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

The Council of Park City, Utah, will hold its regular meeting in person at the Marsac Municipal Building, City Council Chambers, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually. Click here for more information.
Zoom Link:
https://us02web.zoom.us/j/89848312833

CLOSED SESSION - 2:30 p.m.

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

WORK SESSION

3:55 p.m. - Discuss Salt Lake City Airport Connector Pilot Project

4:15 p.m. - Main Street Area Discussion

5:15 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

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

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Transportation Performance Metrics Quarterly Report: April–June 2026

2. Park Silly Sunday Market Mid-Season Review

IV. CONSENT AGENDA

1. Request to Approve Ordinance No. 2026-20, an Ordinance Amending Title 3, Ethics, Chapter 3, Campaign Disclosure, of the Park City Municipal Code

2. Request to Adopt Resolution 16-2026, a Resolution Proclaiming August 28, 2026, as Arbor Day and Celebrating Park City's 33rd Anniversary as a Tree City USA Community

3. Request Authorizing the City Manager to Execute a Contract Amendment to the Design Professional Services Agreement with HDR, Inc. in a Form Approved by the City Attorney for the Additional Design and Construction Document Preparation for the Munchkin and

Woodbine Improvements Project Not to Exceed $132,725.59 for a Total Contract Amount of $462,112.52

4. Request to Authorize the City Manager to Execute a Construction Agreement with Phillips & Co. Construction, LLC, in a Form Approved by the City Attorney's Office, Not to Exceed $407,000, to Install Two Bridges on the McLeod Creek Path

5. Request to Authorize the City Manager to Execute a Contract Amendment with Silver Spur Construction, in a Form Approved by the City Attorney, Not to Exceed $884,950.00 for a Total Contract Amount of $2,219,100.00, for the Pinnacle Subdivision Waterline Replacement Project

V. 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: Airport Transportation Service Proposal – Pilot Program
Author: William DeGroot, Transit Manager
Department: Transportation
Date: August 20, 2026

Executive Summary

Park City Municipal's Transit Department has been working with Snow Country Limousine ("Snow Country") and the Park City Chamber & Visitors Bureau to explore a potential transportation connection between Park City and Salt Lake City International Airport. The concept originated from the Emerging Disruptors' findings.

This work session will review a proposed pilot program with the goal of defining the service model, clarifying the partners' respective roles, measuring demand, and evaluating the service's long-term financial viability. We expect that Snow Country would:

- Operate the service;
- Manage online reservations;
- Collect fare revenue; and
- Coordinate with local lodging properties to develop demand and potential connections within Park City.

The City's potential role would be to actively support the pilot program with the goal to help establish a reliable, marketable airport transportation option for local lodging properties and their guests. The service could also advance the City's transportation demand management objectives in the following ways:

- **Reduced vehicle traffic**: Connecting airport travel with shared transportation can reduce reliance on private and single-occupancy vehicles traveling between Park City and the airport.
- **Higher-capacity vehicles**: The proposed transit-style shuttles would carry more passengers per trip than taxis, rental cars, or smaller private vehicles, reducing the number of vehicles on regional and local roads.
- **TDM investment**: Federal requirements prevent Park City Transit from directly operating this service. However, the City may be able to support it financially as a transportation demand management initiative, potentially using eligible parking revenues.

Airport shuttle services commonly are founded with municipal, tourism, or chamber support during the time that demand and a sustainable private-sector funding model can be established. The proposed pilot's current funding plan includes a Summit County grant, passenger fares, and contributions from local lodging properties. There is a remaining funding gap that must be addressed.

Snow Country's presentation will provide additional detail on the proposed service, anticipated demand, operating costs, funding structure, and the specific level of City support being requested.

Background

The *Emerging Disruptors: Future of Transportation Report* identified the lack of a direct, integrated connection between Salt Lake City International Airport and Park City as a transportation gap. At the time of the study, customers using public transportation were required to transfer between TRAX, regional bus service, and local transit, while many visitors instead relied on rental cars or lower-capacity private shuttles. The report recommended advancing a high-capacity airport shuttle connecting to a Park City mobility hub, with hotels or Park City Transit providing onward connections. It described the concept as a potentially feasible, relatively low-cost initiative that could reduce reliance on personal vehicles, improve affordability, and benefit visitors and residents. The report also recommended that Park City lead discussions with the airport, airlines, lodging properties, transit providers, and the Chamber to evaluate demand, operating requirements, and public-private funding opportunities.

The Snow Country team applied for a Summit County Restaurant Tax Grant this past spring for a "SLC Airport Connector Pilot Project". This application was awarded by Summit County in June for $160,000.00 as a pilot proof-of-concept proposal. The funding is somewhat restricted to advertising and promotions of the potential pilot and is not intended to directly fund operations.

Analysis

The need for this connection is well established and remains a top concern for Park City residents and visitors, as demonstrated by the high number of transportation network company (TNC) trips and the strength of the local rental-car market. The proposed pilot program would operate for 15 weeks and is projected to carry approximately 90 passengers per day, totaling 9,450 passenger trips. This estimate represents 25 percent of the service's daily capacity, reflecting the time required to build awareness and ridership for a new service. If the service reaches full capacity, Snow Country estimates that it could carry approximately 37,000 passengers during the pilot period.

Using TNC general metrics average ridership is four people per trip. If this average switched from a TNC to this shuttle service. This service could remove approximately 2,363 vehicle trips from the roadway network.

The pilot proposal could be implemented in the following way:

1. Route Planning & Design
    - Determine and contract with up to seven hotels clustered within an identified area.
    - A total room count of over 1,000 would be ideal for ensuring volume for this shuttle system.
    - The hotels will also have steady business conference travel to the potential for support shared shuttle use.

- The City's transit department can not directly participate as the operator because of duplicative service agreements with High Valley or Utah Transit Authority.
- The City can enter into a private party relationship with a private vendor for this service to whatever level agreed with the parties.
- The service would be designed based on the partnership and funding levels
- The pilot project is limited to a two-year proof-of-concept.

2. Operational Setup
   - Determine schedules with multiple daily trips to match airport arrivals/departures.
   - Deploy a scalable fleet: larger buses on peak days, smaller vehicles during slower periods.
   - Coordinate with hotels for on-site stops and guest communication.

3. Local Access Integration
   - Identify a park-and-ride or transit center for local pickup/drop-off.

4. Partnerships & Promotion
   - Collaborate with the Park City Chamber of Commerce & Visitors Bureau, hotels, and tourism partners to market the service.
   - Collaborate with the Park City Area Lodging Association to support the pilot project.
   - Highlight the shuttle as an amenity and a congestion-reducing tool.

5. Monitoring & Adjustment
   - Track ridership, peak times, and route performance.
   - Adjust frequency, vehicle size, and routing as needed.

6. Review Pilot Project
   - Return to City Council.

Community & Operations

- As a recipient of federal funds, the Park City Municipal Transit Department cannot directly invest in or operate this service since it would be considered a reserved-seat charter, which is prohibited by federal regulations.
- PCMC does have other funding options to help build this pilot service in compliance with the one-seat ride principle, reducing the number of vehicles entering our community.
- PCMC has not identified the specific account and this has not been part of the current budget as a capital project.
- The operations would be conducted by a third-party private vendor with experience operating within our region, understanding the special vehicles needed, and the level of professionalism required to meet our community expectations.

Next Steps

- A technical proposal.
- Securing final funding and routing.

City Council
Staff Report

Subject: MSAP Progress Report
Author: Matt Lee
Department: Economic Development
Date: August 20, 2026

Project Evolution

The following chronology summarizes how the 2024 Main Street Area Plan effort evolved from development of a broad, integrated concept into a narrower set of Council-directed feasibility studies and technical work.

2023 – Early 2024: Project Initiation

City Council discussed long-term planning and investment in Historic Main Street during strategic planning conversations in 2023 and early 2024. Council directed staff to initiate a planning process, form an advisory committee, and retain a consultant team to evaluate opportunities for Main Street, Swede Alley, transportation, public space, and economic vitality.

- **Takeaway: The project moved from Council direction into an organized planning process with staff, consultants, and a community-based advisory committee.**

Spring – Summer 2024: Committee Formation and Concept Development

The MSAP Committee began meeting in May 2024. Early meetings focused on what should be protected, what problems needed to be solved, and where investment could make the greatest impact.

Key themes included protecting historic character, supporting local businesses, improving workforce access, addressing traffic and parking, creating a better pedestrian environment, adding family-friendly amenities and restrooms, reimagining underutilized land along Swede Alley, and creating more reasons for locals and visitors to stay on Main Street longer.

By July and August 2024, the committee was reviewing more specific concepts, including Main Street roadway changes, Swede Alley redevelopment, public-space improvements, workforce housing, lodging, parking strategies, and potential gondola connections.

