment Books~~
~~Special Assessment Ledgers~~
~~Special Assessment Statements~~
~~Special Tax Refund Books~~
~~MINUTES OF THE BOARD OF EQUALIZATION AND REVIEW~~
~~These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the governing body or, at the option of the governing body of any municipality, consisting of the municipal recorder or a designee, the municipal engineer or public works director or a designee, or the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that tract, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality (UCA 11-42-403) (2011).~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~NOTICES OF INTENTION~~
~~The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created (UCA 11-42-202) (2011).~~
~~RETENTION~~
~~Retain for 2 years after final payment made and then destroy.~~
~~PRIMARY CLASSIFICATION~~

Public.
(Approved 12/15/11; Resolution No.37-11)

PROTEST FILES
These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.
RETENTION
Retain for 2 years after resolution or end of all litigation and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SPECIAL ASSESSMENT BOOKS
These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/11/08; Resolution No. 33-08)

SPECIAL ASSESSMENT LEDGERS
These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.
RETENTION
Retain for 3 years after final payment and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SPECIAL ASSESSMENT STATEMENTS
These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.
RETENTION
Retain for 3 years after final payment made and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SPECIAL TAX REFUND BOOKS
These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.
RETENTION
Retain for 3 years after final payment and then destroy.
PRIMARY CLASSIFICATION

~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 13
Library Records

Accession Records
Annual Report
Board of Director's Minutes
Circulation Records
Circulation Statistical Reports
Customer Complaints or Requests
~~Community Level Enhancement~~ Grant Records
Holdings Catalog
Interlibrary Loan Records
~~Library Complaints~~
~~Library Operation Policies~~Operational Procedure and Guideline Records
~~Library Services and Construction Act (LSCA) Grant Files~~
Lost Library Materials and Refund Receipts
Patron Assistance Publications
Patron Requests
Planning and Evaluation Studies
Registration Records
Shelf List
~~State Library Annual Report~~
Strategic Plans

ACCESSION RECORDS
These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.
RETENTION
Retain until superseded, and then destroy records.~~Retain until administrative need ends and then destroy; accession books created before 1960 permanent, transfer to State Archives with authority to weed.~~
PRIMARY CLASSIFICATION
Public.
GRS-1199
(Approved 12/15/11; Resolution No.37-11)

ANNUAL REPORT
This is an annual report by the library board of directors required by ~~UCA~~ Utah Code 9-7-406(1) (~~2011~~2019), to the city governing body on the condition and operation of the library, including a financial statement. ~~It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

BOARD OF DIRECTOR'S MINUTES

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.~~These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.~~

RETENTION

Retain permanently.

~~Permanent. May be transferred to the State Archives.~~

PRIMARY CLASSIFICATION

Public.

GRS-1709

(Approved 12/15/11; Resolution No.37-11)

CIRCULATION RECORDS

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until ~~items returned and late fees paid~~resolution of issue, and then destroy.

PRIMARY CLASSIFICATION

Private: ~~UCA~~ Utah Code 63G-2-302(1) (c) (~~2011~~2025)

GRS-507

(Approved 12/15/11; Resolution No.37-11)

CIRCULATION STATISTICAL REPORTS

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION

Retain ~~until annual report compiled~~ for 5 years and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 12/15/11; Resolution No.37-11)

CUSTOMER COMPLAINTS OR REQUESTS

These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency.

RETENTION

Retain for 3 years and then destroy.

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Private: Utah Code 63G-2-302(1) (c) (2011)
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

~~COMMUNITY LEVEL ENHANCEMENT~~ GRANT RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.~~These records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.~~
RETENTION
Retain for 7 years after ~~expiration of contract~~final action and then destroy ~~provided all claims and litigation have been resolved and all applicable state and federal audits completed~~records.
PRIMARY CLASSIFICATION
Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

HOLDINGS CATALOG
This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).
RETENTION
Retain until ~~catalog closed~~final action and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-509
(Approved 12/15/11; Resolution No.37-11)

INTERLIBRARY LOAN RECORDS
These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.
RETENTION
Retain until ~~request completed or canceled, applicable fees and fines paid, materials returned, and statistics collected~~final action and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1) (c) (~~2011~~2025)
GRS-510
(Approved 12/15/11; Resolution No.37-11)

~~**LIBRARY COMPLAINTS**~~
~~These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,~~
~~RETENTION~~
~~Retain for 1 year after resolution and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(1) (c) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**LIBRARY** **OPERATIONAL PROCEDURE AND GUIDELINE** **POLICIES** **RECORDS**~~
These records document actions taken to achieve objectives and implement policies through day to day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.~~These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.~~
RETENTION
Retain for 4 years after superseded, and then destroy records.~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-1732
(Approved 12/15/11; Resolution No.37-11)

~~**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FILES** These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Technology Act grants, which are regranted by the Utah State Library Division to public libraries. The grants are used to implement or update programs for literacy, institutional development, inadequate services or library technology. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains LSTA grant records for 7 years.~~
~~RETENTION~~
~~Retain for 7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

LOST LIBRARY MATERIALS AND REFUND RECEIPTS
These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(1) (c) (~~2011~~2026)
(Approved 12/15/11; Resolution No.37-11)

PATRON ASSISTANCE PUBLICATIONS
These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications varies, but all include the library name and location.
RETENTION
Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PATRON REQUESTS
These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may be a form and/or an electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).
RETENTION
Retain for 1 year ~~or until request is filled~~ and then destroy.
PRIMARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63-2-302(1) (c) (~~2011~~2026).
GRS-516
(Approved 12/15/11; Resolution No.37-11)

PLANNING AND EVALUATION STUDIES
These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.
RETENTION
Retain until superseded and then transfer to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

REGISTRATION RECORDS
The registration ~~application~~ card is completed by patrons applying for a library card. All information ~~on this form is computerized and~~ is used for the checkout of library materials, monitoring of overdue books, ~~fines and fees,~~ and for the on-going verification of address and telephone number. ~~Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse.~~ The application includes patron name, home address, telephone numbers, application date, and may include business addresses, email address and birth date.

RETENTION
~~Retain electronic registration record for 4 years after expiration and then delete from system. Retention may be extended up to 2 additional years if the patron has fines in excess of $50.00. Retain paper registration record for 6 months after date of registration and then destroy.~~ Retain for 3 years and then destroy records per the State Library.
PRIMARY CLASSIFICATION
Private. ~~UCA~~ Utah Code 63-2-302(1)(c) (~~1997~~2026).
GRS-519
(Approved 12/15/11; Resolution No.37-11)

SHELF LIST
This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes number (or call number), author, title, and number of copies.
RETENTION
Retain until catalog closed and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-520
(Approved 12/15/11; Resolution No.37-11)

~~**STATE LIBRARY ANNUAL REPORT**~~
~~This is an annual report required by UCA 9-7-211 (2011) to be submitted by "all municipal, city, county, and public school libraries" to the state librarian. It reports "on the condition and affairs of the library as required by the State Library Board." The State Library retains the record copy of these reports permanently.~~
~~RETENTION~~
~~Retain for 1 year or until administrative need ends and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

STRATEGIC PLANS
These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a ~~long and short term~~long- and short-term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

Schedule 14
Animal Control Records – Refer to Summit County Animal Control (Contracted)

Activity Reports
Animal Adoption Agreements
Animal Citations
Animal Master Report Cards
Bite Reports
Complaint Records
Contract Billings
Controlled Substances Euthanasia License Records
Controlled Substances Euthanasia Log
Daily Field Reports
Dog License Records
Master Logs

ACTIVITY REPORTS
These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.
RETENTION
Retain for 2 years and then destroy, if annual report produced; retain permanently, if no annual report produced.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

ANIMAL ADOPTION AGREEMENTS
These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.
RETENTION
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: UCA 63-2-302(2)(d) (2011).
(Approved 12/15/11; Resolution No.37-11)

ANIMAL CITATIONS
These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

ANIMAL MASTER REPORT CARDS
These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

BITE REPORTS
This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification may be quarantined for not less than 10 days to guarantee the dog does not have rabies Summit County Ordinance 100-1-18(6)(c); see also (UCA 26-6-11) (2011). The report usually includes the case number, information on person bitten, informant's name, information on the incident, treatment, animal and investigation.
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: UCA 63-2-302(1) (b) and 63-2-302(2)(d) (2011)
(Approved 12/15/11; Resolution No.37-11)

COMPLAINT RECORDS
These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint; complainant's name, address, telephone number; owner's name, address, animal's license number; and complaint details.
RETENTION
Retain for 2 years or until resolution of litigation, whichever occurs later and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CONTRACT BILLINGS
These are monthly bills received by municipalities with contractual agreements with counties to provide animal control services. They are used to collect fees for services provided. The bills may include date, invoice number, name and address of city, description of services provided, amount due, contract-agreement number, account number, amount, and a statement certifying billing accuracy.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION

Public.
(Approved 12/15/11; Resolution No.37-11)

CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS
These records document the annual registration process required to purchase and dispense controlled substances in accordance with 21 CFR 1301.21 (1993). These substances are used for the disposing of unwanted animals. These records must include the license, copy of the application, and related correspondence.
RETENTION
Retain for 5 years after expiration of license and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CONTROLLED SUBSTANCES EUTHANASIA LOG
This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.
RETENTION
Retain for 2 years (21 CFR 1304.03) (1993) and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

DAILY FIELD REPORTS
These forms are completed by each animal control officer to report on daily activities. They are used to compile activity reports. They include officer's name, time on and time off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, type of activity performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

DOG LICENSE RECORDS
These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.
RETENTION
Retain for 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

MASTER LOGS
These logs record all animals brought into the animal shelter. They may include date animal was brought in, breed, sex, color, location picked up, owner's name, and information on disposition of animal (whether adopted or euthanized).
RETENTION

~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 14
Transportation and Parking Records

Annual or Official Reports
Capital Project Status Report
Class “C” Road Funding Project Files
Construction Material Testing Records
Contract and Lease Records
Correspondence, Transitory
Draft Documents/Working Files
Feasibility Studies
Grant Application Files, Unsuccessful
Grant Records
Interlocal Agreements
Intersection Case Files
Operational Procedure and Guideline Records
Parking Meter Repair Records
Preliminary Plans and Specifications
Public Transit Records
Signalized Intersection Records
Surveillance Recordings
Traffic Signal Conflict Monitor Log
Training Records
Transportation Records
Vehicle Maintenance Records
Vehicle Ownership Records

*Except where federal standards apply, use the following retention schedules:

ANNUAL OR OFFICIAL REPORTS

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-3

CAPITAL PROJECT STATUS REPORT

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-670

CLASS “C” ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (Utah Code 72-2-108 (2008)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1148

CONSTRUCTION MATERIAL TESTING RECORDS
These records document how the agency meets state and federal requirements for material certification and testing. Records may include material certifications, testing documentation, weigh tickets, material submittals, construction materials forms, and other associated correspondence and documentation.
RETENTION
Retain for 2 years after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1409

CONTRACT AND LEASE RECORDS
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1731

CORRESPONDENCE, TRANSITORY
Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1759

DRAFT DOCUMENTS/WORKING FILES
These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.
RETENTION
Retain for 1 year after end of project or program, and then destroy records.
PRIMARY CLASSIFICATION

Protected: Utah Code 63G-2-305(22) (2025)
SECONDARY CLASSIFICATION
Exempt: Utah Code 63G-2-103(22)(b)(ii) (2025)
GRS-1684

FEASIBILITY STUDIES
These records are created and used in the development, redesign, modification of, or migration of data from, a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records.
RETENTION
Retain for 5 years after completion of study and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305(11) (2025) and Utah Code 63G-2-305(22) (2025).
GRS-746

GRANT APPLICATION FILES, UNSUCCESSFUL
Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.
RETENTION
Retain for 1 year after resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1746

GRANT RECORDS
These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.
RETENTION
Retain for 7 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1859

INTERLOCAL AGREEMENTS
These are agreements with other entities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of other entity officials, and city representatives.
RETENTION
Retain for 6 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-686

INTERSECTION CASE FILES
These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific

intersections and work order outline to be done at specific intersections, and a traffic accident history.
RETENTION
Retain for 7 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1155

OPERATIONAL PROCEDURE AND GUIDELINE RECORDS
These records document actions taken to achieve objectives and implement policies through day-to-day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.
RETENTION
Retain for 4 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1732

METER REPAIR RECORDS
Records show the type and frequency of repairs for each parking meter. They are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-111

PRELIMINARY PLANS AND SPECIFICATIONS
These records are related to the plans and specifications of approved and constructed facilities, road or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1788

PUBLIC TRANSIT RECORDS
These records document bus activity and ridership. Information includes driver manifests, passenger counts, paratransit services, routes, and related records.
RETENTION
Retain for 3 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1872

SIGNALIZED INTERSECTION RECORDS

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-690

SURVEILLANCE RECORDINGS
These records consist of surveillance used to record activity on government property or involving government vehicles.
RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-2021

TRAFFIC SIGNAL CONFLICT MONITOR LOG
This is a log showing when each conflict-monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The information is maintained at the intersection. The log includes location, type of conflict monitor and date serviced.
RETENTION
Retain for 7 years, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-696

TRAINING RECORDS
These records document employee participation in training programs sponsored by governmental agencies or non-governmental institutions. Information may include correspondence, memoranda, reports, and other records relating to course availability and participation.
RETENTION
Retain until separation, except where required by federal standards, and then destroy records.
PRIMARY CLASSIFICATION
Public.

TRANSPORTATION RECORDS
These geospatial records contain information pertaining to transportation routes. These include street centerlines, street locations, street names, and railroad routes.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-726

VEHICLE MAINTENANCE RECORDS
These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.
RETENTION
Retain for 3 years after disposition of asset, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE OWNERSHIP RECORDS
These records document ownership, registration, and operation of government-owned vehicles.RETENTION
Retain until vehicle is transferred or sold and then transfer with the vehicle.
PRIMARY CLASSIFICATION
Public.
GRS-16558

Schedule 15
Attorneys' Records

Attorney Working Files
Civil Case Files
~~Claim Petition Files~~
Collection Case Files
~~Felony Case Files~~
Formal ~~Legal~~ Opinion~~s~~ Records
High Profile Criminal Case Files
~~Homicide and Other Major Criminal Case Files~~
~~Informal Legal Opinions~~
Legal Case Index
Legal Counsel Records
Liability Risk Management Case Files
Misdemeanor Case Files
~~Routine Lawsuit Case Files~~
~~Significant Lawsuit Case Files~~

ATTORNEY WORKING FILES

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.~~These are attorney support files, e.g. for contracts, projects, research. They contain attorney work product, notes, memorandum, reports, and other attorney/client correspondence.~~

RETENTION

Retain for 1 year after end of project or program, and then destroy records.~~Record original: Retain pursuant to subject matter retention and/or until administrative need ends, and then destroy.~~

~~Duplicate copies: Retain until administrative use ends and then destroy.~~

PRIMARY CLASSIFICATION

Protected: ~~UCA~~ Utah Code 63G-2-305 (~~2011~~2025); privileged attorney communication as provided in ~~UCA~~ Utah Code 78B-1-137 (201~~1~~9)

GRS-1684

(Approved 12/15/11; Resolution No.37-11)

CIVIL CASE FILES

These case files document civil court cases. Records include court filings, attorney's notes, various court pleadings and related records.~~These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.~~

RETENTION

Retain for 10 years after case is closed, and then destroy records.~~Record copy: Retain for 10 years after case closed and then destroy.~~

~~Duplicate copies: Retain for 1 year after case closed and then destroy.~~

PRIMARY CLASSIFICATION

Protected: ~~UCA~~ Utah Code 63G-2-305 (~~2008~~2025); privileged attorney communication as provided in Section 78B-1-137

SECONDARY CLASSIFICATION
Public
GRS-2034
(Approved 12/15/11; Resolution No.37-11)

~~**CLAIM PETITION FILES**~~
~~These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.~~
~~RETENTION~~
~~Retain for 6 years provided no litigation pending and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

COLLECTION CASE FILES
These case files document the prosecution of all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the municipality. They include various court filings, attorney's notes, and final judgment.~~These are case files that document all fines, penalties, and forfeitures for the violation of any ordinance when collected, shall be paid into the municipal treasury within seven days after the collection date (UCA 10-3-716) (2011). They include various court filings, attorney's notes, and final judgment.~~
RETENTION
Retain for ~~4~~ 2 years and then destroy.
PRIMARY CLASSIFICATION
Protected.
SECONDARY CLASSIFICATION
Public
GRS-219
(Approved 12/15/11; Resolution No.37-11)
(Approved 12/11/08; Resolution No. 33-08)

~~**FELONY CASE FILES**~~
~~These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.~~
~~RETENTION~~
~~Record original: Retain for 10 years after case closed and then destroy.~~
~~Duplicate copies: Retain for 1 year after case closed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Protected.~~
~~(Approved 12/15/11; Resolution No.37-11)~~
~~(Approved 12/11/08; Resolution No. 33-08)~~

FORMAL ~~LEGAL~~ OPINION~~S~~ RECORDS

These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters.~~These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.~~

RETENTION

Retain permanently.

~~Permanent. May be transferred to the State Archives.~~

PRIMARY CLASSIFICATION

Public.

GRS-1722

(Approved 12/15/11; Resolution No.37-11)

HIGH PROFILE CRIMINAL CASE FILES

These case files document the investigation and prosecution of significant criminal cases referred to a prosecutor's office. These are cases involving corruption of public officials, cases attracting such publicity that precedents are set, and/or laws are changed, written, or rewritten, capital punishment cases, or cases wherein there is historic interest in the individuals involved.

RETENTION

Retain permanently.

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Protected.

GRS-2031

~~**HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES**~~

~~These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.~~

~~RETENTION~~

~~Record original: Permanent. May be transferred to the State Archives.~~

~~Duplicate copies: Retain for 10 years after case closed and then destroy.~~

~~PRIMARY CLASSIFICATION~~

~~Protected.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

~~**INFORMAL LEGAL OPINIONS**~~

~~These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.~~

~~RETENTION~~

~~Permanent. May be transferred to the State Archives~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

LEGAL CASE INDEX
This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.
RETENTION
Retain permanently.
~~Permanent. May be transferred to State Archives.~~
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

LEGAL COUNSEL RECORDS
These are legal interpretations given by attorneys at the request of municipal departments or other governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law.RETENTION
Retain until resolution of issue, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-1721
(Approved 12/15/11; Resolution No.37-11)

LIABILITY RISK MANAGEMENT CASE FILES
Case files of the reporting, investigation, and settlement of liability claims filed against the governmental agency.
RETENTION
Retain for 6 years after case closed OR retain for 20 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected.
GRS-2013

MISDEMEANOR CASE FILES
These case files document the criminal cases referred to a prosecutor's office which result in a non-felony prosecution. These files may include investigative information, legal pleadings and motions, correspondence, transcripts, evidence, and related records. This information is largely duplicated in court or law enforcement case files.~~These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.~~
RETENTION
~~Record original:~~ Retain for ~~7~~ 10 years after case closed and then destroy.
~~Duplicate copies: Retain for 1 year after case closed and then destroy.~~
PRIMARY CLASSIFICATION
Protected.
GRS-2033
(Approved 12/15/11; Resolution No.37-11)

~~ROUTINE LAWSUIT CASE FILES~~

~~These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.~~

~~RETENTION~~

~~Retain for 7 years after case is closed and then destroy.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~SECONDARY CLASSIFICATION~~

~~Protected.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

~~SIGNIFICANT LAWSUIT CASE FILES~~

~~These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.~~

~~RETENTION~~

~~Permanent. May be transferred to State Archives.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~SECONDARY CLASSIFICATION~~

~~Protected.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 16
Building Inspection Records

Building Permit Cards
Building Permit Files
~~Building Permit Registers~~
Construction Reports
Demolition Case Files
Enforcement Case Files
Financial Guarantees
Minutes of the Board of Appeals and Examiners
Nonresidential Building Plans
Public Buildings (Municipal and County) Building Plans
Residential Building Plans

BUILDING PERMIT CARDS
These reference card files record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-439
(Approved 12/15/11; Resolution No.37-11)

BUILDING PERMIT FILES
These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. Record copy shall be kept electronically.
RETENTION
Retain for 3 years after expiration of permit or license, and then destroy records.~~Permanent. May be transferred to the State Archives with authority to weed.~~
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

~~**BUILDING PERMIT REGISTERS**~~
~~These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits. Record copy shall be kept electronically.~~
~~RETENTION~~
~~Retain for 6 years and destroy. If only record of building permits, retain permanently.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CONSTRUCTION REPORTS
These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-995
(Approved 12/15/11; Resolution No.37-11)

DEMOLITION CASE FILES
These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.
RETENTION
Retain permanently. ~~Record Copy: Permanent.~~
~~Duplicate Copies: Retain for 5 years and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-445
(Approved 12/15/11; Resolution No.37-11)

ENFORCEMENT CASE FILES
These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant. ~~Record copy shall be kept electronically.~~
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-446
(Approved 12/15/11; Resolution No.37-11)

FINANCIAL GUARANTEES
These files contain letters of credit, escrow agreements and identification of cash payments to the City, which are required to guarantee installation of improvements on all new projects in Park City.
RETENTION
Retain for 4 years, then until administrative need ends. May be scanned.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

MINUTES OF THE BOARD OF APPEALS AND EXAMINERS
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes

agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.~~These are the minutes of the proceedings of regular and special meetings of the Board of Appeals and Examiners. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code.~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-1709
(Approved 12/15/11; Resolution No.37-11)

NONRESIDENTIAL BUILDING PLANS
These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address~~. Record copy shall be kept electronically.~~.
RETENTION
Retain for 7 years after final action, and then destroy records.~~Record Copy: Permanent.~~
*For historical reasons, agencies must contact the Archives before the destruction of any building plans.
PRIMARY CLASSIFICATION
Public.
GRS-442
~~SECONDARY CLASSIFICATION~~
~~Exempt: UCA 63G-2-103(22) (b)(iii) (2011)~~
(Approved 12/15/11; Resolution No.37-11)

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.~~These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address. Record copy shall be kept electronically.~~
RETENTION
~~Record Copy:~~
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~

PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

RESIDENTIAL BUILDING PLANS
These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address~~. Record copy shall be kept electronically~~.
RETENTION
Retain for 1 year after final action, and then destroy records.~~Record Copy: Permanent~~
*For historical reasons, agencies should contact the Archives before the destruction of any building plans.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(36) (~~2011~~2025)
GRS-441
(Approved 12/15/11; Resolution No.37-11)

Schedule 17
Cemetery Records

Burial Records
Cemetery Management Records
Certificates of Perpetual Care
~~Deed Register/Payment Records~~
~~Deeds~~
~~Grave Opening Orders~~
~~Interment Reports~~
~~Interment/Disinterment Registers~~
~~Lot Books/Files~~
~~Map Books~~
~~Plot Index Books/Files~~
~~Receipt Books~~

BURIAL RECORDS
These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-286

CEMETERY MANAGEMENT RECORDS
These administrative records document the management and operation of cemeteries. Information includes property maintenance and transitory interment-related records.
RETENTION
Retain for 1 year, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-287

CERTIFICATES OF PERPETUAL CARE
These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if ~~grave~~ monument has perpetual care. They include ~~certificate number, date issued, name, amount paid, receipt number, and grave location~~the owner's name and grave location.
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**DEED REGISTER/PAYMENT RECORDS**~~

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

DEEDS
These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."
RETENTION
Permanent.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

GRAVE OPENING ORDERS
These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

INTERMENT/DISINTERMENT REGISTERS
These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

LOT BOOKS/FILES
These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION

Public.
(Approved 12/15/11; Resolution No.37-11)

MAP BOOKS
These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PLOT INDEX BOOKS/FILES
These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.
RETENTION
Permanent. May be transferred to the State Archives.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

RECEIPT BOOKS
These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

RECORD OF INTERMENTS
These are copies of a monthly report submitted by the sexton to the Health Department's local registrar when a decedent is buried in the cemetery. They are used to verify a report was made. They include the name of the decedent, place of death, date of burial, and name and address of the funeral director or other person making the interment" (UCA 26-2-18(2) (2011).
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public: UCA 26-2-18(2) (2006)
(Approved 12/15/11; Resolution No.37-11)

Schedule 18
Clerk's Records

~~Agendas – Council, Boards, Committees and Commissions~~
Annexation Files
~~Business Files/Meeting Packets~~
Campaign Financial Disclosure Statement ~~Filess~~
City Charter, Constitution, and Bylaws
City ~~Histories~~History Records
Committee, Commission and Board Applications
Committee, Commission and Board, Appointment Files
Contract and Lease Records
~~Constitution and Bylaws~~
Deeds ~~Files~~, Subordination, Release, Reconveyance Records
Easement Files
~~Election Ballots~~
Election Canvass Record~~s~~s
Election Records
~~Election Returns~~
~~Lease Files~~
Interlocal Agreements
Meeting Recordings
Minutes and Supplementary Meeting Materials
Oaths of Office
Ordinances
~~Petitions~~Petition Records
Proof of Publication Records
~~Public Hearing Files~~
Resolutions

~~**AGENDAS/PUBLIC NOTIFICATIONS – COUNCIL/PUBLIC BODIES**~~
~~These files contain the public notification of meeting date, time, place and items to be presented and considered by City Council/public bodies as defined in the Open and Public Meetings Act UCA 52-4-103(8) (2011). (as amended)~~
~~RETENTION~~
~~Retain for 2 years or until administrative need ends, if not part of official minutes and then destroy. A permanent electronic copy may be retained.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

ANNEXATION FILES
These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council. ~~UCA~~ Utah Code 10-2-~~401~~ 801 to ~~428~~ 817 (~~2011~~2025) ~~(as amended)~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.

(Approved 12/15/11; Resolution No.37-11)

~~**COMMITTEES, COMMISSIONS AND BOARDS, APPOINTMENT FILES**~~
~~These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, applications, resumes, letters of appointment, related correspondence and rosters.~~
~~Pursuant to UCA 63G-2-305(51) (2011), an individual's home address, home telephone number, and personal mobile phone number is classified Protected if it is required on an application and the individual has a reasonable expectation that this information will be kept confidential.~~
~~RETENTION~~
~~5 years. Maintain historically significant documents and electronic records documenting historical information e.g. appointment names, terms, office, other, permanently.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected: UCA 63G-2-305 (51) (2011) (Application Form Personal Information).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**BUSINESS FILES/MEETING PACKETS – COUNCIL, ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS**~~
~~These files contain copies of documents relating to agenda matters e.g. reports, exhibits, legislative documents. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Exhibit Files, Agenda Files, Packets. Record copy may be kept electronically~~
~~RETENTION~~
~~Original Record copy: Retain for 10 years or until administrative need ends, whichever occurs later, then separate from permanent minutes and scan for permanent electronic copy (if not already done), and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT<u>S</u> ~~FILES~~
<u>These are financial reports required to be submitted by all candidates and political parties running for an elected office. Information includes donors and contributions, and campaign expenditures.</u>~~These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (2011). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over $50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.~~
RETENTION
<u>Retain permanently.</u>
~~Permanent. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.

GRS-282
(Approved 12/15/11; Resolution No.37-11)

CITY CHARTER, CONSTITUTION, AND BYLAWS
These are the charters, and constitution and bylaws of governing bodies. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules. ~~These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-43
(Approved 12/15/11; Resolution No.37-11)

CITY ~~HISTORIES~~ HISTORY RECORDS
These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records. ~~These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-1723
(Approved 12/15/11; Resolution No.37-11)

COMMITTEE, COMMISSION, BOARD APPLICATIONS
Forms submitted by citizens to apply for positions on a City committee, commission or board for use. ~~A communication between members of a legislative body, a member of a legislative body and a member of the legislative body's staff, or members of a legislative body's staff, that gives notice of legislative action or policy may not be classified as protected under this section.~~
RETENTION
Retain for 2 years, and then destroy records. ~~Permanent. May be transferred to State Archives.~~
PRIMARY CLASSIFICATION
Public
SECONDARY CLASSIFICATION
Protected. ~~UCA~~ Utah Code 63G-2-305(51) (~~2011~~2025)
GRS-1964
(Approved 12/15/11; Resolution No.37-11)

COMMITTEES, COMMISSIONS AND BOARDS, APPOINTMENT RECORDS
These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, applications, resumes, letters of appointment, related correspondence and rosters.
Pursuant to Utah Code 63G-2-305(51) (2025), an individual's home address, home telephone number, and personal mobile phone number is classified Protected if it is required on an application and the individual has a reasonable expectation that this information will be kept confidential.
RETENTION
5 years and then destroy
*Maintain historically significant documents and electronic records documenting historical information e.g. appointment names, terms, office, other, permanently.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: Utah Code 63G-2-305 (51) (2025) (Application Form Personal Information).
GRS-1010
(Approved 12/15/11; Resolution No.37-11)

CONTRACT AND LEASE RECORDS
These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.
RETENTION
Retain for 7 years after expiration of contractual agreement, and then destroy records.
PRIMARY CLASSIFICATION
Public
GRS-1731

~~**CONSTITUTION AND BYLAWS**~~
~~These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives after disbanding of committee. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DEED, ~~RECORDS/~~SUBORDINATION,~~/~~ RELEASE, ~~/~~RECONVEYANCE RECORDS
These records are deeds and conveyances of real estate owned by governmental entities. Included are the original deeds, titles, insurance and tax information.~~These are the original recorded deeds which provide evidence of City ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.~~

RETENTION
Retain permanently. ~~Permanent. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-735
(Approved 12/15/11; Resolution No.37-11)

~~EASEMENTS~~ EASEMENT FILES
These files contain recorded documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.
RETENTION
Retain permanently.
~~Permanent. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-1016
(Approved 12/15/11; Resolution No.37-11)

~~**ELECTION BALLOTS**~~
~~These are packets of official provisional, absentee or paper ballots of municipal elections cast by voters. Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest (UCA 20A-4-202(2) (b) (2011). After that time, the election officer shall destroy the ballots, if the election is not contested without opening or examining them (UCA 20A-4-202(2) (e) (2011).~~
~~RETENTION~~
~~Retain for 22 months after the election or until time has expired during which the ballots could be used in an election contest and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Exempt: UCA 20A-4-106 (2011) and 20A-4-401 (2011).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

ELECTION ~~CANVASSES~~ CANVASS RECORDS
These are the official canvass of primary, general, or special elections which provde a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.~~These documents are the official canvass of primary, municipal, or special elections, approved and signed by the Board of Canvassers. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals. (Park City's canvasses are in the form of a Resolution)~~
RETENTION
Retain permanently. ~~Permanent. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-284
(Approved 12/15/11; Resolution No.37-11)

ELECTION RECORDS

These records document primary and general elections administered by a municipality. They are used to verify that elections were held in accordance with statute. All records required in elections are included except ballots, returns, canvasses, and campaign financial disclosure statements, which have separate retention schedules.~~These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (2011).~~ Maintain permanent historically significant documents and electronic records documenting historical information e.g. ~~appointment~~ elected names, terms, office, other.
RETENTION
Retain for 22 months after the election and then destroy.
*Maintain historically significant documents and electronic records documenting historical information e.g. appointment names, terms, office, other, permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1019
(Approved 12/15/11; Resolution No.37-11)

INTERLOCAL AGREEMENTS
These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives. Record original is filed in City Recorder files. Department record copy may be kept electronically.
RETENTION
Retain for 6 years after expiration of contract and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**ELECTION RETURNS**~~
~~These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.~~
~~RETENTION~~
~~Retain for 22 months after the election (UCA 20A-4-202(3) (b) (2011) and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**LEASE FILES**~~
~~These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.~~
~~RETENTION~~
~~Retain for 4 years after contract expires (UCA 70A-2a-506) (2011) and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public: UCA 63G-2-301(2) (g) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

MEETING RECORDINGS ~~- CITY COUNCIL, ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS~~

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018).~~These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-203 (2011) requires that written minutes and a recording shall be kept of all open meetings and that they shall be available to the public within a reasonable time after the meeting. UCA 52-4-206 (2011) requires that if a public body closes a meeting the public body shall make a recording of the closed portion of the meeting and m ay keep detailed written minutes that disclose the content of the closed portions of the meeting.~~

RETENTION

Retain for 3 years after approval of written minutes, and then destroy records.
~~Permanent~~

PRIMARY CLASSIFICATION

Public

SECONDARY CLASSIFICATION

Protected: ~~UCA~~ Utah Code 63G-2-305(32) (~~2011~~2025); ~~UCA~~ Utah Code 52-4-206 (5) (~~2010~~2023)

GRS-1712

(Approved 12/15/11; Resolution No.37-11)

MINUTES ~~- CITY COUNCIL, ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS~~ AND SUPPLEMENTAL MEETING MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.~~These minutes are the official record of the proceedings of regularly scheduled, special and emergency council minutes. They include the date, time, and meeting place; members present and absent; the substance of all matters proposed, discussed, or decided, a record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes in accordance with UCA 52-4-203(2) (2011).~~

RETENTION

Retain permanently. ~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~

PRIMARY CLASSIFICATION

Public: ~~UCA~~ Utah Code 52-4-203(4) (~~2011~~2023)

SECONDARY CLASSIFICATION

Protected: ~~UCA~~ Utah Code 52-4-206(5) (~~2011~~2023). ~~UCA~~ Utah Code 63G-2-305(32) (~~2011~~2025).

