PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
June 11, 2026

The Council of Park City, Utah, will hold its regular meeting in person at the Marsac Municipal Building, City Council Chambers, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually. Click here for more information.
Zoom Link:
https://us02web.zoom.us/j/88133743207

CLOSED SESSION - 4:45 p.m.

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

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. APPOINTMENTS

1. Re-Appoint Kara Beal and Molly Guinan, and Appoint Tori Stuart, Ariel Goos, and Alexandra Stoelze, to the Public Art Advisory Board with Terms Expiring June 30, 2029

2. Appointment of Two Planning Commission Members for Terms of Four Years

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Fourth of July and America250 Celebration Updates and Reminders

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 May 21 and 22, 2026

VI. CONSENT AGENDA

1. Request to Adopt Resolution 12-2026, a Resolution Adopting Revised Procurement Rules

VII. OLD BUSINESS

1. Discuss Compensation for Elective Officials (Staff Report to Follow)
   (A) Public Input

VIII. NEW BUSINESS

1. Public Hearing for Ordinance 2026-15, an Ordinance Adopting a Revised Budget for Fiscal Year 2026 and a Final Budget for Fiscal Year 2027 for Park City Municipal Corporation and its Related Agencies and Authorizing the Computation of the Property Tax Rate at a No Tax Increase Rate
   (A) Public Hearing (B) Continue to June 25, 2026

2. Consideration to Adopt Resolution 11-2026, a Resolution Amending the Fee Schedule
   (A) Public Input (B) Action

IX. ADJOURNMENT

PARK CITY REDEVELOPMENT AGENCY MEETING

ROLL CALL

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

NEW BUSINESS

1. Consideration to Approve Resolution RDA 02-2026, a Resolution Adopting the Fiscal Year 2026 Revised Budget and the Fiscal Year 2027 Budget for Park City Redevelopment Agency
   (A) Public Hearing (B) Action

ADJOURNMENT

PARK CITY MUNICIPAL BUILDING AUTHORITY MEETING

ROLL CALL

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

NEW BUSINESS

1. Consideration to Approve Resolution MBA 01-2026, a Resolution Adopting the Fiscal Year 2027 Budget for Park City Municipal Building Authority
   (A) Public Hearing (B) Action

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: Public Art Advisory Board Appointments
Author: Stephanie Valdez
Department: Economic Development/Public Art
Date: June 11, 2026

Recommendation

After reviewing applications and conducting interviews, staff recommends that the City Council approve the Mayor's appointments and reappointments to the Public Art Advisory Board (PAAB), including the reappointments of Kara Beal and Molly Guinan, and the appointments of Tori Stuart, Ariel Goos, and Alexandra Stoelze, to fill the five vacant positions. If appointed, their terms will expire on June 30, 2029.

Background

In 1999, the Park City Summit County Arts Council (Arts Council) created the first framework for an Art in Public Places plan. In 2003, the City Council created the PAAB, a board comprised of Park City residents appointed by the Mayor with the advice and consent of City Council. The PAAB's policies were most recently amended and adopted by Council through Ordinance No. 2025-04, which established:

- the PAAB will consist of between five and nine members;
- the PAAB will create a public art policy and plan, make recommendations to the City Council regarding strategic planning, acquisition, expenditures, funding and budgetary requests, project identification, donations, proposals or qualifications, maintenance, repair, re-siting or deaccessioning of public art, and establish future funding opportunities for public art;
- all PAAB members must live within Park City municipal boundaries;
- other procurement, maintenance and safety rules and regulations; and
- the City Council finalizes all decisions regarding the acquisition and deaccessioning of public art, regardless of funding amount.

Further, pursuant to LMC 2-8-5, Board members may serve up to two consecutive, three-year terms.

The PAAB's mission, vision, and goals were created in 2016/17 and aligned with the community's critical priorities: Housing, Transportation, Energy, and Social Equity. In addition, the Arts Council is contracted through a professional services agreement with the City (Staff Report, minutes pg.5) to provide non-voting support and expertise to the PAAB. In January 2026, the City Council updated the 2026 PAAB Strategic Plan.

Analysis

In February 2026, the City received notice that PAAB member Terri Smith would be resigning from her position due to upcoming travel commitments. Terri had served on the Board since 2023 and, during her tenure, contributed to advancing PAAB goals and initiatives.

The PAAB recruitment was widely advertised through the City's website and social media platforms, generating strong community interest and resulting in twelve applications from highly qualified candidates.

The interview committee was comprised of PAAB representatives Pamela Bingham and Jess Griffiths, both current Board members, along with Stephanie Valdez (City staff member) and Molly Miller (Council Liaison). The committee conducted interviews with all twelve applicants on April 27–28, 2026, and developed a slate of recommendations for the Mayor's consideration pursuant to LMC 2-8-4.

All applicants were highly qualified, resulting in a thoughtful discussion of each candidate's experience and potential contributions. The recommendation identifies individuals who the interview committee believes will contribute at a high level to policy development, long-term strategic planning, and the advancement of public art initiatives, including public art installations and community-focused efforts. The Mayor has nominated Kara Beal and Molly Guinan for reappointment, and Tori Stuart, Ariel Goos, and Alexandra Stoelze for appointments to the Public Art Advisory Board (PAAB) to fill five vacant positions. If appointed, their terms will expire on June 30, 2029.

Funding
PAAB members are not compensated. Public Art has been financed primarily through two funding sources in the capital improvement plan (CIP). The first is a direct allocation to the Public Art capital project (ART0089) from the General Fund transfer. The second is through a 1% contribution from qualifying capital improvement projects.

City Council
Staff Communications Report

Subject: Fourth of July and America250 Celebration Updates and Reminders
Author: Chris Phinney
Department: Special Events and Communications
Date: June 11, 2026

Summary

The Fourth of July celebration is a longstanding City-sponsored community event that draws nearly 50,000 attendees annually. The day's festivities include a 5K fun run, Police Memorial, Fourth of July parade, volleyball tournament, City Park programming, and evening drone show. The schedule of activities, along with events planned throughout Summit County, is included below.

This year also marks the 250th anniversary of the signing of the Declaration of Independence, and the official theme of Park City's 2026 Fourth of July celebration is America250. In coordination with the America250 Utah Commission and the Utah Department of Cultural & Community Engagement, the celebration will recognize this historic milestone as part of a nationwide bipartisan initiative commemorating 250 years of American independence.

America250 is a nationwide bipartisan initiative designed to engage communities across the country in reflecting on the nation's history, civic traditions, and shared future as the United States approaches its semiquincentennial in 2026.

We have worked with the America250 Utah Commission and the Utah Department of Cultural & Community Engagement for guidance on America250 activations. On top of marketing their message to have local block parties, get out and volunteer, and storytelling, we have acquired $2,700 in grant monies to help incorporate the celebration into our community. We will be using the funds and their logos to produce lightpole banners, Grand Marshall vehicle logos, skirting on the music stage at City Park, and drone show artwork.

Analysis

The Fourth of July Celebration will take place on Saturday, July 4, 2026. The celebration activities will include:

2026 Park City 4th of July 5k:

- The annual 4th of July Fun Run supports Park City Ski & Snowboard. The race has a long history, going back to the early '80's in support of youth athletes.
- Time: 8:00 a.m.
- Location: Start/finish: Park City Mountain Resort.
- Route: Through the Thaynes Canyon neighborhood.

Police Memorial:

- Park City Police honor fallen officer Rodney Schreurs each July 4th with a memorial service.
- Time: 9:00 am.
- Location: Located at the Rodney Schreurs Memorial Park kiosk on Main Street.

Park City Fourth of July Parade:

- The Parade Theme: America250
- Time: 11:00 am.
- Route: Main Street to 9th Street to Park Avenue.
- Schedule:
    - Parade float staging will start at 7:00 am to 10:00 am.
    - Parade will start at 11:00 am.
    - Main Street and Park Avenue parking will be removed at 6:00 am.
    - Main Street and Park Avenue will be hard closed for the parade at 10:00 am.
    - The road will be re-opened when Public Safety deems it to be safe. Typically by 2:00 pm.
    - This year Hill Airforce Base will not be doing any flyovers.

Volleyball Tournament:

- The volleyball tournament will run all day at the Quinn's Sports Complex.

Rubgy Tournament:

- The Rugby Tournament will run all day at City Park.

City Park Fourth of July Celebration:

- Time: 12:30 pm to 5:00 pm.
- Location: North City Park
- Activities: Live Music, Spirit Garden, Food Trucks, family friendly.

Drone Show:

- Time: 10:00 pm.
- Location: Park City Mountain Resort

Transportation Planning:

- Bus Lane: The bus lane on Deer Valley Drive will be set from 7:00 am to 2:00 pm.
- Richardson Flat bus route frequency will be every 20 minutes.
- Parking Rates:

County Partners:

- Forum Fest at Canyons Village.
    - Dates: July 2 – 4, 2026
    - Times: 4:00 pm to 10:15 p.m.
    - Activities: Live music, spirit garden, cornhole tournament, Drone/Fireworks shows (nightly).

We would like to thank City Council and the many community members who help make this event possible. The event would not be possible without the collaboration of our community partners including:

- Summit County, Park City School District, Park City Mountain and Deer Valley Resort, Park City Rugby Club, Park City Ski & Snowboard, and the Park City Recreation Department.

The Special Events Department is very appreciative of every City Department that plays a role in coordinating and making this event possible. Their work is essential in making this event safe and successful.

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

May 21, 2026

The Council of Park City, Summit County, Utah, met in open meeting on May 21, 2026, at 5:30 p.m. in the Council Chambers.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Status
Mayor Ryan Dickey Council Member Bill Ciraco Council Member Molly Miller Council Member Ed Parigian Council Member Tana Toly Council Member Diego Zegarra Adam Lenhard, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
None	**Excused**

II. APPOINTMENTS

1. Appointment of Aaron Williams and Matthew Matsuura to 3-Year Terms on the Police Complaint Review Committee Beginning July 1, 2026:

Michelle Downard and Chief Wade Carpenter presented this item. Downard reviewed the purpose and makeup of the committee. Williams and Matsuura would fill the two vacancies for 3-year terms. Carpenter thanked Amir Vansover and Austin Lau for serving on the committee since 2020.

Council Member Parigian moved to appoint Aaron Williams and Matthew Matsuura to 3-year terms on the Police Complaint Review Committee beginning July 1, 2026. Council Member Miller seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

2. Re-Appointment of Jennifer Franklin and Appointment of Beth Armstrong to the Board of Adjustment for 5-Year Terms through 2031, and Appointment of Rick Smith to Fill the Vacant Alternate Position through June, 2027:

Rebecca Ward, Planning Director, presented this item and reviewed the purpose of this board. She indicated Jennifer Franklin and Stephanie Wilson's terms would expire. Franklin would be reappointed and Beth Armstrong, who was an alternate, would fill the other position. Rick Smith would be appointed as an alternate for one year.

Council Member Parigian moved to re-appoint Jennifer Franklin and appoint Beth Armstrong to the Board of Adjustment for 5-year terms through 2031, and appoint Rick Smith to fill the vacant alternate position through June, 2027. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Miller asked if the Council was interested in discussing the 1% arts funding policy to clarify in coordination with the Park City Summit County Arts Council and the Public Art Advisory Board that it would apply to projects over $1 million. She heard staff would like more specificity on how and when to implement that policy. The Council agreed to bring that back for discussion.

Council Member Toly indicated there was misinformation on the Bonanza 5-Acre project. She stated this was a mixed-use project with two acres of open space. She encouraged the public to look at the information on the website to become informed. Mayor Dickey noted the Council retreat start time would begin at 9:00 a.m. tomorrow.

Staff Communications Reports:

1. February 2026 Sales Tax Report:

2. Longer-Term Leases in Employee Housing:

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

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

John Spung, 84060, referred to the Bonanza 5-Acre project and indicated he hoped for more open space at that location. There were better places for housing.

Deb Stafsholt, 84060 drove through the Bonanza/Kearns intersection and asserted it didn't take much to make that intersection a choke point. She heard there were 250 parking spaces planned for the Bonanza 5-Acre project and that could cause too much congestion. She requested Council reconsider the density.

Betsy Wallace 84060 agreed there was miscommunication on the Bonanza 5-Acre project. She distributed two maps to the Council and noted there were six surrounding parcels that were built or that would move forward for affordable housing. She asked that this project be paused to allow the other housing projects to be completed and make this area a park for now.

Wendy Fisher, Utah Open Lands (UOL) Executive Director, expressed concern about the contract for the parking signs that would go up around Bonanza Flat. She felt the signs could affect some conservation values. UOL received two signage grants for wayfinding and interpretive signs. She wanted this to be a wholistic approach and she wanted to be engaged in determining how the area would look.

Katherine Fagin 84060 stated she grew up close to Central Park in New York City and it was wonderful. She looked at the possibilities for the 5-Acre site and hoped it could be open space.

Kelly Pfaff 84060 asked that staff could get the correct information to the Place PC group so they could relay accurate information to their followers.

Jimmy Weinburg 84098 urged the Council to reconsider the 5-Acre development and use the parcel as a new City Hall. He hoped the current City Hall could be repurposed. This would not increase traffic and would preserve view corridors.

Mayor Dickey closed the public input portion of the meeting.

IV. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Task Order with B. Hansen Construction, Inc., in a Form Approved by the City Attorney's Office, Not to Exceed $165,858.00 for the Construction of Purple Route Eastbound Empire Shelter and Parking Signage Improvements Project:

2. Request to Authorize the Police Department to (1) Trade Eligible Confiscated or Unclaimed Firearms to a Federally Licensed Firearms Dealer for Credit toward Police Department Firearms; (2) Use Seized Ammunition in Police Department Training Exercises as a Public Interest Use; and (3) Transfer Seized Computers

and Electronic Devices to a Certified Recycler for Data-Secure Destruction and Reimbursement:

3. Request to Authorize the City Manager to Execute an Agreement with Wasatch Heating & Air, Inc., in a Form Approved by the City Attorney's Office for the Park City Bus Barn Heat Upgrade Project Not to Exceed $160,000:

4. Request to Authorize the Mayor to Sign a Project Charter/Letter of Support with the Utah Department of Transportation's Trails Division in Support of the Phoston Spur Trail and SR-248 Rail Trail Bridge:

5. Request to Adopt Resolution 10-2026, a Resolution Readopting a Percent-For-Arts Allocation for Public Capital Projects:

Council Member Toly moved to remove Item One from the Consent Agenda. Council Member Zegarra seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

Council Member Toly moved to approve Items Two, Three, Four and Five on the Consent Agenda. Council Member Miller seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

1. Request to Authorize the City Manager to Execute a Task Order with B. Hansen Construction, Inc., in a Form Approved by the City Attorney's Office, Not to Exceed $165,858.00 for the Construction of Purple Route Eastbound Empire Shelter and Parking Signage Improvements Project:

Council Member Toly indicated Utah Open Lands (UOL) was a trusted partner and she felt the City needed to be careful with regard to anything done to Bonanza Flat. She supported the bus shelter but asked that staff work with UOL on the signage by Bonanza Flat. She also suggested working with the Public Art Advisory Board (PAAB) to create functional art to signal to drivers that there was no parking. Also, the signs would be removed in the winter and she didn't want new concrete being poured each year. Johnny Wasden, Parking Manager, stated the signs would establish a baseline of things that were identified last year as needing to be addressed. This was regulatory signage that was needed to get the area compliant. He knew there was a special feeling in that area. They were trying to respect the view shed while complying with state standards. They were willing to work with UOL and had a site visit scheduled for June 1st. Council Member Toly agreed the bus shelters and Summit County signs should be approved and then have the Council liaisons work with staff and UOL. Wasden stated they could always use No Parking signs, but they could also use a boulder instead of a sign where feasible.

Council Member Parigian noted the contracts coming to the Council recently for approval were all around $160,000 and asked how they came up with that price. Julia Collins, Transportation Planning Manager, indicated they were cost-conscious and looked for the best contract. There was a price add-on to get contractors to go up to Bonanza Flat. Philip Adams, Project Manager, stated they looked at several vendors, and this one had the best price, but there was a lot of travel up and down Marsac. Some signs needed deep footings and that would increase the cost as well.

Council Member Toly moved to authorize the City Manager to execute a task order with B. Hansen Construction, Inc., in a form approved by the City Attorney's Office, not to exceed $165,858.00 for the construction of Purple Route Eastbound Empire Shelter and Parking Signage Improvements Project with the caveat that the team will work with Wendy Fisher, Luke Cartin and Diego Zegarra on ensuring the signs that are in the Wasatch County portion match the conservation easement and the plan that was put in place with Utah Open Lands. Council Member Zegarra seconded the motion.

Council Member Parigian asked for a staff report on what the actual cost of the contract was after working with the team. Adam Lenhard asked about Park City's authority in Wasatch County. Collins indicated Wasatch County had no concerns with the planned signs.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

V. OLD BUSINESS

1. Consideration to Approve Ordinance 2026-07, an Ordinance Amending Park City Code Sections 4-1-1 and 4-3-1, and Enacting Sections 4-2-16 Creating Waste Generator Requirements and 6-1-14 to Add Waste Hauler Requirements:

Luke Cartin and Celia Peterson, Lands and Sustainability Department, presented this item. Cartin reviewed the City was trying to increase recycling in order to avoid filling up the landfill for as long as possible. Residences had curbside recycling available but there was no recycling requirement for businesses. This ordinance would require businesses to have proof of trash and recycling service. The hauler would be required to collect data on how much recycling they picked up and where they were taking it. They intentionally included food waste in defining recyclable items.

Peterson stated the data would give staff annual totals, which would help them in their analysis. Cartin indicated businesses could become compliant through the business license process. Home-based businesses using the Summit County residential curbside recycling would be exempt from getting another recycling account. Peterson reviewed the outreach efforts that had been implemented so far in the process.

Council Member Zegarra asked what the impact for Salt Lake City was after implementing a similar ordinance, to which Cartin stated it had positive impact, but they

didn't have a large impact. Council Member Miller asked what the life of the landfill would be without recycling. Cartin stated 2053 was the expected lifespan with a 2% fill rate per year. Council Member Toly asked how this ordinance would work with the Historic Park City Alliance (HPCA) and Prospector Association. Cartin stated HPCA had a shared service and Ginger Wicks would give the City a list of who paid into that account. Any business owner not in the shared account would have to get their own account. Council Member Toly asked if additional dumpsters would be added to Swede Alley. Cartin stated he hoped this would force more business owners to be part of the shared account.

Council Member Parigian noted the last waste study was done in 2017 and asked if there were updated statistics. Cartin indicated this was an intensive study and there were no updated numbers. He hoped that getting reports from the haulers would help with having accurate information. Council Member Parigian stated the landfill was based on volume and asked how to measure the success of this ordinance. Cartin stated they could do another waste characterization study, but right now the City wanted to know if the hauler was hauling more cardboard than before the ordinance. Council Member Ciraco clarified the City was doing this independently of Summit County.

Mayor Dickey opened public input.

Peter Marth stated in California people had to separate recyclable items into three bins and then separate haulers picked them up and he suggested that could be implemented here. He also asked the Council to look at alcohol fuels.

Mayor Dickey closed public input.

Council Member Parigian asked if the Olympics would shorten the lifespan of the landfill. Cartin stated he was talking with the Olympics committee on reducing waste. They also talked with the City's partners to focus on reducing food waste. Peterson added there was a big push for wayfinding for recycle bins. This ordinance was targeting brick and mortar businesses but not necessarily events.

Council Member Miller moved to approve Ordinance 2026-07, an ordinance amending Park City Code Sections 4-1-1 and 4-3-1, and enacting Sections 4-2-16 Creating Waste Generator Requirements and 6-1-14 to add waste hauler requirements. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

VI. NEW BUSINESS

1. Consideration to Approve the 2026 Kimball Arts Festival Supplemental Plan and Level Five Special Event Permit:

Aaron Archie and Chris Phinney, Special Events, and Hillary Gilson, Kimball Arts Center (KAC) Director, presented this item. Gilson stated this was the 57th anniversary of the festival. They anticipated 30,000 attendees. They put priority on local artists. Minor changes to the plan include moving the information booth and moving the young artists' tent to Miners Park. They would also have a bar in the Brew Pub Lot, an updated local ticket registration system, more wayfinding signage, and compliance with new fire code standards. Archie stated funding for the City services would be up to $180,000, but he estimated the cost being closer to $167,000.

Mayor Dickey asked why the festival was being held later than normal. Gilson indicated there was a conflict with the extreme soccer tournament, so they pushed their event back to avoid the conflict. Council Member Toly asked if the spirit garden could go later than 9:00 p.m. Gilson stated it was a long day for the artists, but they could talk about it for the future. Council Member Zegarra asked if the artists were having trouble submitting their documentation that would comply with the new fire code. Gilson indicated it had not been easy, but this was the first year, so after the event she would have more information on increased staff hours and artist feedback.