- **Takeaway: The planning effort moved from broad problem identification into specific physical and programmatic concepts.**

September – October 2024: Draft Recommendations and Business Feedback
By September 2024, the committee had begun forming a draft implementation framework. Major ideas included a car-lite Main Street design, one-way vehicle circulation, a small electric trolley or circulator, a more pedestrian-oriented Swede Alley, mixed-use development on public land, new public gathering spaces, workforce housing, improved transit and shuttle systems, and a potential gondola connection to Deer Valley.

The committee also discussed phasing, including whether lower-complexity public-space projects could move first, followed by transportation and development projects, then larger Main Street redesign work.

In October 2024, the Historic Park City Alliance reviewed the Plan concepts and raised concerns about business access, parking reduction, construction impacts, transportation sequencing, and long-term district sustainability. HPCA emphasized that transportation and intercept parking solutions should be developed before major reductions in Main Street parking.

- **Takeaway: The plan became more concrete, and business-district concerns became central to sequencing, mitigation, and implementation strategy.**

November 2024: Council Work Session and Public Engagement
In November 2024, Council and community feedback shaped the draft plan. Council asked the team to address pedestrian safety, gondola alignment, sequencing, future transportation capacity, City Hall's role, and underground utilities.

On November 12, 2024, two public engagement sessions were held at Miners Hospital. Public input focused on Main Street redesign, transportation, opportunity sites, and public spaces. Feedback showed strong support for a better pedestrian experience, more public spaces, and family-friendly amenities, but also concern about parking reductions, construction impacts, business access, building heights, views, and whether the Plan sufficiently served local residents.

Following public engagement, the MSAP Committee refined several recommendations: maintain City Hall as civic use, support adaptive reuse of the historic portion of the Post Office, add detail on the potential Deer Valley gondola alignment, consider pedestrian safety improvements at Heber & Main and Heber & Swede, explore a roundabout at the south end of Main Street & Swede Alley, preserve the historic City Hall staircase, and maintain the importance of transportation and parking dependencies.

- **Takeaway: Public and Council feedback were incorporated before formal Council consideration.**

December 2024: Plan Presented to City Council
The MSAP was presented to City Council in December 2024. The Plan proposed a package of investments in the historic core, including Swede Alley redevelopment, Main Street pedestrian and circulation improvements, a central town square, Brew Pub Lot improvements, Miner's Park and 9th Street Park upgrades, enhanced transportation and satellite parking, potential aerial transit, workforce housing, childcare, lodging, retail, grocery, and visitor-serving uses.

The December Council discussion did not authorize construction of the full Plan. Instead, it moved the work into a focused feasibility phase, with Council requesting more detail on cost, funding, timelines, construction mitigation, transportation, historic designations, and implementation feasibility.

- **Takeaway: The MSAP transitioned from a committee-generated vision into a Council-directed feasibility and implementation program.**

2025: Feasibility Direction, Procurement, and Data Collection
At the February 13, 2025, City Council Strategic Planning Retreat, Council directed staff to prioritize feasibility analysis for pedestrian-friendly street and sidewalk improvements, aerial transit, China Bridge replacement considerations, thermal energy and snowmelt feasibility, including information on cost, timelines, and construction mitigation.

In April 2025, a Request for Statements of Qualifications was prepared to select an engineering firm for the Main Street and Swede Alley feasibility study. The scope included survey, right-of-way review, utility information, concept-level street design, adjacent landowner impact analysis, utility and right-of-way impact analysis, cost estimates, and preliminary schedules. In July 2025, Kimley-Horn was selected for roadway and circulation feasibility. The roadway and circulation contract was executed in August 2025. A LiDAR scan of Main Street was completed in September 2025 to support base mapping and concept design.

On October 6, 2025, the project team held a roadway and circulation workshop with City departments, HPCA, public safety, engineering, transportation, planning, and other stakeholders. The workshop confirmed the feasibility scope, reviewed Main Street and Swede Alley goals, identified constraints, and brainstormed design concepts. Key issues included ADA compliance, historic preservation, snow removal, drainage, parking removal, employee parking, business access, utilities, sewer capacity, trash & deliveries, transit operations, pedestrian & public safety, and event readiness.

Staff also advanced aerial transit feasibility in 2025, focusing on potential connections between Snow Park, China Bridge, and Richardson Flats.

- **Takeaway: Project team converted the MSAP vision into technical assignments and began procuring the expertise needed to evaluate feasibility.**

2026: Technical Feasibility, Stakeholder Engagement and Council Review

On February 2, 2026, the MSAP Committee reviewed roadway and circulation concepts. Discussion focused on lighting, snow management, snowmelt, trench drains, transit operations, bicycles, deliveries, curb management, parking, public communication, and maintaining design flexibility.

Staff completed roadway/circulation concept refinement, aerial transit feasibility, and cost analyses, and presented preliminary findings to City Council through work sessions and individual Council briefings. These discussions focused on understanding technical feasibility and identifying potential refinements before determining whether portions of the broader Main Street Area Plan should be revisited.

Roadway and circulation feasibility is substantially complete. Aerial transit feasibility and thermal energy feasibility remain in progress. Public space and Swede alley redevelopment concepts have not advanced beyond the original planning stage pending additional Council direction.

- **Takeaway: The feasibility studies moved from data collection into limited stakeholder-informed concept designs.**

Meeting History

2024

- May 20 – Kick Off MSAP Committee Meeting: Minutes
- May MSAP Presentation
- June 6 – Staff Communication City Council Report (May 20 Recap)
- July MSAP Presentation
- July 15 – MSAP Committee Meeting: Minutes
- August MSAP Presentation
- August 14 – MSAP Committee Meeting: Minutes
- August 15 – Staff Communication City Council Report (July 15 Recap)
- September 5 – Staff Communication City Council Report (August 14 Recap)
- September 9 – MSAP Committee Meeting: Minutes
- September 30 and October 1 – MSAP Committee Meeting: Minutes
- October 8 – HPCA Meeting: Minutes
- November MSAP Presentation
- November 7 – City Council Work Session: Staff Report
- November 12 – 9:00-11:00 a.m. MSAP Community Outreach at Miners Hospital
- November 12 – 4:30-6:30 p.m. MSAP Community Outreach at Miners Hospital
- November 14 – MSAP Committee Meeting: Minutes
- December: MSAP City Council Meeting: Presentation; Final Report
- December 12 – City Council Meeting (Outreach Recap): Staff Report; Minutes
- December 19 – City Council Meeting with Public Input: Staff Report; Minutes

2025

- February 13 – City Council Strategic Planning Retreat: Staff Report; Minutes
- April 24 – Staff Communications: Main Street Traffic/Circulation & Gondola History: Staff Report; Minutes
- June 26 – Work Session: Main Street Aerial Transit Preliminary Feasibility: Staff Report; Minutes
- July 10 – New Business: Agreement for Engineering Services for Historic Commercial Business District Pedestrian and Street Design: Staff Report; Minutes

2026

- February 2 – MSAP Committee Meeting: Minutes

The chronology above reflects a shift from consideration of a comprehensive Main Street concept to targeted feasibility work. The following summarizes the public and Council feedback that shaped that shift and the work undertaken in response.

Direction and Response

On December 19, 2024, Council did not adopt the proposed Main Street Area Plan. Instead, the discussion shifted toward prioritizing individual elements, conducting additional feasibility work, and returning to Council with clearer information before determining which concepts should advance.

At the Council Retreat on February 13, 2025, the following direction was given:

- Study pedestrian-friendly street and sidewalk improvements to improve traffic and circulation within the Historic Commercial Business District (HCBD).
- Study feasibility of Aerial Transit connection (specific direction given June 26, 2025 to study alignments connecting Deer Valley's Snow Park to China Bridge parking garage and Richardson Flats parking lot).
- Prioritize potential China Bridge replacement based on engineering assessment of the current lifespan.
- Explore potential for thermal energy network within HCBD, and the possibility of using for street/sidewalk snowmelt.

This direction marked a departure from the MSAP Committee's recommendation that the concepts advance as a cohesive and integrated vision. The original Plan relied on relationships between redevelopment, parking replacement, transportation, public improvements, and future revenues. Because Council did not advance the redevelopment concepts for further feasibility, the associated economic assumptions have not been updated; if redevelopment is reconsidered, those assumptions should be refreshed before further direction is given.

In response to Council direction, staff advanced selected projects into technical feasibility. This work has primarily focused on roadway and circulation improvements, aerial transit, and thermal energy/snowmelt feasibility. Other concepts presented in

December 2024, including significant redevelopment of the public-space components, have not advanced to the same level of study.

Analysis

VISITATION AND SALES TRENDS

Two additional years of sales tax and visitation data provide greater confidence in the trends identified during preparation of the Main Street Area Plan. For clarity, this analysis reports two different measures. “Total trips” represents every trip to Main Street, while “unique visitors” estimates the number of individual people who visited at least once. As a result, total trips will always exceed unique visitors because many people visit multiple times.