GRS-1709

(Approved 12/15/11; Resolution No.37-11)

OATHS OF OFFICE

These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices.~~These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 (2011) and 10-3-828 (2011).~~

RETENTION

Retain permanently.~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~

PRIMARY CLASSIFICATION

Public.

GRS-1023

(Approved 12/15/11; Resolution No.37-11)

ORDINANCES

These ordinances are rules, laws or statutes adopted by the city. Records include codified ordinances.~~These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 719 (2011). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.~~

RETENTION

Retain permanently. ~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~

PRIMARY CLASSIFICATION

Public.

GRS-49

(Approved 12/15/11; Resolution No.37-11)

~~PETITIONS~~ PETITION RECORDS

These records are formal petitions submitted to the legislative body proposing action. The legislative body submits the petition to legal voters in general or special election. Information may include a statement of purpose on proposed action, signatures and addresses of petitioners, designated sponsors, actions of the legislative body, and related records.~~These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.~~

RETENTION

Retain permanently.

~~Retain for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives with authority to weed.~~

PRIMARY CLASSIFICATION

Public.

GRS-1730

(Approved 12/15/11; Resolution No.37-11)

PROOF OF PUBLICATION RECORDS

When a statute, court order, or judge requires publication of a document or notice in a local newspaper (Utah Code 78B-5-613 (2009)) evidence of the publication may be given by the

affidavit of the publisher along with a copy of the document or notice and specification of the dates of publication. These files may contain proof of publication affidavits, copies of actual newspaper notices and related evidence of the publication.~~These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.~~
RETENTION
Retain for 6 years after completion of publication or report, and then destroy records.~~Retain for 6 years and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-46
(Approved 12/15/11; Resolution No.37-11)

~~**PUBLIC HEARING FILES**~~
~~These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda. Record copy may be kept electronically.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives with authority to weed. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

RESOLUTIONS
Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.~~Unless otherwise required by law, the governing body may exercise all administrative powers by resolution including: (1) establishing water and sewer rates, (2) charges for garbage collection and fees charged for municipal services (3) establishing personnel policies and guidelines; and (4) regulating the use and operation of municipal property. Punishment, fines or forfeitures may not be imposed by resolution. (UCA 10-3-717) (2011).~~
RETENTION
Retain permanently..~~Permanent. May be transferred to the State Archives. If transferred, scanned copies should be retained in office. Permanent records should be maintained using proper archival techniques and procedures.~~
PRIMARY CLASSIFICATION
Public.
GRS-50
(Approved 12/15/11; Resolution No.37-11)

Schedule 19
Parks and Recreation Records

Class Rolls
Construction Project Files
Maintenance Complaints
Parks Files
Program Attendance Rolls
Recreation Program Files
Recreational Activity Release Records
Recreational Equipment Records
Recreational Facility Files
Recreational Facility Maps
Recreation Program Files
Recreation Registration Records
Reservation Records
Sports Teams Records
Supervisor's Daily/Weekly Reports
Ticket Stubs

ROLLS
These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CONSTRUCTION PROJECT FILES
These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.
RETENTION
Record copy: Permanent. May be transferred to the State Archives after park closure with authority to weed.
Duplicate copies: Retain for 4 years after completion of construction and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

MAINTENANCE COMPLAINTS
These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.
RETENTION
Retain for 2 years after resolution of complaint and then destroy.
PRIMARY CLASSIFICATION

~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~PARKS FILES~~
~~These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives with authority to weed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PROGRAM ATTENDANCE ROLLS
These are created by instructors to track class or activity attendance.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1036
(Approved 12/15/11; Resolution No.37-11)

~~RECREATION PROGRAM FILES~~
~~These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

RECREATIONAL ACTIVITY RELEASE RECORDS
This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.
RETENTION
Retain for 2 years or until all litigation is resolved and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: medical information.
GRS-644
(Approved 12/15/11; Resolution No.37-11)

~~RECREATIONAL EQUIPMENT RECORDS~~

~~These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.~~
~~RETENTION~~
~~Retain for 1 year after equipment returned and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

RECREATIONAL FACILITY FILES
These files document each recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, and photographs.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-646
(Approved 12/15/11; Resolution No.37-11)

~~**RECREATIONAL FACILITY FILES**~~
~~These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives after closure of park.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

RECREATIONAL FACILITY MAPS
These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

RECREATION PROGRAM FILES
These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They may include flyers of specific programs, reservation records, and copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION
Retain for 3 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-643
(Approved 12/15/11; Resolution No.37-11)

RECREATION REGISTRATION RECORDS
These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.
RETENTION
Retain for 2 years and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: home address and telephone number, social security number, ~~medica1~~medical~~,~~ information.
GRS-649
(Approved 12/15/11; Resolution No.37-11)

RESERVATION RECORDS
These files ~~contain the actual request forms submitted by the general public. They~~ are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files may include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: ~~UCA~~ Utah Code 63G-2-302(2)(d) (~~2011~~2026)
GRS-648
(Approved 12/15/11; Resolution No.37-11)

SPORTS TEAMS RECORDS
These records document the ~~sponsorship of~~ adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They may include information on teams, and participants, ~~and sponsors~~; regular play schedules; ~~and~~ tournament schedules; and awards and prizes.
RETENTION
Retain permanently..~~Retain for 5 years and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-650
(Approved 12/15/11; Resolution No.37-11)

SUPERVISOR'S DAILY/WEEKLY REPORTS
These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list

of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.
RETENTION
Retain for 1 year and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-651
(Approved 12/15/11; Resolution No.37-11)

~~**TICKET STUBS**~~
~~These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

Schedule 20
Planning and Zoning Records

Adopted Master Plans
Aerial Photographic ~~Maps~~ and Cartographic Records
Board of Adjustment Case Files
~~Board of Adjustment Minutes and Indexes~~
~~Certification of Appropriateness for Demolition of Historical Structure~~
Conditional Use Permit Records and Indexes
Community Development Block Grant Administrative Records
Community Development Block Grant Application Records
Demolition Case Files
Design Review
Determination of Historical Significance
Historic Preservation Board Grants
Historic Preservation Board Grants Log
Land Use Final Plans
Nonconforming Use Certificate Records
Open Meeting Minutes and Supplementary Materials
Planned Unit Development Case Files
~~Planning Commission Minutes~~
Planning Study Reports
Rezoning Records and Indexes
Sign Permit
~~Sign Permit, Temporary~~
Sign Plan, Master
Site Review Planning Records
Street/Alley Vacating Records
Subdivision Review Case Files/ Record of Survey
Zoning Maps
Zoning Ordinances

ADOPTED MASTER PLANS
These are comprehensive plans for municipal development adopted by the city commission. Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of the land within the municipality or any part of the municipality (~~UCA~~ Utah Code(~~UCA~~ 10-9a-401) (~~2011~~2024). The planning commission shall make a recommendation to the city commission for a general plan for the area within the municipality (~~UCA~~ Utah Code 10-9a-302(1) (a) (~~2011~~2026). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: a land use element; a transportation and circulation element; ~~(c)~~ an environmental element; a public service and facilities element; a rehabilitation, redevelopment, and conservation element; an economic element; recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.
RETENTION
Retain permanently.

~~Permanent. May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

AERIAL PHOTOGRAPHIC ~~MAPS~~ AND CARTOGRAPHIC RECORDS
Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the municipality. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale. ~~These are large aerial photographs of the municipality. They are usually updated once every five years, and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines. These records are typically maintained by the City Engineer.~~
~~-~~RETENTION
Retain permanently.~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

BOARD OF ADJUSTMENT CASE FILES
These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.
RETENTION
Retain permanently. ~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-655
(Approved 12/15/11; Resolution No.37-11)

~~**BOARD OF ADJUSTMENT MINUTES AND INDEXES**~~
~~These minutes document all meetings of the Board of Adjustment (UCA 10-9a-701) (2011). The duties of the Board of Adjustment are to hear and decide on appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance (UCA 10-9a-701 (2011). The minutes are used to document requests, discussions, and decisions of the Board.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**CERTIFICATION OF APPROPRIATENESS FOR DEMOLITION OF HISTORIC STRUCTURE.**~~
~~These records document the application for demolition of historic structures. The file contains the application and supporting documentation.~~
~~RETENTION~~
~~5 years from closing the file or the demolition whichever is later and then destroy~~
~~PRIMARY CLASSIFICATION~~

~~Public.~~
(Approved 12/15/11; Resolution No.37-11)

CONDITIONAL USE PERMIT RECORDS AND INDEXES
These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, site plans and/or drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORD
These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).
RETENTION
Retain for 3 years after end of grant period and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-666
(Approved 12/15/11; Resolution No.37-11)

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. These files include the initial application, and all final reports.
RETENTION
Retain permanently..~~Record copy: Permanent. May be transferred to the State Archives with authority to weed.~~
~~Duplicate copies: Retain until administrative use ends and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-667
(Approved 12/15/11; Resolution No.37-11)

DEMOLITION CASE FILES
These case files document government ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-445

DESIGN REVIEW
These files document the application for historic district design review. Design review allows for and ensures compliance of buildings within the historic guidelines and land management code. These record the original application, site plan, topographical plan, building elevation, floor plans and building sections, photographic panoramic view of the property, photographs of all existing buildings on-site, adjacent lots, and a streetscape elevation for the project side of the street.
RETENTION
Retain for 3 years after end of project or program, and then destroy records.~~Permanent~~
PRIMARY CLASSIFICATION
Public.
GRS-1160
(Approved 12/15/11; Resolution No.37-11)

DETERMINATION OF HISTORICAL SIGNIFICANCE
These files document the application for a Determination of Historical Significance. This determination must be made by the Planning Department and Historic Preservation Board prior to the removal or addition to the Historic Sites Inventory. These files contain the application and supporting documentation as required by LMC Section 15-11-10.
RETENTION
Retain permanently.
~~Permanent structure is determined to be significant or insignificant.~~
PRIMARY CLASSIFICATION
Public.
GRS-2049
(Approved 12/15/11; Resolution No.37-11)

HISTORIC PRESERVATION BOARD GRANTS
These files document the application and granting of funds awarded for local historic residential and commercial projects and improvements.
RETENTION
Retain ~~5~~ 7 years after completion of the structure and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1859
(Approved 12/15/11; Resolution No.37-11)

~~**HISTORIC PRESERVATION BOARD GRANTS LOG**~~
~~This file is a log of all applications and for historic preservation board grants. Information contained within the log contains street address, owner, year of application, action taken, approval amount, and project description.~~
~~RETENTION~~
~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public~~
~~(Approved 12/15/11; Resolution No.37-11)~~

LAND USE FINAL PLANS

These records are approved and final plans related to land use under a government entity's jurisdiction. Records pertain to plans that have been implemented partly or in full. Applications and plans may be related to any and all development, rezoning, use permitting, and property changes, or any activity received and processed by a planning and zoning department.. Plans are considered approved upon approval of a planning commission or similar stage of approval. Final plans are records that directly pertain to the approved plan submission.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-16589

NONCONFORMING USE CERTIFICATE RECORDS
The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

OPEN MEETING MINUTES AND SUPPLEMENTARY MATERIALS
Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.
RETENTION
Retain permanently.
PRIMARY CLASSIFICATION
Public.
GRS-1709

PLANNED UNIT DEVELOPMENT/ MASTER PLAN DEVELOPMENT CASE FILES
These case files document the creation of Planned Unit Developments (PUDs) or Master Plan Developments (MPDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing

types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission. PUDs are no longer a current application type, and the City now considers such projects MPDs.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

~~**PLANNING COMMISSION MINUTES**~~
~~These are minutes of meetings and hearings held by the planning commission. Each municipality shall enact an ordinance establishing a planning commission (UCA 10-9a-301 (2011). A municipal planning commission shall prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body (UCA 10-9a-302 (2011). RETENTION~~
~~Permanent. May be transferred to the State Archives.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PLANNING STUDY REPORTS
These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.
RETENTION
~~Permanent.~~Retain for 5 years after completion of report, and then destroy records ~~May be transferred to the State Archives.~~
PRIMARY CLASSIFICATION
Public.
GRS-746
(Approved 12/15/11; Resolution No.37-11)

REZONING RECORDS AND INDEXES
These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.
RETENTION
Retain permanently.
~~Permanent.~~

PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

SIGN PERMIT
These records document the application of approval or denial of signs as defined in Park City Municipal Code Section 12-2, Definitions. The file includes the original application, approvals, any inspection reports, and correspondence.
RETENTION
Retain for 3 years after expiration of permit, and then destroy records.~~Retain for one (1) year after sign is replaced or removed and administrative need ends, and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1724
(Approved 12/15/11; Resolution No.37-11)

~~**SIGN PERMIT, TEMPORARY**~~
~~These records document the application of approval or denial of temporary signs as defined as a sign installed on a property with the intent of displaying them continuously for more than twenty-four (24) hours that are not part of a permanent land use i.e. business name or tenant change, campaign signs, construction signs, project marketing signs, neighborhood information signs, real estate signs, special purpose signs, temporary portable signs, and or yard signs. The file includes the original application, approvals, any inspection reports, and correspondence.~~
~~RETENTION~~
~~Retain for one (1) year after the permit expires or is removed and administrative need ends, and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

SIGN PLAN, MASTER
These plans are designed to show the relationship of signs for any cluster of buildings or any single building housing a number of users or in any arrangement of buildings or shops which constitute a visual entity as a whole. The file should include the original application or amendments and approvals or denials issued by the Planning Department.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SITE REVIEW PLANNING RECORDS
These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.
RETENTION
Retain permanently.
~~Permanent.~~

PRIMARY CLASSIFICATION
Public.
GRS-662
(Approved 12/15/11; Resolution No.37-11)

STREET/ALLEY VACATING RECORDS
These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description. These records are typically maintained by the City Engineer.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-16589
(Approved 12/15/11; Resolution No.37-11)

SUBDIVISION REVIEW CASE FILES/ RECORD OF SURVEY
These case files document the developmental history of subdivision plans / record of survey submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-663
(Approved 12/15/11; Resolution No.37-11)

ZONING MAPS
These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-1747
(Approved 12/15/11; Resolution No.37-11)

ZONING ORDINANCES
These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. The planning commission shall prepare and recommend

to the city commission a proposed zoning ordinance and maps. The city commission shall hold a public hearing on the proposed zoning ordinance. After public hearing, the city commission may adopt the ordinance as proposed, amend zoning ordinance and adopt or reject the zoning ordinance as amended; or reject the ordinance" (~~UCA~~ Utah Code 10-9a-403) (~~2011~~2025).
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives with authority to weed~~.
PRIMARY CLASSIFICATION
Public.
GRS-49
(Approved 12/15/11; Resolution No.37-11)

Schedule 21
Public Safety Records

Accident Reports
Arrest Reports
Bicycle Registrations
Case Reports
Chemical Analysis Records (DUI)
Civil Service of Process Records
Court Summons
Crime Analysis Files
Criminal History Dissemination Log
Criminal History Records
Daily Activity ~~Report~~Records
Daily Radio Log
Dispatch Logs
~~Dispatch Tape Recordings~~
DUI (Driving Under the Influence) Reports
Evidence ~~Disposition~~ Tracking Records
Evidence Log
Expungements
Felony Investigation Case Files
Field Interrogation Reports
Fingerprint Cards
Firearm Qualification Records
Firearms Disposal Records
Firearms Inventory Cards
~~Homicide and Theft of Public Funds Case Files~~Homicide, Violent Felonies and Sex Crime
Impounded Vehicles Reports
Initial Contact Incident Reports
Internal Affairs Summary Report
Internal Affairs Unsubstantiated Case Files
Misdemeanor and Felony Investigation Files~~Case Files~~
Mug Shot Records
National Crime Information Center (NCIC) Records
Officer and Dispatch Recordings
Pawn Shop Receipts
Prosecuted Felony Criminal Case Files

Prosecuted Non-Felony Criminal Case Files
Questionable Cases Dispatch Recordings
Received Property Records
Returned Property Receipts
Robbery Bulletin Records
Sex Offender Files
Stolen/Recovered Property Lists
Traffic Citations
Unclaimed Property Files
Uniform Crime Report Files
Video Tapes, Vehicle Pursuit
Warrant Log
Warrant ~~Log~~Records
Warrant Worksheets
~~Warrants~~
Wrecker Service Records
Year End

ACCIDENT REPORTS
These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $1,000, or injury or death occurs (~~UCA~~ Utah Code 41-6a-402) (~~2011~~2023) and is maintained for seven years.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Exempt: ~~UCA~~ Utah Code 41-6a-404 (~~2011~~2025)
GRS-317
(Approved 12/15/11; Resolution No.37-11)

ARREST REPORTS
These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes the report is a multi-part form, with a copy sent to the county jail. See also Initial Contact Report. Arrest reports include initial contact report. Initial Contact Reports do not include follow-up or investigative reports prepared after the initial contact report.
RETENTION
Retain for 10 years, and then destroy records.~~Retain for 5 years if not part of case file, and then destroy.~~
PRIMARY CLASSIFICATION
Private. (~~UCA~~ Utah Code 63G-2-103(14) (a) (~~2011~~2025)
SECONDARY CLASSIFICATION
Public: Initial Contact Report (~~UCA~~ Utah Code 63G-2-301(3) (g) (~~2011~~2025)
GRS-2028
(Approved 12/15/11; Resolution No.37-11)

BICYCLE REGISTRATIONS

These are records relating to the required licensing of all cycles sold. “Cycle” means a device upon which any person may ride, propelled by human power through a belt, chain or gears and having one or more wheels in tandem or other arrangement. Cycles with wheels of at least twenty inches in diameter and frame size of at least fourteen inches shall be subject to licensing. Others may be licensed by owner upon request. All cycle dealers are required to license or arrange to have licensed at time of purchase all cycles and to keep records on all cycles sold and, within thirty days of sale to furnish, their respective city or county police department with the name and address of retailer the year and make of the cycle a general description of the cycle the cycle’s frame number and the name and address of the purchaser (~~UCA~~ Utah Code 11-21-1) (~~2011~~1997). Cycle registration may be handled by either the fire or police department.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private.
GRS-448
(Approved 12/15/11; Resolution No.37-11)

CASE REPORTS
These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.
RETENTION
Retain for 5 years if not part of case file and then destroy.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

CHEMICAL ANALYSIS RECORDS (DUI)
These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (~~UCA~~ Utah Code 41-6a-515) (~~2011~~2005). Usually these tests are part of the case file/accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.
RETENTION
Retain for ~~3~~ 2 years ~~if not part of case file~~ and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-332
(Approved 12/15/11; Resolution No.37-11)

CIVIL SERVICE OF PROCESS RECORDS
These records document civil papers processed and served by the police department. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil

paper served (subpoena, warrant, etc.). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. The records are traditionally known as the civil day book.
RETENTION
Retain for ~~3~~ 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-323
(Approved 12/15/11; Resolution No.37-11)

COURT SUMMONS
This is a call for citizens to appear in court for criminal offenses. After summons is served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.
RETENTION
Retain for 2 years if not part of case file and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CRIME ANALYSIS FILES
These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.
RETENTION
Retain for 2 years or until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-326
(Approved 12/15/11; Resolution No.37-11)

CRIMINAL HISTORY DISSEMINATION LOG
These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under ~~UCA~~ Utah Code 53-10-108 (~~2011~~2025).
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-327
(Approved 12/15/11; Resolution No.37-11)

CRIMINAL HISTORY RECORDS
These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal

Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.
RETENTION
Retain for ~~5~~ 75 years ~~provided no further arrest or until administrative need ends~~ and then destroy.
PRIMARY CLASSIFICATION
Exempt: ~~UCA~~ Utah Code 53-10-108 (~~2011~~2025)
GRS-2030
(Approved 12/15/11; Resolution No.37-11)

DAILY ACTIVITY REPORT
This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-2025
(Approved 12/15/11; Resolution No.37-11)

DAILY RADIO LOG
This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

DISPATCH LOGS
This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1221
(Approved 12/15/11; Resolution No.37-11)

~~**DISPATCH TAPE RECORDINGS**~~
~~These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.~~
~~RETENTION~~

~~Retain for 30 days and erase provided questionable actions are transferred to cassette tapes.~~
~~PRIMARY CLASSIFICATION~~
~~Private.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DUI (DRIVING UNDER THE INFLUENCE) REPORTS
These records are used for reporting persons arrested for driving while under the influence of alcohol or drugs. They detail first contact in response to incidents, supplemental information gathered by the police department, and may include investigative reports.~~These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within ten days after the date of arrest and service of notice (UCA 53-3-223 (5) (2011). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.~~
RETENTION
Retain for 2 years if not part of case file and then destroy.
PRIMARY CLASSIFICATION
Private.
GRS-332
(Approved 12/15/11; Resolution No.37-11)

EVIDENCE ~~DISPOSITION~~ TRACKING RECORDS
These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.
RETENTION
Retain for ~~5~~ 10 years after case is closed, and then destroy.
PRIMARY CLASSIFICATION
Protected.
GRS-374
(Approved 12/15/11; Resolution No.37-11)

EVIDENCE LOG
This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.
RETENTION
Retain for 4 years if not part of case file and then destroy.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

EXPUNGEMENTS
A person convicted of a crime may petition the convicting court for an order to expunge records of arrest, investigation, detention, or conviction. To “expunge” means to seal or otherwise restrict access to records held by the agency that relate to the petitioner’s arrest, criminal investigation, detention, and conviction. A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order (UCA 7740-101 to 113) (2011).
RETENTION
Retain for 80 years or until confirmed death and then destroy.
PRIMARY CLASSIFICATION

Protected: UCA 63G-2-305 (2011).
(Approved 12/15/11; Resolution No.37-11)

FELONY INVESTIGATION CASE FILES
These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.
RETENTION
Retain for 5 years after case closed and then destroy.
PRIMARY CLASSIFICATION
Protected.
GRS-2023
(Approved 12/15/11; Resolution No.37-11)

FIELD INTERROGATION REPORTS
This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.
RETENTION
Retain for 1 year or until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

FINGERPRINT CARDS
These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.
RETENTION
Retain until subject's confirmed death, the card is superseded, or administrative need has been met and then destroy.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

FIREARM QUALIFICATION RECORDS
These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.
RETENTION
Retain for 2 years after separation or termination of employee and then destroy.
PRIMARY CLASSIFICATION
Private.

(Approved 12/15/11; Resolution No.37-11)

FIREARMS DISPOSAL RECORDS
These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Protected.
GRS-1080
(Approved 12/15/11; Resolution No.37-11)

FIREARMS INVENTORY CARDS
These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.
RETENTION
Retain for 2 years after disposal of firearms and then destroy.
PRIMARY CLASSIFICATION
Protected.
GRS-2081
(Approved 12/15/11; Resolution No.37-11)

HOMICIDE, VIOLENT FELONIES AND SEX CRIME INVESTIGATION FILES ~~AND THEFT OF PUBLIC FUNDS CASE FILES~~
These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records. Violent felonies as defined by Utah Code 76-3-203.5(1)(c)(2019) are included in this schedule.~~These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.~~
RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives with authority to weed~~.
PRIMARY CLASSIFICATION
Protected.
GRS-2024
(Approved 12/15/11; Resolution No.37-11)

IMPOUNDED VEHICLES REPORTS
These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. Information includes the impound date; the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known);

reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number.~~These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.~~
RETENTION
Retain for 3 years ~~if not part of case file~~ and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-362
(Approved 12/15/11; Resolution No.37-11)

INITIAL CONTACT INCIDENT REPORTS
These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2019)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.~~These are initial written or recorded reports, prepared by peace officers engaged in public patrol or response duties. These reports describe official actions initially taken in response to either a public complaint about or the discovery of an apparent violation of the law. These reports may describe the date, time, location, and nature of the complaint, the incident, or the offense, the names of the victims, the nature or general scope of the agency's initial actions taken in response to the incident, the name, address, and other identifying information about any person arrested or charged in connection with the incident, or the identity of the public safety personnel, or prosecuting attorney involved in responding to the initial accident. These reports do not include follow-up or investigative reports prepared after the initial contact report (UCA 63G-2-103(14) (2011)).~~
~~Please also see "Arrest Reports."~~
RETENTION
Retain for 5 years ~~if not part of case file~~ and then destroy.
PRIMARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301(3)(g) (~~2011~~2025)
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305 (~~2011~~2025)
GRS-1107
(Approved 12/15/11; Resolution No.37-11)

INTERNAL AFFAIRS SUMMARY REPORT
This is a statistical report on all internal investigations of the police officers' and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION
Retain permanently.
~~Permanent. May be transferred to the State Archives, if not part of annual report.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES
These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Protected.
(Approved 12/15/11; Resolution No.37-11)

MISDEMEANOR AND FELONY INVESTIGATION~~CASE~~ FILES
These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.~~These case files are created as a result of misdemeanor complaints and investigations by the police department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files.)~~
RETENTION
Retain for ~~3~~ 5years after case is closed, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2023
(Approved 12/15/11; Resolution No.37-11)

MUG SHOT RECORDS
These are photographs and descriptions of arrested individuals which provide complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.~~These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.~~
RETENTION
Retain permanently.
~~Retain until confirmed death of subject or 75 years and then transfer to Archives with authority to weed.~~
PRIMARY CLASSIFICATION
Public.
GRS-2029
(Approved 12/15/11; Resolution No.37-11)

NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS
These records document the entry and removal of information by law enforcement into the NCIC system, which is maintained by the FBI. Information is used to trace stolen articles, missing or stolen guns, wanted persons, and missing juveniles.~~These files contain forms used to enter information on the NCIC system. The three separate forms used are (1) stolen articles report, (2) stolen or missing guns report, and (3) wanted persons or missing juveniles report.~~
RETENTION
Retain until final action, and then destroy records.~~Retain for 1 year if not part of case file and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-355
(Approved 12/15/11; Resolution No.37-11)

OFFICER AND DISPATCH RECORDINGS
Records document the actions of dispatch and law officers on duty. May include audio recordings, dashboard-mounted cameras and body-worn cameras not part of a larger case file.
RETENTION
Retain until resolution of issue, and then destroy records, subject to department specific storage limitations.
PRIMARY CLASSIFICATION
Private.
GRS-2027
(Approved 12/15/11; Resolution No.37-11)

PAWN SHOP RECEIPTS
These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

PROSECUTED FELONY CRIMINAL CASE FILES
These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.
RETENTION
Retain for 10 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2032
(Approved 12/15/11; Resolution No.37-11)

PROSECUTED NON-FELONY CRIMINAL CASE FILES
These case files document the criminal cases referred to a prosecutor's office which result in a non-felony prosecution. These files may include investigative information, legal pleadings and motions, correspondence, transcripts, evidence, and related records. This information is largely duplicated in court or law enforcement case files.
RETENTION
Retain for 10 years after case is closed and then destroy records.
PRIMARY CLASSIFICATION
Protected.
GRS-2033
(Approved 12/15/11; Resolution No.37-11)

QUESTIONABLE CASES DISPATCH RECORDINGS
These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.
RETENTION
Retain for 2 years after resolution of case and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-467
(Approved 12/15/11; Resolution No.37-11)

RECEIVED PROPERTY RECORDS
These are records of property received by peace officers in accordance with ~~UCA~~ Utah Code 77-24-1.5 (2011). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.
RETENTION
Retain for 3 years after return or disposal of property and then destroy.
~~SUGGESTED~~ PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

RETURNED PROPERTY RECEIPTS
These receipts document the return of property in the custody of the police department to property owner. ~~in accordance with UCA 77-24-3 (2011).~~ They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized police department personnel. Receipts are retained as permanent in the files of the agency involved or the court where the case is finally resolved." ~~(UCA 77-24-3) (2011).~~
RETENTION
Retain permanently.
~~Permanent. (UCA 77-24-3) (2011)~~
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

ROBBERY BULLETIN RECORDS
These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description,

victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.
RETENTION
Retain for 4 years or until robbery is solved and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

SEX OFFENDER FILES
Records maintained by state and local law enforcement agencies in order to document dex offenders living within their jurisdictions, as required by federal and state law.~~These are files maintained by a department on sex offenders living within its jurisdiction. All sex offenders shall, for ten years after termination of sentence, register within ten days of changing his place of habitation. This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 77-27-21.5) (2011).~~
RETENTION
Retain for 10 years after separation, and then destroy records.~~Retain for 10 years or until person moves from jurisdiction and then destroy.~~
PRIMARY CLASSIFICATION
Exempt~~: UCA 77-27-21.5(13) (27).~~
GRS-360
(Approved 12/15/11; Resolution No.37-11)

STOLEN/RECOVERED PROPERTY LISTS
These are lists of all recovered stolen property including description of property value, and serial number. This is usually a part of the original incident report.
RETENTION
Retain until lists become obsolete or administrative need ends, or if on state computer system, until expunged from system and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

TRAFFIC CITATIONS
This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.
RETENTION
Retain for 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-365
(Approved 12/11/08; Resolution No. 33-08)

UNCLAIMED PROPERTY FILES
These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before November 1 of each year as of the preceding June 30 and to transfer the

property identified in the report in accordance with ~~UCA~~ Utah Code 67-4a-301(1)~~(a)~~ (201707). The report includes the name of property's owner if known and the last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.
RETENTION
Retain for 10 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

UNIFORM CRIME REPORT FILES
These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.
RETENTION
Retain until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Exempt: ~~UCA~~ Utah Code 53-10-205 (~~2011~~2021).
(Approved 12/15/11; Resolution No.37-11)

VIDEO TAPES, VEHICLE PURSUIT
Videotapes recorded from police vehicles. Filming is automatically activated when the officer turns on the vehicle's lights and sirens or can be activated by the officer. The videotapes document officer's response to a police call or the stopping of a vehicle for witnessed infraction. They include the videotape, unit number, date, time, and officer's names.
RETENTION
Retain until resolution of issue, and then destroy records, subject to department specific storage limitations.~~Retain for 5 years if not part of case file, and then destroy~~.
PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

WARRANT LOG
These are court authorizations for the police to make an arrest. After the warrant is served the original is returned to the court. A log is kept of all warrants served indicating date and time served, name of person served, and purpose. The log is usually arranged chronologically.
RETENTION
Retain for 1 year after warrant is served and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

WARRANT WORKSHEETS
These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.
RETENTION
Retain for 3 years and then destroy.