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

Council Member Toly moved to approve the 2026 Kimball Arts Festival Supplemental Plan and Level Five Special Event Permit. Council Member Parigian seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

2. Public Hearing to Consider Executive Municipal Officer Compensation for FY27:

Hans Jasperson and Penny Frates, Budget Department, and Amy Villarreal, Human Resources, were present for this item. Jasperson stated executive officers included the City Manager and deputies and department heads. The pay plan was considering a 2% COLA and up to a 4% merit increase. Council Member Parigian clarified this would be discussed on June 4th.

Mayor Dickey opened the public hearing.

Peter Marth read prepared statement (attached). He hoped the City would focus on preservation and not profit. Citizens were not onboard with a short-term plan. He didn't want the City to profit while shortchanging the employees and increasing pay for elected officials.

Katherine Fagin stated it looked bad to give staff a 2% COLA and 4% merit raise while giving the Council 100% raises. She hoped the Council could lower the temperature and

promote goodwill. Elected officials made a choice to serve the community. She proposed pay increases for Council could be postponed until the next term. There were many competing budget needs, and she asked the Council to pause their salary increase consideration.

JP Larkin was a professional in compensation evaluation and felt 100% increase was odd. He had seen the evolution of the town and the expectations of the community, and public servants could have consequences for their interactions. He asked for a thorough discussion on what a substantial increase would mean.

Jack Rubin looked at what other cities paid weak mayor systems. He looked all over the country and no other mayor made over $100,000 and many made much less. The City Manager was well compensated for running the City.

Michael Kaplan stated there was no doubt the Mayor and Council worked hard. He wanted to incentivize people who couldn't afford to run to be able to run. But it didn't look good to request a raise after being in office for a few months.

Kent Greenwald 84060 indicated the advantage of having a City Manager form of government was to free politicians to serve the community. If Park City wanted full-time professional politicians, it would change the dynamic. He looked at other towns' compensation systems and he didn't understand why the Council had to double their salaries.

Mayor Dickey closed the public hearing and clarified this item was the municipal executive officer item and would not be voted on at this time.

3. Consideration to Approve Ordinance 2026-13, an Ordinance Establishing Compensation for the Elective and Statutory Officers for FY27:
Hans Jasperson, Budget Analyst, stated this item was to adopt the compensation outlined in the ordinance.

Council Member Parigian asked how the amount was calculated. Frates stated they looked at the Summit County Council's wages. The City Council's compensation was traditionally half of the Mayor's compensation. Adam Lenhard, City Manager, stated state statute dictated that compensation be discussed in public. Staff put an amount in the tentative budget until the discussion took place. Council Member Parigian indicated similar mountain town cities made less but they were looking to raise their Council's pay in the next year. He noted that a McDonald's manager made $53,000.

Mayor Dickey opened the public hearing.

Nann Worel 84060 indicated she was interested in the budget and always encouraged public input when she was mayor. She explained the time commitment for Council and Mayor. Some folks stated a public service position didn't qualify for that big of a salary.

She spent a lot of time talking to potential Council candidates and compensation was a big barrier. She noted in her time as mayor, she put together a taskforce to study compensation for the Council and they came back and said a raise was not appropriate compared to other mountain towns. She was glad this subject was being discussed, and she hoped this office could be open to everyone, regardless of their economic situation.

Mayor Dickey closed the public hearing.

Council Member Miller stated her primary focus as a Council member was affordability. She stepped away from a career to take on this role. The low pay limited those who could serve. She hoped working residents could have the opportunity for public service, so she supported the compensation increase.

Council Member Parigian stated this should not be about doubling the salary but about the actual dollar amounts. He reviewed the time commitment involved with this job. He believed this job had value and it was definitely a full-time job. Council Member Zegarra felt this compensation was a catch-up. He thought this would help with who would run for office in the future. Council Member Toly indicated this was a topic that came up every year. She was losing money to be on the Council. She reviewed the consistent raises given the County Council. She also noted that the compensation committee recommended that the Council spend less time serving the community.

Council Member Ciraco stated this was a hard conversation. The question was if this was considered a job or public service. He saw this as public service. He could not be involved in public service when he was younger, but now he had the time to serve. Council Member Parigian thought this was a job and public service.

Council Member Toly moved to approve Ordinance 2026-13, an ordinance establishing compensation for the elective and statutory officers for FY27. Council Member Miller seconded the motion.

RESULT: APPROVED
AYES: Council Members Miller, Parigian, Toly, and Zegarra
NAY: Council Member Ciraco

VII. ADJOURNMENT

With no further business, the meeting was adjourned.

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Michelle Kellogg, City Recorder

PARK CITY COUNCIL STRATEGIC PLANNING MEETING MINUTES - DRAFT
1283 DEER VALLEY DRIVE
PARK CITY, UTAH 84060

May 22, 2026

The Council of Park City, Summit County, Utah, met in open meeting on May 22, 2026, at 9:00 a.m. in the Council Chambers.

ROLL CALL

Attendee Name	Status
Mayor Ryan Dickey Council Member Bill Ciraco Council Member Molly Miller Council Member Ed Parigian Council Member Tana Toly Council Member Diego Zegarra Adam Lenhard, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
None	**Excused**

Mayor Dickey indicated the purpose today was to talk about each Council member's priorities, over and above the items and projects that they discuss and vote on during Council meetings. He introduced the facilitator, Katherine Fry. Fry stated she was from Aspen, Colorado, and had been in Human Resources before moving into coaching. The Council discussed the platforms they campaigned on. Fry began a personality analysis and the Council participated in the discussion. The remainder of the day was spent discussing community priorities.

SWOT Analysis of Community:
Strengths: passionate, recreation, previous councils preserving the town we have now, economic development, historic preservation, etc.

Council and Organizational Strengths:
Broad service portfolio, expertise, taking action, functional, high quality customer service, collaboration, approachable, money to do things, good working culture, innovative and creative staff.

Council and Organizational Weaknesses:
View ourselves in a bubble – no money problems or homeless problems. We view ourselves as immune from the challenges that the workforce has. Disconnected, siloed- since we don't see it, then it doesn't exist. Judgmental, very small percentage of people live and work here. The City is heading towards being a retirement community. Unaffordable for workforce to live here. No nightlife for the younger generation.

Opportunities:
Continual rebirth and don't get in the way of improving. Be more affordable for seniors and young families. Economic diversity when there is a bad ski season. Be ready for changes as a result of AI. Be resilient. Intentional public planning. Plan so there is livability at a neighborhood level as well as a community level. Take care of most vulnerable in the community. Walkability. Bring Park City back.

Threats:
Not a lot of business opportunities. Food insecurity for many. Domestic violence is on the rise.

What visioning is needed where the community elements, that if lost, would change the character of Park City?

Inherited (existing priorities):
Bonanza 5-Acre, Re-Create 248, Transportation vitality, Senior Center, Pickleball, Clark Ranch Housing, golf course, ice arena, community center, bus stop improvements. Internal structure and helping the internal team thrive and grow. Understanding the Council and Planning Commission relationship. Modernizing City Hall. Sustainability and conservation with regard to practices and policy. Revitalize the 100% carbon free by 2030 goal.

Short-Term Priorities (FY27):
Main Street Area Plan and Woodside Park. China Bridge. High level affordability, bridging the gap between transparency and access. Operationalizing to diversify the economy, arts and economic diversity. Arts, culture, music and events for locals and tourists.

Council Member Toly suggested constructing a performing arts venue at the Brew Pub Lot, having a year-round indoor theatre that could open up to the outside. Council Member Ciraco favored a conference center but asserted there was no property near Main Street. Council Member Toly envisioned something nonprofits could use. Olympic planning and revisiting the regulatory code were also noted as priorities.

Near-Term Priorities (1-3 years):
Regional collaboration as Wasatch Back and interconnectivity grew. Establishing an affordable housing unit goal for the next three years. It was noted the biggest projects get the most pushback. The City was missing opportunities for smaller businesses to

take part in the solution because of code restrictions. There was large support for temporary housing. Have a plan for Old Town.

Long-Term Priorities (over 3 years):
Reach the 2032 housing goal.

Prioritization: is there consensus, is it feasible, and what are the priorities?
Housing:
Had Council consensus. Woodside Park II was one of the housing sites studied.

Transportation:
Active, walkability, parking had consensus and feasibility. Bonanza 5-Acre could have additional parking separately funded to promote Park Once. Bring back Park City Forward to reaffirm the plan. Amending the code for Bonanza Mixed Use Area. The Council agreed to discuss parking strategy in a work session.

Staff engagement:
There was consensus to delegate this to the City Manager.

Clarification of roles of Council, Planning Commission and Staff:
There was consensus to discuss the roles of Council and staff in a work session, and understand how the Planning Department prioritizes their workload.

Modernizing City Hall: Discuss the needs of City Hall and the budget required.

Old Town Core Revitalizing Including City Hall Relocation Discussion:
The Council indicated this was a priority.

Sustainability, Conservation, Energy, and Recycle Utah:
Behavior is the big challenge. Council will have a work session on opportunities and new goals.

Olympic Planning:
This is an ongoing priority and has consensus.

Infrastructure Planning:
There was Council consensus.

Economic Diversity:
Tourism is tourism no matter the attraction. Clear direction has not been provided. This should include investments in recreation.

Council turned to a discussion on the City's vision, mission, and values. The following ideas were discussed.

Vision:
Be the best tourism destination in the country by being different. Stand apart and have a unique experience. Thriving. Become a complete community. Not a copy of Salt Lake City. Memories inspiring. Essence. Park City is the best place to live, work, play and create.

Mission:
Be our own entity. Make Park City the best place to live, work, play and create. Park City effect.

Give it a human aspect. Come a stranger, leave as a friend. Family friendly ski town.

Values:
Park City is a joy to live, work, play and visit. Vibrant and diverse. Family centered community. Neighbors by nature.

Next Steps:
Revisit the eight strategic priorities every three months. Parlay this discussion to have a more active plan.

ADJOURNMENT

With no further business, the meeting was adjourned.

_____
Michelle Kellogg, City Recorder

City Council Staff Report

Subject: Update to Procurement Rule 4-2 for Cooperative Purchasing
Author: Grant Herdrich, Procurement Manager
Department: Budget
Date: June 11, 2026

Executive Summary

Review and consider adopting a resolution for a proposed change to Rule 4-2 of the Procurement Rules to allow the City to join in cooperative contracts procured by other state governments.

Note that the City Council's contract approval threshold, distinct from procurement requirements, will remain unchanged. All contracts with an aggregate cost over $100,000 will continue to require Council approval.

Analysis

Utah Code § 63G-6a-506 grants the City (through its rulemaking body, the City Council) the authority to make rules governing small purchases of any Procurement Item (defined as an item of personal property, a technology, an Information Technology, a service or a construction project). We recommend adopting the proposed change to Rule 4-2 as shown below in redline:

4-2. Other Cooperative Purchasing.

A. **When to Use**. When in the best interest of PCMC, the Procurement Official may join with other units of Utah government or other state governments in cooperative purchasing for Procurement Items, consistent with the Contract Authority Threshold set forth in Section 2.2.

1. PCMC may contract to purchase Procurement Items under contract terms previously negotiated by another Utah governmental entity if the contract terms negotiated by the other governmental entity were entered into in compliance with the solicitation procedures of that governmental entity.

2. In lieu of a PCMC-sponsored RSOQ, PCMC may contract to purchase Procurement Items from one or more qualified vendors from an approved vendor list that was created and maintained by another Utah governmental entity in accordance with Utah Code §§ 63G-6a-410(5), -507 (e.g. UDOT Consultant Qualified Pools).

3. PCMC may contract to purchase Procurement Items under contract terms previously negotiated by other state governments if the

procurement was conducted as a cooperative procurement in compliance with the solicitation procedures of the state government, including applicable federal requirements. PCMC may execute a participating addendum or other similar agreement in order to facilitate the use of cooperative contracts under this section.

The purpose of this change is to allow the City to utilize cooperative procurements conducted by other state governments where the contract terms are favorable. This offers the City flexibility to obtain Procurement Items to meet the City's needs more efficiently and cost effectively because the time and expense of a complex procurement is avoided while maintaining favorable contract terms. For example, the Transit department has identified cooperative contracts in Georgia, Arizona and Washington to purchase cutaway buses and the large transit buses with favorable pricing and contract terms. These contracts were done through a cooperative procurement such that they are intended to be used by both in-state and out-of-state governmental entities through an assignment of options to purchase.

Due to the timing of needed cutaway and bus purchases, we recommend approving this change now. We anticipate returning for City Council review of more robust proposed policy changes to the Procurement Rules in the coming months.

A draft resolution is attached as Exhibit A.

Exhibits
Exhibit A: Draft Resolution

Resolution 12-2026

A RESOLUTION ADOPTING REVISED PROCUREMENT RULES FOR PARK CITY MUNICIPAL CORPORATION

WHEREAS, the City Council of Park City, Utah, supports procurement rules that are transparent, fair, and equitable to Park City Municipal Corporation (PCMC) and those seeking to provide goods and services to PCMC;

WHEREAS, pursuant to Resolution 03-2023, PCMC adopted Procurement Rules on March 9, 2023 which rules foster effective broad-based competition and allow PCMC to meet procurement needs in a cost-effective and efficient manner; and,

WHEREAS, pursuant to Resolution 29-2024, PCMC adopted revised Procurement Rules on December 12, 2024.

WHEREAS, PCMC desires to adopt certain amendments and updates to the Procurement Rules to further their purpose; and,

WHEREAS, pursuant to Utah Code Title 63G, Chapter 6a, known as the "Utah Procurement Code," the City Council hereby exercises its rulemaking authority;

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

SECTION 1: APPROVAL. The Park City Council hereby adopts the attached revised Procurement Rules which govern all expenditures of public funds used to acquire items including equipment, supplies, personal property, technology, services, and construction projects. These rules do not apply to the acquisition of real property or an interest in real property, or to the acquisition of items from other public entities.

SECTION 2: REPEAL. The prior version of the Procurement Rules is hereby repealed and replaced in its entirety.

SECTION 3: EFFECTIVE DATE: This Resolution shall take effect immediately and apply to procurement initiated after the date of adoption.

This resolution is passed and adopted this 11th day of June, 2026.

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Ryan Dickey

Attest:

_____

Michelle Kellogg, City Recorder

Approved as to form:

_____
Margaret Plane, City Attorney

Park City Municipal Corporation (PCMC) Procurement Rules

Article I – General Provisions
Article II – Authority
Article III – Standard Procurement Processes
Article IV – Supplementary Procurement Processes
Article V – Exemptions, Exceptions and Waivers
Article VI – Protests and Appeals

Article I – General Provisions

The Park City Council has adopted the following Procurement Rules (Rules):

1-1. Purpose.

The purpose of these Rules is to provide processes for Procurement that are transparent, fair, and equitable to PCMC and other persons, that allow PCMC to meet Procurement needs in a flexible, cost-effective and efficient manner, and that foster effective broad-based competition. These Rules are intended to be consistent with PCMC's rulemaking authority[1] as a local government Procurement unit as set forth in the Utah Procurement Code.[2]

1-2. Application and Scope.

These Rules apply to all expenditures of public funds used to acquire all Procurement Items, including equipment, supplies, personal property, technology, services, and construction projects initiated after **April 1, 2023.** These Rules do not apply to the acquisition of real property or an interest in real property, or to the acquisition of items from other public entities.

1-3. Definitions.

The following definitions apply to these Rules:

"Approved Vendor List" means Vendors approved by PCMC for inclusion on a published list through the RSOQ Process. Any Standard Procurement Process, including Small Purchase, Invitation for Bids, RFP, or Design Professional Services Process, may be limited to the pre-qualified Vendors on an Approved Vendor List.[3]

"Bid" means an offer to perform submitted in response to an Invitation for Bids. A Bid should include a price quote and be responsive to the evaluation criteria described in the Invitation for Bids.

[1] PCMC's rulemaking authority is the City Council. Utah Code § 63G-6a-103(77)(d). All references to the Utah Code and Utah Administrative Rules mean the provision referenced or any successor provision.
[2] The Utah Procurement Code is set forth at Utah Code § 63G-6a-101, et seq.
[3] Utah Code § 63G-6a-507.

"Bid Limit" means the estimated dollar cost of a Building Improvement, Public Works Project, or a Class C Road Construction/Maintenance Project, which, if exceeded, require an Invitation for Bids Process to be used for the project. The 2023 Bid Limits (applicable through 2023) set by state law are:

Building Improvement: $58,736
Public Works Projects: $185,550
Class C Roads Construction/Maintenance Project: $185,550

Each Bid Limit will increase yearly by the lesser of 3% or the actual percent change in the CPI during the previous year.[4]

"Bid Security" means the deposit of cash, certified check, money order or a bid bond provided by a surety company authorized to do business in Utah or any other form satisfactory to the Procurement Official, in an amount equal to at least 5% of the amount of the bid, or other amount as determined by the Procurement Official.[5]

"Building Improvement" means the construction or repair of a public building or structure.[6]

"Change Order" means a written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract, upon mutual agreement of the parties to the contract.[7]

"City Manager" means the City Manager of Park City Municipal Corporation.

"Class C Road Construction/Maintenance Project" means an improvement project on a PCMC road involving construction or maintenance as defined in the Transportation Code.[8]

"Construction Manager/General Contractor (CM/GC)" means a contractor who enters into a contract: (a) for the management of a construction project; and (b) that allows the contractor to subcontract for additional labor and materials that are not included in the contractor's cost proposal submitted at the time of the Procurement of the contractor's services. It does not include a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the Procurement of the contractor's services is to meet subcontracted portions of Change Orders approved within the scope of the project.[9]

"Contract Amendment" means a written addition, change, correction, clarification or deletion to language in an existing contract.

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[4] Utah Code §§ 11-39-101(1), 103; 72-6-108(2), 109(1).
[5] Utah Code § 63G-6a-1102.
[6] Utah Code § 11-39-101(2).
[7] Utah Code § 63G-6a-103(8).
[8] Utah Code § 72-6-109 (excluding road maintenance, emergency repairs, repair of less than the entire road surface (i.e., crack sealing or patching), and road repairs incidental to the installation, replacement or repair of water mains, sewers, drainage pipes, culverts, or curbs and gutters).
[9] Utah Code § 63G-6a-103(13).

"Contract Extension" means a written Contract Amendment modifying the term of an existing contract.

"CPI" means the Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor.[10]

"Design-Build Contract" means the Procurement of design professional services and construction by the use of a single contract with a contractor capable of providing both design professional services and construction.[11]

"Design-Build Project" means a construction project procured by use of a Design-Build Contract. [12]

"Design Professional Services" means professional services within the scope of the practice of architecture, professional engineering, master planning and programming, or services within the scope of the practice of interior design.[13]

(a) The "practice of architecture" means rendering or offering to render the following services in connection with the design, construction, enlargement, or alteration of a building or group of buildings, and the space within and surrounding such buildings: planning; facility programming; preliminary studies; preparation of designs, drawings, and specifications; preparation of technical submissions and coordination of any element of technical submissions prepared by others including, as appropriate and without limitation, professional engineers, and landscape architects; and administration of construction contracts.[14]

(b) "Professional engineering" means a service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the service or creative work as consultation, investigation, evaluation, planning, design, and design coordination of engineering works and systems, planning the use of land and water, facility programming, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications; any of which embraces these services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, and including other professional services as may be necessary to the planning, progress, and completion of any engineering services.[15]

[10] Utah Code § 11-39-101(3).
[11] Utah Code § 11-39-101(4)(a).
[12] Utah Code § 11-39-101(4)(a).
[13] Utah Code § 63G-6a-103(26).
[14] Utah Code § 58-3a-102(6)(a).
[15] Utah Code § 58-22-102(9)(a).

(c) The "practice of commercial interior design" means, in relation to obtaining a building permit independent of a licensed architect, the preparation of a plan or specification for, or the supervision of new construction, alteration, or repair of, an interior space within a newly constructed or existing building when the core and shell structural elements are not going to be changed, solely for the following occupancy groups as described in the International Building Code: B and M.[16]

"Information Technology" means all computerized and auxiliary automated information handling, including systems design and analysis; acquisition, storage, and conversion of data; computer programming; software; information storage and retrieval; voice, video, and data communications; requisite systems controls; simulation; and all related interactions between people and machines. It does not include Professional Services.[17]

"Invitation for Bids" means a document used to solicit bids to provide a Procurement Item or price quotes for a Procurement Item.[18]

"Local Business" means a business having: (a) a commercial office, store, distribution center, or other place of business located within the boundaries of Summit County, with an intent to remain therein on a permanent basis; (b) a current business license issued by either Summit County or PCMC; and (c) at least one employee physically present at the local place of business.

"PCMC" means Park City Municipal Corporation, including its agents, employees, and designees. For the purposes of these Rules, PCMC includes all Park City Municipal Corporation affiliated entities, including the Park City Municipal Building Authority, Park City Water Service District, Park City Housing Authority, and the Redevelopment Agency of Park City.

"Person" means an individual, group of individuals, business organization, agency, club, committee, union, or other organization or legal entity.