Total Main Street trips held steady around 4.5-4.6 million in 2019 and 2021, dropped sharply in 2020 due to the COVID-19 pandemic, and then has gradually declined each year since 2022 to about 4.17 million in 2025, roughly 9% below peak. The number of unique visitors followed a similar pattern, dipping to 1.56 million in 2020, rebounding to a peak of about 2.19 million in 2022, and then steadily declining to 1.9 million by 2025. While Main Street remains a heavily trafficked destination, both total activity and unique visitor counts have noticeably softened over the past three years after their post-pandemic recovery peak.

Nominal spending per visit rose steadily from $58.39 in 2023 to $60.97 in 2024 and $62.19 in 2025, a roughly 6.5% increase overall. After adjusting for inflation, real spend per visit peaked in 2024 at $59.26 and then declined to $58.87 in 2025 which is essentially flat to slightly below the 2023 starting point. This divergence indicates that while visitors are spending more dollars per visit, that increase has not kept pace with inflation, meaning real expenditure power per visit has stagnated.

- **Takeaway: While annual fluctuations continue to occur, the updated data generally reinforces the Plan’s original findings regarding changing visitor patterns and seasonal activity of Main Street businesses. These updated trends should continue to inform future policy discussions.**

FEASIBILITY AND COST UPDATE

Main Street & Swede Alley Roadway and Circulation

The Council also prioritized and directed a study of pedestrian-friendly street and sidewalk improvements within the Historic Commercial Business (HCB) District on Main Street (south of Heber Avenue) and Swede Alley. A Main Street Traffic & Circulation Workshop with City departments, Historic Park City Alliance (HPCA), and other stakeholders was held on October 6, 2025. The project integrated the workshop feedback into potential concept designs and coordinated with Planning, Engineering, and Public Safety representatives to refine the concepts.

The Main Street concept design includes the following:

- Consistent minimum 8’ sidewalk on the vehicle travel lane side of the street for pedestrian access, comfort and safety.
- Zones for on-street parking on the auto travel side of the street.
- Sharing the pedestrian zone on both sides of the street with a pedestrian safety barrier zone provided by continuous public art, benches, and oversized pots that can be relocated to accommodate vents during temporary street closures.
- Continuous linear trench drain on the transit lane side of the street.
- Continuous overhead and street level pedestrian lighting along the the street.

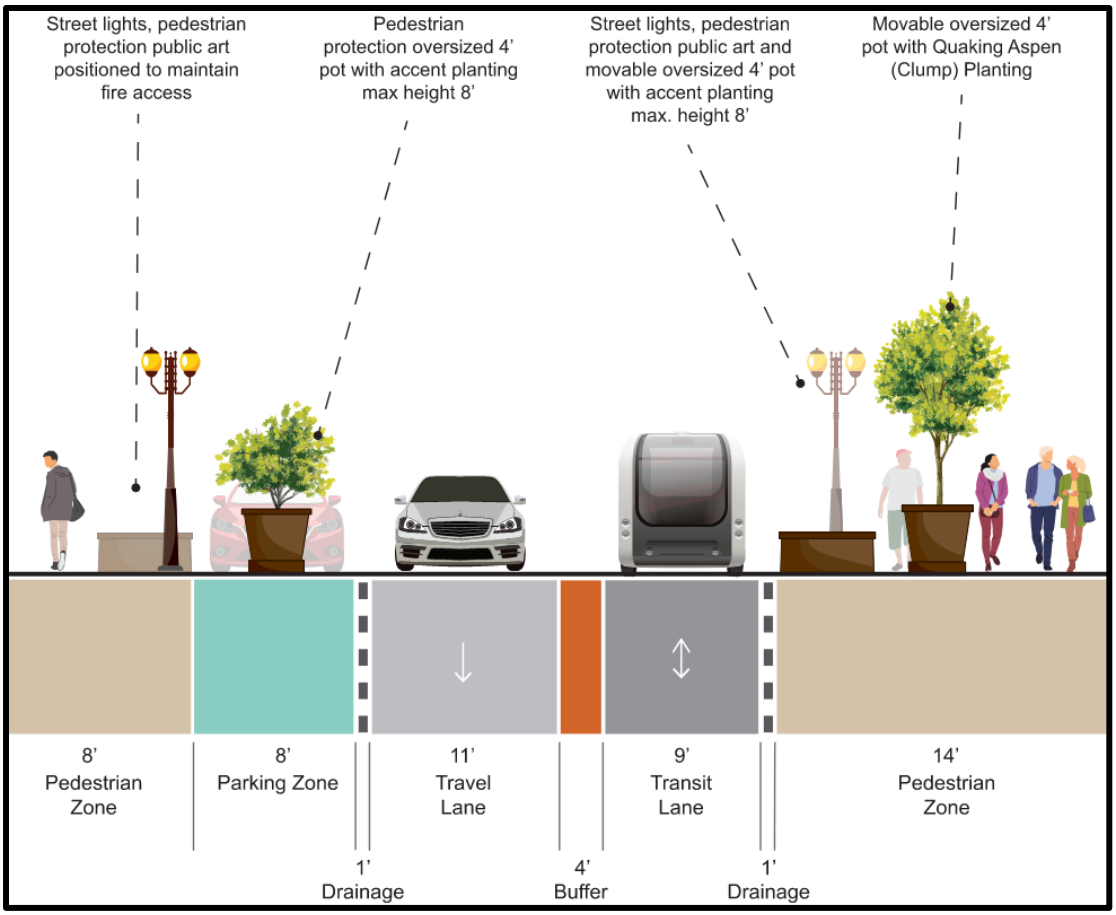


Figure 1: Main Street Concept Design

The Swede Alley concept design includes the following:

- Consistent 6’ sidewalk on both sides of the street for pedestrian access, comfort and safety.
- Multi-use service and snow storage lane on the east side of the street.
- Sharing the 10’ multi use service lane width with the adjacent travel lane to allow for service vehicles to be parked against the curb while vehicle through travel is maintained.
- Tree canopy along the west side of the street for shade, pedestrian comfort, scale mitigation, street beautification, and an amenity/strolling zone to front potential future development.

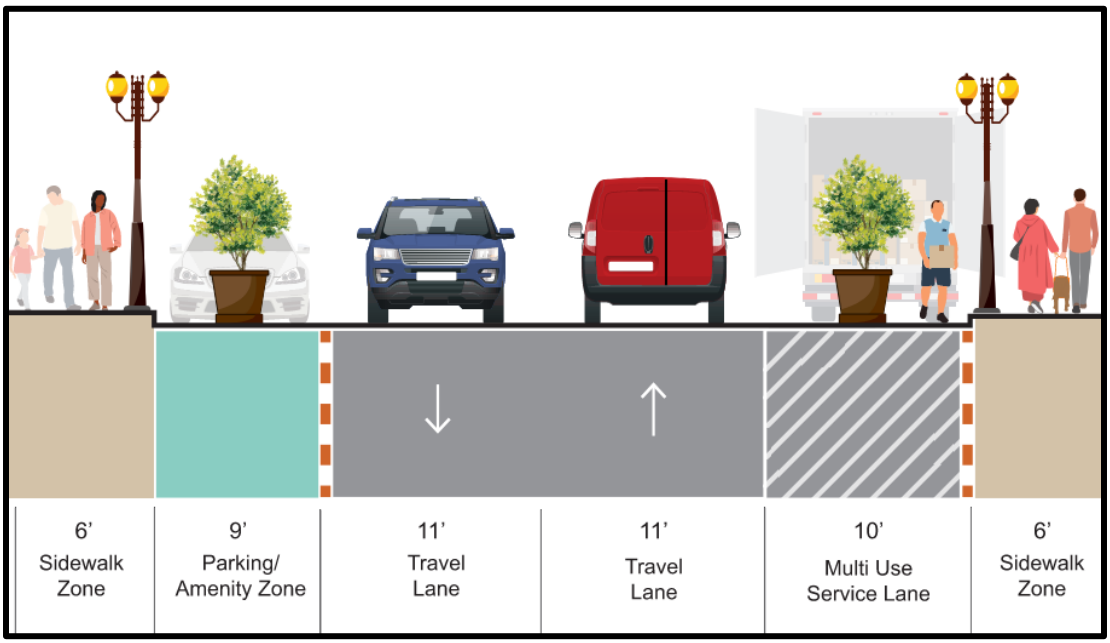


Figure 2: Swede Alley Concept Design

Item	Amount
Main Street & Swede Alley Pedestrian Friendly Re-design	**$36.6M**

Figure 3: Roadway & Circulation Feasibility Cost Estimates

- **<u>Takeaway: The feasibility work confirms that meaningful pedestrian and circulation improvements can be developed within the existing Main Street and Swede Alley corridors, but implementation would require Council direction on funding, parking, business access, and coordination with other Main Street investments.</u>**

Aerial Transit

Pursuant to the Council's input given at the June 26 Work Session (minutes), our preliminary feasibility study has focused on two potential alignments – from Deer Valley's Snow Park Village to China Bridge Parking Garage area (Main Street), and also from Snow Park to Richardson Flats parking lot. Feasibility work includes:

- Evaluation of potential aerial transit alignments.
- Analysis of primary options for aerial transit technology.
- Cost estimates for construction of the aerial transit system (Figure 4).