PRIMARY CLASSIFICATION
Private.
(Approved 12/15/11; Resolution No.37-11)

WARRANT RECORDS~~S~~
Warrants issued by a court to a law enforcement agency for specific purposes, including to search property, arrest a person, track a vehicle, collect DNA for testing, or other reasons. Information may include purpose of issued warrant, directions from court, required person and location details, logs of served warrants, and related records.~~These are documents issued by a court directing a person to be taken into custody to answer charge(s) filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.~~
RETENTION
Retain until resolution of issue, and then destroy records.~~Retain until warrant served or canceled and then destroy.~~
PRIMARY CLASSIFICATION
Public: ~~UCA~~ Utah Code 63G-2-301 (~~2011~~2025)
GRS-370
(Approved 12/15/11; Resolution No.37-11)

WRECKER SERVICE RECORDS
These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, telephone number, address dispatched to, date, time, and identification number of person making call.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

YEAR END STATISTICAL REPORTS
RETENTION
Retain for 5 years, then until administrative need ends and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

Schedule 22
Public Utilities Records

As-Built Construction Drawings
Backflow Prevention Test Reports
~~Bacteriological Quality Analyses Reports~~
~~Billing Adjustment Records~~
~~Billing Register~~
~~Billing Report Printout~~
~~Chemical/Radiological Analyses~~
~~Complaint Files~~
~~Connection Books~~
Cross Connection Control Survey Files
~~Customer Application Records~~
Customer Account Records
Customer Complaint Files
~~Customer Deposit Cards~~
Daily Filter Tubidity Logs
~~Daily Operational Log~~
~~Daily Pump Station Well Reports~~
Discharge Monitoring and Water Reclamation Plant Reports
Ditch Flow Daily Records
~~Ditch Flow Summary Reports~~
Drainage Maintenance Agreements
Environmental Protection Agency (EPA) Grant Files
Field Notes
~~Flow Charts~~
~~Hydrograph Annual Reports~~
~~Hydrograph Daily Charts~~
Lead and Copper Records
~~Meter Books~~
Meter Location Records
Meter Repair and Testing Files
Microbiological Analyses
National Pollutant Discharge Elimination System Permits
Public Notices Including Consumer Confidence Reports
~~Pump Station Well Summary Reports~~
~~Remittance Stubs~~
Sanitary Survey
~~Sewer Main Location Plats~~
~~Television Inspection Reports~~
Water Consumption Annual Reports
Water Consumption Monthly Reports
Water District Engineering and Construction Records
Water Flow Annual ~~Recorder Charts~~Data
Water Flow Weekly ~~Recorder Charts~~Data
Water Main ~~Charts and Indexes~~Data
Water Sampling Analyses Records
Water Stock Purchase ~~Files~~Records
~~Water Treatment Plant Operational Reports~~
Work Order ~~Log~~Records
~~Work Orders~~

AS-BUILT CONSTRUCTION DRAWINGS
These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(11) (~~2011~~2025)
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

BACKFLOW PREVENTION DEVICE TEST REPORTS
These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.
RETENTION
Retain for ~~3~~ 5 years after subsequent test and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(9)(a) (~~2011~~2025) Utah Code R309-105-17(6) (2019)

(Approved 12/15/11; Resolution No.37-11)

~~**BACTERIOLOGICAL QUALITY ANALYSES REPORTS**~~
~~These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.~~
~~RETENTION~~
~~Retain for 5 years after subsequent test (40 CFR 141.33(a) (1992) and then destroy.~~
~~SUGGESTED PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**BILLING ADJUSTMENT RECORDS**~~
~~These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2)(b), (d) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

BILLING REGISTER
This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: UCA 63G-2-302(2)(b),(d) (2011)
(Approved 12/15/11; Resolution No.37-11)

BILLING REPORT PRINTOUT
These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CHEMICAL/RADIOLOGICAL ANALYSES
These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.
RETENTION
Retain for 10 years after subsequent test (40 CFR 141.33(b) (1992)) and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

COMPLAINT FILES
These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.
RETENTION
Retain for 3 years after date of resolution and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

CONNECTION BOOKS
These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.
RETENTION

~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected: UCA 63G-2-305(11) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CROSS CONNECTION CONTROL SURVEY FILES
These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.
RETENTION
Retain for 3 years after destruction of premise and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1118
(Approved 12/15/11; Resolution No.37-11)

~~**CUSTOMER APPLICATION RECORDS**~~
~~These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).~~
~~RETENTION~~
~~Retain for 3 years after account closed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2) (b),(d) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CUSTOMER ACCOUNT RECORDS
These are applications and agreements between a customer and government agency regarding utility service. They include account information collected by the agency in order to establish, provide, and bill for service.
RETENTION
Retain for 3 years after final action, and then destroy records.
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Private: Utah Code 63G-2-302(2) (b),(d) (2025)
GRS-1119

CUSTOMER COMPLAINT FILES
These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.
RETENTION
Retain for 3 years after date of resolution and then destroy.

PRIMARY CLASSIFICATION
Public.
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

~~**CUSTOMER DEPOSIT CARDS**~~
~~These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.~~
~~RETENTION~~
~~Retain for 3 years after account closed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63-2-302(2) (b),(d) (2011).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DAILY FILTER TURBIDITY LOGS
This log records a daily instrument table of information regarding turbidity filter operations required by Utah Code R309-105-17(1) (2019). Turbidity analysis records from each water treatment plant are maintained in SCADA. Utah DDW retains these records in the SDWIS database.~~This log records a daily instrument table of information regarding filter operations required by UCA 19-4-101 to -113 (2011)~~
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1121
(Approved 12/15/11; Resolution No.37-11)

~~**DAILY OPERATIONAL LOG**~~
~~This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**DAILY PUMP STATION WELL REPORTS**~~
~~This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.~~
~~RETENTION~~
~~Retain for 2 years provided summary report is compiled and then destroy.~~

~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORT
These are quarterly discharge monitoring reports (DMRs) are required under Utah Pollutants Discharge Elimination System (UPDES) permits and Snyderville Basin Water Reclamation District (SBWRD) permit. Reports include flow and water quality data related to discharge of mine tunnel water at Permit Outfalls and flow and water quality data related to water treatment plant discharges to the sanitary sewer. They are submitted to the Utah Division of Water Quality (DWQ) and SBWRD. ~~These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical~~ (40 CFR 122.41(j)(2) (2006)).~~results (40 CFR 122.41(j)(2) (1996).~~
RETENTION
Retain for 5 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1124
(Approved 12/15/11; Resolution No.37-11)

DITCH FLOW DAILY RECORDS
These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.
RETENTION
Retain for 7 years after final action, and then destroy records.~~Retain for 7 years or 4 years after litigation is settled provided summary report is compiled and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1125
(Approved 12/15/11; Resolution No.37-11)

~~**DITCH FLOW SUMMARY REPORTS**~~
~~These reports summarize the amounts delivered to water companies. The summary information is compiled monthly and/or annually. The reports include name of company, date, amount of water delivered, and amount required.~~
~~RETENTION~~
~~Permanent.~~
~~SUGGESTED PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative. Record copy may be kept electronically.
RETENTION
~~Record copy:~~ Retain for 6 years after expiration of agreement and then destroy.
~~Duplicate copies: Retain until expiration of agreement and then destroy.~~
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES
These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.
RETENTION
Retain for 3 years after final ~~audit~~ action and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1126
(Approved 12/15/11; Resolution No.37-11)

FIELD NOTES
These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
SECONDARY CLASSIFICATION
Protected: ~~UCA~~ Utah Code 63G-2-305(11) (~~2011~~2025).
GRS-1169
(Approved 12/15/11; Resolution No.37-11)

~~**FLOW CHARTS**~~
~~These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.~~
~~RETENTION~~
~~Retain for 6 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**HYDROGRAPH ANNUAL REPORTS**~~
~~These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows. Please refer to Schedule 22, Item #21 "Hydrograph Daily Charts" for the daily documentation.~~

~~RETENTION~~
~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~HYDROGRAPH DAILY CHARTS~~
~~These are water charts recording the daily flows of streams. They are used for predicting future stream flows. Please refer to Schedule 22, Item #36 "Hydrograph Annual Reports" for the annual report compilation.~~
~~RETENTION~~
~~Retain for 10 years provided annual report is compiled and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

LEAD AND COPPER RECORDS
These forms record water samples taken from various locations throughout the distribution system for lead and copper tests. They include records of all sampling data and analyses, reports, surveys, letters, evaluations and schedules. Utah DDW receives electronic copies of these test results and retains them in the SDWIS database.
RETENTION
Retain for 12 years after subsequent test and then destroy.
Utah Code R309-105-17(2)) (2019)
PRIMARY CLASSIFICATION
Public.

~~METER BOOKS~~
~~These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2)(b)(d) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

METER LOCATION RECORDS
These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.
RETENTION
Retain for 1 year after removal of meter and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1131
(Approved 12/15/11; Resolution No.37-11)

METER REPAIR AND TESTING FILES
These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.
RETENTION
Retain for 1 year after disposal of meter and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1132
(Approved 12/15/11; Resolution No.37-11)

MICROBIOLOGICAL ANALYSES
These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The Utah DDW receives electronic copies of these analyses and retains them in the Safe Drinking Water Information System (SDWIS) database.
RETENTION
Retain for 5 years after subsequent test Utah Code R309-105-17(1)) (2019) and then destroy.
SUGGESTED PRIMARY CLASSIFICATION
Public.
GRS-1110
(Approved 12/15/11; Resolution No.37-11)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS ~~These are permits~~
These are general permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions including stormwater, mine tunnel water and water treatment plant discharges (Utah Code 40 CFR 122.28 (2025). ~~issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993). This applies to municipalities with a population of 100,000 or greater.~~
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-1133
(Approved 12/15/11; Resolution No.37-11)

PUBLIC NOTICES INCLUDING CONSUMER CONFIDENCE REPORTS
These are notices sent to the public annually including the Consumer Confidence Report and upon requirements for special notices of violation of rules.
RETENTION
Retain 3 years Utah R309-105-17(7)
PRIMARY CLASSIFICATION
Public.

~~**PUMP STATION WELL SUMMARY REPORTS**~~

~~This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.~~
~~RETENTION~~
~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~REMITTANCE STUBS~~
~~These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Private: UCA 63G-2-302(2) (b) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~
*Sanitary Survey

SANITARY SURVEY
These are copies of written reports, summaries or communications relating to sanitary surveys of the system conducted by Utah DDW.
RETENTION
Retain for 10 years and then destroy (Utah R309-105-17(4) 2019)
PRIMARY CLASSIFICATION
Public.

~~SEWER MAIN LOCATION PLATS~~
~~These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.~~
~~RETENTION~~
~~Retain until updated or superseded and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~SECONDARY CLASSIFICATION~~
~~Protected: UCA 63G-2-305(11) (2011).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~TELEVISION INSPECTION REPORTS~~
~~These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.~~
~~RETENTION~~
~~Retain for 3 years or until updated or superseded and then destroy.~~
~~PRIMARY CLASSIFICATION~~

~~Protected: UCA 63G-2-305(11) (2011)~~
~~(Approved 12/15/11; Resolution No.37-11)~~

WATER CONSUMPTION ANNUAL REPORTS
These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts. ~~Please refer to Schedule 22, Item #30 "Water Consumption Monthly Reports" for the monthly statistics.~~
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-3
(Approved 12/15/11; Resolution No.37-11)

WATER CONSUMPTION MONTHLY REPORTS
These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts. ~~Please refer to Schedule 22, Item #38 "Water Consumption Annual Reports" for the annual report compilation.~~
RETENTION
Retain for 1 year after completion of publication or report, and then destroy records.~~Retain for 1 year provided annual report is compiled and no litigation is pending and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1138
(Approved 12/15/11; Resolution No.37-11)

WATER DISTRICT ENGINEERING AND CONSTRUCTION RECORDS
These are water and drainage records including drawings, diagrams, blueprints, maps, plats, engineering and construction project files, agreements, correspondence, reports, studies, and analysis concerning storm drains, water lines, reservoirs, drainage facilities, wells, tanks and pipes.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Protected. Pursuant to Federal Guidance Memorandum, Section III “Sensitive Bu Unclassified Information”, review requests for information on a case-by-case basis. Records concerning building and public works designs, to the extent that the records or information relate to the ongoing security measures of a public entity are protected pursuant to Utah Code Section 63-2-106.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

WATER FLOW ANNUAL ~~RECORDER CHARTS~~DATA

~~These charts are~~This data is taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The ~~charts~~ data includes water flow according to gauge flows, height, or level of aquifer in well on an annual basis. ~~Please refer to Schedule 22, Item #26 "Water Flow Weekly Recorder Charts" for weekly charts.~~
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
Public.
GRS-1145
(Approved 12/15/11; Resolution No.37-11)

WATER FLOW WEEKLY ~~RECORDER CHARTS~~ DATA
~~These charts are~~This data is taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The ~~charts~~ data includes water flow according to gauge flows, height, or level of aquifer in well, during a weekly period. ~~Please refer to Schedule 22, Item #37 "Water Flow Annual Recorder Charts" for annual charts.~~
RETENTION
Retain for 3 years provided annual chart is compiled and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1134
(Approved 12/15/11; Resolution No.37-11)

WATER MAIN ~~CHARTS AND INDEXES~~DATA
~~These charts~~This data shows the locations of all water mains, valves, hydrants, and water services to property owners in a given area.
RETENTION
Retain permanently.
~~Permanent.~~
PRIMARY CLASSIFICATION
~~Public.~~ Protected
~~SECONDARY CLASSIFICATION~~
~~Protected: UCA~~ Utah Code 63G-2-305(11) (~~2011~~2025)
GRS-1139
(Approved 12/15/11; Resolution No.37-11)

WATER SAMPLING ANALYSES RECORDS
These records verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply (raw or processed) for chemical, radiological, and bacteriological tests. Information includes details of the sample, analysis, and related records.
RETENTION
Retain for 10 years after superseded, and then destroy records.
PRIMARY CLASSIFICATION
Public.
GRS-1114
(Approved 12/15/11; Resolution No.37-11)

WATER STOCK PURCHASE ~~FILES~~ RECORDS

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.
RETENTION
Retain for 10 years after sale of stock and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1140
(Approved 12/15/11; Resolution No.37-11)

~~**WATER STOCK PURCHASE FILES**~~
~~These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.~~
~~RETENTION~~
~~Retain for 10 years after sale of stock and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**WATER TREATMENT PLANT OPERATIONAL REPORTS**~~
~~This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.~~
~~RETENTION~~
~~Retain for 5 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

WORK ORDER ~~LOG~~ RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or city-owned facilities or structures.
~~This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.~~
RETENTION
Retain for ~~10~~ 2 years ~~after sale of stock~~ and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

~~**WORK ORDERS**~~
~~These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~

~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11) Schedule 23~~

Schedule 23
Public Works Records
Capital Project Status Report
Class "C" Road Funding Project Files
~~Complaint Files~~
Concrete Maintenance Records
Construction ~~Contract~~ Records
~~Construction Project Files~~
Customer Complaint Files
~~Delivery Tickets~~
~~Drainage Maintenance Agreements~~
Drainage System Repair List
~~Drawings and Diagrams~~
~~Driver and Route Check List~~
~~Encroachment Agreements~~
~~Excavation Permit Applications~~
~~Excavation Permit Billings~~
~~Flood Control Permit Applications~~
~~Highway Daily Report~~
Informational Maps and Plats
~~Interlocal Agreements~~
Intersection Case Files
Materials Test Results
~~Monthly Weight Reports~~
Parking Meter Repair Card Log
~~Permits to Work in a Public Way~~
Resurfacing Billings
Review Files
~~Route Maps~~
~~School Routing Maps~~
~~Signalized Intersection Records~~
~~Special Assessment Plats~~
~~Special Events Permits~~
Street Cleaning Records
Street Maintenance Records
~~Street Name and House Number Files~~
~~Survey Drawings~~
~~Survey Field Books~~
Traffic Drawings
~~Traffic Signal Conflict Monitor Log~~
~~Trouble Control Report~~
Vehicle Assignment Records
Vehicle Maintenance Records
Vehicle ~~Registration Certificates~~Ownership Records
~~Work Order Log~~
Work Order Record~~s~~

CAPITAL PROJECT STATUS REPORT
This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-670
(Approved 12/15/11; Resolution No.37-11)

CLASS "C" ROAD FUNDING PROJECT FILES
These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund under rules made by the Department of Transportation. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).
RETENTION
Retain for 3 years ~~after claim, audit, or litigation settled~~ and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1148
(Approved 12/15/11; Resolution No.37-11)

~~**COMPLAINT FILES**~~
~~These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.~~
~~RETENTION~~
~~Retain for 2 years or until resolution of any litigation, whichever occurs later and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CONCRETE MAINTENANCE RECORDS
These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.
RETENTION
Retain for 7 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-673
(Approved 12/15/11; Resolution No.37-11)

CONSTRUCTION ~~CONTRACT~~ RECORDS
Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.~~These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence. Record original is filed in City Recorder files. Department record copy may be kept electronically.~~

RETENTION
Permanent. Retain until final action. Records may be transferred to the archives.~~Record copy: Retain for 6 years after expiration of contract and then destroy.~~
~~Duplicate copies: Retain until expiration of contract and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1789
(Approved 12/15/11; Resolution No.37-11)

~~CONSTRUCTION PROJECT FILES~~
~~These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings. Record copy may be kept electronically.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives with authority to weed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

CUSTOMER COMPLAINT FILES
These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.
RETENTION
Retain for 3 years, and then destroy records.PRIMARY CLASSIFICATION
Public.
GRS-1783
(Approved 12/15/11; Resolution No.37-11)

~~DELIVERY TICKETS~~
~~These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~DRAINAGE MAINTENANCE AGREEMENTS~~
~~These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative. Record copy may be kept electronically.~~
~~RETENTION~~
~~Record copy: Retain for 6 years after expiration of agreement and then destroy.~~

~~Duplicate copies: Retain until expiration of agreement and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

DRAINAGE SYSTEM REPAIR LIST
This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem. ~~Record copy may be kept electronically.~~
RETENTION
Retain until superseded and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-678
(Approved 12/15/11; Resolution No.37-11)

~~**DRAWINGS AND DIAGRAMS**~~
~~These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings. Record copy may be kept electronically.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives.~~
~~PRIMARY CLASSIFICATION~~
~~Protected. Pursuant to Federal Guidance Memorandum, Section III Sensitive But Unclassified Information, review requests for information on a case-by-case basis. Records concerning building and public works designs, to the extent that the records or information relate to the ongoing security measures of a public entity are protected pursuant to Utah Code Section 63G-2-305 (2008).~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**DRIVER AND ROUTE CHECK LIST**~~
~~These files contain an annual evaluation form completed on each garbage truck driver to show driving ability and knowledge of street route. They include name of driver, date, vehicle number, route number, list of vehicle equipment to be checked before starting engine, list of items to be checked at completion of shift, results of road test, and comments concerning attitude, cooperation, route appearance, etc.~~
~~RETENTION~~
~~Retain for 2 years or until termination of driver and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**ENCROACHMENT AGREEMENTS**~~
~~These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement~~

terms, licensee's notarized signature, and signatures of the city council chair and city manager. Record copy may be kept electronically.
RETENTION
Retain for 6 years after agreement revocation and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EXCAVATION PERMIT APPLICATIONS
These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances. Record copy may be kept electronically.
RETENTION
Retain for 1 year after expiration and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

EXCAVATION PERMIT BILLINGS
These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.
RETENTION
Retain for 3 years and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

FLOOD CONTROL PERMIT APPLICATIONS
These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature. Record copy may be kept electronically.
RETENTION
Permanent. May be transferred to the State Archives with authority to weed.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

HIGHWAY DAILY REPORT
This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date,

~~employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.~~
~~RETENTION~~
~~Retain for 3 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

INFORMATIONAL MAPS AND PLATS
These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names. ~~Record copy may be kept electronically.~~
RETENTION
Retain until superseded and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**INTERLOCAL AGREEMENTS**~~
~~These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives. Record original is filed in City Recorder files. Department record copy may be kept electronically.~~
~~RETENTION~~
~~Record copy: Retain for 6 years after expiration of contract and then destroy.~~
~~Duplicate copies: Retain until expiration of contract and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

INTERSECTION CASE FILES
These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history. ~~Record copy may be kept electronically.~~
RETENTION
Retain for 7 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1155
(Approved 12/15/11; Resolution No.37-11)

MATERIALS TEST RESULTS
These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference

on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests). ~~Record copy may be kept electronically.~~
RETENTION
Retain for ~~5~~ 3 years after project completed and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**MONTHLY WEIGHT REPORTS**~~
~~This is a graph showing amount of refuse collected per day, week, month, and the percentage of time used for collection. The graph is used for budget purposes and evaluation of tonnage for each route. They include frequency of pickups at scale house, time estimated, arrival time, and total tonnage collected per month with average collected per truck.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

PARKING METER REPAIR ~~CARD LOG~~RECORDS
~~This log~~Records show~~s~~ the type and frequency of repairs for each parking meter. ~~The cards~~They are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.
RETENTION
Retain for ~~4~~ 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

~~**PERMITS TO WORK IN A PUBLIC WAY**~~
~~These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain for 1 year after bond expires and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

RESURFACING BILLINGS
These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance. ~~Record copy may be kept electronically.~~

~~RETENTION~~
Retain for ~~3~~ 4 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-106
(Approved 12/15/11; Resolution No.37-11)

REVIEW FILES
This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence. ~~Record copy may be kept electronically.~~
RETENTION
Retain for 3 years after completion of project and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-1160
(Approved 12/15/11; Resolution No.37-11)

~~**ROUTE MAPS**~~
~~These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain until route changes and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**SCHOOL ROUTING MAPS**~~
~~These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.~~
~~RETENTION~~
~~Retain for 2 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**SIGNALIZED INTERSECTION RECORDS**~~
~~These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing setup of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain for 2 years after signal device removed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

~~SPECIAL ASSESSMENT PLATS~~

~~These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed. Record copy may be kept electronically.~~

~~RETENTION~~

~~Retain for 5 years after district is completed. May be transferred to the State Archives with authority to weed.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~(Approved 12/15/11; Resolution No.37-11)~~

~~SPECIAL EVENTS PERMITS~~

~~These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.~~

~~RETENTION~~

~~Retain for 1 year after event and then destroy.~~

~~PRIMARY CLASSIFICATION~~

~~Public.~~

~~SECONDARY CLASSIFICATION~~

~~Private: UCA 63G-2-302(2) (d) (2011)~~

~~(Approved 12/15/11; Resolution No.37-11)~~

STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION

Retain for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

GRS-1165

(Approved 12/15/11; Resolution No.37-11)

STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION

Retain for ~~3~~ 2 years and then destroy.

PRIMARY CLASSIFICATION

Public.

GRS-111

(Approved 12/15/11; Resolution No.37-11)

~~**STREET NAME AND HOUSE NUMBER FILES**~~
~~These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads. Record copy may be kept electronically.~~
~~RETENTION~~
~~Permanent.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**SURVEY DRAWINGS**~~
~~These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point. Record copy may be kept electronically.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives with authority to weed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~**SURVEY FIELD BOOKS**~~
~~These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.~~
~~RETENTION~~
~~Permanent. May be transferred to the State Archives with authority to weed.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

TRAFFIC DRAWINGS
These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street strip~~p~~ing. Drawings are used as a reference tool for the performance work. Record copy may be kept electronically.
RETENTION
Retain for 4 years after revised and then destroy.
PRIMARY CLASSIFICATION
Public.
(Approved 12/15/11; Resolution No.37-11)

~~**TRAFFIC SIGNAL CONFLICT MONITOR LOG**~~
~~This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes.~~

~~The log includes location, type of conflict monitor and date serviced. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain for 7 years and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

~~TROUBLE CONTROL REPORT~~
~~This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed. Record copy may be kept electronically.~~
~~RETENTION~~
~~Retain for 7 years or until litigation completed and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

VEHICLE ASSIGNMENT RECORDS
These are assignment logs, reports authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.
RETENTION
Retain for 1 year and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-116
(Approved 12/15/11; Resolution No.37-11)

VEHICLE MAINTENANCE RECORDS
These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.~~These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.~~
RETENTION
Retain for 3 years after disposition of asset, and then destroy records.~~Retain for 1 year after disposition of vehicle or until litigation completed and then destroy.~~
PRIMARY CLASSIFICATION
Public.
GRS-1873
(Approved 12/15/11; Resolution No.37-11)

VEHICLE ~~REGISTRATION CERTIFICATES~~OWNERSHIP RECORDS
These records document ownership, registration, and operation of government-owned vehicles.~~These motor vehicle registration forms document municipal ownership of vehicles.~~
RETENTION
Retain until vehicle is transferred or sold and then transfer with the vehicle.
PRIMARY CLASSIFICATION
Public.

GRS-16558
(Approved 12/15/11; Resolution No.37-11)

~~**WORK ORDER LOG**~~
~~This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.~~
~~RETENTION~~
~~Retain for 10 years after sale of stock and then destroy.~~
~~PRIMARY CLASSIFICATION~~
~~Public.~~
~~(Approved 12/15/11; Resolution No.37-11)~~

WORK ORDER RECORDS
These are authorization forms for repair or maintenance work on department vehicles, equipment, or ~~municipally~~city-owned facilities or structures.
RETENTION
Retain for ~~3~~ 2 years and then destroy.
PRIMARY CLASSIFICATION
Public.
GRS-111
(Approved 12/15/11; Resolution No.37-11)

City Council Staff Report

Subject: Snow Creek Tunnel
Author: Dawn Wagner, PE, Sr. Project Manager
Department: Engineering
Date: December 11, 2025

Recommendation

Authorize the City Manager to execute a Design Professional Services Agreement with Methods Consulting, in a form approved by the City Attorney's Office, to provide design services for the construction of a proposed pedestrian underpass across SR-248 by the Snow Creek Dr access point (the "Snow Creek Tunnel"), for an amount not to exceed $1,638,760.

Executive Summary

In March of 2025, the Council requested enhancements to the proposed Snow Creek Tunnel to improve users' comfort and experience. Additionally, the Council emphasized coordination with adjacent development construction activities to lessen impacts on residents. The adjoining development has not moved forward as planned, but Right-of-Way (RoW) from adjacent property owners is still required.

UDOT has confirmed that it does not support installing a high-intensity active crosswalk (HAWK)-protected pedestrian crossing at this location if the City constructs the tunnel within the next 5 years.

The design agreement is the next milestone for the Snow Creek Tunnel project. Authorizing the design to proceed will facilitate the following proposed project schedule:

- Study alternatives and negotiate with adjoining property owners, Winter/Spring of 2026
- Advertising project to contractors - January 2027
- Start construction - March 2027
- Complete construction - November 2028

Engineering plans to collaborate with the consultant to develop several alternatives for the Council's review before starting the work where most of their fee will be spent. Two alternatives will include the enhancements requested by the Council at the March 2025 meeting. They will be compared to the original proposal and the placement of a HAWK-enforced pedestrian crossing. A HAWK is under consideration should negotiations with property owners prove unsuccessful, pushing the realization of a tunnel beyond five years.

All the tunnel options outlined in the previous paragraph will necessitate acquiring additional Right-of-Way (RoW) to move forward. To build support among property owners during negotiations, it is crucial to have a comprehensive design prepared, complete with exhibits that illustrate the proposed acquisition and its impact. Despite adjacent landowners' overall support during discussions, presenting this detailed information is essential to advancing RoW negotiations.

Methods Consulting (MC) was selected through a competitive process in July 2025. They submitted the highest-ranked proposal, which highlighted their work in designing and constructing pedestrian tunnels.

Background

The 2007 voter-approved $15 million Walkability Bond was created to improve Park City's connectivity and pedestrian safety. As part of this effort, the Walking and Biking Liaison Committee (WALC) was formed to prioritize projects based on public input. The last remaining project funded by the bond is a pedestrian crossing at Kearns Blvd and Park Avenue, where a tunnel was proposed. Over time, the project's location was refined, shifting it north to Kearns Blvd and Snow Creek Drive, where it better aligns with key pedestrian and bike pathways.

The Snow Creek Tunnel remains in Park City's long-term plans, appearing in both Park City Forward and the Summit County Active Transportation Plans. In 2021, after further community engagement and analysis, the reconvened WALC Committee reaffirmed their tunnel recommendation to the City Council.

Key Council Actions:

- May 2021 – Walkability Bond Staff Report: Council directed staff to reconvene WALC and evaluate a grade-separated crossing.
- October 2021 – Walkability Bond-Projects Update: Council supported WALC's tunnel over a bridge recommendation at Snow Creek Drive.
- May 2022 – Snow Creek Crossing Feasibility Staff Report: The Council reviewed feasibility findings.
- February 2023 – Transportation Planning Update: Council discussed the timing of the project and coordination with surrounding development.
- June 2023 – Snow Creek Tunnel Cost Engineering: Council approved engineering contracts to refine tunnel costs and impacts.
- April 2024 – Transportation Capital Project Funding: Council reviewed tunnel cost estimates and requested further at-grade analysis. Staff awaited UDOT's response pending a rule change before finalizing the analysis.
- March 2025 – Snow Creek Pedestrian Crossing Alternatives presented to Council with support to move forward on enhanced tunnel design.