"Procurement" means the acquisition of a Procurement Item through an expenditure of public funds, or an agreement to expend public funds, including an acquisition through a public-private partnership.[19]

"Procurement Item" means an item of personal property, a technology, an Information Technology, a service, or a construction project.[20]

"Procurement Official" means the individual authorized to undertake the duties and responsibilities of PCMC's officer for all Procurement as set forth in these Rules.

[16] Utah Code § 58-86-102(3).
[17] Utah Code § 63A-16-102(8).
[18] Utah Code § 63G-6a-103(39).
[19] Utah Code § 63G-6a-103(54).
[20] Utah Code § 63G-6a-103(55).

"Professional Services" means labor, effort, or work that requires specialized knowledge, expertise, and discretion in any of the following fields: accounting; administrative law judge service; architecture; construction management; engineering studies, oversight or reviews which do not produce design deliverables; financial services; Information Technology; the law; medicine; psychiatry; or underwriting.[21] It does not mean Design Professional Services.

"Proposal" means a set of documents submitted by a Person in response to a Request for Proposals. The Proposal may include a price quote, statement of qualifications, and scope of work offered.

"Public-private partnership" means an arrangement or agreement between PCMC and one or more contractors to provide for a public need through the development or operation of a project in which the contractor or contractors share the responsibility or risk of developing, owning, maintaining, financing, or operating the project.[22]

"Public Works Project" means the construction of a park, recreational facility, pipeline, culvert, dam, canal, or other system for water, sewage, storm water, or flood control. It does not include the replacement or repair of existing public infrastructure on private property not within a public easement.[23]

"Qualified Committee Member" means an evaluation committee member having at least a general familiarity with or basic understanding of the technical requirements relating to the type of Procurement Item that is the subject of the Procurement, or the need that the Procurement Item is intended to address. In addition, the evaluation committee member: (a) does not have a conflict of interest with any of the proposers; (b) can fairly evaluate each Proposal or SOQ; (c) does not contact or communicate with a proposer concerning the Procurement outside the official evaluation committee process; and (d) conducts or participates in the evaluation in a manner that ensures a fair and competitive process and avoids the appearance of impropriety.[24]

"Request for Proposals (RFP)" means a document used to solicit proposals to provide a Procurement Item.[25]

"Request for Statement of Qualifications (RSOQ)" means soliciting to receive statements describing the qualifications of bidders or proposers with respect to specified criteria or performance measures for a Procurement Item.[26]

"Responsible" means capable, in all respects, of: (a) meeting all the requirements of a solicitation; and (b) fully performing all the requirements of the contract resulting from the solicitation, including demonstrated financial ability to perform the contract; and (c) has the integrity, capacity and reliability which will assure good faith performance.[27]

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[21] Utah Code § 63G-6a-103(58).
[22] Utah Code § 63G-6a-103(66).
[23] Utah Code § 11-39-101(12).
[24] Utah Code §§ 63G-6a-410(9), 707(5).
[25] Utah Code § 63G-6a-103(70).
[26] Utah Code § 63G-6a-103(72).
[27] Utah Code § 63G-6a-103(74).

"Responsive" means a Solicitation Response that conforms in all material respects to the requirements of the Solicitation and all applicable specifications and Vendor meets the technical requirements to provide the Procurement Item.[28]

"Small Purchase Process" means the process that may be used to acquire Procurement Items with an aggregate cost limit that does not exceed the Small Purchase Threshold.

"Small Purchase Threshold" means the aggregate cost limit for use of the Small Purchase Process for Procurement.

"Solicitation" means an Invitation for Bids, Request for Proposals, or Request for Statement of Qualifications.[29]

"Solicitation Response" means a Statement of Qualifications, Proposal, or Bid submitted in response to a Solicitation.[30]

"Standard Procurement Process" means the Small Purchase Process, the Invitation for Bids Process, the RFP Process, the Approved Vendor List Process, or the Design Professional Services Process.[31]

"State Cooperative Contract" means a contract awarded by the Utah Division of Purchasing and General Services for and on behalf of all public entities in Utah.[32]

"Statement of Qualifications (SOQ)" means a document submitted to PCMC in response to a RSOQ.[33]

"Unsolicited Proposal" means a written Proposal for a public-private partnership for: (a) an infrastructure project; or (b) a project to collect, analyze, and distribute health data to improve health and health care and to facilitate interaction regarding health and health care issues, that is not submitted in response to a Solicitation.[34]

"Vendor" means a Person seeking to enter into a contract to provide a Procurement Item, and includes: a bidder, an offeror, a proposer, a design professional, and a Person who submits an "Unsolicited Proposal."[35]

[28] Utah Code § 63G-6a-103(75).
[29] Utah Code § 63G-6a-103(82).
[30] Utah Code § 63G-6a-103(83).
[31] Utah Code § 63G-6a-103(86).
[32] Utah Code § 63G-6a-103(87).
[33] Utah Code § 63G-6a-103(88).
[34] Utah Code § 63G-6a-712(1).
[35] Utah Code § 63G-6a-103(94).

Article II – Authority

2-1. Procurement Official.

The City Manager is designated as the Procurement Official to serve as PCMC's officer for all Procurement conducted under these Rules. The Procurement Official selects the manner of procuring supplies and services and may choose the appropriate method for a particular Procurement, consistent with these Rules, to serve the best interests of PCMC. The Procurement Official also has authority to settle and resolve controversies related to Procurement processes and contracts. The Procurement Official has the authority and duties described in these Rules and in the Utah Procurement Code,[36] any of which may be delegated in writing to a PCMC employee, as appropriate. Such delegation will remain in effect until modified or revoked in writing.

2-2. Contract Authority Threshold.

The Procurement Official may approve all purchases and enter into contracts up to and including an aggregate cost over the term of the contract of $100,000. All purchases and contracts with an aggregate cost over the term of the contract that exceeds $100,000 require approval of the Park City Council. Accumulated Change Orders or Contract Amendments to an existing contract require approval of the Park City Council if the cost increase is: (1) more than $100,000 for contracts of $1,000,000 or less, or (2) more than 10% of the contract amount for contracts over $1,000,000.

2-3. Small Purchase Threshold.

The Small Purchase Threshold for use of the Small Purchase Process is set at an aggregate cost of the current Bid Limit if applicable, $50,000 for Professional Services, Design Professional Services, and Informational Technology and $50,000 for all other Procurement Items.[37]

2-4. Incidental Items Maximum.
The purchase of incidental items under an exemption from these rules under Article 5-1K is capped at a maximum expenditure per individual Procurement Item of $10,000.

2-5. Purchase Order Approval.
All purchase orders must be approved as follows: a supervisor or manager is responsible for the first level of approval, the Finance Manager approves all purchases over $5,000, and the City Manager approves all purchases over $100,000. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year in which funds have been appropriated.

Article III – Standard Procurement Processes

3-1. Small Purchase Process.

[36] Utah Code § 63G-6a-106(3).
[37] Utah Code § 63G-6a-506(2).

A. When to Use. Small purchases of supplies and services are most effectively made using minimal procurement processes. With approval of the Procurement Official, all Procurement Items (including supplies, equipment, general services, general construction, technology, Information Technology, Professional Services, Design Professional Services, and Building Improvements, Public Works Projects, or Class C Construction/Maintenance Projects) having an aggregate cost that does not exceed the Small Purchase Threshold may be procured by the Small Purchase Process.[38]

B. Method. With the exception of Professional Services and Design Professional Services, a Person with authority to acquire a Procurement Item must make reasonable efforts to obtain at least three written quotations that meet minimum specifications. Professional Services and Design Professional Services may be procured by direct negotiation after reviewing the qualifications of three or more Vendors. Small purchases may also be made using a Vendor on an Approved Vendor List for the Procurement Item. Small Purchases shall be made based on the best interest of PCMC in light of needs, cost, and availability.[39]

C. Record of Quotations. A record of written or electronic quotations must be maintained for at least 12 months and may be used to facilitate future purchases.

D. Manipulation Prohibited. Purchases must not be manipulated to fall within the Small Purchase Threshold. Contracts must not be artificially divided, such as by dividing a single Procurement into multiple, smaller Procurements, or by dividing the work required for a single project solely to make use of this section. Violations of this prohibition may result in criminal penalties.[40]

E. Single Quote. If only a single quote can be obtained, the Procurement Official may accept the quote after considering: (1) whether pricing is fair and reasonable; (2) canceling the Procurement; and (3) a Bid Security requirement.[41]

F. Use with Approved Vendor List – Rotation of Vendors. Small Purchases may be made from a Vendor on an Approved Vendor List without any additional competitive-pricing process, provided that reasonable efforts are made to rotate between Vendors to ensure the fair and equitable treatment of all listed Vendors and promote competition. When practicable, quotes may be obtained from all listed Vendors.[42]

3-2. Invitation for Bids Process.

[38] Utah Code § 63G-6a-506(2).
[39] Utah Code § 63G-6a-506(2).
[40] Utah Code §§ 63G-6a-506(8), 2404.3
[41] Adapted from Utah Admin Code R33-4-109.
[42] Utah Code § 63G -6a-507.

A. When to Use. An Invitation for Bids is typically used to acquire Procurement Items with easily definable characteristics where price is the determinative element. The Procurement Official may direct use of either an Invitation for Bids Process or an RFP Process to procure supplies, equipment, general services, general construction, technology or Information Technology having an aggregate cost that exceeds the Small Purchase Threshold.[43] An Invitation for Bids Process in compliance with Section 3-7 must be used for Building Improvements, Public Works Projects, or Class C Road Construction/Maintenance Projects that exceed their respective Bid Limits.

B. Content. An Invitation for Bids must include the following: (1) a description or specification of the Procurement Item; (2) deadline and instructions for submission; (3) objective evaluation criteria; (4) the time and place of any bid opening; (5) intended contract terms and conditions; and (6) any other information relevant to the Procurement.[44]

C. Notice. An Invitation for Bids must be published either on PCMC's website or the Utah Division of Purchasing and General Services website (U3P) at least seven calendar days prior to the deadline date for submission. The seven-day period may be reduced with approval of the Procurement Official.[45]

D. Opening. Bids must be opened consistent with the time and manner set forth in the Invitation for Bids. Bids may not be opened until after the submission deadline. A Bid may not be changed after the deadline if the change is prejudicial to the interest of PCMC or fair competition.[46]

E. Rejection of Bids. The Procurement Official must reject a Bid that is not Responsive or the bidder is determined to be not Responsible. A Bid may be rejected in whole or in part when it is determined by the Procurement Official to be in the best interest of PCMC.[47]

F. Evaluation. Bids must be evaluated using the specified objective criteria and to achieve the greatest long-term value to PCMC. Criteria not described in the Invitation for Bids may not be used to evaluate a Bid.[48]

G. Award of Contract. After evaluating the Bids, PCMC must: (1) award a contract to a Responsible bidder who submits the lowest Responsive Bid and publish on PCMC's website the name and bid amount of the bidder to whom the contract is awarded; or (2) cancel the Invitation for Bids and publish on PCMC's website notice of the cancellation that includes an explanation of the reasons for cancellation.[49]

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[43] Utah Code § 63G-6a-602.
[44] Utah Code § 63G-6a-603(2).
[45] Utah Code §§ 63G-6a-603(3), 112.
[46] Utah Code § 63G-6a-604(1).
[47] Utah Code § 63G-6a-902.
[48] Utah Code § 63G-6a-606.
[49] Utah Code § 63G-6a-606(3).

H. Local Business Match. If the Responsible bidder who submits the lowest Responsive Bid is not a Local Business, and a Responsible Local Business submits a Responsive Bid that is within 5% of such lowest bid, PCMC may offer such Local Business an opportunity to match the lowest bid. If the Local Business agrees to match the lowest bid, PCMC must award the contract to the Local Business at that price. If more than one Responsible Local Business submits a Responsive Bid within 5% of the lowest Bid under this paragraph, the opportunity to match the lowest bid must first be given to the Local Business with the lowest Bid, and next to the Local Business with the second-lowest Bid, and so forth.

I. Single Bid. If only a single Bid is received, the Procurement Official may accept the Bid after considering: (1) whether pricing is fair and reasonable; (2) canceling the Procurement, and (3) a Bid Security requirement.[50]

J. Tie Bids. In the event of tie Bids, the Procurement Official may award the contract in accordance with the methods provided in Utah Administrative Code R33-6-111, or successor provision.[51]

3-3. Request for Proposals (RFP) Process.

A. When to Use. An RFP is typically used to acquire Procurement Items (except for Design Professional Services which must use the RSOQ-Negotiation Process in Section 3-6) when needs are difficult to specify and where price is not the determinative element, or where qualifications will be an important element of the performance, such as with Professional Services. The Procurement Official may direct use of either an Invitation for Bids Process or an RFP Process to procure supplies, equipment, general services or Information Technology having an aggregate cost in excess of the Small Purchase Threshold or to procure Building Improvements and Public Works Projects that do not exceed the statutory Bid Limits. Professional Services having an aggregate cost in excess of the Small Purchase Threshold must be procured by an RFP Process where PCMC must make reasonable efforts to deliver the RFP to at least three Responsible parties**.**[52]

B. Content. An RFP must include the following: (1) a description or specification of the Procurement Item; (2) deadline and instructions for submission; (3) objective evaluation criteria, and if applicable, cost, and subjective evaluation criteria; (4) the time and manner for opening proposals; (5) intended contract terms and conditions; and (6) any other information relevant to the Procurement.[53]

[50] Adapted from Utah Admin Code R33-4-109.
[51] Utah Code § 63G-6a-608.
[52] Utah Code § 63G-6a-702(1).
[53] Utah Code § 63G-6a-703(2).

C. Notice. An RFP must be published either on PCMC's website or the Utah Division of Purchasing and General Services website (U3P) at least seven calendar days prior to the deadline date for submission. The seven-day period may be reduced with approval of the Procurement Official. In addition to these notice requirements, PCMC must make reasonable efforts to deliver an RFP for Professional Services to at least three Responsible parties.[54]

D. Addendum. An RFP addendum that only applies to offerors that have timely submitted proposals may be issued after the submission deadline if, in the opinion of the Procurement Official, the addendum does not change the RFP in a way that would likely have affected the number of Proposals submitted had the addendum been included in the original RFP.[55]

E. Opening. Proposals may not be opened or reviewed until after the submission deadline. Contents of a Proposal may not be disclosed to the public or to other proposers, except as provided by law.[56]

F. Changes Prohibited. A proposer may not, after the deadline, make a change to a Proposal if the Procurement Official determines that such a change would be prejudicial to PCMC's interests or fair competition.[57]

G. Discussions with Proposer. PCMC may have limited discussions with a proposer to obtain a more complete understanding of whether the proposer is Responsible, or the proposer's Proposal is Responsive. A Proposal may be rejected following such discussions if the proposer is determined to be not Responsible or the Proposal is not Responsive.[58]

H. Rejection of Proposals. The Procurement Official must reject a Proposal that is not Responsive or where the proposer is not Responsible. A Proposal may be rejected in whole or in part when it is determined to be in the best interest of PCMC.[59]

I. Evaluation. Proposals must be evaluated as follows:[60]

a. An evaluation committee of at least three Qualified Committee Members must be appointed to evaluate Proposals in accordance with the criteria described in the RFP. Criteria not described in the RFP may not be used.

b. The Procurement Official may authorize an evaluation committee to receive assistance from an expert or consultant to better understand a technical issue involved in the Procurement.

[54] Utah Code §§ 63G-6a-703(3), 112.
[55] Utah Code § 63G-6a-704.4
[56] Utah Code § 63G-6a-704(1).
[57] Utah Code § 63G-6a-704(2).
[58] Utah Code § 63G-6a-704.6(1)
[59] Utah Code §§ 63G-6a-704.6(2), 902.
[60] Utah Code § 63G-6a-707.

c. Unless waived by the Procurement Official in the best interests of PCMC, the evaluation committee is prohibited from knowing or having access to the cost of a Proposal until after the committee submits its recommendation based on scores of all criteria other than cost.

d. The evaluation committee may not change its final recommended scores once they are submitted to PCMC.

e. The evaluation committee may deliberate in private.

f. At the conclusion of the evaluation process, the evaluation committee shall prepare and submit to the Procurement Official a written statement that: recommends a Proposal for an award of a contract, if the evaluation committee decides to recommend a Proposal; and contains the score awarded to the recommended Proposal based on the criteria stated in the RFP; and explains how the recommended Proposal provides the best value to PCMC. This step is **not required** for a contract with a Construction Manager/General Contractor if the contract is awarded based solely on the Vendor's qualifications and the management fee to be paid.

J. Best and Final Offers. If an RFP Process does not result in a clear recommendation, PCMC may, with the approval of the Procurement Official, request best and final offers from Responsible proposers in accordance with the provisions of Utah Code section 63G-6a-707.5 or successor provision. The best-and-final-offer process may only be used when: (1) no single Proposal adequately addresses all the specifications stated in the RFP; (2) all Proposals are unclear or deficient in one or more respects; (3) all cost proposals exceed the identified budget or PCMC's available funding; or (4) two or more Proposals receive an identical evaluation score that is the highest score.[61]

K. Award of Contract. Upon receiving a recommendation from the evaluation committee, PCMC may award a contract to the recommended proposer based on the Proposal, and in appropriate circumstances, after negotiation of further details.

L. Single Proposal. If only a single Proposal is received, the Procurement Official may accept the Proposal after considering: (1) whether pricing is fair and reasonable; (2) canceling the Procurement; and (3) a Bid Security requirement.[62]

[61] Utah Code § 63G-6a-707.5.
[62] Adapted from Utah Admin Code R33-4-109.

M. Negotiation. In appropriate circumstances, PCMC may negotiate the details of the Procurement with a potential Vendor before a contract is awarded in order to obtain an offer that is most advantageous to PCMC in light of price and the evaluation criteria set forth in the Solicitation materials. PCMC may enter negotiations with the top-ranked proposer to obtain a favorable price or other terms, and may reject that offer if not satisfactory. If PCMC rejects an offer, it may proceed with negotiations with the next subsequently-ranked proposer in a similar manner to obtain an acceptable offer, or may reject all offers.[63]

3-4. Request for Statement of Qualifications (RSOQ) Process.

A. When to Use. The Procurement Official may direct use of an RSOQ Process to identify qualified Vendors to participate in a subsequent Standard Procurement Process (Invitation for Bids Process or RFP Process). The RSOQ Process must be used to create an Approved Vendor List. No contract may be awarded based solely on the RSOQ Process.[64]

B. Content -Invitation for Bids or RFP. An RSOQ issued in advance of an Invitation for Bids or RFP must include: (1) a statement that participation in the Invitation for Bids Process or RFP Process is limited to qualified Vendors; and (2) the minimum mandatory requirements, evaluation criteria, and applicable score thresholds that will be used to identify qualified Vendors. Examples of selection criteria include experience and work history; management and staff requirements or standards; licenses; certifications and other qualifications; performance ratings or references; financial stability; and other information pertaining to Vendor qualifications that are considered relevant. [65]

C. Content – Approved Vendor List. An RSOQ issued for the purpose of creating an Approved Vendor List must include: (1) a general description of the Procurement Item, type of project or service, acquisition process, and desired type of Vendor; (2) the minimum mandatory requirements, evaluation criteria, and applicable score thresholds that Vendors are required to meet; (3) a statement that only Responsive, Responsible Vendors which meet the stated score thresholds will be included on the Approved Vendor List; (4) a statement that only approved Vendors will be able to participate in the Procurements described in the RSOQ; (5) a statement indicating whether PCMC will use a performance rating system for evaluating Vendors on the Approved Vendor List; (6) a deadline for submission of a Statement of Qualifications; and (7) a requirement that Vendors must submit updated qualifications at least every 18 months from publication of the Approved Vendor List to be retained on the list.[66]

[63] Adapted from Utah Admin Code R33-7-104.
[64] Utah Code §§ 63G-6a-410(1), 410(2), 410(3).
[65] Utah Code § 63G-6a-410(4).
[66] Utah Code § 63G-6a-410(5).

D. Notice. An RSOQ must be published either on PCMC's website or on the Utah Division of Purchasing and General Services website (U3P) at least seven calendar days prior to the deadline date for submission. The seven-day period may be reduced with approval of the Procurement Official.[67]

E. Rejection of SOQ. The Procurement Official may reject a SOQ that is not Responsive or where the proposer is determined to be not Responsible. A Proposal may be rejected in whole or in part when it is determined by the Procurement Official to be in the best interest of PCMC.[68]

F. Evaluation Process. An evaluation committee consisting of at least three Qualified Committee Members must be appointed to score each SOQ that meets the minimum mandatory requirements using evaluation criteria and applicable score thresholds published in the RSOQ. Criteria not included in the RSOQ may not be used. The evaluation committee may, with approval of the Procurement Official, enter into discussions or conduct interviews with or attend presentations by Vendors, for the purpose of clarifying information in the SOQ. The committee's deliberations may be conducted in private. The Procurement Official may appoint fewer than three Qualified Committee Members if the evaluation criteria are objective, and do not include any criteria that require analysis, assessment, or deliberation. Based on the scores determined by the evaluation committee, the Procurement Official must make a final determination of the Vendors to include in a subsequent Invitation for Bids Process or RFP Process, or Vendors to be included on an Approved Vendor List.[69]

G. Single SOQ. If only a single SOQ is received that meets the minimum qualifications, evaluation criteria and applicable score thresholds set forth in the RSOQ, the Procurement Official may cancel the RSOQ or establish an Approved Vendor List that includes the one Vendor if PCMC either: (1) continues to try to identify more Vendors to be included; or (2) immediately reissues the RSOQ and repeats the process.[70]

3-5. Use of Approved Vendor Lists.[71]

A. When to Use. Approved Vendor Lists may be created and maintained for specific Procurement Items or for a future Procurement Item if the RSOQ includes a general description and the type of Vendor sought to provide the Procurement Item.