Item	Amount
Aerial Transit China Bridge -> Snow Park	**$33M-55M**
Aerial Transit Richardson Flat -> Snow Park	**$40M**

Figure 4: Aerial Transit Feasibility Cost Estimates

- **Takeaway: The preliminary feasibility work has narrowed the technical options and provided preliminary cost information, but additional Council direction, stakeholder engagement, and alignment-specific analysis would be required before advancing to the next phase.**

Snowmelt / Thermal Energy

Council directed staff to explore a thermal energy network for the Historic Commercial Business District, including the possibility of street and sidewalk snowmelt. Sustainability staff have been exploring opportunities to transition Park City toward highly efficient district-scale heating and cooling systems that utilize waste heat. In August 2025, the team commissioned a Phase 1 desktop study to assess the potential for thermal energy networks in several districts (Staff Report). The analysis identified two promising areas for further development: the Bonanza Park neighborhood and the Main Street district, both of which could tap waste heat from the City's wastewater and water systems. To advance to Phase 2, sustainability staff issued a Request for Statements of Qualifications (RSOQ) and in April 2026, a selection committee selected the Grey Edge Group, which completed Phase 1. (Staff Report). Phase 2 feasibility work is currently underway; this scope includes further development of the Bonanza Park and Main Street districts, including evaluation of snowmelt systems for street heating.

- **Takeaway: Thermal energy and snowmelt remain technically promising but are still under active feasibility review. Additional analysis is needed to determine system configuration, cost, phasing, and how implementation could be coordinated with future street reconstruction.**

PARKING & TRANSPORTATION SOLUTIONS UPDATE

Currently, transportation and parking solutions are being advanced that support the Main Street Area Plan projects, including:

- Side-running dedicated bus lanes on SR-248
    - Compatible with existing bus system
    - Small right-of-way footprint and more flexible
    - Practical to phase into implementation ahead of 2034
- Park-and-ride development
    - Phase 1 – Gordo: City ownership/control, manageable site conditions, direct access to SR-248
    - Phase 2 – Richardson Flat: Future phase tied to additional eastern-area development and phased transit priority decisions

The ability to provide large-scale vehicle parking at remote capture lots such as Gordo and Richardson Flats, in conjunction with the dedicated lane bus service on SR-248 to Old Town Transit Center (servicing Main Street directly) provides support directly to the Main Street Area Plan projects by reducing the demand on the HCBD for parking within the district, as well as supporting increased use and visitation as a result of potential Swede Alley development. This addresses the most consistent stakeholder message, which is that transportation and parking improvements should occur before any reductions in Main Street parking.

CHINA BRIDGE REPLACEMENT

Council previously prioritized consideration of China Bridge replacement based on engineering assessment of the garage's remaining useful life. Unlike the broader redevelopment concepts considered in 2024, continued reinvestment in the parking structure is an asset-management need that will require future City action. The strategic question is whether replacement should be planned primarily as a stand-alone parking investment or coordinated with other potential Main Street objectives, including district parking needs, roadway and circulation changes, aerial transit, and potential future redevelopment.

FUTURE STAKEHOLDER ENGAGEMENT

For any future phase that may affect private property, access, easements, business operations, or adjacent uses, staff would conduct targeted stakeholder outreach before advancing concept development, design, or implementation.

For aerial transit specifically, no formal stakeholder engagement on affected private properties has been completed to date. If Council directs further study, property owners, Historic Park City Alliance, and the broader public would be engaged before an alignment advances beyond preliminary feasibility.

Questions for Council

Council has more information today regarding several feasibility workstreams, while other elements considered in December 2024 have not advanced beyond the conceptual stage. Staff seeks direction regarding whether any previously deferred elements should be reconsidered and how the completed feasibility work should inform future Main Street decisions.

Does Council wish to revisit or update any elements of the December 2024 Main Street Area Plan, including the following?

1. **Relationship of Current Feasibility Work.** Should the preliminary Roadway/Circulation and Aerial Transit feasibility findings continue as stand-alone projects, or should they now advance a more coordinated Main Street framework?

2. **Previously Deferred Elements**. If Council believes the current feasibility work should be considered within a broader or more coordinated framework, are there previously deferred concepts that should now be reconsidered, including:
    a. Swede Alley / Redevelopment. Should redevelopment be reconsidered as one potential tool for addressing parking, district investment, and infrastructure funding?
    b. Public Spaces. Are there public-space concepts from 2024 that Council wants staff to revisit independently of redevelopment?

As remote parking, transit improvements, and potential aerial transit advance, should staff evaluate how these investments may change:

1. Future parking needs within the Historic Commercial Business District, including whether offsite parking should remain a prerequisite for Main Street changes;
2. The future role of China Bridge, including its parking function, redevelopment opportunity, and potential role as an aerial transit terminus; and
3. The role, capacity, and configuration of the Old Town Transit Center as the primary transit arrival and transfer point for Main Street?

Are there other opportunities, priorities, or dependencies Council would like staff to consider in determining the next phase of Main Street work?

City Council Staff Report

Subject: Transportation Quarterly Performance Metrics Report April to June 2026
Author: Transportation Team
Department: Transportation Department
Date: August 20, 2026

Executive Summary

In May 2026, staff presented Council with a framework of transportation performance metrics and service standards. This is the first quarterly report under that framework, covering April through June 2026, the fourth quarter of FY26.

On-time performance, productivity, and pull-out adherence in this report cover the period from April 5 through June 30, 2026. April 1 – 4 are excluded because the winter service schedule remained in effect through April 4; the non-winter schedule and associated performance standards took effect April 5. Residential coverage and mode share reflect their latest available datasets rather than this operating-period window.

Performance Summary

Park City Transit closed the fiscal year delivering on its core commitments to residents. Nine in ten primary residences remain within a half-mile walk of transit, and buses ran on time throughout most of the quarter. Efficiency followed its normal seasonal path — low in the spring shoulder, then rebuilding as summer visitation returned — and by June, the busiest routes were carrying customers at or above their targets.

The principal reporting limitation this quarter is incomplete pull-out timing data. Pull-out adherence, whether buses leave the yard on time, met its standard among the trips the tracking system recorded, but roughly nine percent of scheduled pull-outs went unrecorded, concentrated on two routes. The buses pulled out; the data wasn't completely captured. Closing that gap is the department's near-term priority, so the measure can be reported with full confidence.

Two of the seven adopted measures are not yet reporting results, each with a defined path forward described at the end of this report; mode share, the seventh, reports on a multi-year survey cycle by design rather than quarterly.

Measure	Target	Q4 FY26 result	Status
Residential coverage	90% within ½ mile	**90.6%**	**On target**
On-time performance	90% (non-winter service)	**89.8%**	**0.2 points below standard**
Ridership-route productivity	14 per revenue hour (off-peak)	**10.2**	**Below; recovering**

Measure	Target	Q4 FY26 result	Status
Coverage-route productivity	8 per revenue hour (off-peak)	**7.8**	**0.2 customers per revenue hour below target**
Pull-out adherence	97%	**97.8%***	**Meets standard***
Surge parking (4–9 pm)	To be established	**Not reported**	**sensor coverage in process**
Mode share — drive alone	36% by 2050	**52% (last survey)**	**Long-range measure**
Customer feedback	95% within 48 hours	**Not yet measured**	**Capability in development**

**Pull-out adherence is measured on the 91.2% of scheduled pull-outs with captured dispatch data; closing the data-capture gap is a near-term priority (see below).*

Transit Access and Reliability

Residential coverage remains above standard at 90.6%. 2,255 of the city's 2,490 primary homes sit within a half-mile walk of a fixed route bus stop or the Route 20 Tan hail-and-ride corridor. No service changes this quarter moved that figure, and the network continues to meet its equity-of-access commitment. It should be noted that the Summit County parcel data was last updated on November 25, 2025. Residential developments becoming available after that date are not yet included. The measure is calculated on primary residences, consistent with the purpose of ensuring transit access for year-round residents.

The 20 Tan hail-and-ride corridor warrants specific mention. It is the system's lowest-productivity service at 1.9 customers per revenue hour, well below the coverage standard of 8, and as a productivity measure alone, it would rank highest for review. It is also the sole reason the City meets its residential coverage standard: without it, coverage of primary residences falls from 90.6% to 75.3%, and 381 primary residences move outside the half-mile threshold. The two measures point in opposite directions on this route by design; the 20 Tan exists to provide access where fixed-route service is not viable, which is precisely why its productivity is low. We recommend that any proposed change to 20 Tan be evaluated against both standards together.