Analysis

MC was selected to perform this scope of work through a robust procurement process. The design services Request for Statement of Qualifications (RSOQ) was released in July 2025. Upon review of three proposals MC was clearly ranked the highest by the committee having design experience with other pedestrian tunnels in the local area.

The objective of this contract is to evaluate two alternatives with enhanced entryways for the pedestrian underpass for comparison with the previously presented scope of work and placement of HAWK at this location. The scope of work also includes identifying trail enhancements between SR-224 and Homestake Rd. and requirements/costs for the relocation of Snyderville Basin Water Reclamation District (SBWRD) wastewater infrastructure. Additionally, the scope includes the potential relocation of the historic monument associated with the Daughters of the Utah Pioneers, currently located between the access points to the cinema and hotel parking lots.

The design scope is divided in a typical manner at 30%, 60%, and 90% design phases followed by construction documents and the engineer's opinion of probable construction costs. The $1,638,760 cost is $18,760 higher than the 2024 estimate, see Table 1; however, it includes evaluation of two alternatives and cultural monument relocation not originally considered in the estimate. The 1% increase is also a typical annual increase in professional services hourly rates. This cost is in line with the project cost estimate presented to the Council.

Table 1 – Total Project Costs

	2024 Cost Estimate
Tunnel Construction	$10,809,527
Right of Way	$857,500
Design & Construction Management	$1,620,000
Contingency Assumptions	$3,500,108
Total Project Costs	$16,787,135

Funding

Funds for these design services will come from the existing Snow Creek Tunnel capital budget. Table 2 outlines the current funding sources assigned to the project:

Table 2 – Budgeted Funding Sources

Funding Source	**Allocated Amount**
Walkability Bond	$4,329,583
UDOT TIF Active Grant	$3,517,830
Transit Fund	$2,502,012
County 3rd Quarter Sales Tax	$1,067,353
Snyderville Basin Water Reclamation District	$1,500,000
FY25 Project Funding	**$12,916,778**

As design progresses, it will allow for PCMC to seek additional funding sources.

City Council Staff Report

Subject: 2026 Sundance Film Festival Supplemental Plan and Level Five Special Event Permit Approval
Author: Chris Phinney
Department: Special Events
Date: December 11, 2025

Recommendation
Hold a public hearing and consider approving the 2026 Supplemental Plan and Level Five Special Event Permit (**Exhibit A**) to hold the 2026 Sundance Film Festival (Festival) in a form approved by the City Attorney.

Executive Summary
This report reviews material changes to the 2026 Festival Supplemental Plan and Level Five Special Event Permit (Exhibit A), including updates to official venues, sponsors, sponsor venues, and sustainability efforts. We request City Council action under section 4A-2-3(H.2) of the Park City Municipal Code (PCMC), which requires Council review and approve Level Five Special Event permit renewals where material elements of the event have changed from the previous application.

Analysis
The Special Events Team has collaborated with City departments and multijurisdictional partners to review Material Changes proposed by Sundance Institute for the Festival and found them to comply with the requirements of section 4A of the Park City Municipal Code (PCMC) and the Festival City Service Agreement (Agreement). All event operations and a complete analysis of the Festival are included in **Exhibit B**.

Screening Schedule:
Eccles Theater:
- A full 10 Day screening schedule, new in 2026.

The DoubleTree by Hilton Hotel Park City - The Yarrow Theater:
- A full 10 Day screening schedule, new in 2026.

Egyptian Theater
- No screenings in 2026.

Material Changes to the 2025 Festival:
1. Official Festival Venues:
    - New Venue: The DoubleTree by Hilton Hotel Park City - The Yarrow will be a screening theater.
    - Removed Venue: The Egyptian Theater. The Egyptian Theater will not hold screenings in 2026. The Festival will hold a one day panel discussion at the Egyptian Theater in 2026.
    - The list of the 2026 venues is in **Exhibit C** (pages 14-16).

2. Official Sponsors:
    - New Sponsors: Ketel One, SundanceNOW.
    - Removed Sponsors: Darling & Co, Vimeo, The Walt Disney Company, Vibe, and Wrap.
    - The list of the 2026 Official Festival Sponsors is in **Exhibit C** (page 13).

3. Official Sponsor Venues (City owned public property):
    - Acura House of Energy at Festival Village: The activation will return to the Bob Wells Plaza. Their focus is specifically on their electric vehicle offerings. Including showcasing an EV fleet used as a VIP shuttle during the Festival, further aligning with the City's sustainability goals. Acura will have static vehicle displays on and around Main Street, including Miners Park and Swede Alley side of the Bear Bench plaza. Acura is requesting that a vehicle be displayed on 5th Street. This request is being vetted through Public Safety.
    - Hulu on Disney Plus/Fox Searchlight: The activation will be in the Galleria Parking Lot with a "Little Miss Sunshine" activation and giveaways. The activation will be managed by Fox Searchlight on behalf of Hulu on Disney Plus.
    - The Bonanza 5-Acre and Maverick Building: This area will be used for Sundance storage (no activations) due to the loss of the City Park Community Center reconstruction, the east side of the Bonanza 5-Acre parking from the Maverick Building to the Buggy Bath
    - Other Sponsor activities will be reviewed and approved by the Special Event Manager, City Departments, and City Manager.

4. Official Sponsor Venues (Privately owned):
    - Chase Sapphire Reserved for Business: Activation at 625 Main Street.

5. Main Street Activation Opportunities:
    - Main Street will once again be closed, prohibiting vehicular traffic, pedestrian only, under the requirement of Public Safety from January 22 to January 26, 2026, except during overnight operating and delivery hours.
    - We are working with the Historic Main Street Alliance (HPCA), The Park City Chamber of Commerce, and the Festival to add programming to the Main Street area during the first 5 days.
    - Activations have been offered to Sponsors, Main Street Merchants, and community partners. At the time of this report, there are no activations scheduled. All requests will be reviewed and approved by the Special Events Manager and City Manager.

<u>City Services Initiatives:</u>
The details of the 2026 Festival operations can be found in **Exhibit B**. The 2026 Festival will follow similar City operations executed during the 2025 Festival. Highlights include:

1. Parking Operations:
    - Removed parking areas: Specific parking spaces will be restricted from January 11 to February 1, 2026, including areas on Main Street, Bob Wells Plaza, and the Brew Pub north lot.
    - Parking rates:
        - Thursday, January 23: $40 flat fee.
        - Friday & Saturday, January 24 -25: $50 flat fee.
        - Sunday to Tuesday, January 26-28: $30 flat fee.
        - After January 29: Regular peak parking rates.

2. Transit:
    - PC Transit plans to provide increased service between Richardson Flat and Old Town, from 6:15 a.m. to 2:05 a.m. with 20-minute frequencies, from January 22 through January 31. Sundance will provide two additional transit routes within Park City with 10-20 minute frequencies. One will run through the Theatre District (Headquarters at Sheraton Hotel, Eccles Theatre, Bonanza, Walgreens, and Fresh Market) and the other between the Old Town Transit Center and Fresh Market along Park Avenue.
    - Park City and High Valley Transit (HVT) are imperative to mitigate Festival impacts and improve safety, access, and circulation during the Festival. Sundance has collaborated closely with the City and HVT to develop coordinated transit and transportation plans for the 2026 Festival.

3. Transportation: The 2026 Festival Transportation plan will remain as it was in 2025. The first five days of the Festival, January 22 to January 26, 2026, will be pedestrian only on Main Street from Swede Alley to 7th Street. The drop and load areas will be located on Main Street between 7th and 9th Streets and the south Marsac lot. A full operations plan and traffic circulation maps are included in Exhibit B. Here are the highlights:
    - Main Street will remain pedestrian only from 11:00 a.m. to 3:00 a.m. daily.
    - Main Street will reopen to travel for deliveries, trash and recycling, and snow removal between 3:00 a.m. to 11:00 a.m. daily.
    - Heber Avenue will remain buses-only to prioritize transit. Access to businesses and parking garages on Heber will be allowed with Special Event Resident Access Passes, Park Avenue will remain one-way travel, northbound. Southbound travel on Park Avenue will only be allowed for residents with Special Event Access Passes, Public Safety, Transit, Public Works, and Republic Services.
    - Drop and load during the Festival will be located on lower Main Street between 7th Street and 9th Street, and the south Marsac lot.
    - A DLS only drop and load area has been proposed to be located in the Brew Pub Lot. Access to Swede Alley will require a DLS access pass.
    - Special Event Residential, Sundance Official, Downtown Corridor, DLS, and Red/Green Parking access passes will be required at checkpoints to enter the impact map area.

- Increased Public Safety personnel will be located at key intersections to further deter traffic and, in some cases, direct traffic. We will also have additional Public Safety personnel (coupled with Kane Security) to grant access to Resident areas and reinforce traffic patterns.
- Close 8th Street between Park Avenue and Woodside – Type III Road closure barricades on both sides
    - Eastbound traffic from Crescent Tram would be detoured to go left on Woodside and then right on 10th to Park Ave (No right turn on Park Ave).
    - The closure would be lifted each night between 1AM-6AM. 1-2AM was very busy at the loading zone and having 8th Street as a release valve helped (loading zone contractor could move them).
    - Barricades and closure back in place by 6AM (Streets would return the barricades).
- Hillside Avenue will remain downhill travel only with resident-only access with Special Event Access Passes.
- Public Safety, Transit, Public Works, and Republic Services will continue to be allowed access to streets without Special Event Access Passes.
- Kane Consulting managed residential neighborhood protection, parking, and pedestrian management.

The final 5 days of the Festival, January 27 to February 1, 2026, will operate comparably to 2025, with two-way travel on Main Street and Swede Alley, and one-way travel (north) on Park Avenue.

- The downtown corridor will return to two way travel on Main Street and Swede Alley;
- Heber Avenue will remain buses only to prioritize transit. Access to businesses and parking garages on Heber will be allowed with Special Event Access Passes; Park Avenue will remain one-way travel, northbound. Southbound travel will only be allowed for residents with Special Event Access Passes, Public Safety, Transit, Public Works, and Republic Services.
- Hillside Avenue will remain downhill travel only. Access will be granted to residents only with Special Event Access Passes.
- Public Safety, Transit, Public Works, and Republic Services will continue to be allowed access to streets without Special Event Access Passes.
- Increased Public Safety personnel will be located at key intersections to further deter traffic and, in some cases, direct traffic. We will also have additional Public Safety personnel (coupled with Kane Security) to grant access to Resident areas and reinforce traffic patterns.
- Additional signage at key intersections, including implementing additional no left or no right turns, and having more clearly marked signs regarding where parking is available.

4. Community Outreach:

- An extensive outreach program will inform the community about Festival operations, focusing on transportation, traffic, and parking. A community guide in both English and Spanish, along with door-to-door outreach, is scheduled from December 15, 2025, to January 9, 2026.
- Door to door outreach takes many departments to help distribute the Festival information and Special Events Access Passes to each house and business in Old Town.

Funding

The approved FY26 budget includes waived City services and contributions, pursuant to the Agreement with Sundance Institute, estimated for 2026 at $1,378,149 ($1,310,968 in 2025, details in Exhibit B). Increases to the 2026 estimate are due to increased Public Safety hours and security equipment. City services are budgeted and tracked within individual department budgets and funded from the General Fund.

Exhibits

Exhibit A	Festival Special Event Permit (Draft)
Exhibit B	Sundance Film Festival Analysis of Operations
Exhibit C	Festival Special Event Application and Supplemental Documents

SPECIAL EVENT PERMIT & 2026 SUPPLEMENTAL PLAN

Type of Permit:	Level 5 Special Event
Event Name:	2026 Sundance Film Festival
Event Date(s):	Thursday, January 22 through Sunday, February 1, 2026
Event Location:	Various locations throughout Park City
Permittee:	Sundance Institute
Contact Person:	Kristin Nolan, Chief Operating Officer
Approved By:	City Council of Park City
Approval Date:	December 11, 2025

The Park City Council has approved the annual Supplemental Plan and Level Five Special Event Permit for the 2026 Sundance Film Festival as part of the current City Services Agreement executed on October 30, 2013. This annual Supplemental Plan and Level Five Special Event Permit have been issued under the authority described within the Park City Municipal Code Section 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Sundance Film Festival is a unique cultural and entertainment activity held for non-profit and for-profit purposes occurring for a limited duration that impacts the City by having use of and impact on City property. The activity requires licensing beyond the scope of normal business, liquor regulations and is a temporary event that does not normally occur within the permitted Venue use as defined by the municipal code and creates public impacts through the following:
    a. Interruption of the safe and efficient flow of transportation in Park City, including streets or public rights-of-way. Due to the nature of the event, the City proposes changing traffic flow Park Avenue, and Hillside Avenue to provide a safe and efficient flow of transportation and pedestrian movement in Park City.
    b. The event uses City Property, including parking and facilities and parks as outlined in the Use Area Matrix (Attachment A).
    c. The activity requires public safety staffing beyond their normal scope of operations.
2. The event involves the use of an impact on City Property. Based on the degree of City Impacts of anticipated attendance of 70,000, venue use, and transportation and public safety impacts, the event has been determined to be a Level Five, Community Identifying Event based on the following factors:
    a. Overall attendance is estimated at 70,000 people, with anticipation of 9,000 people in Park City at any one time. The event anticipates 1,700 volunteers throughout the Festival.
    b. The event is held over eleven consecutive days.
    c. The event has major or severe impacts on surrounding areas and cannot be held within existing Venues or use areas.
    d. The event has major or severe transportation needs including the requirement for parking removal, requires a transportation mitigation plan, offsite parking, and major residential mitigation. The event also requires increased Park City Transit and requires Sundance to bring in a transportation provider from outside of Park City to provide the

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services required.
    e. Public Safety staffing is required beyond normal operations including major to severe support in venues and for transportation mitigation. This includes the requirement for public safety personnel from outside of the City's jurisdiction.
3. The Event is a Community Identifying Event due to:
    a. Honors Park City's unique community goals and enhances the collective goodwill that features legacy events, distinct traditions, and authentic local culture, including ties to the people, places, and history of Park City. Outside events that partner with a local nonprofit or business to check a box will not meet this criteria; and
    b. The event fundamentally aligns with the City's Critical Priorities and Core Values as adopted by the City Council; and
    c. Attendance is targeted primarily at local participation from Park City residents, employees and businesses. A growth or marketing model to bring attendance from outside of the Wasatch Back region is secondary to local attendance and participation; and
    d. The event provides free or affordable local Park City resident attendance options; and
    e. The event offers free or affordable options for underserved populations.
4. The City holds a City Services Agreement outlining the dates of the Festival.
5. The 2026 Sundance Film Festival will be held Thursday, January 22, through February 1, 2026. Set up and breakdown of the event will occur between January 10 and February 3, 2025, or as outlined in the Use Area Matrix, Operations Plan, Transportation, and Parking Plans.
6. The Special Event Manager has required the Applicant to provide Insurance Coverage, waiver and release of damages, indemnification, and Hold Harmless Agreement and Certificate of Insurance naming the City as additionally insured.
7. The event is held during a Peak Time, and is allowed to proceed, as it is not a new event, and the City holds an Agreement to enable the event on the dates as outlined.
8. Sundance Film Festival provides positive economic, cultural, and community value and aligns with the goals as outlined in the Park City General Plan. The cultural event creates a complete community through its core values and partnerships in Park City with both businesses and the community as a whole and provides diversity, and uniqueness and is one of the defining events Park City Event Calendar. The event does not unreasonably restrict existing public access or adversely impact shared space or the public due to the number of events, the nature of the event, or locations. The event is not primarily retail in nature and provides economic benefit to the City through sales tax, overnight visitation, marketing and branding as compared to community impacts and costs of services.
9. The conduct of the Special Event will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its Venues as attached to this permit.
10. The conduct of the Special Event will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
11. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
12. There are no other Special Events permitted within Park City Limits during the Sundance Film Festival; therefore, the Special Event will not substantially interfere with the provision of City services in support of other events or governmental functions.
13. The event provides sufficient traffic controllers, signs and other City required barriers and traffic devices, monitors for crowd and safety, safety, health, sanitation and facilities to

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reasonably ensure that the event will be conducted without creating unreasonable negative impacts to the area with due regard for safety and the environment. Additionally, the event provides adequate transportation, off-site parking, and traffic circulation. The event has provided the required insurance and cash deposit to the City, as well as any other services or facilities necessary to ensure compliance with City ordinances.

14. The Permittee has received approval from Deer Valley Resort to allow parking in Lots 5 and 6 after 5 p.m. until 1 a.m. throughout the event (January 22 to February 1, 2026). This is in an effort to encourage anyone skiing to take transit to Sundance-related events afterward and to provide off-site parking. Per the Deer Valley MPD, and Sundance's ability to secure the off-site parking, any overflow parking at Deer Valley during the dates as outlined will not count towards the allotted 10% of overflow days. Deer Valley and City operations will follow the approved 2026 Peak Day Overflow Plans if any overflow occurs. The Permittee has also received approval from Park City Mountain to allow the use of their parking lots from 5 p.m. until 1 a.m.
15. The event does not create the imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
16. The Permittee has obtained approval of other public agencies as required, within whose jurisdiction the event or a portion thereof will occur, and the applicant has obtained approval of private properties of which the event or a portion thereof will occur.
17. The Permittee has been working with City Staff and applicable departments to address the operations of the event. The Permittee demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
18. Staff find the annual Supplemental Plan for the 2026 Sundance Film Festival is consistent with the measures as outlined in the City Services Agreement as entered into on October 30, 2013, and promotes the City Council's Goals of creating a sense of place. The international event furthers Park City's role as a world-class, multi-seasonal destination resort while maintaining a balance with our sense of community. Sundance helps to support the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience. Furthermore, Sundance allows Park City to grow as an arts and culture hub encouraging creative expression.
19. Park City Historical Society (PCHS) and Sundance Institute have been collaborating in good faith to uphold the terms of the PCHS Agreement including that a Sundance Film Festival Sponsor, Canon is renting 528 Main Street.
20. The Chief Building Official, City Engineer, Chief of Police, Transportation Director, and Transportation Operations Manager have made findings that the temporary activations do not impact health, safety, and welfare including specific consideration for residential impacts, pedestrian, and traffic circulation.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A.
2. As conditioned, the Supplemental Plan is consistent with section 1.2 of the City Services Agreement with Sundance Institute and the Park City Historical Society Lease.

Conditions of Approval:

1. The permittee, unless otherwise affirmatively agreed in writing, at its' cost, shall incorporate such measures as directed by Staff to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the Permittee.
2. The Permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and Private Property Use Permission,

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detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Public Works Director, Chief Building Official and Special Event Manager or their designees.

3. The Permittee is required to provide a sufficient number of traffic controllers, signs and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
4. The Permittee is required to submit a waste and recycling plan which will be reviewed and approved in accordance with the PCMC Event Sustainability Standards. Sundance shall report sustainability statistics in the debrief of the event.
5. In accordance with the Transportation Demand Management Plan, the Permittee is required to distinguish a transportation and parking plan, including obtaining private property permission or executing lease agreements for such public property use, that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking shall be identified, managed and secured for ADA, VIP, Staff and Volunteers, and Drop and Load/Taxi/For-Hire Lot, as well as Transit Services provided and managed by the Permittee. Offsite parking areas for spectators and the general public are required with Transit Service secured by the permittee at the Park City School District and/or Resort properties and the permittee must provide such proof of permission to the City. Such plans shall be reviewed and approved by the Chief of Police and Transportation Planning Manager. Access to area businesses, public facilities, and residential homes must be maintained at all times.
6. The permittee has requested an exemption to the noise ordinance 6-3-11, As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipalcode on the basis of section 6-3-11(B)(3) in which the permittee is performing an activity that thereis no reasonable alternative and relief from restriction have been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) of:
    - Thursday, January 22 through Saturday, January 31, 2026, 12:00 pm to 10:00 pm.

    Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses, and public facilities. If a complaint is received by Park City Police Department, the police department willinvestigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the permittee shall turn the noise down to mitigate concerns of noise from surrounding residents, businesses, or public facilities. The permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.
7. The Permittee is responsible for assisting the City in an outreach and communication plan, including event impact information in a form to be approved by the Special Events Manager to surrounding businesses and residents no later than January 6, 2026.

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8. The Permittee shall provide a final plan for the 2026 Sundance Film Festival, which includes final site plans, transportation, security/public safety and parking management plans including details of the operations for venues as required by the Special Event Manager, Chief of Police and Transportation Planning Manager no later than January 6, 2026.
9. The Permittee shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Permittee's use of the facility/area or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Permittee; and provided further, that nothing herein shall require the Permittee to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Permittee expressly agrees that the indemnification provided herein constitutes the Permittee's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Permittee claims or recovers compensation from the City for a loss or injury that Permittee would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the parties and is expressly made effective only for the purposes of this Agreement.

   At its own cost and expense, the Permittee shall maintain the following mandatory insurance coverage to protect against claims for injuries to persons or property damage that may arise from or relate to the performance of this Agreement by the Permittee, its agents, representatives, employees, or subcontractors for the entire duration of this Agreement or for such longer period of time as set forth below. Prior to commencing any work, the Permittee shall furnish a certificate of insurance as evidence of the requisite coverage. The certificate of insurance must include endorsements for additional insured, waiver of subrogation, primary and non-contributory status, and completed operations.

   Commercial General Liability Insurance. The Permittee shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including City's own policies of insurance, for all claims against City. The policy must be written on an occurrence basis with limits not less than $2,000,000 per occurrence and $4,000,000 aggregate for personal injury and property damage. Upon request of City, the Permittee must increase the policy limits to at least the amount of the limitation of judgments described in Utah Code § 63G-7-604, the Governmental Immunity Act of Utah (or successor provision), as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3 (or successor provision).

   Automobile Liability Coverage. The Permittee shall maintain automobile liability insurance with a combined single limit of not less than $2,000,000 per accident for bodily injury and property damage arising out of the ownership, maintenance, and use of owned, hired, and non-owned motor vehicles. This policy must not contain any exclusion or limitation with respect to loading or unloading of a covered vehicle.

   Liquor Liability Coverage.

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The Permittee shall maintain liquor liability insurance as applicable with limits of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate.

Workers' Compensation Insurance and Employer's Liability. The Permittee shall maintain workers' compensation insurance with limits not less than the amount required by statute, and employer's liability insurance limits of at least $1,000,000 each accident, $1,000,000 for bodily injury by accident, and $1,000,000 each employee for injury by disease. The workers' compensation policy must be endorsed with a waiver of subrogation in favor of "Park City Municipal Corporation" for all work performed by the Permittee, its employees, agents, and Subcontractors.

Umbrella/Excess Coverage. The insurance limits required by this section may be met by either providing a primary policy or in combination with umbrella / excess liability policy(ies). To the extent that umbrella/excess coverage is used to satisfy the limits of coverage required hereunder, the terms of such coverage must be following form to, or otherwise at least as broad as, the primary underlying coverage, including amending the "other insurance" provisions as required so as to provide additional insured coverage on a primary and non-contributory basis, and subject to vertical exhaustion before any other primary, umbrella/excess, or any other insurance obtained by the additional insureds will be triggered.

Insured Parties. Each policy and all renewals or replacements, except those policies for Professional Liability, and Workers Compensation and Employer's Liability, must name City (and its officers, agents, and employees) as additional insureds on a primary and non-contributory basis with respect to liability arising out of work, operations, and completed operations performed by or on behalf of the Permittee.

Waiver of Subrogation. The Permittee waives all rights against City and any other additional insureds for recovery of any loss or damages to the extent these damages are covered by any of the insurance policies required under this Agreement. The Permittee shall cause each policy to be endorsed with a waiver of subrogation in favor of City for all work performed by the Permittee, its employees, agents, and Subcontractors.

Quality of Insurance Companies. All required insurance policies must be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570 or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report, or equivalent.

Cancellation. Should any of the Permittee's required insurance policies under this Agreement be cancelled before the termination or completion of this Agreement, The Permittee must deliver notice to City within 30 days of cancellation. City may request and the Permittee must provide within 10 days certified copies of any required policies during the term of this Agreement.

Additional Coverage. Notwithstanding anything to the contrary, if the Permittee has procured any insurance coverage or limits (either primary or on an excess basis) that exceed the minimum acceptable coverage or limits set forth in this Agreement, the broadest coverage and highest limits actually afforded under the applicable policy(ies) of insurance are the coverage and limits required by this Agreement and such coverage and limits must be provided in full to the additional insureds and indemnified parties under this Agreement. The parties expressly

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intend that the provisions in this Agreement will be construed as broadly as permitted to be construed by applicable law to afford the maximum insurance coverage available under the Permittee's insurance policies.

No representation. In specifying minimum Permittee insurance requirements, City does not represent that such insurance is adequate to protect the Permittee from loss, damage or liability arising from its work. The Permittee is solely responsible for informing itself of types or amounts of insurance it may need beyond these requirements to protect itself. Required Insurance and Hold Harmless Waiver as required above shall be attached to this permit as an exhibit to this permit.

10. All plans for tents, stages, and other temporary structures as well as flammable materials shall be submitted and approved by the Building Department no later than January 16, or no less than one week prior to the first day of set up for each Sundance Theatre, Official Sundance Venue or Official Sponsor Venue.
11. The Permittee is responsible for maintaining a staff and volunteers plan for their venues. Venue Managers' contact list shall be provided to the Special Events Manager.
12. The Permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
13. All third-party approvals including the Park City School District, Summit County and State of Utah, permit approvals required for this event shall be secured by January 6, 2026, and submitted to Park City Municipal Corporation.
14. The Permittee will provide an official Sundance Venue and Sponsor list and sign plan for the event. If Sundance adds a Sponsor after City Council's approval in the Supplemental Plan the Special Events Manager and City Manager may approve additional Sponsors at venues with minimal impacts. Any sponsors that are added after Council approval that cause substantial impacts shall be approved by City Council at a subsequent meeting. Sundance venues and Sponsors using City Property (Use Areas) are outlined in the City Property Use Matrix.
15. All event sign plans shall comply with the Park City Municipal sign code and be reviewed by the Special Events, Parks and Planning Departments.
16. The Permittee will address all the requirements from the Chief Building Official and Public Safety Personnel regarding the placement of emergency staff and equipment. The Permittee will submit an Emergency Operations Plan to be coordinated with Park City Police, Emergency Management, and Park City Fire District.
17. The Permittee supports AT&T placing a cell tower in the North Marsac Parking lot to help with coverage during the Festival. No branding or other marketing shall accompany the equipment. AT&T is required to obtain and pay for all necessary permitting.
18. The Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management Departments have the right to cancel the event upon any condition, violation or weather that jeopardizes the life, safety, or property of the residents or visitors of Park City.
19. The Permittee is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety as outlined by Park City Municipal Code 4A-2-4.
20. The approval identification provided with the approval of this permit must be in possession of the permittee at all times and must be made available for inspection when requested by City authorities or the public.

PASSED AND APPROVED this Thursday, the 11th Day of December 2025.

PARK CITY MUNICIPAL CORPORATION

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_____
Jodi Emery, City Manager

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
Mark D. Harrington, City Attorney

Attachments:
A. City Property Use Area Matrix & Leases
B. Sundance Official Venues, Sponsors, and Events
C. Transportation & Parking Plans
D. Certificate of Insurance
E. Hold Harmless Agreement

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Exhibit B: SFF Analysis of Operations

Each year, the supplemental plan for the annual Sundance Film Festival (Festival) is amended to recognize changes from the previous year per the long-term City Services Agreement. Unless affirmatively modified by both parties, supplemental plans for future Festivals will follow the plan for the previous Festival. Due to the size and scope of the event, a large, coordinated effort occurs between every City Department, Sundance Institute, and many community stakeholders to both support opportunities and mitigate challenges during the event. We have been coordinating with Sundance to gain perspective from many stakeholders through outreach efforts, as well as create mitigation for the supplemental plans.

Event Timeline and Operations

The Festival will be held from January 22 to February 1, 2026. Set up and breakdown will occur between January 10 and February 3, unless otherwise noted in the Use Matrix (**Exhibit C**). Festival and Official Sponsor Activities will occur daily during the dates indicated above between 7:00 a.m. and 2:30 a.m. Set up and breakdown for the festival will occur specifically for each venue as described in the Use Matrix included (**Exhibit C)**. There are no other events currently scheduled during the Festival. The FIS World Cup at Deer Valley will be held on Martin Luther King Weekend, January 16 to 18, which is the weekend before the Festival.

Park City Theater Venues: All Official Sundance Venues and Sponsors are listed in **Exhibit C** and will be attached to the Special Event Permit.

- The Official Festival Venues will include:
    - The Eccles, Four Holiday Cinemas, Park City Library, DoubleTree by Hilton Hotel Park City - The Yarrow, and The Ray, along with the three Redstone theaters located in Kimball Junction in Summit County.

Material Changes to the 2026 Festival:

1. Official Festival Venues:
    - New Venue: Addition of the DoubleTree by Hilton Hotel Park City - The Yarrow to be a screening theater.
    - Removed Venue: The Egyptian Theater.
    - A complete list of the 2025 venues can be found in Exhibit C.
2. Official Sponsors:
    - New Sponsors: Ketel One, SundanceNOW.
    - Removed Sponsors: Darling & Co, Vimeo, The Walt Disney Company, Vibe, and Wrap.
    - A full list of the 2025 Official Festival Sponsors can be found in Exhibit C.
3. Official Sponsor Venues (City owned public property):
    - Acura House of Energy at Festival Village: Activation will return to the Bob Wells Plaza. Their focus is specifically on their electric vehicle offerings. Including showcasing an EV fleet used as a VIP shuttle during the Festival, further aligning with the City's sustainability goals.
    - Hulu/Fox Searchlight: Activation in the Galleria Parking Lot with a "Little Miss Sunshine" activation with giveaways. Fox Searchlight will be the on-site manager and leasee.
    - The Bonanza 5-Acre and Maverick Building: Used for Sundance storage (no activations).
    - Other Sponsor activities will be reviewed and approved by the Special Event Manager, City Departments, and City Manager.
4. Official Sponsor Venues (Privately owned):
    - Chase Sapphire Reserved for Business: Activation at 625 Main Street.

5. Main Street Activation Opportunities:
    - We have been working with the Historic Main Street Alliance (HPCA) and the Festival to add programming to the Main Street area during the pedestrian only times.

- Activations have been offered to Sponsors, Main Street Merchants, and community partners. At the time of this report, there are no activations scheduled. All requests will be reviewed and approved by the Special Events Manager and City Manager.

6.

Programs: Inclusion and Accessibility:

Sundance is committed to improving experiences for audiences and artists of all abilities. Sundance considers *inclusion and accessibility the drivers of institutional excellence and aims for our programs and platforms to reflect these core values at every level*. It is Sundance's practice to:

- Provide one open caption screening per film during the festival. Closed captioning for all non-open caption screenings and audio description whenever possible;
- Offer sign language interpretation for any event upon reasonable request and conduct ongoing accessibility audits of all Sundance-hosted in-person and online venues, as the Institute will only use ADA-compliant venues.