1. Any Standard Procurement Process, including Small Purchase, Invitation for Bids, RFP, or Design Professional Services, may be limited to the pre-qualified Vendors on an Approved Vendor List.

[67] Utah Code §§ 63G-6a-112, 410(6).
[68] Utah Code §§ 63G-6a-410(8a), 902.
[69] Utah Code § 63G-6a-410(9).
[70] Utah Code § 63G-6a-410(12).
[71] Utah Code § 63G-6a-507.

2. Procurement Items may also be acquired directly from a listed Vendor at a pre-established price based on a price list, rate schedule, or price catalog submitted by a Vendor and accepted by PCMC.

3. Small Purchases may be made from a Vendor on an Approved Vendor List without any additional competitive-pricing process, provided that reasonable efforts are made to rotate between Vendors to ensure the fair and equitable treatment of all listed Vendors and promote competition.[72]

B. RSOQ Process – Selection. Vendors must be selected for an Approved Vendor List using the RSOQ Process set forth in section 3-4.

C. Adding Vendors - Maintenance. Approved vendors may be included on a closed-ended Approved Vendor List or an open-ended Approved Vendor List.

1. A closed-ended Approved Vendor List is subject to a short period of time during which Vendors may be added to the list and must expire no later than 18 months after its creation.

2. An open-ended Approved Vendor List allows Vendors to be added throughout the term of the list. No less frequently than every 18 months, PCMC must verify that each Vendor continues to meet the minimum mandatory requirements stated in the RSOQ.[73]

D. Publication. After its creation, an Approved Vendor List must be made available to the public.[74]

3-6. Design Professional Services / Design-Build Project – RSOQ and Negotiation Process.[75]

A. When to Use. As required by Utah Procurement Code, Design Professional Services having an aggregate cost that exceeds the Small Purchase Threshold must be procured by the Design Professional Services RSOQ and Negotiation Process set forth herein.[76] Design Professional Services may also use an Approved Vendor List. The RSOQ-Negotiation Process may be used to procure other Professional Services or to procure a Design-Build Contract.

[72] Utah Code § 63G-6a-507.
[73] Utah Code § 63G-6a-507.
[74] Utah Code § 63G-6a-507(7)(b).
[75] PCMC must adopt rules relating to procurement of Design Professional Services. Utah Code § 63G-6a-118,
[76] Utah Code § 63G-6a-1502(1).

B. Content. The RSOQ must include criteria by which the qualifications of a design professional will be evaluated. Examples of such criteria include: (1) the design professional's work history and experience; (2) performance ratings earned by the design professional or references for similar work; (3) a quality assurance or quality control plan; (4) the quality of the design professional's past work product; (5) the time, manner of delivery, and schedule of delivery of the Design Professional Services; (6) the design professional's demonstrated financial ability; (7) a management plan, including key personnel and subconsultants for the project; and (8) other project specific criteria. A RSOQ issued for Design Professional Services may not require a price or cost component.[77]

C. Notice. Notice of an RSOQ for Design Professional Services must be published either on PCMC's website or on the Utah Division of Purchasing and General Services website (U3P) at least seven calendar days prior to the deadline date for submission. The seven-day period may be reduced with approval of the Procurement Official. The Procurement Official must encourage licensed design professionals engaged in the lawful practice of their profession to submit an SOQ.[78]

D. Evaluation Committee. An evaluation committee of at least three Qualified Committee Members must be appointed to evaluate the SOQs received.[79]

E. Evaluation of SOQs. The evaluation committee must consider at least three SOQs, either received in response to the RSOQ or already on file as part of an Approved Vendor List. The committee must evaluate and score each Responsive SOQ based solely on the criteria published in the RSOQ. The committee may conduct discussions or interviews with, or attend presentations by, any design professional under consideration. The committee must then rank in order the top three highest scoring design professionals. The committee's deliberations may be held in private.[80]

F. Negotiation of Compensation. The Procurement Official must negotiate a contract with the highest ranked design professional, as determined by the evaluation committee, for the required services at compensation determined to be fair and reasonable. If no fair and reasonable compensation and satisfactory contract documents can be negotiated, the Procurement Official must formally terminate negotiations, and undertake negotiations with the next-highest scoring design professional, repeating this process as necessary until an agreement is reached.[81]

[77] Utah Code § 63G-6a-1502.5.
[78] Utah Code § 63G-6a-112, 1503(1).
[79] Utah Code § 63G-6a-1503(3).
[80] Utah Code § 63G-6a-1503(4).
[81] Utah Code § 63G-6a-1505.

G. Receipt of Fewer Than Three SOQs. If fewer than three Responsible design professionals submit SOQs that are determined to be Responsive, the Procurement Official shall issue a written determination explaining why it is in the best interest of PCMC to continue the fee negotiation and the contracting process with less than three design professionals.[82]

3-7. Building Improvements, Public Works Projects, and Class C Road Construction/Maintenance Projects Process.

A. When to Use. Building Improvements, Public Works Projects, and Class C Road Construction/Maintenance Projects having an aggregate cost that exceeds the Bid Limit must be procured by the Building Improvements, Public Works, and Class C Construction/Maintenance Projects Process set forth in this section.[83]

B. Estimate Required. In coordination with the Procurement Official, any department intending to undertake a Building Improvement, Public Works Project or Class C Road Construction/Maintenance Project must prepare plans, specifications, and an estimate of the project cost.[84] The cost of the Building Improvement, Public Works Project or Class C Road Construction/Maintenance Project may not be divided to avoid Bid Limit or other thresholds.[85]

C. Procurement Process – Not Exceeding Bid Limits. The Procurement Official may direct use of either an Invitation for Bids Process or an RFP Process to procure Building Improvement, Public Works Projects or Class C Road Construction/ Maintenance Projects having an estimated cost that does not exceed the respective Bid Limit.[86]

D. Procurement Process – Exceeding Bid Limit. If the estimated cost of the Building Improvement, Public Works Projects or Class C Road Construction/Maintenance Project exceeds the respective Bid Limit, then the Invitation to Bid Process must be used consistent with the modifications in Sections E-J below.[87]

[82] Utah Code § 63G-6a-1503.5(5)
[83] Utah Code § 11-39-103, 72-6-108.
[84] Utah Code § 11-39-102, 72-6-108(1).
[85] Utah Code § 11-39-103(2)(b), 72-6-108(2).
[86] Utah Code § 11-39-104(1)(b).
[87] Utah Code § 11-39-103(1)(b), 72-6-108(2).

E. Notice – Exceeding Bid Limit. An Invitation to Bid for Building Improvements or Public Works Projects exceeding the Bid Limit must be published on PCMC's website, the Utah Public Notice website (www.utah.gov/pmn) and on the Utah Division of Purchasing and General Services website (U3P), at least five days before opening of bids.[88] Notice must also be published in a public place reasonably likely to be seen by City residents at least five days before opening of bids.[89] An Invitation to Bid for a Class C Road Construction/Maintenance Project must be published for three weeks on PCMC's website, the Utah Public Notice website (www.utah.gov/pmn), and in a public place on or adjacent to the public street..[90]

F. Award of Contract. After evaluating the Bids, PCMC must either: (1) award a contract to the Responsible bidder who submits the lowest Responsive Bid; or (2) for a Design-Build Project, enter into a contract with a Responsible bidder that satisfies the criteria relating to financial strength, past performance, integrity, reliability, and other factors that the local entity uses to assess the ability of a bidder to perform fully and in good faith the contract requirements for a Design-Build Project.[91]

G. Local Business Match. If the Responsible bidder who submits the lowest Responsive Bid is not a Local Business, and a Responsible Local Business submits a Responsive Bid that is within 5% of such lowest bid, PCMC may offer such Local Business an opportunity to match the lowest bid. If the Local Business agrees to match the lowest bid, PCMC must award the contract to the Local Business at that price. If more than one Responsible Local Business submits a Responsive Bid within 5% of the lowest Bid under this paragraph, the opportunity to match the lowest bid must first be given to the Local Business with the lowest Bid, and next to the Local Business with the second-lowest Bid, and so forth.

H. Single Bid. If only a single Bid is received, the Procurement Official may accept the Bid after considering: (1) whether pricing is fair and reasonable; (2) canceling the Procurement; and (3) a Bid Security requirement.[92]

I. Rejection of Bids. The Procurement Official may reject any or all Bids submitted and again request bids by the Invitation to Bid Process. [93]

J. Contracting Method. The Procurement Official may select the appropriate contracting method for construction contracts to serve the best interest of PCMC, including: (1) Construction Manager/General Contractor; (2) Design-Build Contract; or (3) any form of contract permitted under state law.[94]

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[88] Utah Code §§ 11-39-103(1)(a); 63G-30-102(1) – defining Class A Notice.
[89] Utah Code §§ 11-39-103(1)(a), 63G-30-102(1) – defining Class A Notice.
[90] Utah Code § 72-6-108(3), 63G-30-102(1) – defining Class A Notice.
[91] Utah Code § 11-39-103(1)(b), 72-6-108(2)(a).
[92] Adapted from Utah Admin Code R33-4-109.
[93] Utah Code § 11-39-103(3), 72-6-108(4).
[94] Utah Code § 63G-6a-1205, 72-6-108(5).

3-8. Public-Private Partnerships.

The Procurement Official may direct that a contract for a Public-Private Partnership having an aggregate cost to PCMC in excess of the Small Purchase Threshold be procured using the RFP process in Section 3-3.[95]

Article IV – Supplementary Procurement Processes

4-1. State Cooperative Contracts.

The Utah Division of Purchasing and General Services ("Division") has executed State Cooperative Contracts with certain Vendors of commonly used Procurement Items which can be found on the Division website. The Division maintains such contracts for and on behalf of all public entities within the state. By negotiating certain contracts at the state level, the Division seeks to leverage the potential buying power of all state entities and to streamline the Procurement process. PCMC may, but is not required to, use State Cooperative Contracts.

A. When to Use. When in the best interest of PCMC, Procurement Items may be directly acquired at a fixed cost under a State Cooperative Contract without conducting a Standard Procurement Process, consistent with the Contract Authority Threshold set forth in Section 2.2, after entering into an agreement or participating addendum describing the rights and duties of each party.[96]

B. Contract Review. Before acquiring a Procurement Item under a State Cooperative Contract, the Procurement Official must review the Division's contract with the Vendor to ensure that it: (1) satisfies statutory requirements of a State Cooperative Contract; and (2) extends to PCMC all necessary contractual protections, such as indemnification and insurance.

C. Competition. The Procurement Official may direct use of additional competitive pricing or Procurement procedures before utilizing a State Cooperative Contract.

D. Additional Quotations. In cases where a Procurement Item may be acquired under multiple State Cooperative Contracts with different Vendors, or where Vendors offer bulk discounts, the Procurement Official should obtain one (1) or more written quotes before acquiring a Procurement Item under a State Cooperative Contract.

4-2. Other Cooperative Purchasing.

A. **When to Use**. When in the best interest of PCMC, the Procurement Official may join with other units of Utah government or other state governments in cooperative purchasing for Procurement Items, consistent with the Contract Authority Threshold set forth in Section 2.2.

[95] Utah Administrative Code R33-7-900.
[96] Adapted from Utah Code § 63G-6a-2105(4)(c).

1. PCMC may contract to purchase Procurement Items under contract terms previously negotiated by another Utah governmental entity if the contract terms negotiated by the other governmental entity were entered into in compliance with the solicitation procedures of that governmental entity.

2. In lieu of a PCMC-sponsored RSOQ, PCMC may contract to purchase Procurement Items from one or more qualified vendors from an approved vendor list that was created and maintained by another Utah governmental entity in accordance with Utah Code §§ 63G-6a-410(5), -507 (e.g. UDOT Consultant Qualified Pools).

3. PCMC may contract to purchase Procurement Items under contract terms previously negotiated by other state governments if the procurement was conducted as a cooperative procurement in compliance with the solicitation procedures of the state government, including applicable federal requirements. PCMC may execute a participating addendum or other similar agreement in order to facilitate the use of cooperative contracts under this section.

B. **Contract Review**. Before acquiring a Procurement Item under this section, the Procurement Official must ensure the contract terms extend to PCMC all necessary contractual protections, such as indemnification, liability, and insurance.

C. **Competition**. The Procurement Official may direct use of additional competitive pricing or Procurement procedures before purchasing Procurement Items under this section.

Article V – Exemptions, Exceptions and Waiver

5-1. Exemptions.[97]

The following Procurements are exempt from the requirements of these Rules:

A. Any matter that is exempt from Procurement requirements under state or federal law;

B. Acquisitions of a Procurement Item from another public entity;

C. Acquisition or disposal of real property or an interest in real property;

D. Grants;

E. Supplies purchased for resale to the public;

F. Hiring of a mediator, arbitrator, or arbitration panel member to participate in dispute resolution efforts;

[97] Utah Code § 63G-6a-107.6 (A – F).

G. Retaining outside counsel or acquiring litigation support services, including expert witnesses;

H. Contracts for governmental relations consulting and lobbyist services;

I. Contracts for executive search services;

J. Contracts to maintain existing software systems in use by PCMC, including upgrades, license renewals and subscription renewals necessary for continued and ongoing use of existing systems; and

K. Purchase of minimal, insignificant, or incidental items in the course of daily, ongoing departmental operations that are identified in an approved department budget that comply with the Incidental Items Maximum. Examples of items exempt under this subsection include professional development and training, hand tools, office supplies, and miscellaneous travel expenses.

5-2. Exceptions.

The following exceptions to the requirements of these Rules may be granted with approval of the Procurement Official:

A. Trial-Use Contracts.[98]

1. **Requirements**. Subject to the approval of the City Manager, PCMC may award a trial-use contract without engaging in a Standard Procurement Process if the purpose of the contract is to determine whether the Procurement item will benefit PCMC; assess the feasibility of a Procurement Item that is new or innovative or has a proposed use or application that is novel or unproven; or evaluate whether to conduct a Standard Procurement Process for the Procurement Item being tested. Further, the contract must be: awarded for a Procurement Item not already available to PCMC under an existing contract; restricted to the Procurement of a Procurement Item in the minimum quantity and for the minimum period of time necessary to test it; PCMC's only trial-use contract for that Procurement Item; and not used to circumvent the purposes and policies of these Rules or the Utah Procurement Code.

2. **Term**. The period of trial use or testing of a Procurement Item under a trial-use contract may not exceed 24 months unless the Procurement Official provides a written exception documenting the reason for a longer period.

3. **Content**. A trial-use contract must:

[98] Utah Code § 63G-6a-802.3.

a. State that the contract is strictly for the trial use or testing of a Procurement Item;

b. State that the contract terminates upon completion of the trial-use or testing period;

c. State that PCMC is not obligated to purchase or enter into a contract for the Procurement Item, regardless of the trial-use or testing result;

d. State that any purchase of the Procurement Item that is the subject of the trial-use contract will be made in accordance with these Rules and the Utah Procurement code; and

e. include, as applicable, any additional requirements related to the trial use or testing of the Procurement Item.

4. **Publication.** Publication of notice is not required for a trial-use contract.

B. Contract Extensions.[99]

1. **Extension up to 120 Days.** The Procurement Official may enter into a Contract Extension to extend the term of a contract up to 120 days if: it is necessary to avoid a lapse in critical government service or to mitigate a circumstance that is likely to have a negative impact on public health, safety or welfare or property, and,
    a. PCMC is engaged in a Standard Procurement Process for that Procurement Item and the Standard Procurement Process is delayed due to an unintentional error; or

    b. A change in an industry standard requires one or more significant changes to specifications for the Procurement Item; or

    c. An extension is necessary: to prevent the loss of federal funds, to mitigate the effects of a delay of a state or federal appropriation, to enable PCMC to continue to receive a Procurement Item during a delay in the implementation of a contract awarded pursuant to a Procurement that has already been conducted; or to enable PCMC to continue to receive a Procurement Item during a period of time in which negotiations with a Vendor under a new contract for the Procurement Item are being conducted.

2. **Extension Exceeding 120 Days.** The Procurement Official may enter into a Contract Extension to extend the term of a contract for a period of time exceeding 120 days without engaging in a Procurement process if, after consulting with the City Attorney's Office, the Procurement Official determines in writing that the

[99] Utah Code § 63G-6a-802.7.

Contract Extension does not violate state or federal antitrust laws and is consistent with the purpose of ensuring the fair and equitable treatment of all persons who deal with the Procurement process. For example, the term of a contract may be extended in circumstances where the scope and cost are not materially changed, and it would be impractical to award a contract through a Procurement process.

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C. Contract Modifications.

1. The Procurement Official may modify contracts by appropriate Change Order or Contract Amendment without engaging in a Procurement process, consistent with the Contract Authority Threshold set forth in Section 2-2, if:

a. The modifications do not affect the scope, price, or term of the contract; or

b. The modifications increase the scope of work or cost, the modifications are reasonably related to the original solicitation, and the increase in cost appears reasonable; or

c. The modifications reflect a decrease in the scope of work in PCMC's interest.

2. The cost or price of contracts solicited using the Small Purchase Process may not be modified in excess of the Small Purchase Threshold.

D. Emergency Procurements.[100] The Procurement Official may waive any requirement of these Rules if such waiver is necessary to: (1) avoid a lapse in a critical government service; (2) mitigate a circumstance that is likely to have a negative impact on public health, safety, welfare, or property, including a natural disaster; or (3) protect the legal interests of a public entity.

Any Procurement made pursuant to this provision must be made with as much competition as reasonably practicable. Within 14 days of such Procurement, PCMC must publish on its website a description of the emergency necessitating the Procurement, the name of the highest-ranking government official who approved the Procurement, and each written contract related to the Procurement. The term of a contract executed under this provision may be no more than 30 days, except that a contract related to a "natural disaster" as defined under state law may be up to 60 days. These term limits do not apply to an emergency Procurement for legal services.

[100] Utah Code § 63G-6a-803.

5-3. Waiver of Standard Procurement Process.[101]

A. Requirements. The Procurement Official may waive the requirements of these Rules when the Procurement Official determines in writing that:

1. Transitional costs are a significant consideration in selecting a Procurement Item, a cost-benefit analysis demonstrates that transitional costs are unreasonable or cost-prohibitive, and award of a contract without engaging in a Standard Procurement Process is in the best interest of PCMC; or

2. The award of a contract is under circumstances that make awarding the contract through a Standard Procurement Process impractical and not in the best interest of PCMC. Such circumstances include, but are not limited to, the following:

a. The Procurement Item is available from a sole source or a Procurement procedure would be unlikely to produce competition.
b. A particular Procurement Item is of particular benefit to PCMC in order to match existing equipment or facilities.
c. PCMC needs specialized or confidential services, and a Procurement procedure would undermine that confidentiality or not be beneficial in obtaining the services.
d. Waiver of any requirements of these Rules would convenience the public.

B. Notice. If requirements of these Rules are waived, PCMC must publish notice of the Procurement on the PCMC website at least seven days before the Procurement is finalized if the aggregate cost of the Procurement exceeds $50,000. Such notice is not required if the Procurement is for public utility services pursuant to a sole source contract.[102]

C. Best Interest. If requirements of these Rules are waived, the Procurement Official must nonetheless negotiate with the Vendor to ensure that the terms of the Procurement are in the best interest of PCMC.[103]

Article VI – Protests and Appeals

6-1. Protests and Appeals.

A. Procedure. The provisions set forth in Part 16 Protests, Part 18 Appeals to Court and Court Proceedings, and Part 19 General Provisions Related to Protest or Appeal of the Utah Procurement Code,[104] or their successor provisions, govern any protest or

[101] Utah Code § 63G-6a-802.
[102] Utah Code § 63G-6a-802(3).
[103] Utah Code § 63G-6a-802(4).
[104] Utah Code § 63G-6a-1601 et seq., 1801 et seq., 1901 et seq.

appeal arising from a PCMC Procurement.

B. Protest Officer. The Procurement Official is designated as PCMC's protest officer.

C. Intervention. As required by Utah Code § 63G-6a-1603(4)(c), PCMC directs that intervention in a protest is governed by the provisions of Utah Administrative Code R33-16-301 - Intervention in a Protest, or its successor provision.

D. Appeals to Court and Court Proceedings. Appeals to Court are governed by the provisions of Utah Administrative Rule R33-18 - Appeals to Court and Court Proceedings, or its successor provision.