On-time performance finished the period at 89.8%, a fraction below the 90% standard that applies outside winter service. The monthly trend is the more useful signal: April ran a strong 92.9%, then eased to 89.5% in May and 87.3% in June. That drift tracks the start of heavier traffic and summer construction detours rather than any systemic reliability problem, and route results stayed tightly clustered — Route 5 Yellow led at 91.9%, while Route 2 Green trailed at 85.3%. We will watch whether reliability stabilizes as crews settle into summer conditions. System on-time figures exclude the Trolley, which operates as a headway and therefore is not measured against scheduled departure times.

Transit Efficiency

Ridership efficiency, customers carried per hour of transit service (CPRHr), is

measured against different targets for ridership routes and coverage routes, reflecting their different purposes. For the quarter, ridership routes averaged 10.2 CPRHr against a 14 target, and coverage routes averaged 7.8 against an 8 target. Both sit below standard, which is expected: April and May are the year's lowest-demand months, and the system deliberately keeps service on the street to preserve access.

The more important signal is the late-quarter trend. Both route classes climbed sharply as summer visitation returned. By June, ridership routes reached 13.8 CPRHr against their target of 14, and coverage routes reached 10.6, well clear of the target of 8. Individual routes show the same pattern: 9 Purple finished June at 21.1 and the 4 Orange at 17.8, with the 1 Red and 5 Yellow both above 14. The exception is the 20 Tan hail-and-ride corridor, which averaged 1.9 for the period; it exists for connectivity rather than ridership and is not expected to reach the coverage standard. Off-peak service remains the system's clearest efficiency lever, where hours can be tuned to demand without impacting access.

Transit Pull-out Adherence

A pull-out is the trip a bus makes from the bus garage to the start of its route; if it doesn't happen on time, the route can't begin on schedule. Among the pull-outs for which the tracking system captured dispatch data, 97.8% left on time or early — above the 97% standard, with only two percent running late. On the operational question the standard is meant to answer, the system performed well this quarter.

The caveat is data completeness. About 9% of scheduled pull-outs, 122 of 1,392, ran but were not captured by the tracking system, so their timing can't be reported. These gaps are concentrated on two routes: 2 Green and 3 Blue, where only 77%-78% of pull-outs were recorded, versus 90–97% across the rest of the system. We believe the cause is a vehicle-tracking configuration issue on those two assignments. Closing the gap is the near-term priority, so the metric can be reported with full confidence going forward.

Routes 6 Express and 50 Teal are not shown separately in the pull-out analysis because they do not have dedicated garage departures. Vehicles serving these routes begin their daily assignments on another route and transition into 6 Express or 50 Teal later in service. The pull-out is therefore attributed to the route on which the vehicle first enters service; their absence from the route charts does not represent missing pull-out data.

Measures Not Yet Reporting

Surge parking. Occupancy sensors are currently deployed only at the China Bridge structure. The surge parking measure is intended to describe how the parking system performs during peak demand, including how long parking locations remain at or above capacity and where vehicles go once they fill, which cannot be assessed at a single facility. Establishing a baseline requires sensor coverage on Main Street and other surface lots, so that occupancy and spillover can be observed across the system rather than at a single structure. Therefore, we are not reporting a surge-window figure this

quarter. Expanding sensor coverage, which is in process, is the prerequisite; once it is in place and a full peak season has been recorded, staff will propose a numeric standard.

Mode share. Mode share is a long-range outcome measure and reports on a multi-year survey cycle rather than quarterly, consistent with the adopted framework. The most recent measurement, developed during Park City Forward, put drive-alone travel at 52 percent against a 2050 target of 36 percent. Mode share responds to land use, parking policy, and capital investment over a period of years, so a quarterly figure would show noise rather than progress. The next measurement is scheduled for 2027/28, and we will report results to Council at that time.

Customer feedback. The standard is to respond to 95 percent of customer requests within 48 hours. Based on day-to-day experience, staff believe the department is meeting that standard, but the belief cannot yet be verified: there is no formal system in place to log requests and time responses against them. Building that capability is underway as part of the City's website transition, and staff expect to report a measured figure once it is in place. The gap here is in measurement, not in responsiveness.

Priorities Heading for FY27

1. Close the pull-out data-capture gap on Routes 2 Green and 3 Blue, so pullout adherence can be reported with full confidence.

2. Watch the on-time trend through peak summer to confirm the spring-to-June drift is seasonal and stabilizing.

3. Deploy sensors to cover all Old Town paid parking locations, gather data, then propose a numeric surge-parking standard.

4. Complete customer-feedback data connection.

5. Continue tuning off-peak service hours to demand, given it’s the clearest available efficiency gain.

Taken together, these priorities put the full framework on a consistent reporting footing by the end of FY27. Six of the seven adopted measures will report every quarter against a numeric standard; mode share, as a long-range outcome measure, will report on its established survey cycle. From FY27 forward, Council should expect the same measures each quarter, so results can be compared over time.

Exhibits

Exhibit A: Q4 FY26 Performance Metrics Data

Q4 FY26 Performance Metrics Data

Seven adopted measures · Transit operating metrics cover April 5–June 30, 2026

Residential coverage

90.6%

standard 90%

On target

On-time performance

89.8%

standard 90%

0.2 points below target

Pull-out adherence

97.8%

standard 97%

On target

Coverage productivity

7.8

target 8 /rev hr

0.2 below target

Ridership productivity

10.2

target 14 /rev hr

Below; recovering

Surge parking

In progress

Sensor coverage in development

Mode share (drive alone

52%

36% by 2050

Long-range measure

Customer feedback

In progress

standard 95% / 48 hrs

Capability in development

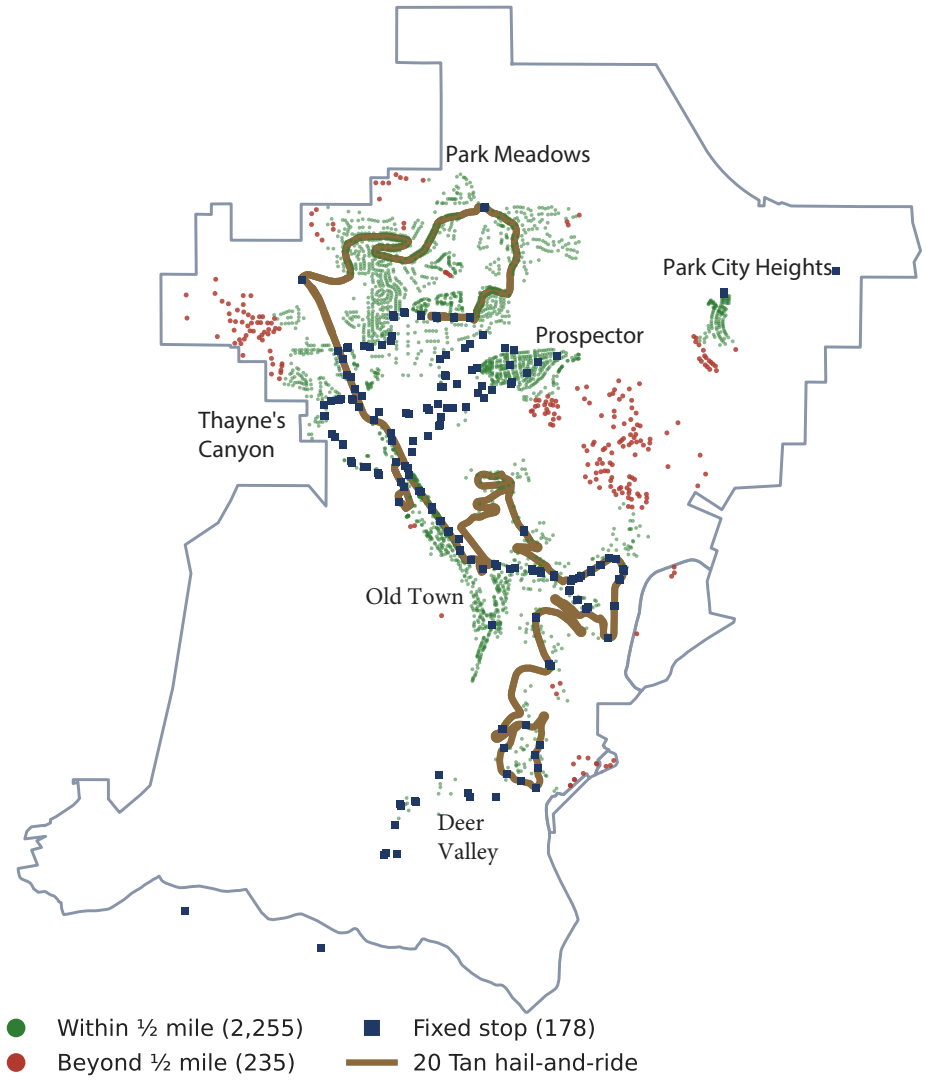
Reading this exhibit

- Routes are held to different productivity targets depending on their job. Ridership routes are expected to carry high volumes; coverage routes exist to reach places that would otherwise have no service at all.
- Pull-out adherence covers only the trips with a usable timing record — 91.2% of scheduled pull-outs this period. The pull-outs were operated but produced no usable timing record; their punctuality cannot be determined.
- The Trolley is excluded from on-time performance. It follows a fixed route like the other lines, but it runs on frequency rather than a timetable: vehicles arrive at a set interval instead of at posted departure times, so there is no scheduled time to measure against.
- Surge parking is not reported this period. Occupancy sensors are installed only at the China Bridge structure, and a system-wide baseline needs coverage on Main Street and the surface lots as well.
- Transit operating metrics exclude April 1–4 because winter service remained in effect through April 4. Residential coverage and mode share use the latest available data.