City Initiatives: Status quo from 2025.

Parking:

The staff have continued to work with HPCA and individual merchant outreach through summer events and leading to the Festival. In combination with that engagement, as well as with the data and analysis of past Festivals and summer events, staff recommend the following parking rates during the Festival. We believe we will continue to strike a better balance between bringing business back to merchants on Main Street during the second half of the Festival, while maintaining transportation management.

The Parking and Special Events Departments recommend the following paid parking structure:

Parking Rates during the Sundance Film Festival		
Day of the Week	**Date**	**Proposed Rates**
Thursday	January 22	$40
Friday & Saturday	January 23 & 24	$50
Sunday to Tuesday	January 25, 26, 27	$30
Wednesday to Sunday	January 28 to February 1	Normal Peak Parking Rates: 8 a.m. to 6 p.m.: $1 per hour/ 5th hour $30 6 p.m. to 12:00 a.m. $4 per hour

When the Galleria parking lot is not used for Sundance programming, the lot will be utilized for additional ADA parking spaces.

Transit

Public Transit:

Park City and High Valley Transit (HVT) are imperative to mitigate Festival impacts and improve safety, access, and circulation during the Festival. Sundance has collaborated closely with the City and HVT to develop coordinated transit and transportation plans for the 2026 Festival.

PC Transit plans to provide increased service between Richardson Flat and Old Town, from 6:15 a.m. to 2:05 a.m. with 20-minute frequencies, from January 22 through January 31. Sundance will provide two additional transit routes within Park City with 10–20-minute frequencies. One will run through the Theatre District (Headquarters at Sheraton Hotel, Eccles Theatre, Bonanza, Walgreens, and Fresh Market) and the other between the Old Town Transit Center and Fresh Market along Park Ave.

Traffic Circulation

The Transportation Planning, Parking, Transit, Police, Engineering, Building, and Special Events departments support these traffic plans focused specifically on reducing residential impacts, increasing transit priority, and ensuring emergency access

The 2026 Festival Transportation plan will remain as it was in 2025.

January 22 – January 26, 2026. The first five days of the Festival, January 22 to January 26, 2026, will be pedestrian only on Main Street from Swede Alley to 7th Street. The drop and load area will be located on Main Street between 7th and 9th Streets. The traffic circulation maps are attached below.

- Main Street will remain pedestrian only from 11:00 a.m. to 3:00 a.m. daily.
- Main Street will reopen to travel for deliveries, trash and recycling removal, and snow removal between 3:00 a.m. to 10:00 a.m. daily.
- Heber Avenue will remain buses-only to prioritize transit. Access to businesses and parking garages on Heber will be allowed with Special Event Resident Access Passes; Park Avenue will remain one-way travel, northbound. Southbound travel will only be allowed for residents with Special Event Access Passes, Public Safety, Transit, Public Works, and Republic Services.
- Drop and load during the Festival was located on lower Main Street between 7th Street and 9th Street.
- A DLS only drop and load area will be located in the Brew Pub Lot. Access to Swede Alley will require a DLS access pass.
- Special Event Residential, Sundance Official, Downtown Corridor, and Red/Green Parking access passes will be required to enter through checkpoints to enter the impact map area.
- Hillside Avenue will remain downhill travel only, with resident-only access with Special Event Access Passes.
- Public Safety, Transit, Public Works, and Republic Services will continue to be allowed access to streets without Special Event Access Passes.
- Increased police at key intersections around the resort base, at 9th and Park Avenue and at the Park Ave/Empire/Deer Valley Drive and Main and Swede to further deter traffic and, in some cases, direct traffic. We will also have additional police presence at Grappa intersection (coupled with Kane Security), Hillside, and Lower Main to reinforce traffic patterns.
- Close 8th Street between Park Avenue and Woodside – Type III Road closure barricades on both sides
    - Eastbound traffic from Crescent Tram would be detoured to go left on Woodside and then right on 10th to Park Ave (No right turn on Park Ave).
    - The closure would be lifted each night between 1AM-6AM. 1-2AM was very busy at the loading zone and having 8th Street as a release valve helped (loading zone contractor could move them).
    - Barricades and closure back in place by 6AM (Streets would return the barricades).
- Additional signage at key intersections, including implementing additional no left or no right turns, and having more clearly marked signs regarding where parking is available.
- Kane Consulting managed residential neighborhood protection, parking, and pedestrian management.

January 27 – February 1, 2026

- The downtown corridor will remain two way travel on Main Street and Swede Alley;
- Heber Avenue will remain buses only to prioritize transit. Access to businesses and parking garages on Heber will be allowed with Special Event Access Passes; Park Avenue will remain one way travel, northbound. Southbound travel will only be allowed for residents with Special Event Access Passes, Public Safety, Transit, Public Works, and Republic Services.
- Hillside Avenue will remain downhill travel only. Acess will be granted to residents only with Special Event Access Passes.
- Public Safety, Transit, Public Works, and Republic Services will continue to be allowed access to streets without Special Event Access Passes.
- Increased police at key intersections around the resort base, at 9th and Park Avenue and at the Park Ave/Empire/Deer Valley Drive and Main and Swede to further deter traffic and in some cases direct traffic. We will also have additional police presence at Grappa intersection (coupled with Kane Security), Hillside and Lower Main to reinforce traffic patterns.
- Additional signage at key intersections, including implementing additional no left or no right turns, and having more clearly marked signs regarding where parking is available.
- While staff has done extensive outreach distributing access passes, the changes added would require additional outreach and boots on the ground. This has been an all hands approach to accomplish this outreach goal.

Transportation Maps:

1. Deer Valley Drive to Main Street, Drop and Load Area.

Exhibit B: SFF Analysis of Operations



2. Main Street Area, Old Town:

Exhibit B: SFF Analysis of Operations



Costs for City Operations

City services and hard costs are budgeted and tracked within individual department budgets, waived according to the Agreement. Direct contributions and City service funding necessary to support the SFF come from the City's General and Transit Funds, both of which are funded through sales tax. Estimated costs and fees are within department budgets. Actuals will be reported in the debrief in the spring of 2026. In addition to the costs outlined below.

Item	2025 Actual	2026 Estimate
Special Event Application Fee	$1,037	$1,037
Transit Services	$106,736	$97,167
Police Services	$343,650	$356,500
Kane Security	$323,900	$362,853
City Facility Use	$37,822	$37,822
Parks and Streets Equipment & Signs	$18,655	$41,022
Parks - Increased Trash and Recycling	$10,368	$10,368

Building Maintenance - Increased Cleanings	$11,520	$11,520
Parking Removal of Main Street, Brew Pub, Swede Alley	$30,000	$30,000
Parking Passes for China Bridge	$22,000	$22,000
Building Permits	$17,000	$15,380
Park City Fire Standby	$8,280	$8,480
Estimated Annual Festival Payment	$372,000	$375,000
Traffic Management (Drop and Load Area)	$8,000	$9,000
Totals	**$1,310,968**	**$1,378,149**

Traffic Management

In addition to coordinating with the Peak Traffic Team, the Traffic Operations Manager (TOM) establishes the proper network and communications systems to integrate with UDOT, Park City Transit, Police, and the EOC.

The TOM will oversee and monitor critical ITS and transportation network solutions that will include:

- UDOT Closed Circuit Television Camera Surveillance: provides a real-time picture of highway conditions and incidents on routes throughout the highway system and is available on the UDOT traffic mobile application and website.
- Road Weather Information System: provides forecasting, and real-time information on weather and pavement conditions that can then be relayed to the traveling public, incident management personnel, and UDOT to best prepare for traffic conditions. It should be noted that UDOT recently installed a new station at the intersection of SR 224 and Meadows Drive.
- Variable Message Signs: Update and provide the traveling public with advanced warning and real-time information about road conditions, special event impacts, and travel time so the driver can take appropriate action and adjust travel routes and times. Information collected through existing Bluetooth readers will be used to calculate travel times
- Transportation Information Website and Apps: provide real-time information on construction and maintenance projects, road closures, major delays, special events, weather and road conditions, and transit operations.
- Traffic, Transit and Emergency Vehicle Signal Interconnect Coordination: With the recent implementation of Transit and Emergency Signal Priority, the TOM will monitor the traffic signals to allow better access and throughput for traffic, transit and emergency vehicles.

Chain Businesses
Park City has reached a cap of Chain Businesses South of Heber (17). There is still room for chains south of Heber (3).

Environmental Sustainability Plan
Sundance has provided a detailed statement and list of their sustainable commitment which can be found in **Exhibit C**. As mentioned above, Acura House of Energy at Festival Village activation will return to the Bob Wells Plaza. Their focus is specifically on their electric vehicle offerings. Including showcasing an EV fleet used as a VIP shuttle during the Festival, further aligns with the City's sustainability goals.

Community Engagement
A significant and comprehensive outreach program is planned to inform the community of Festival operations focused on transportation, traffic, and parking. We updated our website and performed door-to-door outreach with old-town residents, merchants, and the business community during the first week of December. In January, additional public information and a community guide will be published in English and Spanish on the City's website and shared with community partners and local media. An informational postcard will also be mailed to all 84060 residents.

After plans are approved, we will attend the Lodging and HPCA board meetings to help prepare those associations with information for this year's Festival. In addition, we will join Sundance in their door-to-door outreach within the Theatre District area (Ray, Holiday Village, and Park Ave Theatres) to ensure that property owners' questions are adequately addressed.

Festival Sign Plan

Areas of Responsibility:
Special Events: Downtown areas, Library, Miners Hospital
Streets: Park Ave areas, Marsac, High School, Park Meadows
Parking: Old Town residential, South Marsac, North Marsac
Transit: OTTC

Special Events

1/10 by 6 a.m.
- Post No Parking in Bob Wells lot – Acura Installation
- Post No Parking Signs along the sidewalk on the East side of Swede Ally by Bob Wells Lot.
- Post No Parking Signs behind Flannigan's and Post Office
- Post No Parking Signs in the Brew Pub lot – North End.

1/15 to 2/1 by 6 a.m.:
- Post Library Lot – 16 spaces for Sundance

1/21 by 6 a.m.
- Post No parking in the bump out behind Firewood for a dumpster.

1/22 to 1/30: by 6 a.m.:
- Mawhinney Parking Lot staging

- Post no Left, Buses only at Swede and Deer Valley Drive (DVD) (no left turn after the roundabout onto Swede Alley)
- No Parking – Transportation area behind the Museum.
- Main Street Parking Sign at Lower Main and Park Ave at 9th Street
- No left at DVD and Main Street (9th Street)
- No left at Marriott Summit Watch Exit
- No left at Condo Exit on DVD.
- Bike barricades at Heber and Main
- No turn and Police in Road signs for Police at Heber and Main
- Top of Main at Grappa Intersection – Residents with Left Arrow, Main Street right arrow.
- Hillside Area – post no stopping no standing signs near Main/Daly/King/Hillside
- Miners Hospital post signs for the exclusive use of Sundance – 8
- No Left Sign exit of Holiday Village to Kearns
- No Parking Signs on Homestake by Bank and Fresh Market

1/22 by 6 a.m.:

- Remove no left from Swede and DVD drive
- Remove parking signs from the Transportation area behind the museum.
- Remove orange parking signs from Park Ave and Main Street at 9th Street
- Remove Miners' Hospital Signs

Parking

1/9 to 2/1 (please remove signs by the end of the day on 1/5):
Remove the following signs from Bob Wells Parking Lot:

- Drop and Load Sign near the history wall lot/city hall stairs
- Go parking signs on the interior of the lot
- EV Charging Signs
- Entry Parking Signs

1/22 by 6 a.m.:

- Post No Parking on the West side of Main, cover lamp post parking signs with event parking sign.
- Cover all parking meters on the West side of Main.

1/22 to 1/31 (by 6 a.m.):

- No Parking on the East side of Main, cover lamp post parking signs with event parking signs.
- Cover all parking meters on the East side of Main.
- No Parking on Heber Ave, Cover posted parking signs with event parking signs.
- Parking takes half of North Marsac for Mother, AT&T, and Security Purposes
- Remove DLS on the West Side of Main Street
- Place Residential Parking A-frame signs at:
    - Hillside and Marsac
    - Chambers/Prospect/Hillside
    - Chambers/Marsac
    - Prospect/Marsac
    - Daly/Main
    - King/Main
    - Park Ave/Main

- Cover the Visitor Parking portion of signs on Park Ave. Park Ave West Side is for residents only. Residents need to have their permits displayed. Police and parking will enforce parked vehicles without a residential pass – event access passes are not parking passes.
- Park Ave between Heber and 9th Street –cover existing signs with black cloth. Will need 'no parking' barricades on the street. Will need to work with Davanzas for delivery driver spots/access.
- Remove or cover DLS zone signage and posts
- Cover no parking up on the posted signs on Heber Ave
- Take parking in the South Marsac lot and turn into drop and load.
- Add 15 ADA on the South side of the Brew Pub Lot, 8 ADA in the Galleria Lot, and 20 Roof Top of China Bridge change to ADA.
- Remove signs on the railing behind the Museum.

2/1:

- Uncover all lamp post parking signs on Main St.
- Uncover or replace Heber Ave Signs
- Replace all Main Street signs with paid parking signs.
- Replace all DLS zone signs.
- Remove additional ADA signs in Brew Pub, Galleria, and Roof of China Bridge
- Replace signs on the railing behind the museum.
- Release South Marsac back to public parking.
- Release North Marsac back to public parking.
- Uncover Park Ave signs and take down A-frames.
- Remove Residential Parking A-frame signs at:
    - Hillside and Marsac
    - Prospect/Marsac
    - Daly/Main
    - King/Main
    - Park Ave/Main
- Leave Residential Signs at:
    - Chambers/Prospect/Hillside
    - Chambers/Marsac

Streets

1/16:
Streets will take care of the A-frame order
1/22:
Plate the High School over the water lines. Coordinate installation with the High School.
1/22 to 2/1 by 6 a.m.:

- Place one-way signs/a-frames up Park Ave from 9th Street to 15th Street, that face Park Ave. Troy has these signs on order. Use No Left No Right turn signs on the back side of the a-frames to direct traffic onto Park Ave in the right direction.
- Streets implement No Parking Barricade Plan – Site Map Attached.
- Residential signs are not needed on Park Ave (8th to 15th), use of permanent signs will be enforced.
- Place temp stop sign at 7th Street and Park Ave.
- Do not enter South bound 9th and Main, Type 3. Right turn only.
- Park Meadows & Residential Signs in Prospector?
- Box of Rocks – Delineators for PD

2/1:

- Remove all no right/left signs from Park Ave (sooner if we don't do one way all 10 days)
- Pick up any temporary residential signs on Park Ave or Prospector
- Remove temp stop at 7th Street
- Remove DNE Type 3 on Lower Main (sooner if we don't do one way all 10 days)
- Remove all no-parking barricades around town on other streets – site map
- Pick up Box of Rocks Delineators

Transit

1/22 to 2/1:

- Bus Only signs – 2 at each entrance of OTTC.

2/1

- Remove Bus Only signs at the OTTC

Police

1/22 to 2/1:
Police in Roadway Signs. SE to deliver, PD to maintain. SE will pick them up on 1/28.

VMS

Andrew, Phinney, Franklin, Troy
Areas of Responsibility:
Special Events: Downtown areas, Library, Miners Hospital
Streets: Park Ave areas, Marsac, High School, Park Meadows
Parking: Old Town residential, South Marsac, North Marsac
Transit: OTTC

Special Event Pre-Application Form

All Special Event Pre-Application Forms should be sent to Stephanie Valdez in the Special Events Department at stephanie.valdez@parkcity.org. For questions, please call 435.640.5063.

The Special Events Department no longer accepts rolling applications. The Special Events Manager will try to assign events one week after receiving a Special Event Pre-Application. Other major events or holidays may delay our response. If this is a New event (any event that has not occurred within the last year in Park City's jurisdiction), please reach out to Chris Phinney (435.615.5194) to schedule a meeting prior to submitting this form. All applicants must submit the following Special Event Pre-Application Form and receive administrative permission from the Park City Special Events Department and provide proof of liability insurance in an amount determined by the City prior to submitting a Special Event Application. Any new or significantly changed event should also review the Peak and Local Time Period Calendar which may restrict new events during specific times. Special Event Applications are accepted up to 18 months in advance and are due as follows:

1. **First Friday in October for events between March and August**
   Reviewed and approved, approved with conditions, or denied by the last City Council meeting in February.
2. **First Friday in April for events between September and February**
   Reviewed and approved, approved with conditions, or denied by the first City Council meeting in September.

Events that are determined a Level 1 or Level 2 are exempt from these deadlines but must submit a completed application no less than 30 days prior to the scheduled start of the event, unless otherwise approved by the Special Event Manager.

Special Event Date(s) or Application are not approved until the Special Event Application is reviewed and approved in a Special Event Permit according to section 4A of the Municipal Code.

Contact Information	
Primary Contact First & Last Name	Laura Ryan
Business/Organization Name	Sundance Institute
Email Address	laura_ryan@sundance.org
Phone Number	435-658-3456
Website	www.sundance.org

Event Description
Brief description of event (include food & beverage plan, if applicable)
42nd Edition of the eleven (11) day of the artist driven Film Festival will utilize several existing and built theatre locations, panel locations, sponsor locations throughout Park City.

Event Information	
Event Name	2026 Sundance Film Festival
Requested Date(s)	January 21 - February 1, 2026
Proposed Time	8:00am - 2:00am each day
Estimated Attendance	90k - 100k
Event Location Please list all that apply: Event Location, Fields, Parks, Public Facilities, Trails, Private Facilities & Letter of Permission, Streets, Other	Santy Library, Miners Hospital, Rec Center @ City Park, Bonanza paved area (storage), Miners Park on Main, Bob Wells for Acura, Bear Bench, The Ray, The Double Tree, Sheraton (HQ), The Eccles, Elks Lodge, The Park (Walgreens) Holiday, Redstone
☐ New Event (has not occurred within the last year in Park City's jurisdiction)	☑ Annual Event
If annual, what changes do you anticipate and why? (dates, attendance, etc.)	Similar footprint to SFF25. Scope planning for SFF26 in progress.

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060

APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.
PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL AFTER COMPLETE APPLICATIONS ARE REVIEWED UNDER PARK CITY MUNICIPAL CODE 4A.

Applications for Level 3, 4, or 5 Special Event Permits are due:
First Friday in October for events occurring between March and August
First Friday in April for events occurring between September and February

Events that are determined a 1 or 2 are exempt from these deadlines but must submit a complete application no later than 30 days prior to an event.
Please Note: The City reserves the right to restrict the number of event permits annually. Applications for new events may not be considered during Peak and Local Time Periods as mentioned in Sections 4A-2-3(E-F). Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. Business/Organization listed as applicant must match the Hold Harmless and Proof of Insurance to be considered for approval. For more information, please visit www.parkcity.org or contact us at stephanie.valdez@parkcity.org.

IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:

Chris Phinney **chris.phinney@parkcity.org** **435-615-5194**

APPLICATION FEES & EXPENSES

First Amendment Event Permit	$40.00
Level 1 Special Event Permit	$820.00
Level 2 Special Event Permit	$976.00
Level 3 Special Event Permit	$1,810.00
Level 4 Special Event Permit	$3,836.00
Level 5 Special Event Permit	$10,376.00
Community Identifying Event	10% of above

- Application levels are determined by the Special Events Department after reviewing Event Pre-App.
- Additional fees for other city services will be estimated and provided to the applicant upon request and receipt of a complete application.
- Applicants may incur additional expenses from other city, county, or state jurisdictions.
- Fee reductions for city services are considered bi-annually. Fee reduction applications are due at the time the Special Event Application is due.

AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING:

✓ To ensure prompt and accurate processing of your application, ensure that all supplemental materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application plus transportation, parking, and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, site map, and permission for use of properties, along with a contingency plan, operations plan, planned rest areas, water, and toilet facilities, and will ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs as stated in Section 4A-2-7.

✓ Park City Municipal Corporation requires a Certificate of Insurance in an amount to be determined by the City Attorney's Office according to Section 4A-2-6 of the Park City Municipal Code. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.

✓ After the application is evaluated, the applicant will be responsible for providing proof that he or she has obtained other permits as necessary from city, county, or state agencies.

✓ I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation. Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal Code 4A-2-11 through the bi-annual fee reduction application and process.

✓ I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under the Standards for Permit Approval in Park City Municipal Code 4A-2-4.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF EVENT: 2026 Sundance Film Festival					DATE(S) OF EVENT: January 22 - February 1, 2026			
FIRST TIME EVENT:	Yes	✓	No	ANNUAL EVENT:	✓ Yes	No	IF ANNUAL, HOW MANY YEARS: 41	
ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:					✓	Yes		No
ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:						Yes	✓	No
NAME OF APPLICANT (FIRST & LAST): Kristin Nolan								
TITLE / POSITION: Director, Operations & Production								
BUSINESS /ORGANIZATION NAME: Sundance Institute								
IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT?:					✓	Yes, a copy of IRS paperwork is attached		No
MAILING ADDRESS FOR BUSINESS / ORGANIZATION: PO Box 684429								
CITY, STATE, ZIP: Park City, UT 84068								

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: 1500 Kearns Blvd Suite 110-B	
CITY, STATE, ZIP: Park City, UT 84060	
PHONE (PRIMARY): 435-328-3456	PHONE (SECONDARY):
EMAIL: kristin_nolan@sundance.org	
BUSINESS / ORGANIZATION WEBSITE: www.sundance.org	
SOCIAL MEDIA LINKS:	

DAY OF EVENT PRIMARY CONTACT

ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Kristin Nolan	
ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: 303-880-7575	
ON-SITE DAY OF PRIMARY CONTACT EMAIL: kristin_nolan@sundance.org	

PUBLIC EVENT INFORMATION

WEB SITE FOR PUBLIC EVENT INFORMATION: festival.sundance.org	
PHONE NUMBER FOR PUBLIC EVENT INFORMATION: 435-658-3456	
EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: festival.sundance.org	
☐	**Event description is attached as a separate document with supplemental materials and contingency plan.**

EVENT LEVEL DETERMINATION

THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)

☑ FESTIVAL / FAIR	☐ PARADE	☐ SKI / SNOW BOARD	☐ RUN	☐ BIKE	☐ WALK	☐ TRAIL USE	☐ CONCERT	☐ CULINARY	☐ FILMING

☑ ARTS & CULTURE EVENT	☐ HOLIDAY CELEBRATION	☐ RECREATION / SPORTING EVENT	OTHER:

THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)

☑ MAIN STREET	☑ RESORT PROPERTY	☑ SCHOOLDISTRICT PROPERTY	☑ PRIVATE PROPERTY	☑ CITY PARKS	☑ CITY FIELDS	☑ CITY FACILITY RENTAL	☑ RESIDENTAL AREAS	☑ PARK CITY LIMITS	☑ MULTI-JURISDICTION	☐ AMPLIFIED SOUND

THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)

☐ YOUTH / FAMILIES	☑ ADULTS	☑ LOCAL	☑ STATE - WIDE	☑ REGIONAL	☑ NATIONAL	☑ INTER NATIONAL	☑ SPECTATORS	☑ PARTICIPANTS	OTHER:

THIS EVENT WILL: (Check all that apply)

☐ LIMIT # OF PARTICIPANTS	☐ BE FREE FOR SPECTATORS	☐ BE FREE FOR PARTICIPANTS	☑ INCLUDE VENDORS OR SPONSOR	☐ OPEN TO THE PUBLIC
☐ LIMIT # OF SPECTATORS	☑ CHARGE ADMISSION FOR SPECTATORS	☑ CHARGE PARTICIPANTS	☐ NOT INCLUDE VENDORS OR SPONSOR	☐ PRIVATE EVENT

THIS EVENT WILL BE HELD: (Check all that apply)

EVENT DATE(S): January 22 - February 1, 2026

☑ MONDAY	☑ TUESDAY	☑ WEDNESDAY	☑ THURSDAY	☑ FRIDAY	☑ SATURDAY	☑ SUNDAY

☐ WEEKLY	☐ MONTHLY	☐ SERIES	☐ ONE DAY

NUMBER OF EVENT(S):	NUMBER OF CONSECUTIVE DAYS: 11

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060

ONE DAY EVENT HOUR(S)	
EVENT START TIME: 8:00am	EVENT END TIME: 2:00am
EVENT SET-UP DATE: 1/12/26 - 1/22/26	EVENT BREAK-DOWN DATE: 2/2/26 - 2/6/26
EVENT SET-UP TIME(S): All Day	EVENT BREAK-DOWN TIME(S): All Day

MULTIPLE DAY EVENT HOUR(S)			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	

INCLEMENT WEATHER INFORMATION			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S):		EVENT BREAK-DOWN TIME(S):	

	No inclement weather date is required and the event will be held rain or shine. I understand the event may be cancelled or postponed by the City due to hazardous or damaging conditions.

EVENT ATTENDANCE	
IF ANNUAL EVENT: 60k - 80k	
TOTAL EVENT ATTENDANCE OF PREVIOUS YEAR: 60k - 80k	TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR:
ESTIMATED # OF PARTICIPANTS:	ESTIMATED # OF VENDORS:
ESTIMATED # OF SPECTATORS: 60k - 80k	ESTIMATED # OF VOLUNTEERS: 1650
ESTIMATED # OF STAFF:	ESTIMATED DAILY ATTENDANCE:
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME: 10k	ESTIMATED HIGHEST TOTAL ATTENDANCE OF ENTIRE EVENT: 80k

✓	I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: http://www.summitcountyhealth.org/

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060

SIDEWALK & STREET USE

THE EVENT WILL HAVE: (Please check all that apply)

STREETS

☐	STREET CLOSURE MAP IS ATTACHED			☐	CLOSURE SIGN/MARKING INFORMATION IS ATTACHED		
☐	ROLLING CLOSURE	☐	PARTIAL CLOSURE	☐	FULL CLOSURE	☐	NO CLOSURE

NAMES OF STREETS TO BE CLOSED:	TIMES (START / END OF CLOSURE):	
	START:	END:
	START:	END:
	START:	END:
	START:	END:

REASON FOR CLOSURE:

SIDEWALKS

☐	SIDEWALK CLOSURE MAP IS ATTACHED			☐	CLOSURE SIGN / MARKING INFORMATION IS ATTACHED		
☐	PARTIAL CLOSURE	☐	FULL CLOSURE	☐	NO CLOSURE	☐	CROWD CONTROL PLAN

ADDRESS:

ADDRESS OF CLOSURE: (FROM / TO)		TIMES: (START / END OF CLOSURE)	
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:

REASON FOR CLOSURE:

TRAILS

☐	TRAIL COURSE MAP IS ATTACHED	☐	COURSE / SIGN MARKING INFORMATION IS ATTACHED

NAMES OF TRAILS TO BE USED:

PARADE

ASSEMBLY AREA:	DISBANDING AREA:	# OF PARADE ATTENDEES:

PARADE IS:

☐ WALKING ONLY	☐ VEHICLES & WALKING	☐ VEHICLES ONLY	☐ WILL HAVE ANIMALS

OTHER PARADE INFO:

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060

CITY PARKING FACILITIES REQUEST

GENERAL PARKING

HOW MANY PARKING SPACES DOES THE EVENT NEED?

☑ MAIN STREET	☑ CHINA BRIDGE	☑ FLAGPOLE LOT	☑ BREW PUB LOT
☐ SANDRIDGE PARKING LOTS	☑ PARK AVENUE	☑ CITY PARK	☐ MAWHINNEY LOT
☐ QUINNS LOT	☑ RICHARDSON FLATS	OTHER:	

WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:	✓	YES		NO
WILL THE EVENT HAVE ADA PARKING AVAILABLE?:	✓	YES		NO
WILL THE EVENT WILL REQUIRE PARKING REMOVAL?:		YES		NO

	The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department

NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:

TRANSPORTATION

WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?

☑ BUS	☐ BIKE	☑ WALK

NAME OF TRANSPORTATION PROVIDER / COMPANY: LeBus - Bryan Copyak

PHONE: 801-905-0202 EMAIL: bryan@lebus.com

✓	THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE AND HAS INCLUDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.
	THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT AND HAS INCLUDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.

ADDITIONAL TRANSPORTATION INFORMATION: LeBus to provide supplemental bus service to existing city bus routes

PUBLIC FACILITY USE

CHECK ALL THAT APPLY:

✓	MINERS HOSPITAL AT CITY PARK	✓	PARK CITY LIBRARY MEETING ROOMS	✓	JIM SANTY AUDITORIUM
✓	SOUTH CITY PARK		CITY PARK COVERED BBQ AREA		CITY PARK GAZEBO / STAND
	CITY PARK SOFTBALLFIELD		CITY PARK RUGBY FIELD		SKATE PARK AT CITY PARK
	QUINN'S SPORTS COMPL FIELDS		ROTARY PARK		SCHOOL DISTRICT FIELDS
	DIRT JUMP PARK		PARK CITY ICE ARENA		OTHER:

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Special Event Permit Application

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☑ I understand all temporary structures and flammable materials must be approved by the Park City Building Department. Such approvals will require a fire/building permit to be submitted 10 days prior to the event, as well as an on-site inspection the day of the event.

☐ TEMPORARY BLEACHERS	☐ INFLATABLES	☑ CANOPIES	☐ TEMPORARY BADGES	☑ TEMPORARY LIGHTING

	TENTS 10X10 OR UNDER	HOW MANY?:	
✓	TRAILER	HOW MANY?: (3) restroom trailers	
✓	STRUCTURES OVER 6 FEET TALL	PURPOSE: Queing tents for patrons	HOW MANY: 5

DOES EVENT HAVE ELECTRICAL NEEDS?:	✓ YES	☐ NO	DOES EVENT REQUIRE USE OF GENERATORS?:	X	YES	☐	NO
WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?:				☐	YES	✓	NO
WILLTHE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS, OR GASSES?:				✓	YES	☐	NO

NAME SUCH MATERIALS: Propane

WASTE MANAGEMENT AND RECYCLING

✓	THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.
✓	THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.
✓	THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.
✓	THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.
✓	THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:

✓ PLASTIC	✓ PAPER	✓ ALUMINUM	✓ GLASS	✓ CARDBOARD	☐ COMPOST	☐ OTHER

☐	THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES.
✓	THE EVENT WILL BRING ITS OWN RESTROOMS AND SANITARY STATIONS. (May be required by Summit County Health Department or Park City Building Department)

WILL ANIMALS BE AT THE EVENT?:	☐ YES	✓	NO	IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS.	
TYPES OF ANIMALS:					
☐	I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN				

WILL DOGS BE ALLOWED AT THE EVENT?:	☐ YES	✓	NO	☐	LEASHED	☐	UNLEASHED

✓ The Waste Management Plan and Environmental Management Plan have been attached to this application as described above.

FOOD & MERCHANDISE SALES

✓ I understand that all vendors must obtain a Park City Business license. All vendors serving food and drink may also be required to obtain a food service or food handler permit from Summit County.