City Council Staff Report

Subject: FY27 Budget Continuation
Author: Budget Team
Department: Budget
Date: June 4, 2026

Executive Summary

Staff requests a continuance of the public hearing for final budget adoption to June 25, 2026 from the previously noticed date of June 11, 2026. This adjustment allows additional time to finalize operational details and incorporate additional Council feedback prior to formal council action. Under the Uniform Fiscal Procedures Act for Utah Cities, section 10-6-118, the City Council must adopt a budget before June 30. Staff requests that, after the public hearing, Council move to continue the public hearing until June 25, allowing additional public comment at the June 25 meeting before final adoption.

Exhibits

Exhibit A – FY27 Final Budget Ordinance

Ordinance No. 2026-15

ORDINANCE ADOPTING A REVISED BUDGET FOR FISCAL YEAR 2026 AND A FINAL BUDGET FOR FISCAL YEAR 2027 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

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

WHEREAS, public hearings were held on June 11 and June 25, 2026, at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. FY 2026 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 7, 2026, and with changes as summarized in the Attachments to this ordinance, is hereby adopted as the revised Fiscal Year 2026 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. FY 2027 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 7, 2026, and with changes as summarized in the Attachments to this ordinance, is hereby adopted as the budget for Fiscal Year 2027 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for Fiscal Year 2027 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE**.** Section 1 for the Fiscal Year 2026 Revised Budget shall take effect upon publication and Section 2 for the Fiscal Year 2027 Budget shall take effect on July 1, 2026.

PASSED AND ADOPTED this 25th day of June 2026.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

APRROVED AS TO FORM:

_____
City Attorney’s Office

ARTS COUNCIL
PARK CITY
SUMMIT COUNTY

Arts & Culture Master Plan Implementation Funding Request

The Arts Council of Park City & Summit County respectfully requests ongoing shared operational support to implement the adopted Park City & Summit County Arts & Culture Master Plan and move it from vision to action.

The Plan was formally adopted through a Resolution of Support in January 2026 by both Park City Municipal and Summit County. This request includes an annual investment of $65,000 from Park City Municipal, matched by Summit County, for a total of $130,000 per year dedicated to Plan implementation.

This investment provides the foundational capacity needed to ensure coordinated, accountable, and sustained implementation of the community's shared arts and culture priorities across the region.

PURPOSE OF FUNDING

The requested investment will primarily support a new full-time, senior-level position dedicated to implementation of the Park City & Summit County Arts & Culture Master Plan.

This role will serve as the lead coordinator and implementation director for the Arts & Culture Master Plan, working across Park City, Summit County, community partners, artists, and stakeholders to advance the Plan's priorities over the next decade.

In addition to staffing support, a small portion of the funding will help provide specialized consulting and technical expertise related to implementation initiatives provided by Union Creative Agency.

The Arts Council is committed to contributing administrative and strategic implementation support from leadership and staff, including coordination and facilitation of cross-sector partnerships and planning efforts.

DEDICATED IMPLEMENTATION SUPPORT

The Arts & Culture Master Plan represents a significant community investment and a shared regional vision for strengthening arts, culture, creative spaces, economic vitality, and community connection across Summit County.

However, plans of this scale require dedicated implementation capacity to ensure:

- Accountability and measurable progress
- Coordination across agencies and stakeholders
- Successful launch of new initiatives and pilot programs
- Long-term sustainability and outside funding leverage

Without dedicated implementation support, community plans often lose momentum or become fragmented across jurisdictions and organizations. This investment ensures the Plan remains active, coordinated, and impactful.

KEY AREAS OF WORK

- Lead implementation and tracking of Arts & Culture Master Plan priorities.
- Coordinate efforts between Park City Municipal, Summit County, and community partners.
- Support development of new initiatives that advance Plan goals, including cultural programs, artist support efforts, and creative infrastructure projects.
- Provide stewardship and coordination support for arts-related strategies connected to the Olympic and legacy planning efforts, ensuring alignment with community cultural priorities
- Support public engagement, partnership development, and funding strategies
- Help launch and pilot new programs identified in the Plan, including potential grant programs, artist residencies, and other priority initiatives.

Integrated within Arts Council's senior leadership team, this role will combine strategic direction with hands-on implementation during the early stages of new initiatives related to the Plan. Full implementation and sustainability of new initiatives and programs may require additional staff and resources.

PUBLIC BENEFIT & RETURN ON INVESTMENT

This request is an investment in the long-term success of a jointly supported community Plan.

Outcomes of this work include:

- Increased access to arts and culture opportunities for residents and visitors
- Stronger support systems for local artists and cultural organizations
- Advancement of cultural tourism in support of the Summit County Sustainable Tourism Plan and creative economy initiatives
- Improved coordination of public art, cultural planning, community development, and arts-related Olympic efforts
- Increased ability to attract philanthropic, state, federal, and private investment into the community

This shared city-county investment creates the infrastructure needed to sustain long-term implementation and maximize the impact of the Arts & Culture Master Plan for the entire region.

WHY THE ARTS COUNCIL

From the outset of the Arts & Culture Master Plan process, the Arts Council of Park City & Summit County has served as the lead community partner and was identified as the organization best positioned to help coordinate long-term implementation efforts.

As the designated Local Arts Agency for Park City and Summit County, the Arts Council works closely with municipal staff, elected officials, artists, nonprofit organizations, businesses, and community stakeholders across the region. While the Arts Council is an independent nonprofit organization, it also serves an important public-facing role as the community's primary arts and culture partner.

Many local municipalities have designated Arts & Culture staff to execute cultural planning and initiatives (e.g. Ogden, Springville, Salt Lake City, South Jordan, South Salt Lake, Logan City). Because Park City does not maintain a dedicated Arts & Culture department, the Arts Council helps fill this gap, providing critical cultural planning, coordination, and implementation capacity that supports broader civic, economic, and community development goals.

The scale of the adopted Arts & Culture Master Plan requires dedicated staffing and operational support beyond the organization's current capacity. Building on the Arts Council's existing leadership role is an efficient and cost-effective way to support long-term implementation of the Plan.

REPORTING & LONG-TERM SUSTAINABILITY

The Arts Council will provide annual reporting on implementation progress, partnerships, outcomes, and use of funds to ensure continued alignment with City and County priorities.

Funding levels may be revisited periodically to align with implementation needs, inflation, and personnel costs associated with long-term Plan execution.

Director of Arts & Culture Planning & Implementation

Director of Arts & Culture Planning & Implementation (full-time)
$90k-$100k per year | Reports to Executive Director

Position Overview
The Director of Arts & Culture Planning & Implementation is a senior leadership role responsible for advancing the Park City & Summit County Arts & Culture Master Plan. This position serves as the central coordinating force between Park City Municipal, Summit County, and the broader arts and cultural sector to ensure successful execution of the plan's priorities over the next decade.

This role bridges government, nonprofit, and private-sector partners to translate community vision into actionable projects, policies, and investments that strengthen quality of life, economic vitality, and cultural identity across the region.

As part of a small and collaborative team, this role also requires a hands-on approach, including piloting and supporting early-stage programs and initiatives that advance the plan's goals.

Key Responsibilities

1. Master Plan Implementation & Accountability

- Lead execution of the Arts & Culture Master Plan across city and county jurisdictions
- Develop annual implementation workplans, timelines, and measurable outcomes
- Track progress and provide regular reporting to key stakeholders, including municipal partners and funders

2. Cross-Jurisdictional Coordination

- Serve as primary liaison between Park City, Summit County, and regional partners on arts and cultural initiatives
- Align priorities, funding strategies, and project timelines across agencies
- Convene stakeholders including nonprofits, artists, planners, and community groups

3. Policy & Government Relations

- Advance policies that support arts and culture infrastructure, funding, and integration into community planning
- Collaborate with municipal staff on zoning, development, public art, and cultural space initiatives
- Represent the Arts Council in public processes, meetings, and advisory groups

4. Cultural Infrastructure & Project Development

- Support development of creative spaces, public art initiatives, and cultural facilities
- Identify and advance priority capital and programmatic projects outlined in the plan
- Partner with public and private entities to move projects from concept to implementation

5. Funding Strategy & Resource Development

- Identify, secure, and align funding sources including public, private, and philanthropic investments
- Support grant development and strategic funding partnerships
- Ensure efficient use and leveraging of city and county contributions

6. Sector Support & Community Impact

- Strengthen capacity of local artists and cultural organizations
- Ensure equitable access to arts and culture opportunities across communities
- Align implementation efforts with broader community goals including economic development, tourism, and social wellbeing

7. Program Development & Pilot Implementation

- Lead the design, launch, and early implementation of new programs aligned with the Arts & Culture Master Plan (e.g., grant programs, artist residencies, special initiatives)
- Provide hands-on support in program execution during early stages, including coordination, logistics, and stakeholder engagement
- Evaluate pilot programs and develop strategies for long-term sustainability, staffing, and scale
- Collaborate with Arts Council leadership to transition successful initiatives into ongoing programs supported by additional staff or resources

8. Reporting & Public Accountability

- Prepare annual implementation reports documenting progress, outcomes, challenges, and priorities related to the Arts & Culture Master Plan.
- Present implementation updates to Park City Municipal and Summit County leadership through written reports, presentations, or other agreed-upon reporting methods.
- Ensure transparency and accountability for public investments by tracking and communicating measurable community impacts.

Desired Knowledge & Qualifications

We are seeking a collaborative, strategic, and community-minded leader who thrives at the intersection of arts and culture, public policy, and community development. This role requires both big-picture thinking and the ability to move complex, multi-stakeholder initiatives into action.

You do not need to meet every qualification listed to apply. We value diverse experiences and perspectives that strengthen our work and our community.

Ideal qualifications include:

- 7–10+ years of relevant professional experience in arts administration, cultural planning, public administration, community development, or a related field
- Demonstrated experience leading complex projects or initiatives from planning through implementation, ideally involving multiple partners or agencies
- Experience working with or alongside municipal or county government systems, including an understanding of public processes, policy development, or planning frameworks
- Strong ability to build and manage cross-sector partnerships, including government, nonprofit, private sector, and community stakeholders
- Experience advancing or supporting policy, planning, or systems-level initiatives (e.g., cultural plans, community plans, economic development strategies, or similar efforts)
- Excellent communication and facilitation skills, including the ability to translate complex ideas for diverse audiences and lead productive stakeholder conversations
- Experience with strategic planning, implementation tracking, and evaluation, including developing goals, metrics, and reporting frameworks
- Familiarity with funding strategies, including public funding, grants, philanthropy, or public-private partnerships
- Understanding of or commitment to arts and culture as a driver of community vitality, economic development, and social connection
- Strong organizational and leadership skills, with the ability to manage multiple priorities while maintaining forward momentum on long-term goals

Compensation & Benefits

- **Salary Range:** $90,000 – $100,000 annually, commensurate with experience
- **Position Type:** Full-time, exempt
- **Reports to:** Executive Director
- **Schedule:** Approximately 40 hours/week, with flexibility based on project and community needs

Benefits include:

- Employer-sponsored health and dental insurance
- Flexible work schedule with autonomy over most working hours
- Hybrid work environment, with a mix of remote and in-person collaboration
- Paid time off and holidays
- Professional development opportunities

Organization Overview

Founded in 1986, the Arts Council of Park City & Summit County is a nonprofit Local Arts Agency dedicated to ensuring arts and culture thrives for our communities. We envision a thriving creative ecosystem where the arts are essential, creatives are supported, and everyone is connected through cultural experiences. Our work spans marketing, public art, advocacy, and programming to strengthen the region's arts and culture landscape. Visit our website at pcscarts.org.

To Apply
Send an email to Jocelyn Scudder, Executive Director, jocelyn@pcscarts.org. Email should include:

- Professional resume
- Three (3) professional references
- A cover letter summarizing your background, experience, your professional interests and why you're the right fit
    - *Note: PDF format is preferred.*

This position will be open until filled. Please, no phone inquiries.

DRAFT

City Council Staff Report

Subject: FY27 Fee Schedule
Author: Hans Jasperson
Department: Budget, Debts & Grants
Date: June 11, 2026

Recommendation

Consider adopting Resolution 11-2026, a Resolution amending the Fee Schedule. The resolution incorporates proposed fee changes previewed on April 9 and includes updates across Planning, Storm Water, Recreation, Parking, and other City service areas.

Executive Summary

As part of the annual budget process, the City updates its Fee Schedule to align charges with the cost of providing services, maintain transparency, and uphold long-term cost-recovery policies. On April 9, staff presented the proposed FY27 fee updates, including the previously approved phase-in of Planning fee adjustments, and updates to Recreation, Parking, and Police records fees.

Council also requested follow-up information regarding two Planning-related items: Affordable Master Plan Development (AMPD) fee waivers and potential refunds or adjustments to appeal fees. The Planning Department has prepared an analysis for Council consideration.

Analysis

Construction & Development Fees – Planning (Section 1)

On April 9, Council reviewed Phase 2 of the three-year Planning fee phasing adopted in FY26. Council expressed support for the proposed FY27 Planning updates, which continue the transition to full cost recovery in FY28. A complete description of the FY27 Planning fee changes is included in Exhibit B.

Council requested additional evaluation of Planning fees related to Affordable Master Planned Developments and appeal fee policies. Since that time, the Planning team researched 18 resort and Utah communities. Potential updates are outlined below.

(I) The City provides fee waivers for Affordable Master Planned Developments upon City Manager or City Council review when it is determined it serves a beneficial public purpose. However, Affordable Master Planned Developments that include market-rate units have paid the fee. The City Council waived the fees for a project that provided all affordable units.

The Land Management Code establishes increased height and reduced setbacks, open space, and parking requirements when Affordable Master Planned Developments

(AMPDs) provide at least half of the residential square footage as affordable units. Prior to the FY26 fee schedule update, the AMPD fee was $560 per unit equivalent. In FY26, the fee was reduced to $437 per unit equivalent because the Planning team and Planning Commission process these large-scale developments in less time. AMPD fees have averaged $20,000 per project, but this is based on project size. Larger projects will pay a larger fee.

The Park City Municipal Code § 11-12-13 authorizes the City Council to waive application fees for projects deemed to serve a beneficial public purpose such as low-income housing and § 11-12-15 authorizes the City Manager to reduce or waive up to $25,000 in fees for a public or non-profit project deemed to serve a beneficial public purpose. The AMPD fee was paid for projects that included market-rate units, and the City Council waived the AMPD fee for a project that provided all affordable and no market-rate units.

Potential Updates to Waive or Reduce Fees
The Planning team found three approaches to fee waivers:

- **Discretionary Waiver** – Fee waivers may be granted based on a finding of public benefit and requires review and approval by the City Manager and/or City Council.[1]
- **Automatic Waiver** – Projects that provide an affordable housing component pay no fees.[2]
- **Reduced Fee** – The overall fee is reduced for projects with an affordable housing component.[3]

The current discretionary waiver process allows for non-profits or other developers providing affordable units beyond what the code requires to apply for a waiver. However, the City Council could consider updating the City's discretionary waiver to an automatic waiver or reduced fee for the affordable units within any AMPD. If implemented, the staff and Planning Commission costs for project reviews would be provided from the General Fund.

(II) The fee to appeal a land use decision has been in effect since at least 2010 and is substantially reduced because full cost recovery may create an undue financial hardship for some.

According to the 2025 Park City Fee Study Update, the cost for the City to process an appeal is $2,700. However, the City has maintained the reduced $500 fee since at least 2010 because full cost recovery may create an undue financial hardship for some appellants. The Planning team is unaware of any complaints or requests for a reduction of the $500 fee.

[1] Aspen, CO; Durango, CO; Telluride, CO; Jackson, WY; Summit County, UT
[2] Breckenridge, CO; Salt Lake City, Utah
[3] Boulder, CO

On April 9, the Council directed staff to evaluate whether the City should issue a refund if an appeal is granted. The Planning team found that reduced appeal fees like the City's are common. However, the team was unable to find a comparable community which issues a refund if an appeal is granted. Two communities approached the appeal fee as follows:

> **Deposit** – A deposit is required and fees are then billed from that deposit on an hourly basis. Any money from the deposit that is not billed is refunded. If additional hours are required, the appellant is required to pay increased fees to cover the hourly costs.[4]

In the past two years, 19 appeals were filed.[5] Six were withdrawn. Of the remaining 13, ten were denied and three were granted.

If City Council would like to issue a partial or full refund if the appeal is granted, then staff and appeal authority costs would be covered by the General Fund.

If Council would like to pursue changes to the AMPD fee, appeals fee, or both, staff will return at a later date to discuss options for modifications to the fee schedule, along with a full analysis of the impact of those modifications.

Public Utility Fees – Storm Water Department (Section 2)
The FY27 Fee Schedule includes a 3% inflationary increase for the storm water Equivalent Surface Unit (ESU) fee, from $7.50 to $7.73.

Additional Fee Changes
The April 9 Staff Report provides detailed descriptions of the proposed FY27 updates, summarized below:

- **Recreation & PC MARC –** Adjusts passes, court fees, clinics, and facility rentals to maintain accessible programs while progressing toward the City's 70% cost-recovery target and addressing rising operating costs;
- **Golf Course –** Updates greens fees and passes and removes the pre-twilight rate to support operating needs and long-term capital planning while keeping resident rates competitive;
- **Ice Arena –** Updates program, rental, and specialty session fees (with no change to public skate) to incorporate rising costs and maintain high-quality, accessible offerings;
- **Police Records Fees –** Removes inactive services to align the schedule with actual services provided;
- **Parking Services –** Refines citation structure by adding a fee for egregious violations to enhance compliance and support safe, efficient transportation operations;
- **Cemetery Services & Pavilion Rentals –** Makes modest adjustments to support routine maintenance while maintaining affordability for residents; and

[4] Bend, OR; Nantucket, MA
[5] Eight of these appeals are associated with the same two properties.

- **Fields User Fees –** Aligns charges with maintenance needs, prioritizes recreational use, and clarifies policies for commercial and non-athletic events to protect long-term field quality.

Together, these FY27 fee updates strengthen cost-recovery, improve service alignment, and ensure the City can sustainably maintain high-quality, accessible programs and facilities for the community.

Exhibits

Exhibit A – FY27 Fee Schedule Resolution
Exhibit B – FY27 Fee Schedule Proposed Changes

Resolution No. 11-2026

A RESOLUTION AMENDING THE FEE SCHEDULE

WHEREAS it is necessary to update the fee resolution to reflect the changing costs of performing services; and

WHEREAS, a public hearing was held on June 11, 2026, to receive public comments on the user fee changes.

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

SECTION 1. FEE SCHEDULE AMENDMENTS. The Park City Fee Schedule is hereby re-adopted with changes as outlined in Exhibit A.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect on July 1, 2026.

PASSED AND ADOPTED this 11th day of June, 2026.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

Approve as to form:

_____
City Attorney's Office

PARK CITY FEE SCHEDULE – Effective July 1, 2026

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision*

Plat Amendment	~~$1,400.00~~$1,912.00 per application
Subdivision	~~$355.00~~$420.00 per lot/parcel
Simple Boundary Adjustment	~~$800.00~~$1,203.00 per application
Extension of Approval	~~$540.00~~$750.00 per application

Condominium*

Condominium or Timeshare Conversion	~~$452.00~~$454.00 per unit
Condominium Plat	~~$528.00~~$606.00 per unit
Condominium Plat Amendment	~~$295.00~~$490.00 per unit affected
Extension of Approval	~~$540.00~~$750.00 per application

1.1.2 Master Planned Development (MPD) Process*

Pre-Master Planned Development	$594.00

Application includes one formal staff review and a Planning Commission work session. If the applicant files for a formal Master Planned Development, the $594.00 will apply toward the application fee.

Master Planned Development	$437.00 per unit equivalent
Affordable Master Planned Development	$437.00 per unit equivalent
Modification to an MPD	$100.00 per unit equivalent
Extension of Review Period	50% of the original fee charged every 18 months after initial submittal (unless application is on an approved hold)

1.1.3 Conditional Use Permit (CUP)*

Planning Commission Review	~~$1,567.00~~$1,994.00 per application
Steep Slope Review	~~$1,579.00~~$1,828.00 per application
Administrative Staff Review	~~$760.00~~$1,190.00 per application
Modification of CUP	~~$727.00~~$1,124.00 per application
Extension of Review Period	50% of the original fee charged every 12 months after initial submittal (unless application is on an approved hold)

1.1.4 Zoning Map Amendments* ~~$2,125.00~~$2,600.00

1.1.5 Board of Adjustment*

Variance	~~$1,258.00~~$1,576.00 per application

1.1.6 Historic Review*

Historic Design Review - no increase in existing area	$497.00
Historic Design Review - increase in existing area	~~$1,518.00~~$2,006.00
Determination of Significance	~~$889.00~~$1,428.00
Certificate of Appropriateness for Demolition	~~$863.00~~$1,426.00.00

1.1.7 Land Management Code Amendment* ~~$2,346.00~~$2,692.00 per application

1.1.8 Minor General Plan Amendment* ~~$2,672.00~~$3,344.00 per application

1.1.9 Sign Review

Master Sign Plan	~~$402.00~~$484.00
Amendment to Master Sign Plan	~~$241.00~~$362.00
Individual Sign Permit	~~$200.99~~$280.78 (~~$199.00~~$278.00 plus 1% state surcharge)
Sign permit under Master Sign Plan	~~$215.13~~$298.96 (~~$213.00~~$296.00 plus 1% state surcharge)
Temporary Sign Permit	~~$115.14~~$169.68 (~~$114.00~~$168.00 plus 1% state surcharge)

1.1.10 Annexation* ~~$7,816.00~~$9,782.00

Annexation Fiscal Impact Analysis	$1,010.00 *plus actual cost of City-approved consultant fee*
Modification to Annexation Agreement	$3,919.00

1.1.11 Appeals Fees*

Appeals to Board of Adjustment	$500.00
Appeals to Historic Preservation Board	$500.00
Appeals to Planning Commission	$500.00
Appeals to Administrative Hearing Officer	$500.00

1.1.12 Transfer of Development Rights

Development Credit Determination	
10 units or less	~~$109.00~~$118.00
11 units or more	~~$277.00~~$454.00
MPD or Annexation	~~$277.00~~$454.00

1.1.13 Refund of Withdrawn Planning Applications

In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.