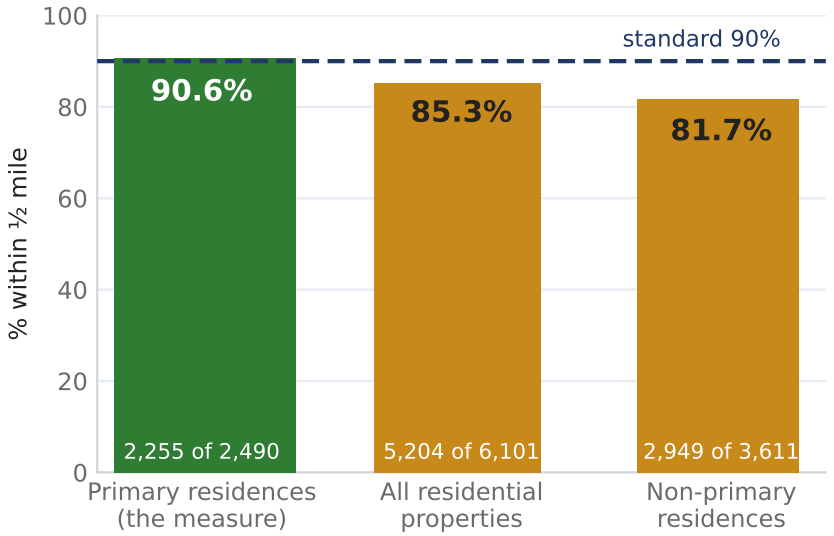
Residential Coverage

Primary residences within a modeled half-mile walk of transit · standard 90%

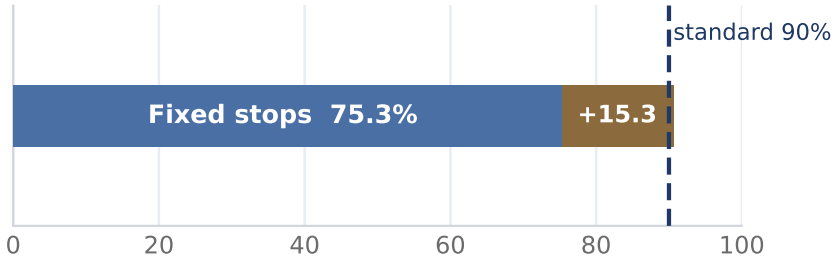
Primary residences with half-mile walk to public transit



Coverage by property class · primary is the measure



What the 20 Tan hail-and-ride corridor contributes

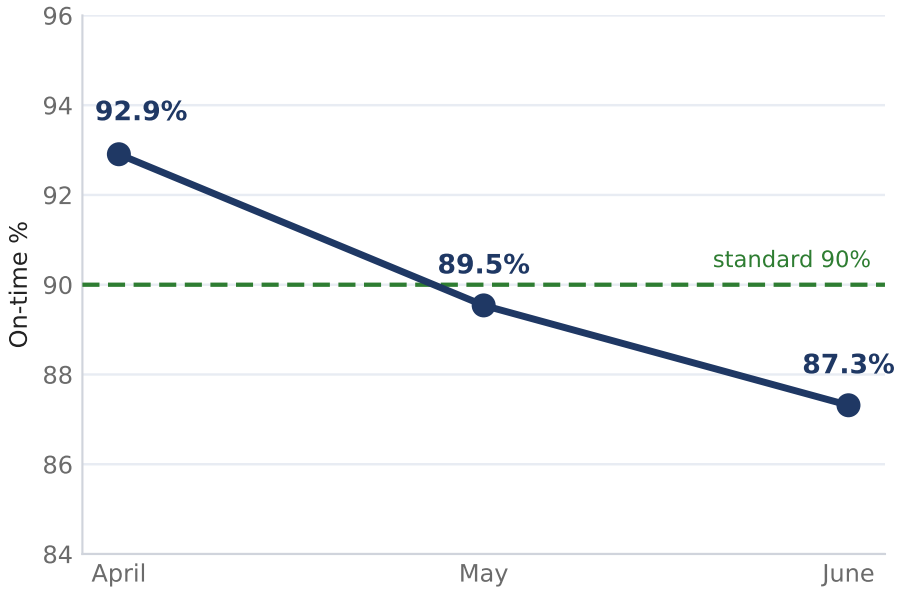


The 20 Tan corridor brings 381 primary residences inside the half-mile threshold, worth 15.3 percentage points. On fixed stops alone coverage would be 75.3%, well below standard - the corridor accounts for the entire margin above the 90% standard.

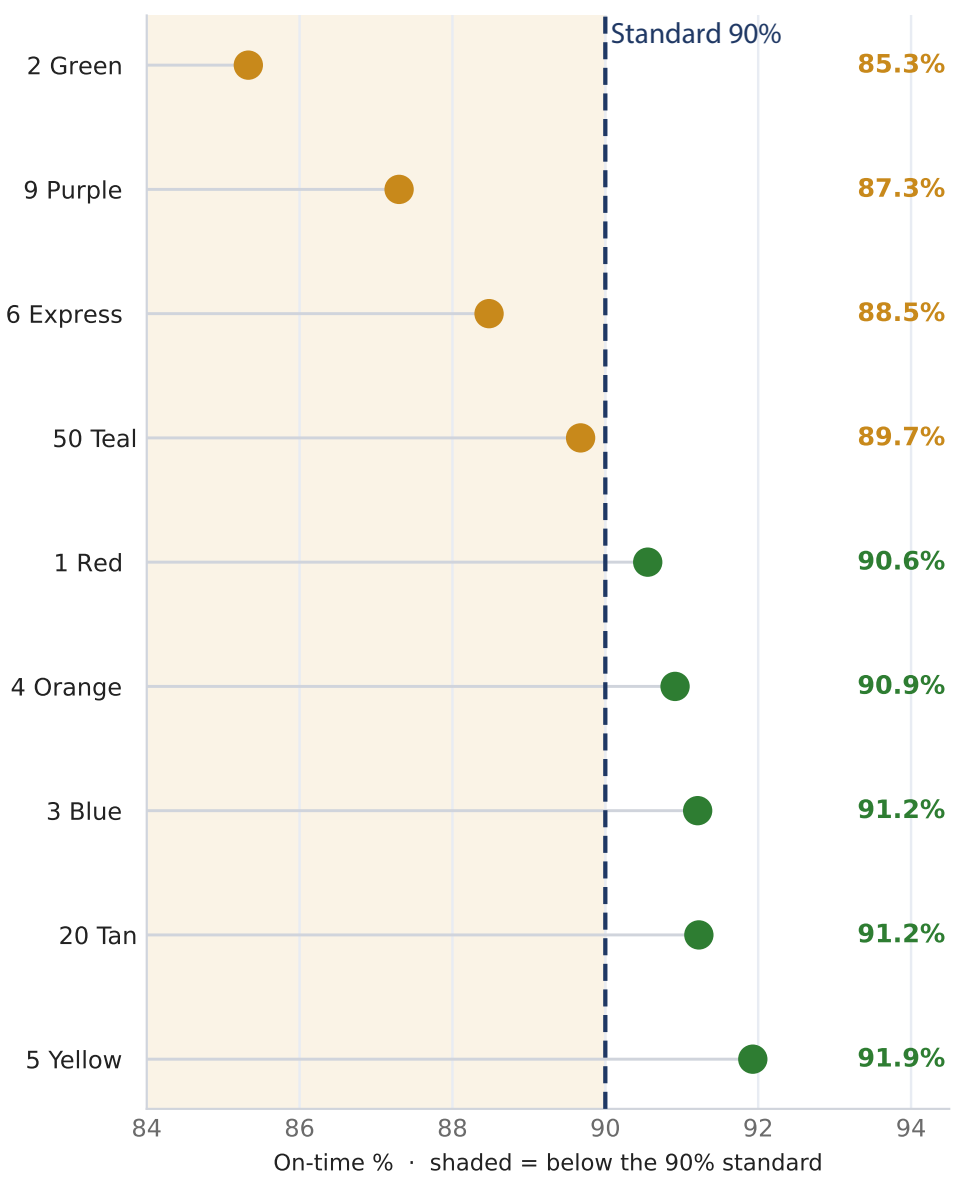
On-Time Performance

Departures 0 seconds early to 5 minutes late · standard 90% outside winter service