WILL THERE BE SALE OF MERCHANDISE?:	✓	YES	☐	NO
WILL THERE BE COMPLIMENTARY FOOD?:	✓	YES	☐	NO
WILL THERE BE SALE OF FOOD?:	✓	YES	☐	NO
WILL THERE BE ALCOHOL FOR SALE?:	✓	YES	☐	NO

✓ BEER	✓ WINE	✓ LIQUOR

Park City Municipal Corporation

Special Event Permit Application

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✓	I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR LICENSES.				
✓	I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL MAY REQUIRE OTHER PERMITS.				
WILL FOOD ITEMS BE PRE-PACKAGED?:		✓	YES		NO
WILL FOOD ITEMS BE COOKED ON SITE?:		✓	YES		NO
✓	I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.				
WILL FOOD ITEMS BE PREPARED OFFSITE?:		✓	YES		NO
DESCRIBE ITEMS:					

TEMPORARY SIGNS

WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:		✓	YES		NO
✓	I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.				

SAFETY - SECURITY

✓	THE EMERGENCY AND SECURITY PLAN HAS BEEN INCLUDED IN THE OPERATIONS PLAN, AS WELL AS CROWD CONTROL, ACCESS, AND FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE, AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS UPON REQUEST.				
THE EVENT WILL HAVE AMPLIFIED SOUND:		✓	YES		NO
THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL:		✓	YES		NO

COMMUNICATION NEEDS

WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:			YES	✓	NO
	INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.				

MARKETING OF EVENT

PROPER MARKETING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: www.visitparkcity.com

✓	I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.				
	I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.				
WHO IS THE TARGET MARKET FOR THIS EVENT?:					

WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)

✓ LOCAL	✓ REGIONAL	✓ NATIONAL	✓ INTERNATIONAL

WILLTHIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)			YES		NO

✓ LOCAL	✓ REGIONAL	✓ NATIONAL	✓ INTERNATIONAL

PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER, AND MAGAZINES:
MEDIA (RADIO/TV):
NEWSPAPER:
MAGAZINES:
OTHER:

PLEASE SELECT RANGE OF MARKETING BUDGET:

☐ $100 OR UNDER	☐ $100 - $500	☐ $500 - $1,000	☐ $1,000 - $2,500	✓ ABOVE $2,500

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APPLICANT AGREEMENT & SIGNATURE		
I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.		
Name (Printed):	Kristin Nolan	
Signature:		**Date:** January 21 - February 1, 2

SAVE AS | SUBMIT | PRINT

PARK CITY MUNICIPAL CORPORATION
Special Event Indemnification Agreement

This Indemnification Agreement must be completed and returned to the Special Event Manager at least ten (10) working days prior to the event or the event will be cancelled.

PLEASE PRINT:

Sundance Institute

Name of Event Permittee (applicant's business, organization or individual name)

2026 Sundance Film Festival

Name of Special Event

January 22, 2026 to February 1 2026

Date(s) of Event

Each person signing this Agreement represents and warrants that: 1) he or she is duly authorized and has legal capacity to execute and deliver this Agreement on behalf of the Event Permittee; 2) the execution and delivery of the Agreement and the performance of the Event Permittee's obligations hereunder have been duly authorized; and 3) the Agreement is a valid legal agreement and binding on the Event Permittee and is enforceable in accordance with its terms.

Each person signing this Agreement represents and warrants to Park City Municipal Corporation that the Event Permittee has insurance coverage in place that: 1) covers the scope of activities associated with this event, and 2) the insurance coverage limits meet or exceed the coverage specified and required to obtain this permit.

For and in consideration of the issuance of this permit by Park City Municipal Corporation (PCMC) authorizing the use of City streets and/or City owned or other public property for use by the Special Event, Event Permittee hereby agrees to indemnify and defend PCMC, together with its officers, agents, servants, employees, PCMC event volunteers and their successors, from and against all claims, loss, or demands for damages, including claims for loss of life, personal injury or wrongful death and/or damage to property arising out of the conduct of the Special Event and further agrees that Event Permittee shall indemnify PCMC irrespective of whether the scope or limits of Event Permittee's insurance policies adequately cover any of the aforementioned claims or demands, except for any claim arising out of the sole negligence or willful misconduct of the City or its employees.

EVENT PERMITTEE

Date: 10-20-25

By: Kristin Nolan

Print Name: Kristin Nolan

Address: PO Box 684429, Park City, UT 84068

Phone Number: 303-880-7575

Park City Permit for Relief of Noise Restrictions

A Permit for Relief of Noise Restrictions is required of any person or company that engages in an activity in violation of Park City Code 6-3. Per the Park City Code Section 6-3-11, applications for a permit for relief from the noise restrictions may be made to the Chief of Police as it pertains to special events, community, or private functions or events. Any permit granted by the Chief of Police, or his/her designee shall contain all conditions upon which the permit has been granted, including, but not limited to, the effective dates, time of day, location, sound pressure level, or equipment limitation and name and contact information for the on-scene officiator. The applicant is required to provide an on-site officiator at the event to ensure compliance with the noise restrictions and be available for contact if there are complaints. Additionally, the applicant is required to provide a map of the event location showing stages, speakers and other sources of noise.

Applicant's Name: Kristin Nolan for the Sundance Film Festival 2026
Phone #: 303-880-7575 Address: PO Box 684429, Park City, UT 84068

Purpose of Activity and description of noise-making activity and equipment:
Sponsor Activity/Film Festival

Address of Event (property on which noise generating activity will occur): Bob Wells Plaza & all Sundance

Date(s) of Event: 1/22-2 Time of Amplified Noise (Include Sound Check): _____

Type of Noise Generated: _____

Estimated Maximum Number of People in Attendance: _____

Level of Noise Permitted: 90db

I, Kristin Nolan, acknowledge and understand Park City Code 6-3 and certify that all information stated above is correct. As the applicant, I will have amplified sound no higher than a decibel limit of 90db between the times of 12pm to 11pm (all permits expire at 10:00 PM). Should I violate the terms of the agreement, I will immediately remedy the situation or be subject to the penalties listed below.

Signature: Date: 10-20-25

Responsible person who will be attending the event and will be monitoring noise levels:

Onsite Officiator: Al Bialick Phone: 435-640-2681

Please Note:

The officiator in charge of the event is responsible to monitor and maintain the permissible sound levels spelled out in this permit. Additionally, the officiator is responsible to mitigate complaints received by the Park City Police Department. Failure to mitigate complaints immediately, once brought to the officiator's attention, may result in a criminal citation and/or a revocation of this permit.

Approved by (PCPD): _____

Signature: Date:

_____ _____

The applicant may be required to contact surrounding property owners. When completed, documentation of hose contacts (with contact information) shall be provided.

Required Information**:**

The following residential property owners have no objection to the type of noise that will occur at the location, and at the date and time, given above:

_____
_____
_____
_____
_____

The following residential property owners have objection to the type of noise that will occur at the location, and at the date and time, given above:

_____
_____
_____
_____

Please Note: ***As per Park City Code Section 6-3-4, the Police Department shall be responsible for the administration of these rules and regulations and any other powers vested in it by law and shall make inspections of any premises and issue orders as necessary to effect the purposes of these regulations, and do any and all acts permitted by law that are necessary for the successful enforcement of these regulations.***

As per Park City Code Section 6-3-14, the Police Department may upon discovery or report of a violation be able to issue a criminal citation for the violation or may file a report with the City Prosecutor's Office for review and issuance of information and summons to court to answer the charges.

As per Park City Code Section 6-3-15, any person who is found guilty of violating any of the provisions of these rules and regulations, either by failing to do those acts required herein or by doing a prohibited act, is guilty of an infraction. Each day such violation is committed, or permitted to continue, shall constitute a separate violation. The City Attorney may initiate legal action, civil or criminal, requested by the Department abate any condition that exists in violation of these rules and regulations. In addition to other penalties imposed by a court of competent jurisdiction, any person(s) found guilty of violating any of these rules and regulations shall be liable for all expenses incurred by the Department in removing or abating any nuisance or other noise disturbance.

Partner Name red = not yet confirmed black = confirmed	Giving Level	Special Event Permit Status for Exterior Branding	Special Event Permit Status for CSL for free but must apply	Sundance Lead	Venue Name	Venue Address & Year-Round Name	Dates/Hours	Files uploaded to Dropbox	Link to Dropbox for Files	Other Pass-Thru Brands in Venue Paying Fee To Sundance
Caspian Agency	Institute Leader/Associate	No	No	Bianca Darby-Matteoda	The Impact Lounge	2175 Sidewinder (The Prospector)		☐		
MPAC	Institute Leader/Associate	No	Yes	Bianca Darby-Matteoda		577 Main St (Pine Cone Ridge)		☐		
NYU Tisch	Institute Leader/Associate	No	Yes	Bianca Darby-Matteoda	Tisch on Main	317 Main Street (The Eating Establishment)	Friday, January 23 to Sunday, January 25	☐		Stetson and ShotDeck
Audible	Leadership Sponsor	Yes	Yes	Sydney Ridder	Audible Listening Lodge	675 Main (Kimball Terrace)	Friday, January 24 - Sunday, January 26, 11AM - 4PM MST	☐	https://www.dropbox.com/scl/fo/mlz	Variety
Casamigos	Leadership Sponsor	Yes	Yes	Chelsea Gallant		N/A		☐		
United Airlines	Leadership Sponsor	Yes	Yes	Sydney Ridder		751 Main (Rich Haines Gallery)		☐	https://www.dropbox.com/scl/fo/bms	Illy Coffee
Hulu	Leadership Sponsor	Yes	Yes	Chelsea Gallant		N/A		☐	https://www.dropbox.com/scl/fo/ktd	
Ketel One Vodka (NEW SPONSOR)	Leadership Sponsor	Yes	Yes	Kendra Bradley		N/A		☐	https://www.dropbox.com/scl/fo/xmf	
Deadline Hollywood	Media Sponsor	Yes	Yes	Renee Fournell	Deadline Portrait & Video Studio	804 Main St (Trove Gallery)	*Venue open by invite-only appointments* Friday, January, 23 - Sunday, January 25	☑	https://www.dropbox.com/scl/fo/fb6	Casamigos
IndieWire	Media Sponsor	Yes	Yes	Renee Fournell	IndieWire Studio	501 Main (501 on Main)	Friday, January, 23 - Sunday, January 25 from 10am to 2pm	☐	https://www.dropbox.com/scl/fo/q30	Dropbox
Los Angeles Times	Media Sponsor	Yes	Yes	Renee Fournell	LA Times Studio presented by Chase Sapphire	573 Main (Prospect Gallery)	Friday, January 23 - Tuesday, January 27 9:30 a.m. - 5:00 p.m.	☐	https://www.dropbox.com/scl/fo/ayli	Chase Sapphire
Variety	Media Sponsor	Yes	Yes	Renee Fournell	Variety Studio	675 Main (Kimball Terrace)	Friday, January 24 – Sunday, January 26.	☐	https://www.dropbox.com/scl/fo/skv	Audible
Vulture	Media Sponsor	Yes	Yes	Renee Fournell	The Vulture Spot	591 Main St. (Lunds Fine Art Gallery)	Friday, January 23 - Monday, January 26 10:00 a.m. - 5:00 p.m.	☐	https://www.dropbox.com/scl/fo/hwr	Paramount+
Wrap, The	Media Sponsor	Yes	Yes	Renee Fournell	TheWrap Studio	136 Heber Ave, Ste 101 (Gateway Mall)		☐		
Acura	Presenting Sponsor	Yes	Yes	Kendra Bradley	Acura House of Energy	550 Swede Alley (Bob Wells Plaza)		☐	https://www.dropbox.com/scl/fo/38n	IMDb
Adobe	Presenting Sponsor	Yes	Yes	Sydney Ridder	The Adobe House	608 Main (Montgomery-Lee Fine Art)		☐	https://www.dropbox.com/scl/fo/aq7	
SundanceNOW (formerly AMC+)	Presenting Sponsor	Yes	Yes	Kendra Bradley		N/A		☐		
Chase Sapphire	Presenting Sponsor	Yes	Yes	Sydney Ridder	Chase Sapphire Reserve Lounge	660 Main (includes former Zoom, Courchevel, Tack Shed)	11:00AM - 4:00PM MT	☐	https://www.dropbox.com/scl/fo/dam	Los Angeles Times
Chase Sapphire Reserved for Business (NEW VENUE)		Yes	Yes	Sydney Ridder		625 Main Street		☐		
Chase Sapphire Reserve	Presenting Sponsor	Yes	Yes	Sydney Ridder		201 Heber Ave, Park City, UT 84060		☐		
Canon U.S.A., Inc.	Sustaining Sponsor	Yes	Yes	Sydney Ridder	Canon Creative Studio	528 Main (Park City Museum)	Friday, January 23 - Monday, January 26 11:00 a.m. - 5:00 p.m.	☐	https://www.dropbox.com/scl/fo/rmu	
Dropbox	Sustaining Sponsor	Yes	Yes	Chelsea Gallant	Dropbox	501 Main (501 on Main)	Friday, January 24 - Sunday, January 26 - 10:0	☐	https://www.dropbox.com/scl/fo/xsy	IndieWire
Hyatt, World of	Sustaining Sponsor	Yes	Yes	Chelsea Gallant	World of Hyatt	440 Main St		☐	https://www.dropbox.com/scl/fo/7d9	Peloton
IMDbPro	Sustaining Sponsor	Yes	Yes	Renee Fournell	The IMDb Studio at Acura House of Energy	550 Swede Alley (Bob Wells Plaza)		☐	Special Event Checklist is submitted alongside Acura	
MACRO	Sustaining Sponsor	Yes	Yes	Renee Fournell		625 Main (Downstairs)		☐	https://www.dropbox.com/scl/fo/ww	
Rabbit Hole Bourbon & Rye	Sustaining Sponsor	Yes	Yes	Chelsea Gallant	N/A	N/A	N/A	☐		
White Claw Hard Seltzer	Sustaining Sponsor	Yes	Yes	Chelsea Gallant	N/A	N/A	N/A	☐		

SPECIAL EVENT PERMIT & CITY SERVICES AGREEMENT CITY PROPERTY USE MATRIX

Sundance Film Festival 2026

Use Area	Address	Use Period *	Intended Use	Type of Use	Basic City Services	Access Control	Traffic Control
Santy Auditorium of Park City Public Library and Education Center, all associated furnishings, fixtures, and equipment; including projection booth & projector, North Field, 16 parking spaces, courtyard and sponsor car display	1255 Park Avenue	Monday, January 12th through Thursday, February 5th	Screening venue, tents (Passholders, Ticketholders and Wait list) and operational parking and propane storage, car display	Parking – Nonexclusive (except 16 reserved via permit; All others – Exclusive	Park City shall maintain regular Cleaning, Waste Removal and snow and ice removal inside and outside the use area. In addition, Park City shall clear snow, ice and debris from the field & courtyard for placement of Sundance's Tent & other activities before 1/14/26	Sundance and Park City	Sundance and Park City
Library Rooms 301, 201, 101, North Conference Room & Community Room	1255 Park Avenue	Thursday January 15th through Tuesday, February 3rd	Concessions/ Hospitality; Passholder Line; Press Line, volunteer use, storage	Parking – Nonexclusive (except 16 reserved via permit; All others – Exclusive	Same as above	Sundance and Park City	Sundance and Park City
Mawhinney Parking Lot	Park Avenue	Thursday, January 22- Sunday, February 1, 2026	Overflow parking Area	Parking – exclusive via permit in the west half of lot (26 spaces); otherwise public	Park City shall maintain regular, Cleaning, Waste Removal and snow and ice removal inside and outside the use area.	Sundance and Park City	Sundance and Park City
Miners Hospital -Entire building with option of pavilion and surrounding park areas. All Parking around facility during the festival.	1354 Park Avenue	November 17, 2025 – February 13, 2026	Sundance Festival Office space	Parking – Exclusive adjacent to Recreation and Miners; Other - Nonexclusive	Park City shall maintain regular, Cleaning, Waste Removal and snow and ice removal inside and outside the use area.	Sundance	Sundance and Park City
Miners Park on Main Street	Main Street	Tuesday, January 20 - Sunday, February 1, 2026	Sundance Film Festival or Sponsor Activation	Sponsor Product Placement (Acura) and Daily Community Giveaways	Park City shall maintain regular, Cleaning, Waste Removal and snow and ice removal inside and outside the use area. Sundance is responsible for snow removal from vehicle once vehicle is placed on TBD Date. Sundance is responsible for ensuring crowd does not interfere with Main Street or Sidewalk traffic.	Sundance	Sundance

SPECIAL EVENT PERMIT & CITY SERVICES AGREEMENT CITY PROPERTY USE MATRIX

Sundance Film Festival 2026

Use Area	Address	Use Period *	Intended Use	Type of Use	Basic City Services	Access Control	Traffic Control
Bear Bench Walk Way on Main Street	Main Street	Thursday, January 15 - Monday, February 2, 2026	Sundance Film Festival or Sponsor Activation	Sponsor Product Placement (Acura) and Daily Community Giveaways	Park City shall maintain regular, Cleaning, Waste Removal and snow and ice removal inside and outside the use area. Sundance is responsible for snow removal from vehicle once vehicle is placed on TBD Date. Sundance is responsible for ensuring crowd does not interfere with Main Street or Sidewalk traffic.	Sundance	Sundance
Park City Museum - First Right of Refusal for Sundance or Sundance Sponsor	Main Street	Tentative Dates: January 19-22 (not including load-in and out)	Sponsor Use	Canon	Agreement with Museum	Sundance	Sundance and Park City
Park City Museum - First Right of Refusal for Sundance or Sundance Sponsor	Swede Alley	Tentative Dates: January 22 - February 1	Sponsor Use	Lyft Pick-up / Drop-off - Still TBD	Agreement with Museum	Sundance	Sundance and Park City
Park Avenue Between Heber & 9th St.	Park Avenue	January 22	Parking Mitigation	Removal of Parking for Permitted Parking	Park City shall place barricades and enforce the operations plan	Park City	Park City
Park Avenue Between 9th and 14th St	Park Avenue	January 22	Parking Mitigation	Removal of Parking for Permitted Parking	Park City shall place barricades and enforce the operations plan	Park City	Park City
Main Street - Entire east & west sides.	Main Street	January 22 - February 1, 2026	Parking Control to increase response time and increase traffic mitigation	Pedestrian	Park City shall place the barricades, provide snow removal and place “no parking” and “drop zone” signs	None	None
North Marsac Parking Lot	Marsac Avenue	January 21 - February 2, 2026	Public Safety and Emergency Management	Command Center	Park City shall post and maintain Public Safety parking spaces in North Marsac.	Park City	Park City
Brew Pub Parking Lot South & North after January 23	Swede Alley	January 21 - February 2, 2026	Snow Storage, Drop & Load Area, ADA Parking, UHP Parking	Communications and Snow Storage	Park City shall place the barricades, provide snow removal and place “no parking” signs.	Park City	Park City

SPECIAL EVENT PERMIT & CITY SERVICES AGREEMENT CITY PROPERTY USE MATRIX

Sundance Film Festival 2026

Use Area	Address	Use Period *	Intended Use	Type of Use	Basic City Services	Access Control	Traffic Control
Richardson Flat Park n Ride	Richardson Flat Road	January 17 - February 3, 2026	Park & Ride & Bus Staging Area	Park & Ride & Bus Staging Area	LeBus (Supplemental Transit) to use Richardson Flat for all bus staging needs during the festival including washing and overnight storage. In addition, Semi Tractor Trailer Storage will utilize Richardson Flats pre and post Festival for storage. Park City shall provide waste management, cleaning and snow removal operations.	Park City	Park City
Galleria Parking Lot (Operations Use)	Swede Alley	January 19 - February 1, 2026	Spots for Gateway Ticketing and Merchandise also possible activations	Multi-Use	Parking for Ticketing customers and Execs along with Drop & Load spots	Park City	Park City
Main Street - In Front of Egyptian and Elks Lodge	Main Street	January 21 - February 2, 2026	Ballast Installation for Full Festival	Pedestrian Safety	City snow removal prior to placement. Regularly scheduled city snow removal will continue once placed.and power drop	Sundance and Park City	Sundance and Park City
Flagpole Lot (pending sponsor use of Galleria)	Swede Alley	January 21 - February 1, 2026	Alternative Drop & Load Spots for Gateway Ticketing and Merchandise (if Galleria Lot utilized for Sponsor Activation)	Multi-Use	Parking for Ticketing customers and Execs along with Drop & Load spots	Park City	Park City
Galleria Parking Lot (Sponsor Use)	Swede Alley	January 21 - February 1, 2026	TBD	TBD	Snowremoval priorto install on on TBD date. Sponsor will be responsible for snow removal while in place.	Sundance and Park City	Sundance and Park City
Maverick Building Inside	Corner of Bonanza and Kearns	January 7, 2026 - February 12, 2026	Storage	Storage	Snowremoval priorto install on on TBD date. Sponsor will be responsible for snow removal while in place.	Sundance and Park City	Sundance and Park City
Bonanza Lot	Off Bonanza Drive	January 7, 2026 - February 12, 2026	Semi Tractor Trailer Storage fork lift, front end loader, box trucks, 4 trailers, dumpster and 2 small trailers	Sundance Festival Storage	Snowremoval priorto install on 1/13/25. Sundance will be responsible for snow removal while in place.	Sundance and Park City	Sundance and Park City
Main Street. (various locations)	Main St.	January 22-26 January 30 infront of the Marquis	Teardrop trailer being used as merchandise kiosk	Festival Store	Block 2 parking spots in front of the Marquis	Sundance and Park City	Sundance and Park City

General

- There are multiple options for opening slides, so choose one to use and delete the extras.
- Feel free to re-organize and duplicate slides to accommodate your info and needs.
- To see all available slides or to re-layout an existing slide within the Sundance Film Festival Theme select layout in the taskbar on a new or existing slide > select your desired layout.

<<IMAGE FOLDER LIBRARY>>

Typography

Inter

- **Headlines Title Case (ExtraBld)** 1-2 Lines
- **Body Headers (Bld)**
- Body Copy (Rglr)

Roboto Mono

- SECONDARY PRODUCTIVE TYPE (ALL CAPS)

Imagery

- Only use images on the slides designed to accommodate them.
- To change images, **Right Click** the image, then select **Replace Image**. This maintains size and radius corners on the photos.
  (for full bleed BG images, select Background in the taskbar)
- To resize/reposition the image within the designed framing, **double click,** scale, and drag.
- Image Usage (Film Stills, Festival Locations, & People)
  - Avoid images that have poor contrast with the background
  - Avoid busy imagery or images that conflict with overlain type.

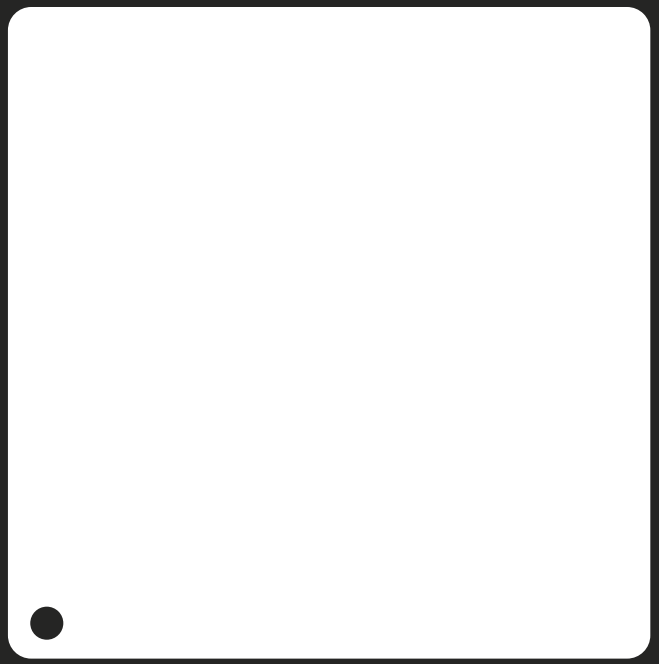
Sundance Film Festival 2026

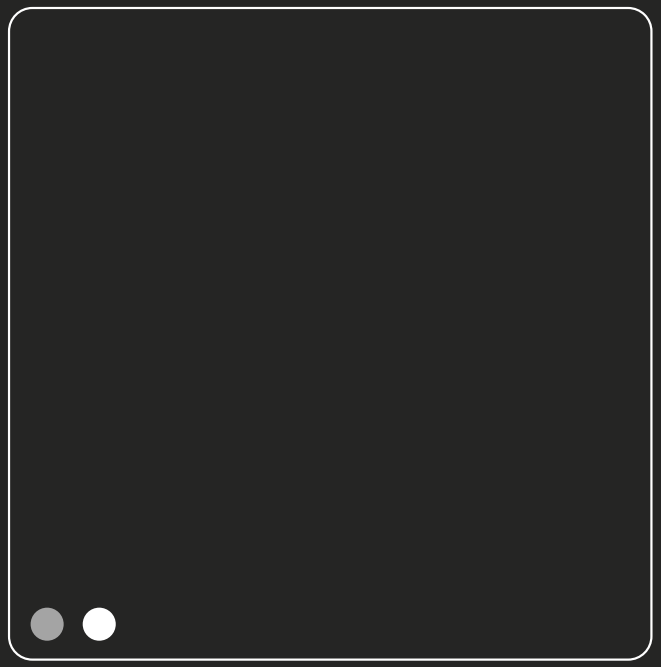
sundance institute

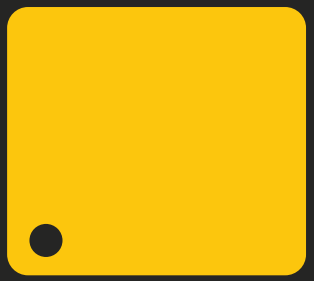
Color Palette

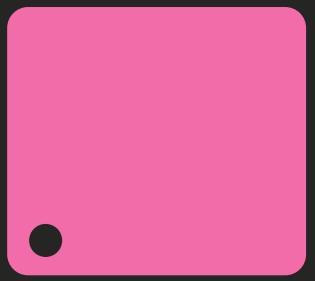
- Sundance Film Festival 2026 Color Palette
- Primarily (off)B+W
- 6 secondary colors are to be as accented treatment

Palette can be found within this themes color scheme already selected.

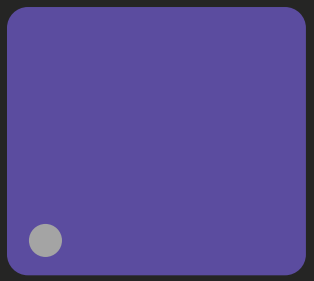












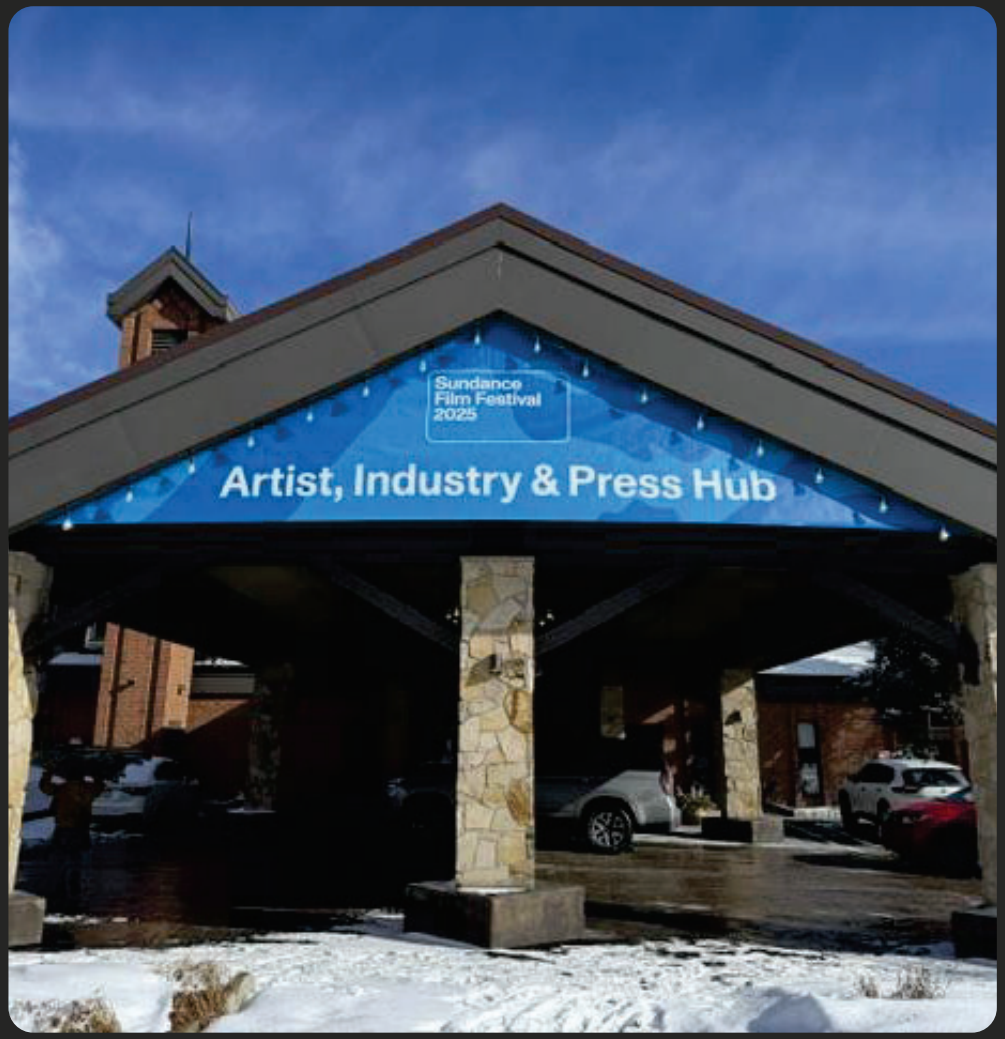





2026 Sundance
Film Festival
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SFF26 Park City Venues - Photos From SFF25

The Yarrow Theatre - Doubletree





Sundance
Film Festival
2026

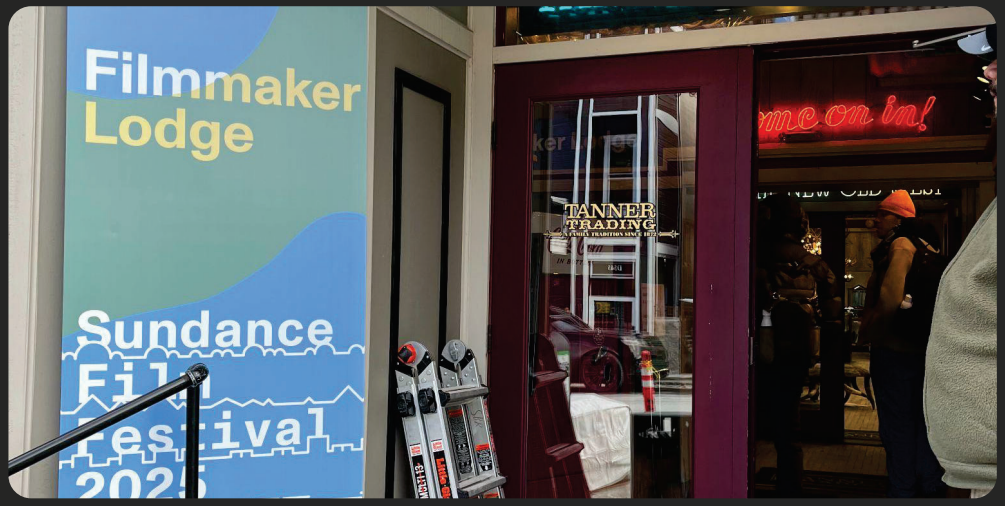
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Dimensions