1.1.14 Reactivation Fee

For projects that have been inactive by the applicant for more than six months, a Reactivation Fee of 50% of the original application fee will be assessed.

1.1.15 Attorney or Other Professional Services

Reimbursement for actual expenses incurred.

1.1.16 Public Notice Mailing Fee

In addition to the Application Fee, the Applicant is responsible for a separate payment for the mailing of public notice. A $1.13 fee will be assessed per piece of mail sent. See Land Management Code § 15-1-12 *Notice* and § 15-1-21 *Notice Matrix*.

1.1.17 Bicycle Parking Fee in Lieu

Applicants may pay a fee in lieu of $150 per U-rack for outdoor bicycle parking and $500 per square foot for enclosed bicycle parking when approved by the Planning Commission. See Land Management Code § 15-3-9(F).

1.1.18 Other Plan Review $126 per hour

1.1.19 Planning Director Determination

Determination of Non-Conforming Status	$100.00
Determination of Non-Complying Status	$100.00

*Projects under these classifications will be assessed the additional cost of the mailed public notice required by the Land Management Code at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule
Impact fees are now located in the Park City Municipal Code, Title11, Chapter 13.

1.2.2 Building Permit

Total Valuation	Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)
Single-Family Permit	0.61% of the total valuation of construction as herein above described with a minimum fee of $83.00, plus 1% state surcharge
Multi-Family Permit	0.61% of the total valuation of construction as herein above described with a minimum fee of $83.00, plus 1% state surcharge
Commercial Permit	0.61% of the total valuation of construction as herein above described with a minimum fee of $83.00, plus 1% state surcharge

1.2.3 Plan Check Fees

1. **Deposit.** Buildings requiring plan checks at the time of building permit application:

Residential Buildings	$500.00
Commercial Buildings	$2,000.00

   This deposit is non-refundable in the event permits are not issued.

2. **Fee.** Except as otherwise provided herein, the plan check fee shall be equal to sixty- five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of $83.00 per hour of total Community Development staff time.

   As used herein, identical plans means building plans submitted to Park City that:
   - Are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and
   - Describe a building that is:
     - located on land zoned the same as the land on which the building described in the previously approved plans is located; and
     - subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4	Mechanical Permit	1.32% of the total valuation of construction, plus 1% state surcharge
1.2.5	Electrical Permit	1.32% of the total valuation of construction, plus 1% state surcharge
1.2.6	Plumbing Permit	1.32% of the total valuation of construction, plus 1% state surcharge

1.2.7	International Fire Code Fee Issuance Fee	$154.00
	In Addition:	
	Open Burning	$96.00
	Candles and Open Flames in Assembly Area	$174.00
	Explosives or Blasting Agents	$77.00
	Fireworks (Displays)	$154.00
	Firework (Sales)	$77.00
	Hot Work (Welding)	$77.00
	Liquefied Petroleum Gases (Heaters and Devices up to 5 Units)	$77.00
	Liquefied Petroleum Gases (Heaters and Devices) Each Additional Unit	$77.00
	Liquefied Petroleum Gases on an Active Construction Site (125+ gal)	$77.00
	Places of Assembly	$154.00
	Vehicles (Liquid or Gas Fueled) within a Building	$77.00
	Others not Listed	$154.00
	Tents	$154.00

1.2.8	Grading Plan Review and Permit Fees	1.32% of the total valuation of construction, plus 1% state surcharge
1.2.9	Soil Sample Fee	$203.00
1.2.10	Demolition Permit Fee	1.32% of the total valuation of construction, plus 1% state surcharge
1.2.11	Flatwork Permit	$83.83 ($83.00 plus 1% state surcharge)

1.2.12	Other Inspections and Fees	
	Inspections Outside Normal Business Hours*	$124.00 per hour (minimum charge 2 hours)
	Re-Inspection Fee	$124.00 per hour (minimum charge 1 hour)
	Additional Inspection Services*	$83.00 per hour (minimum charge 1 hour)
	Starting Work Without a Permit (First Offense)	Double (x2) the Building Permit Fee
	Continuing Work Without a Permit (Second Offense)	Quadruple (x4) the Building Permit Fee
	For use of outside consultants for plan reviews, inspections or both	Actual cost**

*Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

**Actual Cost includes administrative and overhead costs.

1.3 ENGINEERING FEES

1.3.1 Construction Inspection Fees

Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of $110.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge $110.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

Application Fee is $220.00. In addition, the applicant shall:

A. Prepare and submit, in accordance with the table below, an estimated cost for the total work to be performed. Any item of work not listed on the table below shall be included in the list of items at a price agreed to by the applicant and City Engineer's office. The applicant shall either:

   1. Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and guaranteeing the availability or cash bond equal to the estimated total cost; or
   2. Submit a cashiers check equal to the estimated total cost.

   At a minimum, letter of credit or cashier's check shall be $2,000. The letter of credit or bond shall remain in effect for a period of one (1) year from the date the work is actually completed to guarantee the adequacy of repairs made to the streets.

Bonding Amounts for Work in the Right of Way

Item	Measurement	Unit Costs
Removal of Gutter	LF	$10.80
Replacement of Gutter	LF	$78.00
Removal of Asphalt	SF	$8.70
Replacement of Asphalt	SF	$15.60
Removal of Cross Street Gutter	SF	$13.50
Replacement of Cross Street Gutter	SF	$86.40
Removal of Sidewalk	SF	$7.80
Replacement of Sidewalk	SF	$30.00
Excavation of Trench	CF	$3.00
Excavation of Trench in Soils Dist	CF	$8.80
Flow fill of Trenching	CF	$8.80
Installation of Waterline (Up to 4" Diameter)	LF	$100.00
Installation of Waterline (6-12" Diameter)	LF	$150.00

Installation of Water Meter Vault (Up to Vault for 1.5" Meter)	EA	$5,500.00
Installation of Water Meter Vault (Vault for 2-4" Meter)	EA	$7,500.00
Installation of Fire Hydrant	EA	$10,000.00
Valve Collaring (Including raising and concreting)	EA	$500.00
Installation of Valves (Up to 6")	EA	$2,500.00

B. Applicant shall submit proof of insurance.

Starting work in the right of way without a permit (first offense) – Double (x2) the work in the right of way application fee

Continuing work without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.3 Fees for the Processing of Small Wireless Facility Applications
Fees shall be consistent with Utah Code Section 54-21-503:

A. An application fee of $100 for the collocation of a small wireless facility on an existing or replacement utility pole for each small wireless facility on the same application.

B. An application fee of $250 for each application to install, modify, or replace a utility pole associated with a small wireless facility.

C. An application fee of $1,000 per application for an activity that is not a permitted use described in Utah Code Section 54-21-204 to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

1.3.4 Fees for Use or Occupancy of Right-of-Way for Small Wireless Facilities
Fees shall be consistent with Utah Code Section 54-21-502:

- For the right to use or occupy a right-of-way:
  1. for the collocation of a small wireless facility on a utility pole in the right-of-way; o
  2. for the installation, operation, modification, maintenance, or replacement of a utility pole in the right-of-way
- A wireless provider will pay a fee equal to the lesser of:
  1. 3.5% of all gross revenue related to the wireless provider's use of the right-of-way for small wireless facilities; or
  2. $250 annually for each small wireless facility.
- However, if a wireless provider is subject to the municipal telecommunications license tax under Title 10, Chapter 1, Part 4, Municipal Telecommunications License Tax Act of the Utah Code, this section does not apply.

1.3.5 Fees for Collocating a Small Wireless Facility on a City Pole
Fees shall be consistent with Utah Code Section 54-21-504:

- $50 per City pole per year to collocate a small wireless facility on a City pole.

1.3.6 Road Closure Permit
Application fee is $220.00

Closing the road without a permit (first offense) – Double (x2) the work in the right of way

application fee.

Closing the road without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.7 Encroachment Agreement Application

The applicant must complete and submit an encroachment agreement that shall include an exhibit depicting the right of way, the encroachment limits within the right of way and a clear representation of the proposed encroachment(s) (landscaping, sidewalk, etc.).

Application fee is $110.00

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee	$100.00 per day
Re-inspection Fee	$75.00

1.4.2 Operating without a Type 2 CSL $800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

~~2.2.1~~ Base Rates & Meter Price (For all water billed on or after July 1, 2025).

2.2.1.1 Single Family Residential

Lot Size	Base Rate
0 - .25 Acres (Small)	$75.00
.26 - .74 Acres (Medium)	$75.00
.75 – 1.24 Acres (Large)	$75.00
1.25 Acres or Larger (Extra Large)	$75.00

2.2.1.2 Multi-Family Residential

Meter Size	Base Rate
3/4"	$78.19
1"	$132.69
1.5"	$283.45
2 "	$591.10
3"	$1,538.31
4"	$2,792.71
6"	$5,264.34

2.2.1.3 Commercial

Meter Size	Base Rate
3/4"	$93.83
1"	$159.23
1.5"	$340.14
2"	$709.33
3"	$1,845.85
4"	$3,351.25
6"	$6,317.21

2.2.1.4 Irrigation

Acres Irrigated	Base Rate
.5 Acres	$75
1 Acre	$150
2 Acres	$300
3 Acres	$450
4 Acres	$600

5 Acres	$750
6 Acres	$900
7 Acres	$1,050
8 Acres	$1,200
9 Acres	$1,350
10 Acres	$1,500
11 Acres	$1,650
12 Acres	$1,800
13 Acres	$1,950
14 Acres	$2,100
15 Acres	$2,250
16 Acres	$2,400
17 Acres	$2,550

Additional base rate plans are available as needed, based on irrigated area, at $150 per irrigated acre.

2.2.1.5 Construction Base Rate: $385.61

2.2.1.6 Necessitous Base Rate: $5.79

2.2.1.7 New Meter Price

Meter Size	Meter Price
¾"	$1,052.64
1”	$1,209.82
1.5”	$1,721.20
2”	$3,044.46
3”	$3,601.75
4”	$6,275.95
6”	$9,764.14

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1 (Inc. in Base rate)	Block 2 (Indoor)	Block 3 (Outdoor Optimized)	Block 4 (Outdoor Mild Conservation)	Block 5 (Outdoor without Conservation)
Price per 1,000 gallons	$0.00	$7.00	$10.00	$20.00	$37.84
Small	0-2,000	2,001-5,000	5,001-20,000	20,001 – 25,000	Over 25,000
Medium	0-2,000	2,001 – 5,000	5,001 – 30,000	30,001 – 45,000	Over 45,000
Large	0-2,000	2,001 – 5,000	5,001 – 40,000	40,001 – 60,000	Over 60,000
Extra Large	0-2,000	2,001 – 5,000	5,001 – 50,000	50,001 – 75,000	Over 75,000

2.2.2.2 Multi-Family Residential

Block 1	Block 2	Block 3	Block 4	Block 5	Block 6

Price per 1,000 Gallons	$7.51	$9.92	$12.81	$18.06	$25.23	$37.84
3/4" Meter, Allowance in Block	0- 5,000	5,001 – 10,000	10,001 – 20,000	20,001 – 30,000	30,001-40,000	Over 40,000
1" Meter, Allowance in Block	0- 10,000	10,001 – 20,000	20,001 – 30,000	30,001 - 40,000	40,001-70,000	Over 70,000
1.5" Meter, Allowance in Block	0- 20,000	20,001 – 30,000	30,001- 50,000	50,001 – 90,000	90,001-130,000	Over 130,000
2" Meter, Allowance in Block	0 - 30,000	30,001- 50,000	50,001 – 90,000	90,001– 130,000	130,001-150,000	Over 150,000
3" Meter, Allowance in Block	0 - 40,000	40,001 – 110,000	110,001 – 150,000	150,001 – 200,000	200,001-400,000	Over 400,000
4" Meter, Allowance in Block	0 - 130,000	130,001 – 150,000	150,001 – 200,000	200,001 - 400,000	400,001-600,000	Over 600,000
6" Meter, Allowance in Block	0--150,000	150,000 – 200,000	200,001 – 400,0000	400,001 – 800,000	800,001- 1,000,000	Over 1,000,000

2.2.2.3 Commercial

	Block 1	Block 2	Block 3	Block 4	Block 5
Price per 1,000 gallons	$9.92	$12.81	$18.06	$25.23	$37.84
3/4" Meter, Allowance in Block	0 - 5,000	5,001 – 10,000	10,001- 20,000	20,001-30,000	Over 30,000
1" Meter, Allowance in Block	0 – 10,000	10,001 – 30,000	30,001-90,000	90,001-150,000	Over 150,000
1.5" Meter, Allowance in Block	0 – 30,000	30,001 – 50,000	50,001-130,000	130,001- 400,000	Over 400,000
2" Meter, Allowance in Block	0 – 50,000	50,001 – 90,000	90,001-200,000	200,001-600,000	Over 600,000
3" Meter, Allowance in Block	0 – 130,000	130,001 – 150,000	150,001- 400,000	400,001-1,000,000	Over 1,000,000
4" Meter, Allowance in Block	0 – 150,000	150,001 – 400,000	400,001-800,000	800,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0 – 200,000	200,001 – 100,000,000	1,000,001- 1,600,000	1,600,001- 1,800,000	Over 1,800,000

2.2.2.4 Irrigation

	Block 1	Block 2	Block 3
Price per 1,000 gallons	$10.00	$20.00	$37.84
.5 Acres	0-50,000	50,001-60,000	Over 60,001
1 Acre	0-100,000	100,001-120,000	Over 120,001
2 Acres	0-200,000	200,001-240,000	Over 240,001
3 Acres	0-300,000	300,001-360,000	Over 360,001
4 Acres	0-400,000	400,001-480,000	Over 480,001
5 Acres	0-500,000	500,001-600,000	Over 600,001
6 Acres	0-600,000	600,001-720,000	Over 720,001
7 Acres	0-700,000	700,001-840,000	Over 840,001
8 Acres	0-800,000	800,001-960,000	Over 960,001
9 Acres	0-900,000	900,001-1,080,000	Over 1,080,001
10 Acres	0-1,000,000	1,000,001-1,200,000	Over 1,200,001
11 Acres	0-1,100,000	1,100,001-1,320,000	Over 1,320,001

12 Acres	0-1,200,000	1,200,001-1,440,000	Over 1,440,001
13 Acres	0-1,300,000	1,300,001-1,560,000	Over 1,560,001
14 Acres	0-1,400,000	1,400,001-1,680,000	Over 1,680,001
15 Acres	0-1,500,000	1,500,001-1,800,000	Over 1,800,001
16 Acres	0-1,600,000	1,600,001-1,920,000	Over 1,920,001
17 Acres	0-1,700,000	1,700,001-2,040,000	Over 2,040,001

Additional per-acre rate plans are available as needed based on irrigated area, at 100,000 gallons per acre in Block 1, 20,000 gallons per acre in Block 2, and all additional water in Block 3.

2.2.2.5 Construction $15.60 per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single-Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

The City will honor the rates as they are set by a Council approved contract.

2.2.2.8 Municipal Irrigation Raw Water

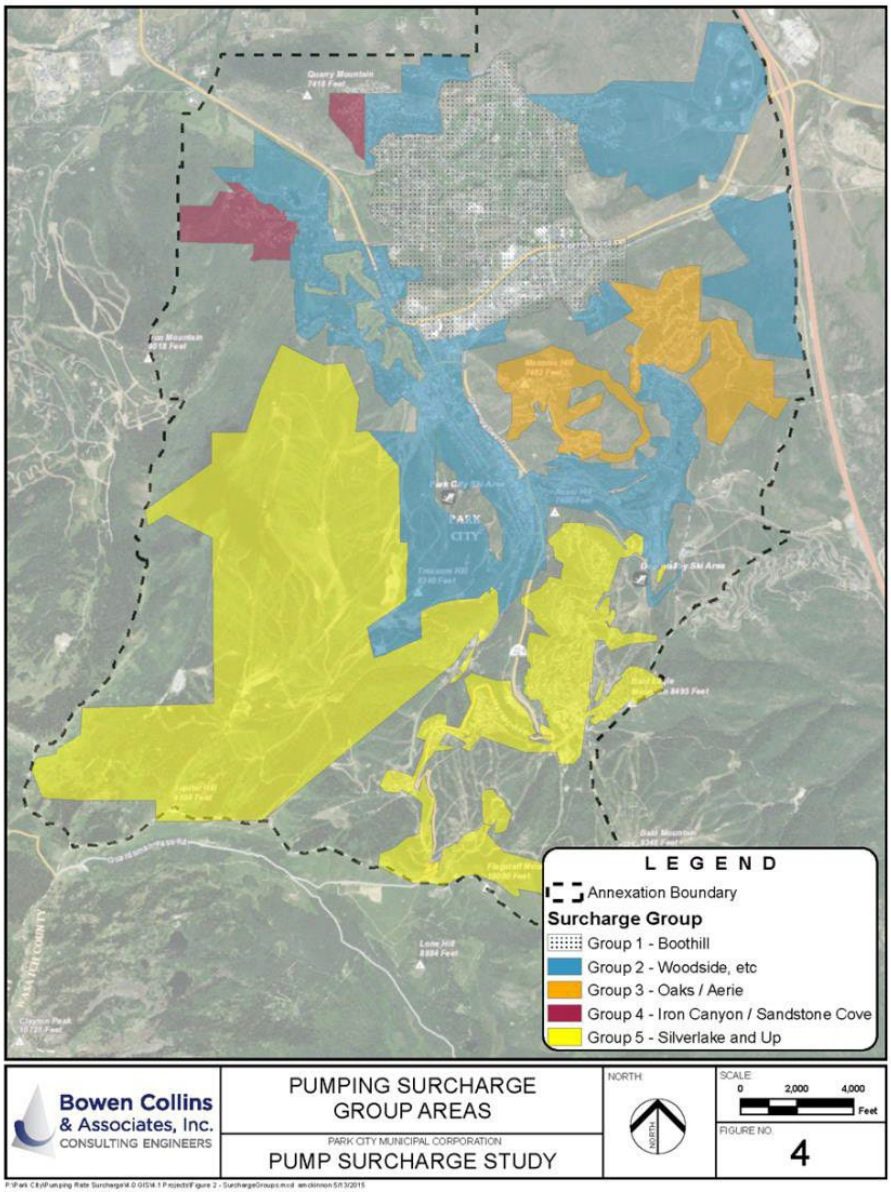
$5.34 per 1,000 gallons with base rates as set for Irrigation.

2.2.3 Energy Surcharge. All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1 Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22, 23,24,25,26,27,42,48,49,30,32, 42, 48, 51
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,2,3,4,5,6,7, 34,37,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	**Energy Surcharge**
1	$0.71
2	$1.69
3	$2.95
4	$3.70
5	$5.04

2.3 WATER VIOLATION PENALTIES

$150.00	first violation
$200.00	second violation
$400.00	third violation
$500.00	fourth violation
$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee for all account types except irrigation shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	$100.00
31-60 days	Two months' base rate as previously billed.
61-90 days or more	Three months' base rate as previously billed.

For irrigation accounts, the water reinstatement fee shall be assessed at reconnection and be the prior monthly base rate charge multiplied by the number of months disconnected, up to a maximum of six months.