Monthly trend



By Route



What the trend shows

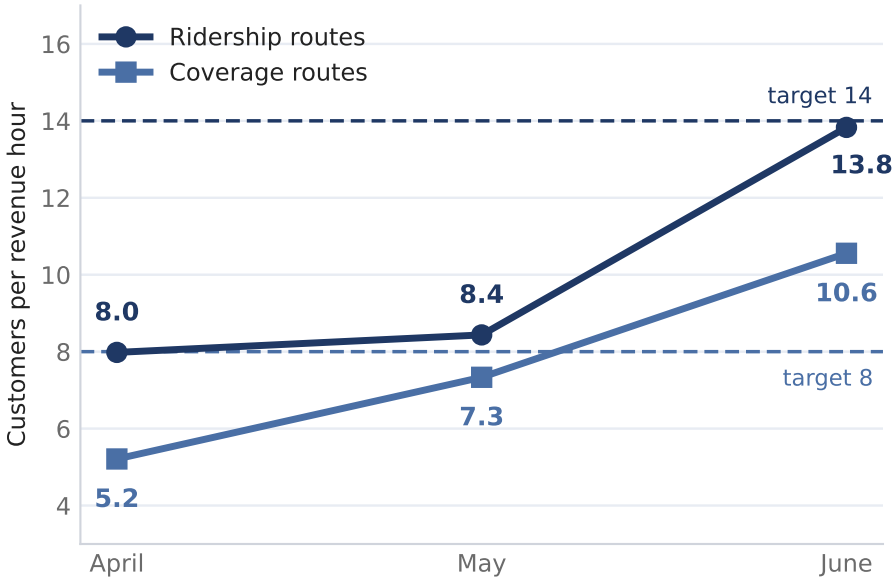
The period closed at 89.8%, a fraction below the 90% standard. April ran well clear of standard; performance eased through May and June as summer visitation, construction detours and traffic builds up.

Route results stay tightly clustered - eight of nine routes fall within six points of each other. Route 2 Green is the clear outlier and is also one of the two routes with pull-out capture problems.

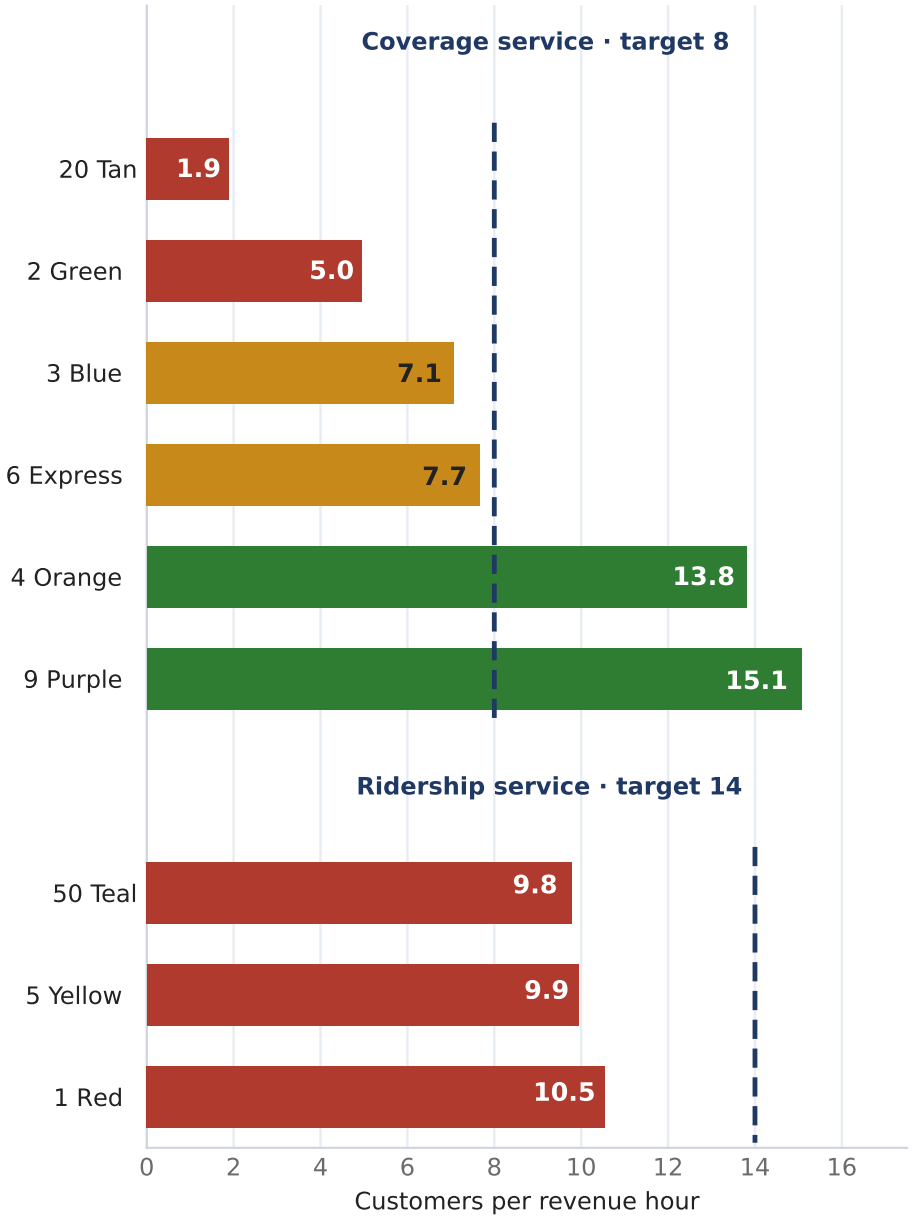
Efficiency - Customers per Revenue Hour

Off-peak standards: ridership routes 14 · coverage routes 8

Monthly trend by service class



By route



What the trend shows

Both route classes climb steeply as summer visitation returns. By June ridership routes reach 13.8 CPRHr against a target of 14, and coverage routes reach 10.6 against a target of 8.

April and May are the year's lowest-demand months. Service is maintained by design to preserve access, which is why the full-period averages sit below the June result.

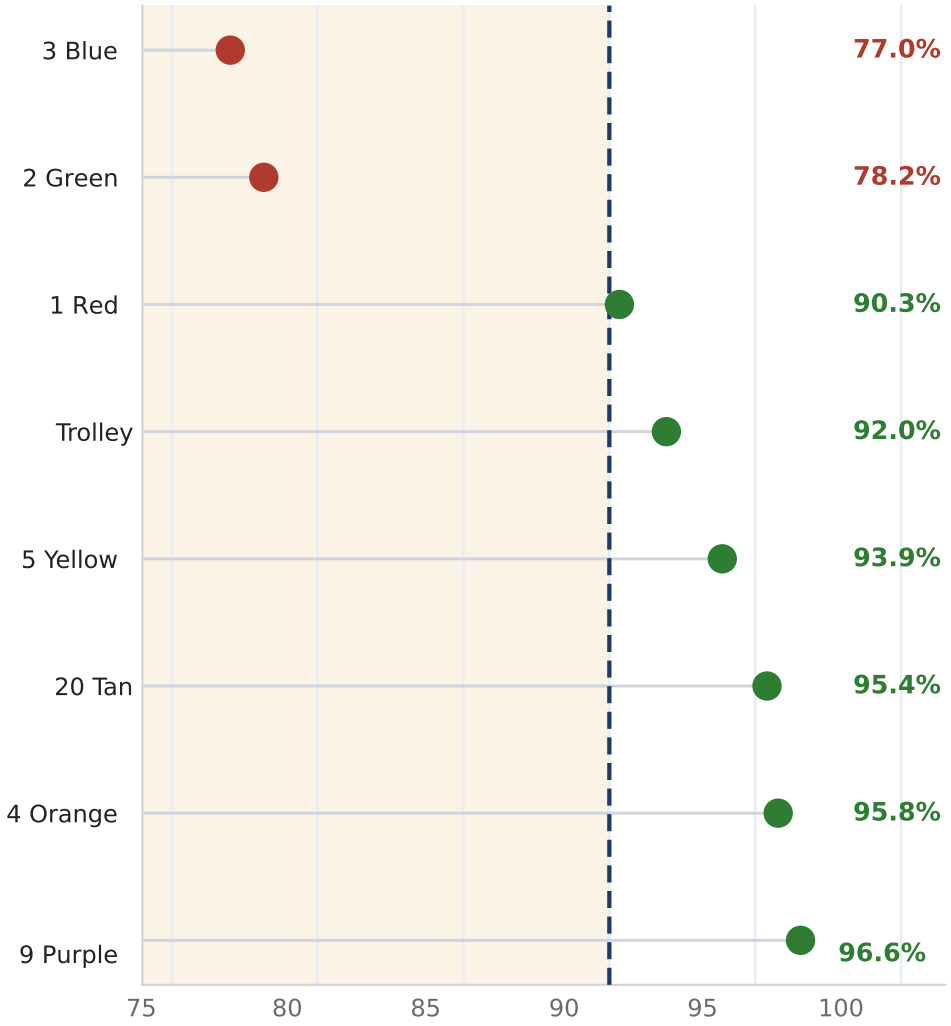
Pull-Out Adherence

Standard: 97% of pull-outs departing on time · measured on trips with a usable timing record

Adherence is strong where it is measured, 97.8% system-wide, above the 97% standard.