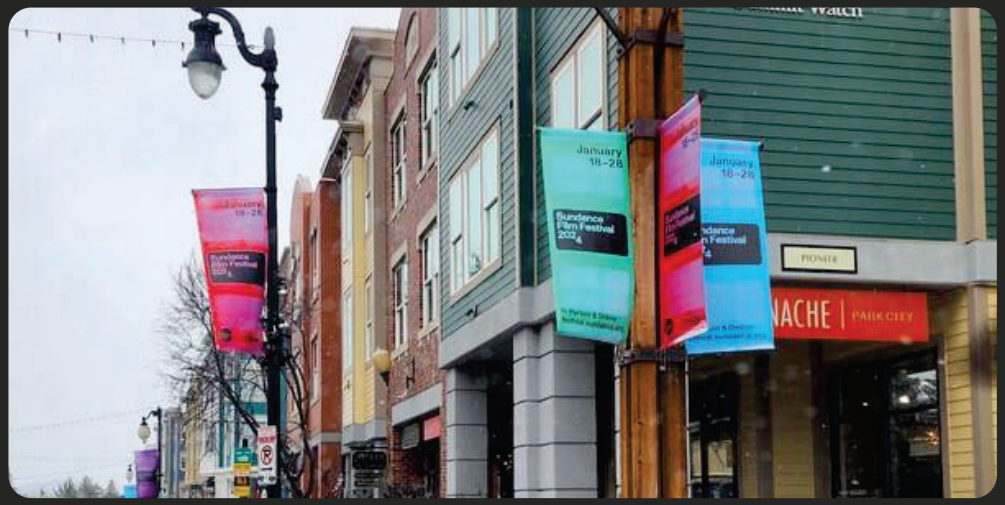
Triangle Banner

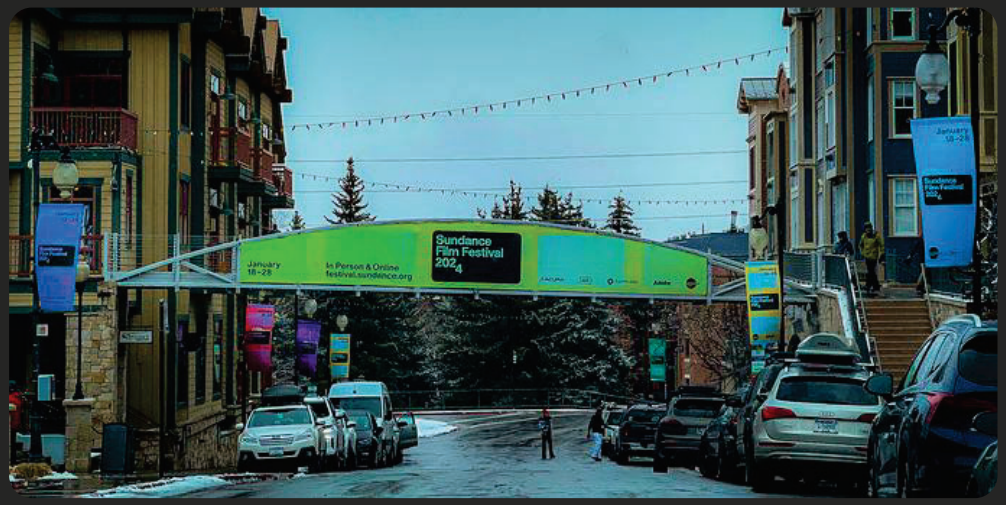
Long Banner

Main Street









Sundance Film Festival 2026

sundance institute

Dimensions

PC Street Pole Banners	Qty: 64, 22.5x72
Filmmakers Lodge	1st photo: 38.25x86.25 2nd photo: 72x15
Town Bridge	423.5x75.5

HQ - The Sheraton



Sundance Film Festival 2026

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Dimensions

HQ Exterior	288x74

The Park







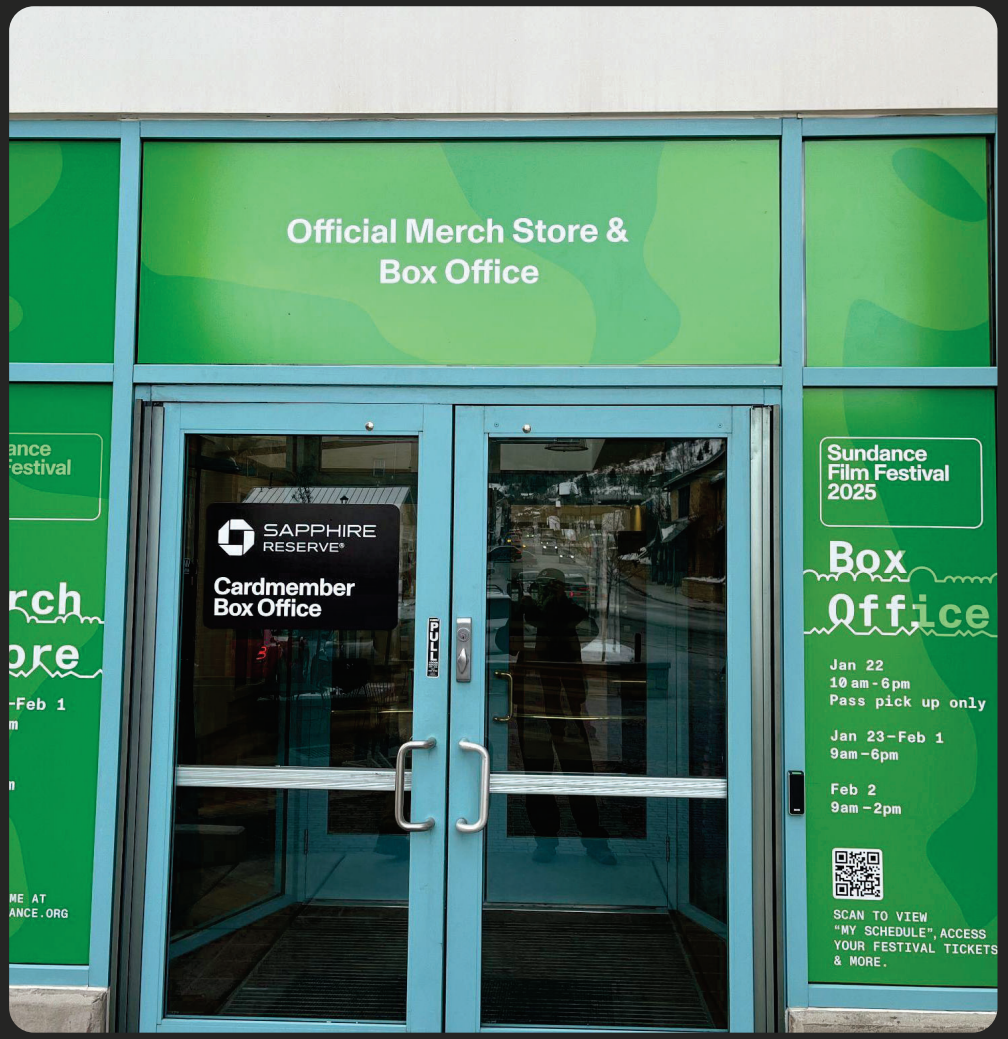
Sundance Film Festival 2026

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Dimensions

PC Gateway





Sundance Film Festival 2026

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Dimensions

The Ray

Sundance Film Festival 2026

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Sundance Film Festival 2026

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Dimensions

Eccles Theatre



Sundance Film Festival 2026

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Dimensions

Eccles Banner	295.5X30
Half Circle Banner	174.5X36.5


Sundance
Film Festival
2026


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institute

2026 Sundance Film Festival
Jan. 22 Feb. 1

Festival Operations Management:

Al Bialick, *Senior Manager, Transportation & Operations*: 435-640-2681

Jesse Schaefer, *Senior Manager Production & Theater Operations*: 801-604-4623

Festival Headquarters
Sheraton Park City
1895 Sidewinder Drive
Venue Manager: Kaitlyn Ryan
Contact: (760) 799-2315

Filmmaker Lodge
Elks Lodge
550 Main St
Venue Manager: Boji Wong
Contact: (917) 856-3668

The Park
Beside Walgreens
950 Ironhorse Dr.
Venue Manager: ??
Contact: (713) 504-6358

The Box at The Ray
Center doors
1768 Park Ave
Venue Manager: Samantha Carlson
Contact: (909) 855-5809

The Box Office/Merch
Venue Manager:
Contact:

The Ray Theatre
1768 Park Avenue
Venue Manager: Katy Darr
Contact: 913-669-5388

Broadway
328 Main St SLC
Venue Manager: Michael Kirby
Contact: 317-427-8182

Holiday Cinemas
1776 Park Avenue
Venue Manager: Chelsea Spielmann
Contact: 203-449-2844

Library Theatre
1255 Park Avenue
Venue Manager: Kaitlyn Rafferty
Contact: 732-766-9208

Eccles Theatre
1750 Kearns Boulevard
Venue Manager: Brian Patterson
Contact: 815-608-4506

The Yarrow Theater
Doubletree - The Yarrow
1800 Park Ave
Venue Manager: Reed Cooper
Contact: 540-354-5346

Redstone Cinemas
6030 Market Street
Venue Manager: Johnny Sanford
Contact: 845-596-6842

Rose Wagner
138 W Broadway SLC
Venue Manager: Alysha Aldred
Contact: 435-862-7968

VENUE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
PROSPECTOR SQUARE						
Install: January 18th @11:59 PM						
Strike: February 1st @11:59 PM						
Prospector Square Lot A	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot B	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot C	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot D	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot E	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot F	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot G	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot H	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot I	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot J	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Prospector Square Lot K	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
HEADQUARTERS - SHERATON HOTEL						
Blocked Parking - Underground Garage January 18th - February 1st						
	T-1	**6**	Permit Parking Only Jury			Underground Garage
	T-1	**1**	Shuttle Stop ↑ - Headquarters ↑	18x24	Corex	Courtyard
	T-1	**2**	No Festival Parking	18x24	Corex	Garage Entrance @ Poison Creek
	T-1	**2**	No Festival Parking	18x24	Corex	
METAL WALL SIGNS UNDERGROUND GARAGE	Wall Wedge Bolt	**4**	20 Minute Drop and Load	12x18	Metal	Underground Garage
	Wall Wedge Bolt	**14**	Permit Parking Only AR Fleet	12x18	Metal	Underground Garage
	Wall Wedge Bolt	**1**	Permit Parking Only FD			Underground Garage
	Wall Wedge Bolt	**6**	Permit Parking Only HQ	12x18	Metal	Underground Garage
	Wall Wedge Bolt	**6**	Permit Parking Only N	12x18	Metal	Underground Garage
	Wall Wedge Bolt	**6**	Permit Parking Only R	12x18	Metal	Underground Garage
Install December 31st @11:59PM	Wall Wedge Bolt	**1**	Storage Only No Parking	12x18	Metal	Underground Storage

VENUE ECCLES THEATRE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
Blocked Parking - Tent Build: January 16th - 20th	***Propane, Bathroom Trailer, Generator, Tent, Concrete Blocks***					
Blocked Parking - Tent Strike: February 1st - 4th	***Propane, Bathroom Trailer, Generator, Tent, Concrete Blocks***					
Install: January 18th - February 2nd	***Concrete Block Ballast***	**30**	Concrete Block Ballast	2'x3'x6'		**Front - Red Curb Line**
Eccles Front - Shuttle Stop	2x ESS Stands	**2**	ESS Shuttle Stop Signage - Double Sided	48x32	Corex	**Faculty Lot (West)**
Eccles Front - Shuttle Stop	ESS Balast Sand Bags	**4**	Film Set Sand Bags (sewn / contained = no leaks)	50 lbs		Faculty Lot
Eccles Front	T-1	**1**	Buses Only ↑	18x24	Corex	Faculty Lot
Eccles Front	T-1	**2**	Buses Only ↗	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	Buses Only ↙	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	Do Not Enter	18x24	Metal	Faculty Lot
Eccles Front	T-1	**1**	Drop and Load	18x24	Corex	Faculty Lot
Eccles Front	T-1	**2**	No Festival Parking	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	Shuttle Stop ↑	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	Shuttle Stop →	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	To Theatre ↑	18x24	Corex	Faculty Lot
Eccles Front	T-1	**1**	To Theatre ←	18x24	Corex	Faculty Lot
Eccles Front	T-1	**3**	20 Minute Drop and Load	18x24	Corex	**Student Lot (East)**
Eccles Front	T-1	**1**	Exit	18x24	Corex	Student Lot
Eccles Front	T-1	**2**	Exit Only Do Not Enter	18x24	Corex	Student Lot
Eccles Front	T-1	**3**	Idle Free City	18x24	Corex	Student Lot
Eccles Front	T-1	**2**	No Festival Parking	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	One Way Traffic ↑	18x24	Corex	Student Lot
Eccles Front	T-1	**2**	Permit Parking Only	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Permit Parking Only FD	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Permit Parking Only Artist Relations	18x24	Corex	Student Lot
Eccles Front	T-1	**2**	Permit Parking Only N	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Permit Parking Only P	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Permit Parking Only Publicist	18x24	Corex	Student Lot
Eccles Front	T-1	**5**	Permit Parking Only R	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Permit Parking Only Sales Agent	18x24	Corex	Student Lot
Eccles Front	T-1	**2**	Police Parking Only	18x24	Corex	Student Lot

VENUE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
Eccles Front	T-1	**4**	Student Parking Lot Full	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Taxi Stand	18x24	Corex	Student Lot
Eccles Front	T-1	**1**	Wrong Way Do Not Enter	18x24	Corex	Student Lot
THE RAY THEATRE						
Blocked Parking - Tent Build: January 16th - 19th	***Propane, Tent, Bathroom Trailer, Generator, Fencing, Bike Barricades, Concrete Blocks***					
Blocked Parking - Tent Strike: February 1st - 3rd	***Propane, Tent, Bathroom Trailer, Generator, Fencing, Bike Barricades, Concrete Blocks***					
The Ray - Front	Caution Tape	**1**	CAUTION TAPE - ROLL			Block off Tent Footprint
The Ray - Front		**20**	Bike Barricades	6' - 8'		Block off Tent Footprint
The Ray - Front		**20**	Delineators			Block off Tent Footprint
The Ray - Front		**20**	[BLANK T-1]			Block off Tent Footprint
The Ray - Front	T-1	**1**	Permit Parking Only FD	18x24	Corex	Lot
The Ray - Front	T-1	**4**	4 Accessible PPO	18x24	Corex	Lot
The Ray - Front	T-1	**4**	20 Minute Drop and Load	18x24	Corex	Lot
The Ray - Front	T-1	**4**	Permit Parking Only R	18x24	Corex	Lot
The Ray - Front	T-1	**2**	Permit Parking Only N	18x24	Corex	Lot
The Ray - Front	T-1	**1**	Permit Parking Only P	18x24	Corex	Lot
The Ray - Front	T-1	**1**	Permit Parking Only Publicist	18x24	Corex	Lot
The Ray - Front	T-1	**1**	Permit Parking Only Sales Agent	18x24	Corex	Lot
The Ray - Back	Wall	**2**	20 Minute Drop and Load	12x18	Aluminum	Rear Driveway
The Ray - Back	Wall	**1**	Permit Parking Only P	12x18	Aluminum	Rear Driveway
The Ray - Back	Wall	**1**	Permit Parking Only R	12x18	Aluminum	Rear Driveway
The Ray - Back	Wall	**1**	Permit Parking Only R	12x18	Aluminum	Rear Driveway
HOLIDAY VILLAGE CINEMAS						
Blocked Parking - Tent Build: January 16th - 19th	***Propane, Tent, Concrete Blocks***					
Blocked Parking - Tent Strike: February 1st - 3rd	***Propane, Tent, Concrete Blocks***					
	Caution Tape	**1**	CAUTION TAPE - ROLL			Block off Tent Footprint
	T-1	**10**	[BLANK T-1]			Tent Area
	T-1	**1**	Permit Parking Only FD	18x24	Corex	North Side of Tent

VENUE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
	T-1	**2**	20 Minute Drop and Load	18x24	Corex	North Side of Tent
	T-1	**2**	Permit Parking Only R	18x24	Corex	North Side of Tent
	T-1	**1**	Permit Parking Only N	18x24	Corex	North Side of Tent
	T-1	**1**	Permit Parking Only P	18x24	Corex	North Side of Tent
	T-1	**2**	Permit Parking Only Publicist	18x24	Corex	North Side of Tent
	T-1	**2**	Permit Parking Only Sales Agent	18x24	Corex	North Side of Tent
HOLI-RAY / FRESH MARKET - TRAFFIC CONTROL						
Easement Closure: January 22 - February 1st: 7am - 11pm						
HOLI-RAY TRAFFIC	T-1	**4**	RIGHT TURNS ONLY	18x24	Corex	
HOLI-RAY TRAFFIC	T-1	**4**	NO LEFT TURNS	18x24	Corex	
HOLI-RAY TRAFFIC	T-1	**4**	DO NOT ENTER	18x24	Corex	
HOLI-RAY TRAFFIC	T-1	**4**	ONE WAY	18x24	Corex	
HOLI-RAY TRAFFIC	T-1	**4**	WRONG WAY	18x24	Corex	
HOLI-RAY TRAFFIC	T-1	**2**	ROAD CLOSED	18x24	Corex	
YARROW THEATER						
Blocked Parking January 12th - January 21	***Theater Build***					
Blocked Parking February 1st - February 5th	***Theater Strike***					
	DD	**1**	Delineator			Front / West Side of Yarrow
	T-1	**1**	Permit Parking Only FD	18x24	Corex	Front / West Side of Yarrow
	T-1	**3**	Permit Parking Only R	18x24	Corex	Front / West Side of Yarrow
	T-1	**1**	Permit Parking Only N	18x24	Corex	Front / West Side of Yarrow
	T-1	**1**	Permit Parking Only P	18x24	Corex	Front / West Side of Yarrow
	T-1	**1**	Permit Parking Only Publicist	18x24	Corex	Front / West Side of Yarrow
	T-1	**1**	Permit Parking Only Sales Agent	18x24	Corex	Front / West Side of Yarrow
	T-1	**2**	20 Minute Drop and Load	18x24	Corex	Front / West Side of Yarrow
THE PARK						
Blocked Parking January 18th - February 3rd	***Venue Build, Tech & Tune***					
	BB	**20**	[BIKE BARRICADE]	6' - 8'	Aluminum	Line Mgmt

VENUE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
	T-1	**10**	Permit Parking Only	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only ADA	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only FD	18x24	Corex	Lot
	T-1	**2**	Permit Parking Only N	18x24	Corex	Lot
	T-1	**2**	Permit Parking Only Drop & Load	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only P	18x24	Corex	Lot
LIBRARY THEATRE						
Blocked Parking January 12th - February 6th	***Propane, Tent, Press Tent, Concrete Blocks, Tech & Tune***					
	Caution Tape	**1**	CAUTION TAPE - ROLL			
	T-1	**15**	Blank			
	DD	**15**	DELINEATOR			
	BB	**20**	[BIKE BARRICADE]	6'		
	T-1	**2**	One Way	18x24	Corex	12th St. Exit
	T-1	**1**	Exit Only	18x24	Corex	12th St. Exit
	T-1	**1**	Permit Parking Only	18x24	Corex	East Entrance
	T-1	**1**	Drop and Load →	18x24	Corex	Lot
	T-1	**6**	20 Minute Drop and Load	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only FD	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only AR	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only N	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only P	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only Publicist	18x24	Corex	Lot
	T-1	**4**	Permit Parking Only R	18x24	Corex	Lot
	T-1	**1**	Permit Parking Only Sales Agent	18x24	Corex	Lot
FILMMAKER LODGE						
Blocked Parking - January 12th - February 1st	T-1	**6**	Permit Parking Only - FML	18x24	Corex	Swede Alley Back
Concrete Blocks - January 20 - February 1st	Concrete Block Ballast	**6**	Concrete Ballast	2'x3'x6'		Main Street (Front)
	DD	**3**	Delineator			Swede Alley Back

VENUE	BARRICADE	QTY	SIGNAGE	SIZE	MATERIAL	LOCATION
EGYPTIAN THEATRE						
Blocked Parking - January 26th - January 29th						
Main St	T-1	**1**	Permit Parking Only N	18x24	Corex	Street (Front)
Main St	T-1	**1**	Permit Parking Only (D) Drop & Load	18x24	Corex	Street (Front)
	DD	**2**	Delineator			Street (Front)
DEER VALLEY						
Install: January 21st @11:59 PM						
Strike: February 1st @11:59 PM						
Deer Valley Lot 1	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Deer Valley Lot 2	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Deer Valley Lot 3	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Deer Valley Lot 4	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Deer Valley Lot 5	T-1	**2**	No Festival Parking	18x24	Corex	Entrance
Deer Valley Lot 6	T-1	**2**	No Festival Parking	18x24	Corex	Entrance

COMMUNITY IDENTIFYING EVENT APPLICATION

Park City Municipal Code, Section 4A-1.1.11(B)(6)

Special Event Applicants may complete this Application to be evaluated as a Community Identifying Event (CIE). Those that are determined to be a CIE may qualify for the following benefits:

- Allowance during Peak and Local Times
- Exceptions for Fee Reduction
- Lower Event Application Costs
- Exempt from Event Level Limits

All CIE Applications should be submitted with the Special Event Permit Application. Send to Stephanie Valdez in the Special Events Department at stephanie.valdez@parkcity.org. For questions, please call 435.640.5063.

NAME OF EVENT: Laura Ryan	DATE(S) OF EVENT: January 21 - Februan
NAME OF APPLICANT (First & Last): Kristin Nolan	
TITLE/POSITION: Director, Production and Operations	
BUSINESS/ORGANIZATION: Sundance Institute	

For more information regarding the City's community goals, priorities and values, please click here.

1. Describe how your event honors Park City's unique community goals and enhances the collective goodwill that features distinct traditions, and authentic local culture, including ties to the people, places, and history of Park City:

Our roots are in the Utah community, especially in Park City and Summit County. We are were founded in Utah, the majority of our domestic labs take place in Utah and our largest public program will come to life in Utah in January. Our relationship to the Park City community is important and valuable. We strive to be a good community partner in Park City. We seek to nurture our relationship at all levels - state, county, city, local donors, business owners and vendors. As the home of Sundance Institute and the 2026 festival, we are proud to present free programming in Park City to express our appreciation for the community.

2. Does your event fundamentally align with the City's Critical Priorities and Core Values as adopted by the City Council? If yes, how so?

Yes. We are fundamentally aligned as we contribute to economic development have a focus on sustainability as it relates to a reduced carbon footprint linked to online products, recylcling, and single use vehicles. Our Free community screenings and events links to connection.

3. Is your event's attendance targeted primarily at local participation from Park City and Summit County residents, employees and businesses? A growth or marketing model to bring attendance from outside of Summit County should be secondary to local attendance and participation.

We strive to have diverse audiences from residents, employees, visitors both local to the county and state as well as national and international guests.

4. Does the event provide free or affordable options for local Park City and Summit County attendance? If so, how?

Sundance offers free screenings during the Festival to those with a local address. In addition to free activations offered by our Partners: ACURA, CHASE, and ADOBE as examples. Tickets are available at various price points.

5. Does the event offer free or affordable options for underserved populations? If so, how?

Free tickets to our screenings are provided to organizations in Park City/Summit County through direct outreach. Organizations can fill out our community access form to request tickets for their constituents, and this is posted on our locals webpage as well.

THE BOX AT THE RAY
OPERATIONS PLAN

OVERVIEW

The Box is a venue that seats 100 patrons. It's located in the basement of The Ray Theater. This space will host three sponsor panels per day for five days of the festival. (Jan. 22nd-Feb, 1st 2026) Panels are free and open to the public. QR codes will be scanned upon entrance to the venue. These codes can be obtained by creating a free Sundance account on our website, or if you have a festival credential, this will be scanned instead.

LOCATION

The Basement of the Ray Theater
(Access through the Center Doors)
1768 Park Avenue
Park City, UT 84060

PRIMARY CONTACT

The Box Manager
Samantha Carlson
(435) 776-7813
Samantha_Carlson@Sundance.org

GENERAL PUBLIC OPERATING HOURS

Friday, January 23, 2026:	11:00 a.m. - 6:00 p.m.
Saturday, January 24, 2026:	11:00 a.m. - 6:00 p.m.
Sunday, January 25, 2026:	11:00 a.m. - 6:00 p.m.
Monday, January 26, 2065:	11:00 a.m. - 6:00 p.m.
Tuesday, January 27, 2026:	11:00 a.m. - 6:00 p.m.

PANELS

Friday, January 23rd, 2026 - Tuesday, January 27th, 2026
The Box hosts three panels per day:

2026 Panel Schedule
ALL PANELS WILL BE: 90 minutes in duration

First Panel:
PANEL DISCUSSION- 11:30 am - 1:00 pm

Second Panel:
PANEL DISCUSSION- 2:00 pm - 3:30 pm

Third Panel:
PANEL DISCUSSION- 4:30 pm - 6:00 pm

LOAD-IN DELIVERIES (Monday, January 12th, 2026 - Tuesday, January 20, 2026)

Monday, January 12th:	Modern Vendor + Furniture Delivery
Friday, January 16th:	Local zero/AV Delivery
Sat, January 17th:	DBPC West Stage/Lights
Tuesday, January 20th:	Water Specialties

LOAD-OUT (To begin Wednesday, January 28th, 2026)

Wednesday, January 28th, 2026	Vendor pick-up Modern
Thursday, January 29th, 2026	Stage & lighting strike - Complete Load-Out

PARKING MITIGATION

- Drop and Load Parking Spots in front of the venue

SECURITY

- Centennial Management Group
- Randy Mayne -- 801.988.8800
- Assigned guard on duty during opening hours for bag and jacket checks

JANITORIAL

- Assured Properties- pc.assuredpproperties@gmail.com Phone: (801) 347-8085

RECYCLING

- Recyclops -- 435.503.1840
- 4’ x 4’ Gaylord bin located behind the Ray

TRASH

- Removed daily by janitorial vendor and festival volunteers/staff

SNOW REMOVAL

- Shovels and salt are provided to the venue prior to the Festival for daily maintenance.

ADDITIONAL EMERGENCY CONTACTS

Senior Manager, Transportation & Operations
Al Bialick
C: 435.640.2681
al_bialick@sundance.org

Senior Manager, Safety & Security
Shannon Leahy
C: 904.704.6583
shannon_leahy@sundance.org

City Council
Staff Report

Subject: **Land Management Code Amendments**
Applications: **PL-25-06686 and PL-25-06512**
Author: **Nan Larsen, Senior Planner**
Date: **December 11, 2025**

Recommendation

(I) Review the proposed amendments to the Land Management Code (LMC) to:

- Update Planning Commission authority to respond to applicant requests to continue publicly noticed items to a later date.
- Align with changes to Utah Code regarding complete applications, noticing requirements, annexation references, and public meeting clarification for variances and appeals.

(II) Hold a public hearing.
(III) Consider adopting Ordinance No. 2025-23 (Exhibit A).

Description

Applicant:	Planning Department
Location:	Citywide
Land Management Code Sections Amended:	**15-1 General Provision and Procedures** 15-1-12 *Notice* 15-1-12.5 *Continuations* 15-1-21 *Notice Matrix* **15-8 Annexation** 15-8-1 *Purpose* *15-8-3 Property Owner Initiation of Annexation* *15-8-4 Procedure For Petition and Annexation Plats* *15-8-6 Municipal Initiation of Annexation* **15-10 Board of Adjustment** *15-10-9 Persons Entitle to Appear* **Defined Terms** *15-15-1 Definitions*
Reason for Review:	The Planning Commission reviews amendments to the Land Management Code, holds a public hearing, and forwards a recommendation to the City Council. The City

Council conducts a public hearing and takes Final Action.[1]

HB	House Bill
LMC	Land Management Code

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC § 15-15-1.

Analysis

(I) The Planning Commission unanimously recommends a Land Management Code amendment to update Planning Commission authority regarding applicant's Continuation requests to improve meeting efficiency while allowing for flexibility in the case of emergencies.

The Planning Commission recently received several requests from Applicants to continue items to a later date that had been publicly noticed and published in the Planning Commission packet for Final Action. This means Planning Commissioners invested time in reading the staff report and exhibits and visiting the site to prepare for the meeting, when in the end, the Applicant requested the day of the Planning Commission meeting that their item be pushed to a later date. This impacts the scheduling of other land use applications that have been scheduled for later dates to move applications forward in the order in which they are received and ready. As a result, the Commission requested evaluation of the continuations code to improve meeting efficiency and respect the time of the Planning Commission in preparation for the review.

On July 9, 2025, the Planning Commission conducted a work session for the proposed LMC amendments. The Commission supports amending LMC § 15-1-12.5 to clarify the standards and timeline for an Applicant to request continuation of an item. The Planning Commission recommends code amendments that allow staff to continue items when a request for continuation is made at least seven days prior to a scheduled public hearing, and allow for flexibility in the case of emergency requests for continuation within the seven-day window, with the final decision to be made by the Planning Commission chair (Agenda Item 5.A, Minutes p. 3-6).

The Planning Commission conducted a public hearing on the draft code on September 24, 2025 (Agenda Item 7.C, Minutes p. 22-24) and unanimously forwarded a positive recommendation for City Council consideration (Exhibit A, Lines: 79-84, 86-91).

(II) The Planning Commission unanimously recommends Land Management Code amendments to align and comply with recent updates to the Utah Code to (a) update public notice requirements, (b) update citations to state code for the City's annexation regulations, (c) clarify that the state now prohibits municipalities from holding a public hearing for variances and appeals, and (d) update definitions to distinguish between a building permit and land use application.

[1] LMC § 15-1-7

On October 8, 2025, the Planning Commission unanimously forwarded a positive recommendation to the City Council to amend the LMC to align with changes to state code, outlined below (Agenda Item 5.C, Minutes p. 17-18).

(a) Update public notice requirements.

LMC Chapter 15-1 *General Provision and Procedures* includes the required noticing procedures in Section 12 *Notice* and Section 21 *Notice Matrix*. LMC § 15-1-12 specifies the requirements for public hearing notices, while LMC § 15-1-21 *Notice Matrix*, establishes the timeframe and methods for noticing various land use applications.