2.5 WATER METER FEES

2.5.1	Water Meter Testing Fee	$500.00
2.5.2	New Meter Reinspection Fee	$150.00

2.6 WATER LABOR/EQUIPMENT OR SUPPLIES RATE

2.6.1	Water Labor during business hours	$50.00 per hour (rounded up to the nearest half-hour)
2.6.2	Water Labor after hours	$70.00 per hour (rounded up to the nearest half-hour)
2.6.3	Backhoe, Mini Excavator, Skid Steer, Thawing Machine, Crane Truck, or 2-Ton Dump Truck	$45.00 per hour (rounded up to the nearest half-hour)

2.7 WATER PARTS & SUPPLIES RATE

Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	$1,950.00
¾ Inch Meter	$500.00
Fire hydrant wrench deposit fee	$50.00
Meter Radio	$200.00

2.9 RENTER DEPOSIT

$175.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE

$75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON $250.00

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU $~~7.50~~7.73

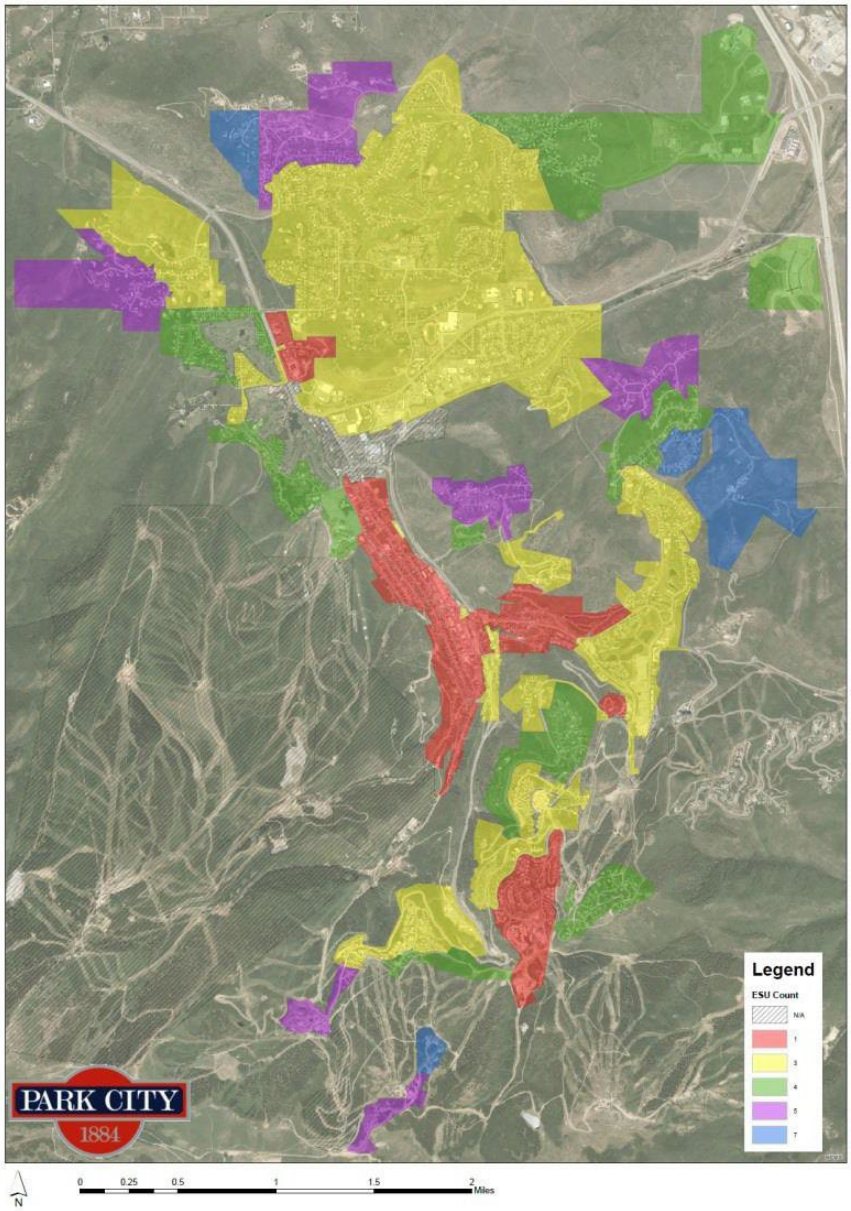
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2.

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based on the following map. The assignment may be changed based on an evaluation of an individual property.

Park City Stormwater Utility Map



2.12.3 Multi-Family Residential Initial Assignment
A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1	**SPECIAL COUNCIL MEETING**	$270.00 for initial 30 minutes and $133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a $270 fee per application. If the meeting is longer than 30minutes the applicant will be charged an additional $133 per 30 minute increment thereafter.

3.2	**TYPE 2 CSL SPECIAL MEETING**	$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspec-tions	Unit of Mea-sure
Ski Resort	$0.26	Skier Day	$0.01	Skier Day		-	$22.00	$149.00	License
Lodging	$19.25	Per Bedroom	$9.49	Per Bedroom		-	$17.00	$149.00	License
Restaurant	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.		-	$22.00	$149.00	License
Outdoor Dining	$0.06	Per Sq. Ft.	$0.03	Per Sq. Ft.		-	$22.00	$149.00	License
Retail	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.		-	$22.00	$149.00	License
Large Retail (>12,000 sq. ft.)	$0.16	Per Sq. Ft.	$0.07	Per Sq. Ft.		-	$22.00	$149.00	License
	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renew -als	Rate New/ Inspec-tions	Unit of Mea-sure
Office, Service, Other	$0.21	Per Sq. Ft.	$0.01	Per Sq. Ft.	-	-	$22.00	$149.00	License
Warehouse	$0.06	Per Sq. Ft.	$0.00	Per Sq. Ft.	-	-	$22.00	$149.00	License
Resort and Amusement	$1.04	Per User	$0.05	Per User	-	-	$22.00	$149.00	License

For-Hire Ground Transportation Vehicles	$37.50	Per Vehicle	$1.75	Per Vehicle	$45.58	Per Vehicle	$71.83	$71.83	License
Other Commercial Vehicles and Trailers	$7.50	Per Vehicle	$0.29	Per Vehicle	-	-	$22.00	$74.00	License
Employee Based	$3.75	Per Employee	$0.15	Per Employee	-	-	$22.00	$149.00	License
Commercial Vending, Game and Laundry Machines	$18.75	Per Machine	$0.73	Per Machine	-	-	$22.00	$149.00	License
Escort Services	$3.75	Per Employee	$0.15	Per Employee	$46.19	Per Employee	$22.00	$149.00	License
Solicitor	$10.50	Per Solicitor	$2.50	Per Solicitor	-	-	$74.00	$74.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate Renew-als**	**Rate New/ Inspec-tions**	**Unit of Mea-sure**
Alcoholic Beverage/ Single Event Alcoholic Beverage	$27.92	Per License	$12.50	Per License	$45.58	Per License	$100.00	$100.00	License
Type 1 CSL	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.	-	-	-	$149.00	License
Type 2 CSL	$288.00	Per License	$125.00	Per License	$45.58	Per License	-	$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	$149.00	License
Outdoor Sales	*In addition to regularly issued business license							$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							$4.00	License
Outdoor Sales-Seasonal Plants								$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Direct Access Alarms

$100.00	Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.
$50.00	Per year, per alarm for subsequent years or parts thereof.

5.2 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum)	$100.00
Holiday (per employee, per hour - four hour minimum)	$200.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: $.10 per page for black and white and $1.00 for color*. Double-sided copies shall be charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay the actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2022). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(2)(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products, together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and(ii).

(b) An hourly charge under Subsection (2)(a) may not exceed the salary of the GRAMA coordinator in each affected department.

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

$15.00 per police report/traffic accident report
$25.00 per media transfer via USB drive or download
$30.00 per video needing redaction for up to two (2) officers
$50.00 per video needing redaction for up to three (3) officers
~~$5.00 per printed color photograph~~
~~$15.00 per fingerprinting request~~

SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES

7.1 PURPOSE AND PHILOSOPHY. Parking Services applies fees and fines through permitting and enforcement in order to regulate and maintain parking compliance. Paid parking and application of code and fees are imperative pieces of Transportation Demand Management. The parking department is maintained as an enterprise revenue fund. Additional revenues are allocated to capital improvement projects and maintenance to benefit the Old Town and historic residential districts.

7.2 Fines for meter violations are as follows:

First thru Fifth (1st - 5th) violation per registered owner(s):

Effective July 1, 2022
$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$55.00 after 14 days;
$58.00 after 30 days;
$60.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.3 Fines for mobility-disabled space violations are as follows:

Effective July 1, 2022
$300.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$325.00 after 14 days;
$350.00 after 30 days;
$375.00 after 60 days

7.4 Fines for time-limit parking violations are as follows:

Effective July 1, 2022
$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$55.00 after 14 days;
$58.00 after 30 days;
$60.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation,

escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

Second thru Fifth (2^{nd} - 5^{th}) violation per registered owner(s):

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.6 Parking Permits.

China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is up to $500.00 annually, up to $250.00 if purchased after April 1^{st} of each calendar year. A replacement permit can be purchased for $200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - $200 per vehicle annually, $100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

Old Town Employee Parking Permit - $30 per month Old Town employees with a Main Street area business address may apply for a monthly paid permit for $30 per month. This permit allows for parking all hours (except where signed otherwise) in the China Bridge parking structure. This permit is non-transferrable and not a shareable permit. Quantities are limited with a first-come first-served basis. The permit is NOT valid during major events. Alternative parking locations maybe provided. Payments for this permit are automatically charged to the account holder until it is cancelled by the account holder.

Residential Business Permit – up to $25.00 per day – businesses operating and requiring parking in residential permit zones including nightly rentals, landscaping, plumbing, etc. Replacement permit cost is $20.00

7.7 Special Event and Peak Day Parking Violations. The City Manager or designee may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Special Event Permit. The fee for Special Event Meter Rates will not exceed $60.00 per space per day. Fines for special event parking violations are $200.00 from the date of violation until fourteen (14) days following the violation, escalating to:

$215.00 after 14 days;
$235.00 after 30 days;
$250.00 after 60 days

7.8 Egregious Parking Violations Certain types of parking violations may ~~be~~ warrant citations of a higher fine amount in order to deter future violations such as blocking traffic flow, bus lanes/stops, emergency access, etc. Citations for egregious violations are $300.00 from the date of violation until fourteen (14) days following the violation, escalating to:

$315.00 after 14 days;
$335.00 after 30 days;
$350.00 after 60 days

~~7.8~~7.9 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule. Vehicles relocated from/to City parking are subject to administrative/towing fees up to $100.

~~7.9~~7.10 Immobilization Fee $50.00

~~7.10~~7.11 Fees for Special Use of Public Parking are as follows:
Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of $20.00 per space

Swede Alley: Daily rate of $15.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of $25.00 per space

a.	Up to two spaces for vehicle parking with approved and active building permit (issued in concert with the Building Department):	$100.00
b.	Vehicle Permits:	$75.00 per space per month
c.	Dumpster or Equipment Permit:	$75.00 per space per month

Pay station removal for construction: $1,000.00

Application Fee: $50.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events

~~7.11~~7.12 Garage and Surface Lot Parking Rates (Effective July 1, 2022):

Peak Season, December through April 15

China Bridge:

Midnight - 8:00 a.m. – FREE, no hourly max
8:00 a.m. -6:00 p.m. $1.00/hour, 5th hour $30, no hourly max
6:00 p.m.-Midnight – $3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed $4.00/hour
FREE for Main Street permit holders

Swede Alley, & Bob Wells Plaza:

Midnight - 8:00 a.m. – FREE, no hourly max
8:00 a.m. -5:00 p.m. $1.00/hour, 4 hour max
5:00 p.m.-Midnight – $4.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

Flagpole:

FREE for Main Street permit holders

North Marsac:

Midnight. - 8:00 a.m. – FREE, 24 hour max
8:00 a.m. -5:00 p.m. $1.00/hour, 5th hour $30, no hourly max
5:00 p.m.-Midnight – $2.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

South Marsac:

FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.
5:00 p.m.-Midnight – $5.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $5.00/hour

Park Avenue:

Resident Permit Required – shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.

Gateway top level:

FREE for Main Street permit holders

Peak Season June through September

China Bridge:

Midnight - 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight – $3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed $4.00/hour
FREE for Main Street permit holders

Swede Alley & Bob Wells Plaza:

Midnight – 5:00 p.m. -- FREE, 4 hour max
5:00 p.m.-Midnight – $4.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

Flagpole:

FREE for Main Street permit holders

North Marsac:

Midnight. - 5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – $2.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

South Marsac:

Midnight-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m

Park Avenue

Resident Permit Required
– Shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.

Upper and Lower Sandridge:
FREE, 24 hour max

Gateway top level:
FREE for permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:
Midnight – 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight $1.00/hour, no hourly max

Swede Alley, & Bob Wells Plaza:
Midnight – 5:00 p.m. – FREE, 4 hour max
5:00 p.m.-Midnight –$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

North Marsac:
FREE, 24 hour max

Upper and Lower Sandridge
FREE, 24 hour max

~~7.12~~7.13 **Main Street and BrewPub Meter rates** are as follows (Effective July 1, 2022):

Peak Season, June through September and December through April 15
Midnight – 11:00 a.m. – FREE, no hourly max
11:00 a.m.-5:00 p.m. –$3.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $3.00/hour
5:00 p.m.-Midnight –$5.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $5.00/hour

Non-Peak Season, April 15 through May and October through November
Midnight – 11:00 a.m. – FREE, no hourly max
11:00 a.m.-5:00 p.m. –$2/hour, 3 hour max
Hourly rate may be modified, and may not exceed $2.00/hour
5:00 p.m.-Midnight –$3.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

~~7.13~~7.14 **Trailhead Parking Fees**

Bonanza Flat, Bloods Lake, Empire Pass, and “Y” Lot Trailhead Parking Areas
Daily 5:00 p.m. – 8:00 a.m. – FREE, no hourly max
Monday-Thursday 8:00 a.m. – 5:00 p.m. - $5.00/hour
Hourly rate may be modified, and may not exceed $8.00/hour
Friday, Saturday, Sunday and/or identified as high-demand days 8:00 a.m. –

5:00 p.m. - $8.00/hour
Hourly rate may be modified and may not exceed $8/hour

~~7.14~~7.15 Meter payment by cell phone:
Users sign up for a free account. No less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department, PC MARC, and Ice Arena and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

- Increases in program participation.
- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City may receive a discount on user fees for the PC MARC. The Golf Manager may also offer additional discounts to those people who reside within the Park City Municipal boundaries.

8.3.2 Recreation Program Fees: The Recreation Department, the PC MARC and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the PC MARC: The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost

revenue.

The PC MARC facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the Recreation Director will have the authority to annually increase fees up to $.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the Recreation Director or the City Council.

8.3.5 Discounting Fees: The Recreation Director may, at their discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity, or facility for reasons of financial hardship. The Recreation Director may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.3.7 Sliding Fee Scale: The purpose of this program is to provide both adult & youth residents of the Park City School District (PCSD) with the opportunity to apply for a reduced fee for certain recreation activities. The fee reduction is based on Summit County's Area Median Income (AMI) and the applicant's gross family income. The discounts range from 30 to 70% depending on Gross Family Income.

Sliding Fee Scale

	Family Size	

% of AMI	One	Two	Three	Four	Five	Six
Below 30% AMI Receive 70% discount	Less than $~~35,406~~35,217 Gross Income (GI)	Less than $~~40,464~~40,248 GI	Less than $~~45,522~~45,279 GI	Less than $~~50,580~~50,310 GI	Less than $~~54,626~~54,335 GI	Less than $~~58,673~~58,360 GI
31% to 50% AMI Receive 50% discount	$~~59,010~~58,695	$~~67,440~~67,080	$~~75,870~~75,465	$~~84,300~~83,850	$~~91,044~~90,558	$~~97,788~~97,266
51% to 70% AMI Receive 30% discount	$~~82,614~~82,173	$~~94,416~~93,912	$~~106,218~~105,651	$~~118,020~~117,390	$~~127,462~~126,781	$~~136,903~~136,172

8.4. PC MARC:

8.4.1 PC MARC Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for use of the PC MARC programs and activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes	**Resident**	**Visitor**
Youth (3 to 17) 10 Punch	$35.00	$70.00
Adult 10 Punch	~~$90.00~~$110.00	~~$180.00~~$220.00
Senior & Military 10 Punch	~~$80.00~~$90.00	$160.00

Tennis and Pickleball Fees

Court Fees

	Resident	**Visitor**
Indoor Court	~~$36.00~~ $40.00	~~$72.00~~ $80.00
Outdoor Court	$16.00	$32.00

Youth Clinics Pre-Registration
45 Minute Clinic:
~~$17.50/day~~$19.00/day
1.5 Hour Clinic: ~~$30.00/day~~$33.00/day

Youth Clinic Drop-In
45 Minute Clinic: ~~$23.00~~$25.00
1.5 Hour Clinic: $~~35.00~~$39.00

Other Tennis and Pickleball Fees

Private Lesson 1 Hour: ~~$90.00~~$100.00
Private Lesson 1/2 hour: ~~$50.00~~$55.00
Semi Private Lesson 1 hour (Per person max 2)~~$48.00~~$53.000
Group of 3 (Per person): ~~38.00~~$42.00
Group of 4 (Per person): ~~$33.00~~$36.00

Adult Clinic 1 hour: ~~$20.00~~$22.00
Adult Clinic 1.5 hours: ~~$30.00~~$33.00
Ball Machine per hour:~~$14.00~~$15.00

Indoor Tennis Courts Non-Athletic (Daily):$3,000.00
Outdoor (Professional/Group Fee) Court Fee ~~$32/hr~~ $35.00

Daily Drop-In	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	$5	$10
Adult	~~$10~~$12	~~$20~~$24
Senior 65+ & Military	~~$9~~$10	$18

~~Insurance Drop-In Class Fee $9.00~~

Facility Passes:

Individual Resident Rate

Term	Facility Rate	Class Add On	Total
1 Month	~~$55~~$60	$30	~~$85~~$90
3 Month	~~$150~~$165	$82	~~$232~~$247
6 Month	~~$270~~$300	$151	~~$421~~$451
12 Month	~~$492~~$550	$279	~~$771~~$829

Individual Visitor Rate

Term	Facility Rate	Class Add On	Total
1 Month	~~$100~~$120	~~$50~~$60	~~$150~~$180

Senior 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	~~$50~~$55	$30	~~$80~~$85
3 Month	~~$135~~$150	$82	~~$217~~$232
6 Month	~~$248~~$275	$151	~~$399~~$426
12 Month	~~$453~~$500	$279	~~$732~~$779

PC MARC Racquet Sports Passes- Resident Only

Term	Single
~~1 Month~~	~~$242~~
~~3 Month~~	~~$572~~
6 Month	~~$935~~$1,029
12 Month	~~$1,463~~ $1,609

Gymnasium	Resident	Visitor
Full Gym Hourly	~~$65~~$70	~~$140~~$150

Half Gym Hourly	~~$35~~$40	~~$80~~$85	
Daily Full Gym 10 hrs max	~~$400~~$450	~~$800~~$850	
Fitness Studios	~~$70~~$35.00 Hourly Resident		$~~140.00 Hourly Non-Resident~~ $75 Hourly Visitor

Other Fees

~~Non-Contract Personal Training~~	~~$60.00 per hour~~
Personal Training Daily Fee	$25.00 per session
Personal Training Monthly Fee	$440.00 per month
Personal Training Annual Fee	$4,400.00 per year
Birthday Party per hour	$130
Party Room per hour	$100
Inflatable Set Up Fee	$100
Pool Per Hour	~~$200~~$350.00~~plus guards~~ Includes Guards

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18-hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, proof of residency must be presented to the golf starter. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

18 Holes	
Green Fee (Non-resident)	~~$90.00~~$100
Green Fee (Resident Rate)*	~~$45.00~~$50
Green Fee (Military Rate)	~~$45.00~~$50
Off-Season Green Fee (Non-resident)	~~$50.00~~$55
Off-Season Green Fee (Resident Rate)*	~~$36.00~~$40
Off-Season Green Fee (Military Rate)	~~$36.00~~$40
Advanced Booking	~~$125.00~~$135
9 Holes	
Green Fee (Non-resident)	~~$45.00~~$47.50
Green Fee (Resident Rate)*	~~$22.50~~$25
Green Fee (Military Rate)	~~$22.50~~$25
Off-Season Green Fee (Non-resident)	~~$25.00~~$27.50
Off-Season Green Fee (Resident Rate)*	~~$18.00~~$20
Off-Season Green Fee (Military Rate)	~~$18.00~~$20
Passes	
Resident Season Pass*	~~$1,350.00~~$1,500
Corporate Season Pass	~~$3,400.00~~$3,500

Jr. Season Pass	~~$425.00~~$600
Resident Punch Pass (5 18-hole or 10 9-hole rounds)*	~~$200.00~~$225
Area Punch Pass (5 18-hole or 10 9-hole rounds)†	~~$300.00~~$325
Sr. Punch Pass (10 18-hole or 20 9-hole rounds)	~~$600.00~~$650
Season Cart Pass	~~$600.00~~$660
Employee Punch Pass	$225.00
Employee Family Punch Pass	$360.00

Rental Fees

Cart Fee 18 Holes	~~$20.00~~$22
Cart Fee 9 Holes	~~$10.00~~$11
Rental Clubs	~~$70.00~~$75
Range Small Bucket	$6.00
Range Large Bucket	$12.00

Evening Rates

Pre-Twi~~g~~light (after 6:00 pm)	~~$20.00~~Discontinue
Twi~~gh~~light (after 7:00 pm)	$15.00

*Available only to those people who reside within the Park City Municipal boundaries; golf association members will be offered the resident green fee rate during league play
†Available to those people who reside within the Park City School District and golf association members

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees

Household	$40.00 per year
Non-Resident Card Fees - Household (6 months)	$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free

8.7. CEMETERY FEES.

	Resident Fees	Eligible Non-Resident Fees
Single adult grave	$300.00	N/A
Opening and closing adult grave	$900.00	$1,000
Removal of adult from one grave to another within cemetery	$1,500.00	$1,500.00
Removal of infant from one grave to another within cemetery	$1,000.00	$1,000.00
Removal of adult for interment outside cemetery	$1,500.00	$1,500.00
Removal of infant for interment outside cemetery	$550.00	$550.00
Additional charge for after hour burials including Saturdays, holidays, weekends	$300.00	$400.00
Interment of cremated remains	$250.00	N/A
Monument grave marker maintenance	$150.00	$150.00
Memorial Wall plaque space	$250.00	$$550.00
Cremation Garden:		
Companion Premium Post	~~$600.00~~$650.00	
Companion Peak Marker	~~$1,150.00~~$1,200.00	
Companion Boulder	~~$1,530.00~~$1,600.00	
~~Family Bench~~	~~$1,215.00~~	
Individual Premium Post	~~$470~~$500.00	
Individual Peak Marker	~~$600.00~~$650.00	
Family Pedestal without top	~~$1,300.00~~$1,350.00	
Family Pedestal with top	$2,000.00	
Opening and Closing	$250.00	

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "Veterans Section" for Park City veterans, firemen and police officers will be provided free of charge and fees will be waived for, cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

Rotary, South-End of City Park Jack Green Bandstand Pavilions	Half Day	Full Day
Residents within Park City School District	$~~85.00~~$90.00	$~~150~~$155.00
Non-residents/commercial	$~~170~~$155.00	$~~300~~$310.00

8.9. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

Group 1: Activities which are free and open to the public, or educational/informational.
Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

Location	Group 1	Group 2	Group 3	Group 4
Miners Hospital 1st Floor	Free	$18/Hour	$23/Hour	$30/Hour
Miners Hospital 2nd Floor	Free	$18/Hour	$23/Hour	$30/Hour
Miners Hospital 3rd Floor	Free	$15/Hour	$20/Hour	$25/Hour
Miners Hospital Basement	Free	$15/Hour	$20/Hour	$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a $25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a $50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a $75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:
All fees are due no less than two weeks in advance of the rental.
A $65.00 cleaning fee is required on all rentals.
A $500.00 damage deposit is required on all rentals, which is refundable if the facility is left in satisfactory condition.