HB 368 created state-mandated noticing requirements for both public hearings, where the general public can attend and speak at a public hearing, and public meetings, where the general public may only attend to listen to the proceedings.

As a result, Utah Code § 10-20-205 now mandates all types of noticing requirements for public hearings and public meetings, and staff recommends updating LMC § 15-1-12 to clarify required notices for each type of application (Exhibit A, Line 3).

HB 368 also amended the code to add ministerial notices and noticing requirements in addition to Class A and Class B notices. Utah Code requires ministerial notices for ordinances that are ministerial in nature or a proposed land use ordinance that brings the land use ordinances into compliance with State or Federal law; adopts a municipal land use update that affects an entire zoning district or multiple zoning districts; adopts a non-substantive, clerical text amendment to an existing land use ordinance; recodifies the existing land use ordinance; or designates or defines an affected area of a boundary adjustment or annexation.[2]

Staff recommends several updates to ensure the LMC § 15-1-21 *Notice Matrix* complies with Utah Code § 10-20-205. It is recommended the Notice Matrix be reorganized to align with State noticing categories, dividing applications into Class A, Class B, and Ministerial notices, with specific standards required in the LMC categorized as All Other Notices. Additionally, staff recommends the Notice Matrix be clarified to provide that Variance requests, Non-Conforming Use Modifications, and Appeals to the Board of Adjustment may not require a public hearing and must be noticed as a public meeting.[3] The recommended amendments are in the attached Draft Ordinance (Exhibit A, Line 72).

(b) Update citations to state code for the City's annexation regulations.

Chapter 15-8 of the LMC addresses Annexations and provides requirements that must be met where an application for an Annexation is submitted. The purpose of this Chapter is to protect the general interests and character of the community; assure orderly growth and Development of the Park City community; and ensure that

[2] Utah Code § 10-20-205
[3] Utah Code § 10-20-1101

annexations are approved consistent with the Park City General Plan and Utah State law.[4] Certain Sections of this Chapter cite the Utah Code, which regulates Annexations statewide.

HB 368 reorganized and renumbered the Annexations Section in the Utah Code.[5] To maintain consistency, staff recommends updating the corresponding outdated citations in the following LMC Sections: 15-8-1 *Purpose,* 15-8-3 *Property Owner Initiation of Annexation*, 15-8-4 *Procedure for Petition and Annexation Plats*, and 15-8-6 *Municipal Initiation of Annexation* (Exhibit A, Lines: 127, 133, 134, 140, 141, 147, 155, 158, 162, 166-168, 175, 196, 199, and 200).

(c) Clarify that the state now prohibits municipalities from holding a public hearing for variances and appeals.

Following amendments to the Utah Code this year, municipalities are prohibited from holding a public hearing for variance requests or land use appeals. While the City Council approved Ordinance No. 25-11 on June 5, 2025 to address these amendments,[6] staff recommends adding clarifying language to LMC § 15-10-9 to explicitly state that while public meetings for these types of requests are open to public attendance, a public hearing is prohibited by Utah Code (Exhibit A, Lines 205-208).

(d) Update definitions to distinguish between a building permit and land use application.

Chapter 15-1 of the LMC contains pertinent definitions to land use regulations, including the definition of "Application," which currently encompasses both building permit and land use applications.

Combing the two types of development reviews within the same definition of Application could pose an issue as HB 368 establishes specific Building Permit review timeframes in the Utah Code but does not establish specific land use application full review timeframes.[7]

The draft Ordinance updates the Definitions of "Application" and "Complete Application" to clarify and differentiate between a land use application and building permit and building permit submittal. The draft Ordinance also creates a new definition for a "Complete Building Permit Submittal" consistent with Utah Code[8] (Exhibit A, Lines: 213, 214, 217-219, and 224-230).

Department Review

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

[4] LMC Chapter 15-8
[5] Utah Code § 10-2-8
[6] City Council, New Business Agenda Item 1, Minutes p. 7-8
[7] Utah Code § 10-20-905
[8] Utah Code § 10-20-909

this report.

Notice

Staff published notice on the City's website and the Utah Public Notice website on September 26, 2025 for the October 8, 2025 Planning Commission meeting and November 20, 2025 for the December 11, 2025 City Council Meeting. The *Park Record* published notice on September 26, 2025, and November 22, 2025.[9]

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

The City Council may:

- Approve Ordinance No. 2025-23
- Approve Ordinance No. 2025-23 with revisions
- Deny Ordinance No. 2025-23
- Request additional information and continue the discussion to date uncertain.

Exhibit

A: Draft Ordinance No. 2025-23

[9] LMC § 15-1-21

Ordinance No. 2025-23

AN ORDINANCE AMENDING LAND MANAGEMENT CODE SECTION 15-1-12.5 *CONTINUATIONS* TO CLARIFY PLANNING COMMISSION AUTHORITY TO CONTINUE ITEMS SCHEDULED FOR REVIEW AND AMENDING CHAPTER 15-1 *GENERAL PROVISIONS AND PROCEDURES,* 15-8 *ANNEXATION*, CHAPTER 15-10 *BOARD OF ADJUSTMENT*, AND CHAPTER 15-15 *DEFINED TERMS* TO COMPLY WITH CHANGES TO STATE CODE REGARDING PUBLIC NOTICE, PUBLIC HEARINGS, BUILDING PERMIT REVIEWS, AND ANNEXATIONS

WHEREAS, the Land Management Code (LMC) is designed, enacted, restated and reorganized to implement the goals and policies of the Park City General Plan;

WHEREAS, the City reviews the LMC on a regular basis and identifies necessary amendments to address planning and zoning issues that have arisen; and to address specific LMC issues raised by Staff, Planning Commission, and City Council;

WHEREAS, the Planning Commission, seeing several requests from Applicants to continue items that had already been publicly noticed with staff reports and exhibits published for Planning Commission action, directed the Planning Department to evaluate and update the Land Management Code regarding continuations;

WHEREAS, on July 9, 2025, the Planning Commission held a work session and provided direction on the drafting of the proposed amendments regarding continuations;

WHEREAS, on September 24, 2025, the Planning Commission held a duly noticed public hearing to receive input on the proposed amendments regarding continuations, and unanimously forwarded a positive recommendation to City Council;

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WHEREAS, in 2025, the Utah Legislature enacted House Bill 368 requiring updates to the LMC;

WHEREAS, House Bill 368 requires updates to the LMC regarding public notice;

WHEREAS, House Bill 368 requires updates to the LMC regarding building permit plan reviews;

WHEREAS, House Bill 368 reorganized regulations regarding Annexations requiring updates to citations within the LMC;

WHEREAS, on October 8, 2025, the Planning Commission conducted a duly noticed public hearing regarding proposed amendments to the LMC in response to House Bill 368, and forwarded a positive recommendation to the City Council;

WHEREAS, the City Council conducted a duly noticed public hearing on the proposed amendments on December 11, 2025;

WHEREAS, it is in the best interest of Park City, Utah, to amend the LMC to update regulations related to continuations and incorporate updates required to reflect changes to the Utah Code; and

WHEREAS, the proposed LMC amendments are consistent with the following purposes of the Utah Municipal Land Use, Development, and Management Act Section 10-20-101, Purposes – General land use authority:

1. The purposes of this chapter are to:

    a. provide for the health, safety, and welfare;

    b. promote the prosperity;

c. improve the morals, peace, good order, comfort, convenience, and aesthetics of each municipality and each municipality's present and future inhabitants and businesses;

d. protect the tax base;

e. secure economy in governmental expenditures;

f. foster the state's agricultural and other industries;

g. protect both urban and nonurban development;

h. protect and ensure access to sunlight for solar energy devices;

i. provide fundamental fairness in land use regulation;

j. facilitate orderly growth, allow growth in a variety of housing types, and contribute toward housing affordability; and

k. protect property values.

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

SECTION 1. AMEND MUNICIPAL CODE OF PARK CITY LAND MANAGEMENT CODE TITLE 15. The recitals are incorporated herein as findings of fact. Municipal Code of Park City Title 15 Land Management Code Chapter 15-1 *General provision and Procedures,* Chapter 8 *Annexation*, Chapter 10 *Board of Adjustment*, and Chapter 15-15 *Defined Terms* are hereby amended as outlined in Attachment 1.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 11th day of December 2025.

PARK CITY MUNICIPAL CORPORATION

_____
Nann Worel, Mayor

Attest:

_____
City Recorder

Approved as to form:

_____
City Attorney's Office

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ATTACHMENT 1

15-1-12 Notice

N[~~all n~~]otice for each type of Application[~~of public hearing~~], unless otherwise specified in this Code or State law, must be provided in accordance with this Section and must state the general nature of the proposed action; describe the land affected; and state the time, place, and date of the hearing. Once opened, the hearing may be continued, if necessary, without republication of notice until the hearing is closed. Notice shall be given according to Section 15-1-21 Notice Matrix and as follows:

A. **POSTED NOTICES**. The Planning Department must post notice on the Property affected by the Application and as further specified in Section 15-1-21 Notice Matrix.

B. **PUBLISHED NOTICE**. Published notice shall be given by publication on the City website and by publication on the Utah Public Notice Website, as further specified in Section 15-1-21 Notice Matrix.

C. **MAILED NOTICE**. Pursuant to Section 15-1-21 Notice Matrix for required or courtesy mailed notice to adjacent and surrounding Property Owners, and to Affected Entities, the Applicant must provide the Planning Department with an electronic list of each Property Owner of record of each Parcel located entirely or partly within the distance designated by Application type in Section 15-1-21 from all Property Lines of the subject Property, and as further specified in Section 15-1-21 Notice Matrix. The addresses for Property Owners must be as shown on the most recently available Summit County tax assessment rolls. If the Property that is the subject of the Application is a Condominium, the Owners Association is sufficient in lieu of the address for each unit Owner. For courtesy mailed notice that is not a legal requirement per Utah Code, for specific actions and noted herein, and further specified in Section 15-1-21 Notice Matrix, any defect in

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such courtesy mailed notice shall not affect or invalidate any hearing or action by the City Council or any Board or Commission.

D. **APPLICANT NOTICE**. For each land Use Application, the Planning Department must notify the Applicant of the date, time and place of each public hearing and public meeting to consider the Application and of any Final Action on the pending Application. A copy of each Staff report regarding the Applicant or the pending Application shall be provided to the Applicant at least three (3) business days before the public hearing or public meeting. If the requirements of this Subsection are not met, an Applicant may waive the failure so that the Applicant may stay on the agenda and be considered as if the requirements had been met.

E. **EFFECT OF NOTICE**. Proof that notice was given pursuant to this Section is prima facie evidence that notice was properly given. If notice given under authority of this Section is not challenged as provided for under State law within thirty (30) days after the date of the hearing or action for which the challenged notice was given, the notice is considered adequate and proper.

F. **OWNERS ASSOCIATION REGISTRATION AND NOTIFICATION**.

1. **REGISTRATION**. Owners associations desiring notice of requests for Building Permits within their boundaries must file written registration annually with the Park City Building Department and pay an annual fee of fifty dollars ($50.00). The registration must consist of a copy of the Owners association's Utah State Business or corporate registration and the names, addresses including post office box numbers, and telephone numbers of at least three (3) authorized representatives of the Owners association and a notarized statement certifying that these individuals are the authorized representatives of said association.

Associations not registered with the City will not be included in the published list of Owners associations and do not receive notice of Building Permit requests prior to their issuance.

Any change(s) in the above information must be forwarded in writing to the Building Department within ten (10) days of the change.

2. **NOTICE**. Prior to, or at the time of Application for a permit for any Development, the Applicant must file with the City evidence of notification to the appropriate registered Owners association(s). Acceptable evidence of notification shall be the following:

    a. the properly executed notice form, as approved by the City; or

    b. a signed return receipt from a certified letter posted to the registered association representative, with a copy of the notice form approved by the City.

3. **CITY NOT PARTY TO DISPUTES.** The City is not the arbiter of disputes between an Applicant and an Owners association. Nothing herein shall be interpreted to require Owners association consent prior to City Final Action. This notice is courtesy notice only.

G. **NOTICE FOR AN AMENDMENT TO PUBLIC IMPROVEMENTS**. Prior to implementing an amendment to adopted specifications for public improvements that apply to Subdivisions or Development, the City shall give thirty (30) days mailed notice and an opportunity to comment to anyone who has requested the notice in writing.

. . . .

15-1-21 Notice Matrix

NOTICE MATRIX (See Section 15-1-12 for specific notice requirements)			
ACTION:	**POSTED IN A PUBLIC LOCATION WITHIN THE CITY:**	**MAILING:**	**PUBLISHED ON THE CITY WEBSITE AND ON THE UTAH PUBLIC NOTICE WEBSITE):**
CLASS A:			
General Plan	10 days prior to the first hearing before Planning Commission and City Council in the area to be zoned or rezoned, or in a place reasonably likely to be seen by residents. Any subsequent hearings shall be posted at least 24 hours prior to hearing.	Required mailing 10 days prior to the first hearing to each [~~resident in the area to be zoned or rezoned,~~] Affected Entity, and to each Property Owner whose property is at least partially within the area [~~to be~~] affected by the amendments [~~zoned or rezoned~~].	10 days prior to the first hearing before the Planning Commission and City Council. Any subsequent hearings shall be so published at least 24 hours prior to hearing.
General Plan Amendments			
Zoning[~~, and~~]			
Rezoning			
CLASS B:			

LMC Amendments	10 days prior to the first hearing before the Planning Commission and City Council in a place reasonably likely to be seen by residents. Any subsequent hearings shall be posted at least 24 hours prior to hearing.	Required mailing 10 days prior to the first hearing to each Affected Entity and to each resident and Property Owner in the area directly affected by the amendments.	10 days prior to the first hearing before the Planning Commission and City Council. Any subsequent hearings shall be so published at least 24 hours prior to hearing.
MINISTERIAL:			
Zoning or LMC Amendments that: **A. update the LMC to align with State or Federal law;** **B. affect an entire zoning district or**	10 days prior to the first hearing before Planning Commission and City Council in the area to be zoned or rezoned, or in a place reasonably likely to be seen by residents. Any subsequent hearings		10 days prior to the first hearing before the Planning Commission and City Council. Any subsequent hearings shall be so published at least 24 hours prior to hearing.

multiple zoning districts; **C. make minor clerical correction text amendments;** **D. recodify existing land use ordinances;** **E. or designate an affected area of a boundary adjustment or annexation.**	shall be posted at least 24 hours prior to hearing.		
[~~General Plan Amendments~~]	[~~10 days prior to the first hearing before the Planning Commission and City Council in a place reasonably likely to be seen by residents. Any subsequent hearings~~	[~~Required mailing 10 days prior to the first hearing to each Affected Entity.~~]	[~~10 days prior to the first hearing. Any subsequent hearings shall be so published at least 24 hours prior to hearing.~~]

	~~shall be posted at least 24 hours prior to hearing.]~~		
All OTHER NOTICES:			
Master Planned Developments (MPD) **Conditional Use Permit (CUP)**	14 days prior to the first hearing.	Courtesy mailing 14 days prior to the first hearing, to Property Owners within 300 ft.	14 days prior to the first hearing.
Appeals of Planning Director, Historic Preservation Board, or City Council Call-Up and Reconsideration	14 days prior to the date set for the appeal or reconsideration (See Section 15-1-18).	Courtesy mailing 14 days prior to the appeal or reconsideration to all parties who received mailed notice for the action being appealed or reconsidered (See Section 15-1-18).	14 days prior to the date set for the appeal or reconsideration (See Section 15-1-18).
Appeals of Planning Commission to Hearing Officer	None	None	24 hours prior to the appeal.

~~**Conditional Use Permit**~~	~~14 days prior to the first hearing before the Planning Commission.~~	~~Courtesy mailing 14 days prior to the first hearing before the Planning Commission, to Property Owners within 300 ft.~~	~~14 days prior to the first hearing before the Planning Commission.~~
Administrative Conditional Use Permit **Administrative Permit**	10 days prior to Final Action.	Courtesy mailing 10 days prior to Final Action, to adjacent Property Owners.	10 days prior to Final Action. [~~No published notice required.~~]
~~**Administrative Permit**~~	~~10 days prior to Final Action.~~	~~Courtesy mailing 10 days prior to Final Action, to adjacent Property Owners.~~	~~No published notice required.~~
Variance Requests **Non-Conforming Use Modifications** [~~**Variance Requests, Non-conforming Use Modifications**~~	14 days prior to the public meeting [~~first hearing~~] before the Board of Adjustment. Appeals and variances may not require a public hearing.	Courtesy mailing to owners within 300 ft. 14 days prior to the public meeting [~~first hearing~~] before the Board of Adjustment[~~, to owners within 300 ft~~].	14 days prior to the public meeting [~~first hearing~~] before the Board of Adjustment.

~~and~~]**Appeals to Board of Adjustment**			
Certificate of Appropriateness for Demolition (CAD)	45 days on the Property upon refusal of the City to issue a CAD; 14 days prior to the first hearing before the CAD Hearing Board.	Courtesy mailing 14 days prior to the first hearing before the Historic Preservation Board, to Property Owners within 300 ft.	14 days prior to the first hearing before the Historic Preservation Board.
Determination of Significance **Historic Preservation Board Review for Material Deconstruction**	14 days prior to the first hearing before the Historic Preservation Board.	Courtesy mailing 14 days prior to the first hearing before the Historic Preservation Board to property owners within 100 feet.	14 days prior to the first hearing before the Historic Preservation Board.
~~**Historic Preservation Board Review**~~	~~14 days prior to the first hearing before the Historic Preservation Board.~~	~~Courtesy mailing 14 days prior to the first hearing before the Historic Preservation Board to~~	~~14 days prior to the first hearing before the Historic Preservation Board.~~

~~**for Material Deconstruction**~~		~~property owners within 100 feet.~~	
Historic District or Historic Site Design Review	First Posting: The Property shall be posted for a 14 day period once a Complete Application has been received. The date of the public hearing shall be indicated in the first posting. Other posted legal notice not required. Second Posting: For a 30 day period once the Planning Department has determined the proposed plans comply or does not comply with the Design Guidelines for	First Courtesy Mailing: To Property Owners within 100 feet once a Complete Application has been received, establishing a 14 day period in which written public comment on the Application may be taken. The date of the public hearing shall be indicated. Second Courtesy Mailing: To Property Owners within 100 feet and individuals who provided written comment on the Application during the 14 day initial public comment period. The second mailing occurs once the Planning Department determines whether the proposed plans comply or do not comply with the Design Guidelines for	If appealed, then once 14 days before the date set for the appeal.

	Historic Districts and Historic Sites. Other posted legal notice not required.	Historic Districts and Historic Sites and no later than 45 days after the end of the initial public comment period. This establishes a 30 day period after which the Planning Department's decision may be appealed.	
Annexations	Varies, depending on number of Owners and current State law. Consult with the Legal Department.		
Termination of Project Applications	- - - - - - - - - -	Required mailing to Owner/Applicant and certified Agent by certified mail 14 days prior to the Planning Director's termination and closure of files.	- - - - - - - - - - - -
Simple Boundary Adjustments: Between 2 Lots without a plat amendment	10 days prior to Final Action on the Property. Other posted legal notice not required.	Courtesy mailing to Property Owners within 300 ft. at time of initial Application for Lot line adjustment. Need consent letters, as described on the Planning Department	10 days prior to Final Action on the Property.

		Application form, from all adjacent Owners.	
Preliminary and Final Subdivision Plat Applications	14 days prior to the first hearing.	Courtesy mailing 14 days prior to the first hearing to Property Owners within 300 ft.	14 days prior to the first hearing before the Planning Commission.
Condominium Plats			
Condominium Plat Amendments			
Subdivision Plat Amendments			
~~**Condominium Plats**~~	~~14 days prior to the first hearing.~~	~~Courtesy mailing 14 days prior to the first hearing to Property Owners within 300 ft.~~	~~14 days prior to the first hearing before the Planning Commission.~~
~~**Condominium Plat Amendments**~~	~~14 days prior to the first hearing.~~	~~Courtesy mailing 14 days prior to the first hearing, to Property Owners within 300 ft.~~	~~14 days prior to the first hearing before the Planning Commission.~~

~~**Subdivision Plat Amendments**~~	~~14 days prior to the first hearing.~~	~~Courtesy mailing 14 days prior to the first hearing, to Property Owners within 300 ft.~~	~~14 days prior to the first hearing before the Planning Commission.~~
Implementing an Amendment to Adopted Specifications for Public Improvements that Apply to a Subdivision or Development		The City shall give a thirty (30) day mailed notice and an opportunity to comment to anyone who has requested the notice in writing.	
Vacating or Changing a Public Street, Right-of-Way, or Easement	10 days prior to each hearing before the City Council on or adjacent to the Street, Right-of-Way, or easement or in a public location that is reasonably likely to be seen by persons who	Required mailing to each Property Owner of record of each Parcel or Lot that is accessed by the Public Street, Right-of-Way or easement and each Affected Entity at least 10 days prior to the hearing before the City Council.	10 days prior to the hearing before the City Council.

	are likely to be impacted.		
Extension of Approvals	Posted notice shall be the same as required for the original application.	Mailed notice shall be the same as required for the original application.	Published notice shall be the same as required for the original application.

~~[1) For all Applications, notice will be given to the Applicant of date, time, and place of the public hearing and public meeting to consider the Application and of any Final Action on a pending Application.~~

~~2) All notices, unless otherwise specified in this Code or by State law, must state the general nature of the proposed action; describe the land affected; and state the time, place and date of the hearing. Once opened, the hearing may be continued, if necessary, without re-publication of notice until the hearing is closed.~~

~~3) A copy of each Staff report regarding the Applicant, or the pending Application, shall be provided to the Applicant at least three (3) business days before the public hearing or public meeting.~~

~~4) If notice provided per this Section is not challenged within 30 days after the meeting or action for which notice is given, the notice is considered adequate and proper.~~

~~5) All days listed are the minimum number of days required.~~

~~6) Appeals and variances may not require public hearings.]~~

Appendix A – Official Zoning Map (Refer to the Planning Department)

. . . .

15-1-12.5 Continuations

Planning Staff shall have the authority to approve an applicant's request for a

continuance for an item scheduled for a public hearing or an item scheduled for an appeal, up to two (2) times, so long as the request for the continuance is made in writing, is for a reasonable cause, and is received by Planning Staff at least ~~five (5) business~~ seven (7) days prior to the scheduled public hearing or appeal. If Planning Staff does not have the authority to continue an item, the Board, Commission or ~~Council~~ Land Use Appeal Authority will determine if there is a reasonable cause ~~sufficient reason~~ to continue the item on the scheduled date. If it is determined there is not ~~sufficient reason~~ reasonable cause to continue the item, the item will remain on the agenda and be considered.

Justifications which the Planning Staff or Commission may find reasonable cause include, but are not limited to: demonstrated travel or work disruption beyond the applicant's control; illness of the applicant, representative, or family; other demonstrated emergency circumstances; the need for additional time to respond to recent public, staff or third party/Development Review Committee input; or other circumstances justifying additional time in order to ensure due process.

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15-8-1 Purpose

The annexation requirements specified in this Chapter are intended to protect the general interests and character of the community; assure orderly growth and Development of the Park City community in terms of utilities and public services; preserve open space, enhance parks and trails; ensure environmental quality; protect entry corridors, view sheds and environmentally Sensitive Lands; preserve Historic and cultural resources; create buffer Areas; protect public

health, safety, and welfare; and ensure that annexations are approved consistent with the Park City General Plan and Utah State law.

In meeting the goals of Park City's annexation policy plan, contained herein, the Planning Commission and City Council shall strive to avoid gaps between or overlaps with the expansion Area of other municipalities; consider the population growth projections for Park City and adjoining Areas for the next twenty (20) years; consider current and projected costs of infrastructure, urban services, and necessary public facilities; facilitate full Development of Areas within Park City; expand infrastructure, services, and facilities into the Area being considered for inclusion in the expansion Area when practical and feasible; consider, in conjunction with Park City's General Plan, the need over the next twenty (20) years for additional land suitable for residential, commercial, and industrial Development; consider the reasons for including agricultural lands, forests, recreation Areas, and wildlife management Areas in Park City; and be guided by the following principles:

If practical and feasible, boundaries of an Area proposed for annexation shall be drawn:

A. Along the boundaries of existing special districts for sewer, water, fire, and other services, along the boundaries of school districts whose boundaries follow City boundaries or school districts adjacent to school districts whose boundaries follow City boundaries, and along the boundaries of other taxing entities;

B. To eliminate islands and peninsulas of territory that are not receiving municipal type services;

C. To facilitate the consolidation of overlapping functions of local government;

D. To promote the efficient delivery of services; and

E. To encourage the equitable distribution of community resources and obligations.

It is the intent of this Chapter to ensure that Property annexed to the City will contribute to the attractiveness of the community and will enhance the resort image which is critical for economic viability, and that the potential deficit of revenue against expense to the City is not unreasonable. This Chapter shall be considered Park City's annexation policy plan and declaration.

This Chapter hereby incorporates by reference all standards required and suggested by Sections 10-2-[~~401~~]801 et seq. of the Utah Code, as amended.

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15-8-3 Property Owner Initiation Of Annexation

When initiated by a Property Owner, the process for annexation shall be as follows:

A. The Property Owner or Owners shall submit to the City a petition for annexation. The petition shall meet the criteria and shall be in the form as established by the City and in compliance with State law as set forth in Sections 10-2-[~~401, 402, and 403~~] 801, 804, and 806 of the Utah Code, as amended.

1. The petition shall contain signatures of Property Owners representing a majority of the private land Area and at least one-third (1/3) of the value of all private real Property within the Area proposed for annexation.
2. If the Area is within an Agriculture Protection Area created under State law Title 17, Chapter 41, Agriculture, Industrial, or Critical Infrastructure Materials Protection Areas, or a Migratory Bird Production Area created under State law Title 23A, Chapter [~~28~~]13, Migratory Bird Production Area, then the petition must cover one hundred percent (100%) of the private land Area within the Area proposed for annexation;

15-8-4 Procedure For Petition And Annexation Plats

The procedure for processing annexation petitions and plats shall be as follows:

A. A petition and proper plat certified by a licensed surveyor shall be submitted to the City Recorder in accordance with Section 10-2-[~~403~~]806(3)(C) of the Utah Code, as amended, together with any other information required by the City staff to enable the staff to prepare an annexation impact report.

B. Prior to City Council action on the petition, the petition and plat shall be reviewed by the Planning Director, who shall determine the feasibility of expanding the annexation boundaries and who shall prepare a written recommendation for consideration by the City Council.

C. If the City Council accepts the annexation petition, the petition shall be delivered to the City Recorder for certification pursuant to Section 10-2-[~~405~~]807 of the Utah Code, as amended.

D. If the annexation petition is certified by the City Recorder, the City Council shall provide for public notice as set forth in Section 10-2-[~~406~~]808 of the Utah Code, as amended.

E. The Planning Commission, upon referral from the Planning Director, shall hold a public hearing and make a recommendation on the annexation proposal, including the recommended zoning, to the City Council. After receipt of the Planning Commission's recommendation and after giving notice pursuant to Section 10-2-[~~406~~]808 of the Utah Code, as amended, the City Council shall hold a public hearing on all proposed annexations. After closure of the public hearing, the City Council may either grant or deny the annexation petition; provided, however, that protests to an annexation petition shall be

dealt with as set forth in Section 10-2-[~~407~~]810 of the Utah Code, as amended. [~~Denial of or granting the petition under protest is subject to Section 10-2-408 of the Utah Code, as amended~~.] If City Council grants the annexation petition, it shall assign a zone to the annexed territory at the time the territory is annexed.

F. Once the City Council enacts an ordinance annexing an unincorporated Area or adjusting a boundary all applicable zoning and Land Management Code sections shall apply to the annexed Property.

G. Within thirty (30) days after enacting an ordinance annexing an unincorporated Area or adjusting a boundary, the City shall file with the Lieutenant Governor of the State of Utah the notice of annexation, as required by Section 10-2-[~~425~~]813 of the Utah Code, as amended.

H. Upon receipt of the Certificate of Annexation from the Lieutenant Governor, the City shall record with the County Recorder:

1. The original notice of annexation filed with the Lieutenant Governor;
2. The Certificate of Annexation issued by the Lieutenant Governor;
3. The original approved plat or map prepared by a licensed surveyor and approved by the City; and
4. A certified copy of the ordinance approving the annexation.

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15-8-6 Municipal Initiation Of Annexation

It shall be the policy of the City to annex Areas meeting all of the following criteria with or without receipt of a petition from the Property Owners:

A. The annexation is an island within or a peninsula contiguous to the City;

B. The majority of each island or peninsula consists of residential or commercial Development;

C. The Area proposed for annexation requires the delivery of municipal-type services;

D. The City has provided most or all of the municipal-type services to the Area for more than one (1) year; and

E. Annexation of the Area is supported by the goals of the Park City General Plan, including open space, land Use, Affordable Housing, recreation, growth management, and economic Development.

Such annexations shall be processed as provided under Section 10-2-[~~418~~]812 of Utah Code, as amended, including all noticing and public hearing requirements. This review shall be in addition to the review required in Section 15-8-5 herein.

If written protest to such annexation is timely filed and complies with Section 10-2-[~~418~~]812 Subsection [~~(8)~~]6 of the Utah Code, as amended, the City may not adopt an ordinance annexing the Area proposed for annexation, and the annexation proceedings under this Section shall be considered terminated.

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15-10-9 Persons Entitled To Appear

~~At~~ Utah Code prohibits a public hearing for Variance and Appeal Applications. T~~t~~he meeting ~~hearing~~ is open for public attendance. [~~on any matter before the Board of Adjustment, any Person aggrieved or interested in the matter may appear in person or through their attorney to testify on the matter.~~] The Applicant shall have the right to respond to testimony offered in opposition to the Application.

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15-15-1 Definitions

APPLICATION. A written request, completed in a manner prescribed in this Code, for review, approval, or issuance of a [~~Development~~] land use permit, including but not limited to Conditional Use Permits, [~~permits, Building Permits,~~] variances, annexations, Master Planned Developments, and re-zoning requests, Subdivision and Condominium plats, plat amendments, Code amendments, design review, and Administrative Permits.

1. **Application, Complete**. A submission that includes all information required [~~requested~~] on all applicable [~~the appropriate~~] forms, all required documents and exhibits to show project compliance with the standards established in this Title, and payment of all applicable fees.

. . . .

BUILDING PERMIT. A permit issued by the Chief Building Official authorizing Construction Activity on a Property or Lot.

1. **Building Permit Submittal, Complete.** A submission that includes all information required, completed in a manner prescribed in this Code, which may include: the name, address, and contact information of the applicant and the construction manager or general contractor, a site plan, construction plans and drawings, documentation of energy code compliance, structural calculations, a geotechnical report, other documents to demonstrate compliance with the requirements of this Code, and any required plan review fees.