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

Group 1:	Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.
Group 2:	Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.
Group 3:	Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees
Non-Profits:	Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.
Dark Days:	Applicable to the Jim Santy Auditorium only. A dark day is when a theater is closed to the public and there are no performances or use of the space, but there is equipment set up for a future performance. This is only available to the group whose equipment is in the auditorium.

Location	Room	Occ.	Group 1	Group 2	Group 3	Non-Cleaning Fine
Library 1st Floor	Entry Hall	43	Unavailable	Unavailable	$300/Hour (Unavailable during library hours)	$20/hour, $40 minimum
Library 1st Floor	Entry Hall Patio	90	Unavailable	Unavailable	$400/Hour (Unavailable during library hours)	$20/hour, $40 minimum
Library 1st Floor	Public Meeting Room 101	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 2nd Floor	Study Rooms 1 - 8	3 - 6	Free	Free (Unavailable outside library hours)	Free (Unavailable outside library hours)	$20/hour, $40 minimum
Library 2nd Floor	Meeting Room 201	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 2nd Floor	North Conference Room	12	Free	$20/Hour	$40/Hour	$20/hour, $40 minimum
Library 2nd Floor	South Conference Room	12	Free	$20/Hour	$40 (unavailable outside Library hours)	$20/hour, $40 minimum
Library 3rd Floor	Public Meeting Room 301	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 3rd Floor	Jim Santy Auditorium	424	Free (Dark Day: One free day, then $200/day)	$95/Hour (Dark Day: $300/day)	$200/Hour (Dark Day; $600)	$50/hour, $100 minimum
Library 3rd Floor	Community Room	85	Free	$75/Hour	$150/Hour	$20/hour, $40 minimum

Santy Technology Fees:

Projection Fees:

Users must hire a third-party approved projectionist for use of auditorium technology (projection, lights, microphones). Projectionists have their own fee scale. Users pay projectionists directly. A list of approved projectionists is available upon request.

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees		
Additional Restroom Cleaning	$30.00 per clean	
Ice Arena Admission Fees	Local Area Rates	Outside Area Rates
*~~discount for pre-registration~~		
Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	$7.00	$14.00
Cheap Skate (includes skate rental)	$7.00	$14.00
Group Rates (20+) includes skate rental	$7.00	$14.00
School Rate – includes skate rental	$7.00	$14.00
Skate Rental	$4.00	$4.00
Stick & Puck	$~~9.50~~10.50	$~~9.50~~10.50
Drop-in Hockey	$~~12.00~~13.00	$~~12.00~~13.00
Coached Drop-in Hockey	$~~14.00~~15.00	$~~14.00~~15.00
Freestyle~~*~~ Early Registration	$~~10.50~~11.00	$~~10.50~~11.00
Freestyle* -Late Registration	$16.00	$16.00
Drop-in Curling	$260.00/lane	$280.00/lane
Off-Ice Programming: Strength & Conditioning, Ballet~~*~~	$5.00- 12.00 ~~$12.00~~	$5.00- $12.00
Visiting Coach Fee	$16.00	$16.00
Invited Coach Fee	$10.00	$10.00

Freestyle session fees are based on a 30 skater capacity. For more advanced sessions that require fewer skaters on the ice, fees may be adjusted to reflect the smaller group size and enhanced training space.

Annual Passes	
Bronze (Public Skate): (Includes Skate Rental)	$300.00
Hourly Ice	
Local Rate, Not-for-Profit (Summit o~~r~~r Wasatch County Resident)	~~$245.00~~$255.00
Non-Resident, Not-for-Profit	~~$300.00~~$350.00
Camp	~~$320.00~~$350.00

For-profit	~~$465.00~~$500.00

*Organizations who provide a certificate of insurance listing PCMC as additionally insured and are a 501(c)3 organization can receive a tax-free rate.

Room Rental

Multi-purpose Rooms	$40/hr. (per room)

User Groups can use the Party Room for 24 hours per year at no cost, but rooms must be booked in advance.

Birthday Parties

Birthday Party Package	~~$185.00~~$200.00
Instructor	$50/per 30 minutes

Event Fees

Rentals 1-50 people	$50
Rentals 51-100 people	$100
Rentals 101+ people	$200
Bleachers	$200/day
Catering Fee	$150
Scheduling Impact Fee	$150
Overnight Rental Staffing	$100/hour per employee

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. ~~Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.~~

Hockey Skate Sharpening	~~$10.00~~$12.00
Figure Skate Sharpening	~~$12.00~~$14.00
Custom Radius	$30.00
Figure Skate Sealing	$30.00
Rivets Replacements	$2.50 (ea.)
Figure Skate Blade Mounting (per pair)	$25.00
Skate Fitting (without purchase)	$20.00

Locker Rental (Annual Fee)	First Floor	Second Floor
Regular Locker	~~$185.00~~$200.00	~~$135.00~~ $150.00
Large Locker	~~$215.00~~ $230.00	~~$165.00~~ $180.00

Gate Fees

The Park City Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	$1,600
Wall Banners	$2,500
Glass Decals	$400

Program Sponsorship	Varies by program
Information Screen	$150/month

9.2. Cost Recovery: It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Ice Arena through sources of revenue other than taxes (see Section 8.2 above).

9.3. Recreation Program and Pass Fees: The Park City Ice Arena offers a variety of organized programs and passes. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis.

9.4. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users topay.

The City Manager will have the authority to annually increase fees up to $.50 or 10%, whichever isgreater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.5. Discounting Fees: The Ice Arena Manager may discount fees when:

a. Offering special promotions designed to increase use.
b. Trying to fill non-prime time.
c. Introducing new programs or activities.
d. Playing conditions are below standard due to weather or facility disrepair.

9.6. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties. Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified activities based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined $3.00 per person.

9.7 Establishing Fields User Fees**:** Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2%

will be applied to credit card charges over $5,000.

Field/Venue	Resident Fees		Visitor Fees	
	Hourly	Full Day	Hourly	Full Day
City Park Grass Field	$60	$300	$120	$600
City Park Softball Field	$60	$300	$120	$600
City Park Volleyball Court	$30	$150	$50	$250
North 40 Grass Field North	$60	$300	$120	$600
North 40 Grass Field South	$60	$300	$120	$600
North 40 Full Complex		$420		$840
PCHS Dozier Field	$100	$500	$200	$1,000
PCHS Baseball Field	$60	$300	$120	$600
PCHS Softball Field	$60	$300	$120	$600
PCHS Little League Field	$60	$300	$120	$600
PCHS Ball Fields Complex		$630		$1,260
~~TMMS Pony Field~~	~~$60~~	~~$300~~	~~$120~~	~~$600~~
~~TMMS Little League South~~	~~$60~~	~~$300~~	~~$120~~	~~$600~~
~~TMMS Little League Admin~~	~~$60~~	~~$300~~	~~$120~~	~~$600~~
~~TMMS Grass Field~~	~~$60~~	~~$300~~	~~$120~~	~~$600~~
~~TMMS Full Complex~~		~~$630~~		~~$1,260~~
PCSC Stadium Grass Field	$60	$300	$120	$600
PCSC Stadium Softball Field	$60	$300	$120	$600
PCSC Field D Multi-Purpose	$60	$300	$120	$600
PCSC Turf Field Multi-Purpose	$100	$500	$200	$1,000
PCSC Full Complex		$980		$1,960
PCSC Dirt Parking Lot		$50		
	~~Per Day~~	~~3-Month Season~~	~~Per Day~~	~~3-Month Season~~
~~Commercial Use of Outdoor Rec Facility (non-exclusive)~~	~~$60~~	~~$300~~	~~$80~~	~~$500~~

Youth ~~Stakeholder~~ User Group Fee	$275.00/team per season
Adult ~~Stakeholder~~ User Group Fee	$325.00/team per season
Additional Restroom Cleaning	$50.00
Field Prep (Softball/Baseball)	$100.00 Field Set

Field Set Up (Lacrosse, Soccer, Football)	$383.00
Field Lights - PCSC & City Park	$25.00/hr.
Baseball Fence	$45.00 /field
Outfield Vinyl Fencing one week of use	$337.00 /field
Concession Stand Fee	$25.00/use
Non- Athletic Surcharge	$300/day/field

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and approved filming activity

10.1 Fee for in lieu of providing public parking	$40,000.00 per stall
10.2 Returned Check Charge:	$25.00
10.3 News Rack Application and Permit	$50.00 per application $75.00 per three-year permit
10.4 Bleachers	
Bleacher Rental (per bleacher, per day)	$800.00
Bleacher Delivery and Pick Up (per event, all bleachers)	$201.00
10.5 Banner Installation	
Street Banner Installation-entire Main	$1,116.70
Street Banner Installation-every other Main	$893.10
Street Banner Installation-every 3rd	$669.50
Street banner Installation- Roundabout	$450.65
Street Banner Installation- Kearns (Includes state permit, barricades and signage, required during install)	$2,013.00
Street Banner Removal- Kearns	$1,515.00
10.6 Parks Clean Up, Labor and Equipment	
Pressure Washing (per hour, incl. operator)	$105.05
Pavilion Cleaning	$225.00
Extra Trash Cans	$10.00
Trash Bags	$2.10
10.7 Public Safety	
Police Officer (per employee, per hour - four hour minimum)	$100.00
Holiday (per employee, per hour - four hour minimum)	$200.00
Mobile Command Trailer (Placement, Day One, Removal)	$250.00
Mobile Command Trailer (each additional day)	$100.00
10.8 Parking Reservation Fees (Parking Department)	
Application Fee	$22.25
Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	$20.00
Swede Alley Parking Space (per space, per day)	$13.25
10.9 Barricades (cost per barricade)	
Crowd Control Barricades	$10.00
Portable Electronic Sign/Message Board (per day)	$200.20
Temporary Signs (each)	$25.00
Street Barricades (per day/per barricade)	$1.50
Vertical Panels	$1.55
Delineators	$1.55
Type 3 Barricade	$4.00
Arrow Board	$125.00
Flagging (per person/per hours)	$85.00

10.10 Dumpsters

8 Yard (delivery + haul off fee)	$460.00
30 yard (delivery + haul off fee)	$750.00
Landfill fee for 30 yard dumpster (per ton)	$55.00

10.11 Streets Equipment and Materials Equipment (2 hour min. - billable rate is portal to portal, cost includes operator, fuel, maintenance)

Large Loader (per hour, 1 staff)	$192.98
Small Loader (per hour, 1 staff)	$134.55
Street Mechanical Sweeper (per hour, 1 staff)	$281.62
Heavy Duty Vactor Truck (IDDE, Haz spills)	$292.40
Unimog Snowplow (per hour, 1 staff)	$165.22
Loader with Blower (per hour, 1 staff)	$408.88
1 Ton Truck with dump (per hour, 1 staff)	$101.27
2 Ton Truck with dump (per hour, 1 staff)	$161.85
Bucket Truck (per hour, 2 staff)	$220.01
Tandem Axle Trailer (per hour)	$44.00
Skid Steer (Cat 262 - per hour, 1 staff)	$104.53
Add Grinder	$14.21
Add Snow Blower	$11.88
Backhoe (per hour, 2 staff)	$184.67
Air Compressor (per hour, 1 staff)	$78.54
Graffiti Truck (per hour, 1 staff)	$140.35

10.12 Materials

Salt (per ton)	$74.25
Road base (per ton)	$29.70
Sand (per ton)	$26.40
Cold Patch (per ton)	$149.66
Hot Mix (per ton)	$110.47

10.13 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	$46.20
Streets Department (Streets employee)	$46.20
Special Events Department (staff)	$50.70
Cleaning Labor – restrooms, buildings and other (contract labor)	$72.00

10.14 Special Event Application Fee (Processing and Analysis)

Level Five Event	$10,376
Level Four Event	$3,836
Level Three Event	$1,810
Level Two Event	$976
Level One Event	$820
Community Identifying Event	10% of fees listed above
First Amendment Event	$ 40.00
Film Permit Application Fee	$ 80.00

As according to section 4A-2-11, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events

Department prior to the application deadlines as outlined in the municipal code.

10.15 Trail Use Fees

Event Participation 'Caps'

Event participation numbers may be 'capped' at the following unless approval from City Council is provided.

Running/Snowshoeing	500
Biking	350
Triathlon	350
Cross Country Skiing	350
OTHER	TBD

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT	DEPOSIT
Mountain Biking	30-350	1% x $200 x number of participants	2% x $200 x number of participants	1.5% x $200 x number of participants	3% x $200 x number of participants	TBD
Cross Country Skiing*	30-350	.5% x $200 x number of participants	1% x $200 x number of participants	1% x $200 x number of participants	1.5% x $200 x number of participants	TBD
Triathlon*	30-350	1.5% x $200 x number of participants	2.5% x $200 x number of participants	2% x $200 x number of participants	3.5% x $200 x number of participants	TBD
Running/Walking/Snow shoe*	30-500	.5% x $200 x number of participants	1% x $200 x number of participants	1% x $200 x number of participants	1.5% x $200 x number of participants	TBD
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD	TBD

If Council approves additional participation above a capped quota of participants, add $3.00/participant in addition to fees provided below.

Cost per trail maintenance/mile $200.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of $35.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.16 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card payments equal to or greater than $5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

$150.00 Mayoral filing fee*

$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

Resolution No. RDA 02-2026

A RESOLUTION ADOPTING THE FISCAL YEAR 2026 REVISED BUDGET AND THE FISCAL YEAR 2027 BUDGET FOR PARK CITY REDEVELOPMENT AGENCY

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 7 and June 11, 2026, at the City Council's regularly scheduled meetings and a public hearing was held during the Redevelopment Agency's special meeting on June 11, 2026, complying with State law;

NOW, THEREFORE BE IT RESOLVED by the Redevelopment Agency of Park City, Utah that:

SECTION 1. FY 2026 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 7, 2026, and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2026 Redevelopment Agency Revised Budget for Park City, Utah.

SECTION 2. FY 2027 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 7, 2026, and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2027 Redevelopment Agency Budget for Park City, Utah.

SECTION 3. EFFECTIVE DATE. Section 1 for the Fiscal Year 2026 Revised Budget shall take effect upon publication and Section 2 for the Fiscal Year 2027 Budget shall take effect on July 1, 2026.

PASSED AND ADOPTED the 11th day of June, 2026.

PARK CITY REDEVELOPMENT AGENCY

_____
Chairperson Ryan Dickey

Attest:

_____
Michelle Kellogg, Secretary

Approved as to form:

_____
City Attorney's Office

Exhibit A - Park City Redevelopent Agency Expenditure Summaries

Expenditure Summary by Fund and Major Object (FY 2026 Revised Budget)

Description	Salaries & Benefits	Materials, Supplies & Services	Capital	Debt Service	Subtotal	Interfund Transfer	Ending Balance	Total
Park City Redevelopment Agency								
023 - Lower Park Ave RDA Special Rev	$0	$988,026	$0	$0	$988,026	$3,092,532	$7,937,188	$12,017,746
024 - Main Street RDA Special Rev	$0	$50,000	$0	$0	$50,000	$0	$0	$50,000
033 - Lower Park Ave RDA Capital Fnd	$0	$0	$3,993,181	$0	$3,993,181	$2,779,590	$774,707	$7,547,478
034 - Main Street RDA Capital Fund	$0	$0	$2,290,000	$0	$2,290,000		$263,615	$2,553,615
Total Park City Redevelopment Agency	**$0**	**$1,038,026**	**$6,283,181**	**$0**	**$7,321,207**	**$5,872,122**	**$8,975,510**	**$22,168,839**

Expenditure Summary by Fund and Major Object (FY 2027 Budget)

Description	Salaries & Benefits	Materials, Supplies & Services	Capital	Debt Service	Subtotal	Interfund Transfer	Ending Balance	Total
Park City Redevelopment Agency								
023 - Lower Park Ave RDA Special Rev	$0	$1,028,179	$0	$0	$1,028,179	$6,564,753	$6,861,395	$14,454,327
024 - Main Street RDA Special Rev	$0	$0	$0	$0	$0	$0	$0	$0
033 - Lower Park Ave RDA Capital Fnd	$0	$0	$3,645,000	$0	$3,645,000	$2,779,590	$1,113,793	$7,538,383
034 - Main Street RDA Capital Fund	$0	$0	$0	$0	$0	$0	$342,084	$342,084
Total Park City Redevelopment Agency	**$0**	**$1,028,179**	**$3,645,000**	**$0**	**$4,673,179**	**$9,344,343**	**$8,317,272**	**$22,334,794**

Resolution No. MBA 01-2026

A RESOLUTION ADOPTING THE PARK CITY MUNICIPAL BUILDING AUTHORITY BUDGET FOR FISCAL YEAR 2027

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 7 and June 11, 2026, at the City Council's regularly scheduled meetings, and a public hearing was held during the Municipal Building Authority's special meeting on June 11, 2026, complying with State law;

NOW, THEREFORE, BE IT RESOLVED by the Municipal Building Authority of Park City, Utah that:

SECTION 1. FY 2027 BUDGET ADOPTED. The Municipal Building Authority's budget as outlined in the City Manager's Recommended Budget presented on May 7, 2026, and at a total of $0 as summarized in the attachment to this resolution is hereby adopted as the Fiscal Year 2027 Municipal Building Authority Budget for Park City, Utah.

SECTION 2. EFFECTIVE DATE. Section 1 for the Fiscal Year 2027 Budget shall take effect on July 1, 2026.

PASSED AND ADOPTED this 11th day of June, 2026.

PARK CITY MUNICIPAL BUILDING AUTHORITY

_____
Chairperson Ryan Dickey

Attest:

_____
Michelle Kellogg, Secretary

Approved as to form:

_____
City Attorney's Office

Exhibit A - Park City Municipal Building Authority Expenditure Summaries

Expenditure Summary by Fund and Major Object (FY 2026 Revised Budget)

Description	Salaries & Benefits	Materials, Supplies & Services	Capital	Debt Service	Contingency	Subtotal	Interfund Transfer	Ending Balance	Total
Municipal Building Authority									
035 - Building Authority	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Municipal Building Authority	$0	$0	$0	$0	$0	$0	$0	$0	$0

Expenditure Summary by Fund and Major Object (FY 2027 Budget)

Description	Salaries & Benefits	Materials, Supplies & Services	Capital	Debt Service	Contingency	Subtotal	Interfund Transfer	Ending Balance	Total
Municipal Building Authority									
035 - Building Authority	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Municipal Building Authority	$0	$0	$0	$0	$0	$0	$0	$0	$0