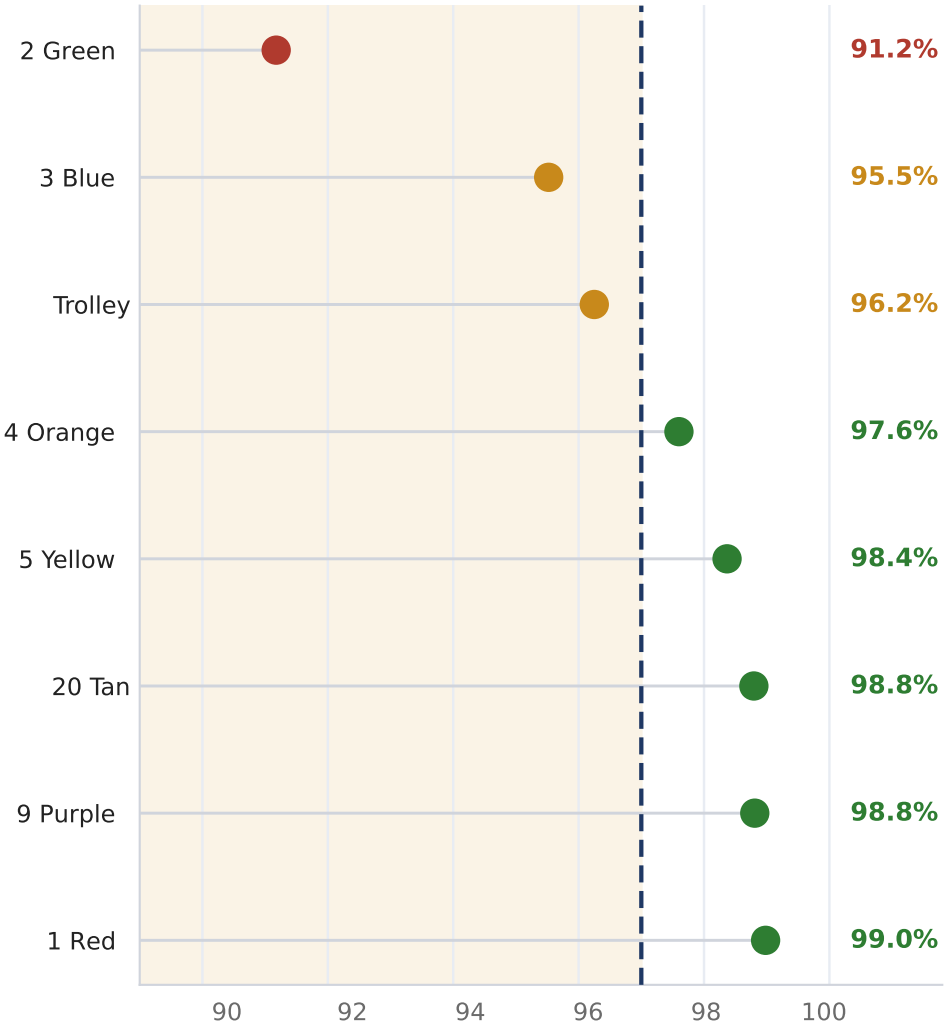
The issue is completeness: 122 of 1,392 scheduled pull-outs (8.8%) produced no usable timing record, concentrated on 2 Green and 3 Blue. Routes 6 Express and 50 Teal do not have dedicated garage departures; their vehicles begin service on other routes, where the corresponding pull-outs are recorded.

Data capture rate by route



% of scheduled pull-outs with a usable timing record · shaded = below 90%

Adherence among tracked departures



% departing on time or early · shaded = below the 97% standard

City Council
Staff Communications Report

Subject: Park Silly Sunday Market Mid-Season Review
Author: Aaron Archie
Department: Special Events
Date: August 20, 2026

Summary

A mid-season review of the Park Silly Sunday Market (PSSM) is recommended per the City Services Agreement (Agreement). We find that PSSM consistently operates within the terms outlined in the Agreement, including compliance with the Council-approved "Measures of Success" metrics (Exhibit A) and the Level Four Special Event Permit.

At this time, no additional changes or adjustments to operations are recommended.

As required, we plan to return to the City Council on October 22, 2026, for an end-of-season debrief of the 2026 season, and approval of the PSSM 2027 market dates.

History

A full history of the PSSM can be found here. This is the third year of the Agreement, approved on October 26, 2023 (report p. 140 / minutes p. 9), which includes the following:

- Contract Length: Seven-year contract from 2024 to 2030 [the original four-year term, and an option for a three-year renewal beginning in 2028, which was exercised by PSSM and approved by Council on August 14, 2025 (report p. 304 / minutes p. 13)].

SUPPLEMENTAL PLAN:

On April 30, 2026 (report p. 219 / minutes p. 16), the City Council approved the 2026 PSSM supplemental plan.

- Number of Days: 11 Sundays each year.
- Location: Lower Main Street (between Heber and 9th Street).
- Noise: No amplified sound from 10 a.m. to noon. From noon to 5 p.m., the maximum decibel limit is 75 (noon start band and load in / sound check. The music will begin at 1 p.m.).
- Vendor Mix: No importers or resellers are allowed, and no more than 12 jewelers and 12 food vendors at each market.
- Transportation Plan: PSSM will mitigate the adverse impacts of traffic by hiring additional shuttles on the two busiest days to assist Park City Transit. The PSSM will guarantee a bike valet at each market and continue to promote alternative

modes of transportation. Additionally, the PSSM will continue to provide pedestrian management at the intersection of Heber and Main Street and offer bollard installation.
- City Service Fees: City fees for 11 market dates are waived, up to a maximum of $85,000.

PSSM INITIATIVES:

We find that PSSM complies with the Agreement, the Council-approved "Measures of Success" metrics (Exhibit A), and the Level Four Special Event Permit. This review covers the first five markets from June 7 to July 12, 2026. Below is a summary of highlights:

- Sustainable Measures – The contracted waste diversion rate for PSSM is 80%. For the first five weeks of the season, PSSM surpassed the requirement with an 85% diversion rate.
- Transportation Initiatives
    - A free bike valet service is offered every Sunday. In the first five weeks, a total of 608 bikes were parked.
    - PSSM actively markets the use of Transit and the Richardson Flat Park-and-Ride, which operates on a 20-minute frequency.
    - PSSM performed bollard installation as required to ensure pedestrian safety and manage vehicle access.
    - PSSM hired Pedestrian crossing guards who are stationed at the Heber Avenue and Main Street intersection to assist with safe and efficient crossings.
- Vendor Mix – The Agreement allows a maximum of 12 jewelers and 12 food vendors per market, and PSSM has met this requirement at each market to date.
- Noise Compliance – Under the Relief from Noise Restriction (Section 6-3-11), amplified sound is permitted up to 75 decibels between noon and 5:00 p.m. The Police Department has taken proactive noise readings at each market and confirmed compliance. No noise complaints have been reported to date.
- Community Partnerships – PSSM continues to highlight and support a broad range of nonprofit organizations, including: Nuzzles & Co, Fight Against Domestic Violence, Avian Sanctuary, UT Chinese Association, Wasteless Solutions, The Nature Conservancy, Southern Utah Wilderness Alliance, Wasatch Back Country Rescue, Egyptian Theater, KPCW, Torrey House, Connect Summit County, Speedy Foundation, First Utah Robotics, Peace House, PC Library, PC Rotary, Ssejinja Children Foundation, PC Artist Association, Summit County, The Hummingbird Hospital, Otters and Others Zoo and Conservation, Scouting America, and Friends of Ski Mining History.

CITY DEPARTMENT INITIATIVES:

Building:

- PSSM has been working with the Park City Fire Marshall to meet and maintain Fire Code NFPA 701 tent and temporary structure standards. PSSM has received a Pass of their Fire Inspection on all of the first five weeks of the Market.

Parking:

- Parking has consistently filled in China Bridge and the Swede Alley surface lots by 11:45 am each Sunday. Although a portion of China Bridge has been out of service due to construction, the parking revenue from comparable weeks in 2025 are only slightly higher than the same weeks in 2026, so construction impacts have been minimal to parking revenues. However, HPCA members have expressed frustration with the construction delays and the impacts to parking availability during the peak summer months thus far.

  The tables below show a comparison of parking revenue for the five comparable Market dates of 2025 and 2026:

Park Silly Sunday 2026 $9/hour				Park Silly Sunday 2025 $9/hour		
Date	Revenue	Transactions		Date	Revenue	Transactions
6/7/2026	30,984	1721		6/8/2025	28,435	1561
6/14/2026	31,655	1844		6/15/2025	29,265	1643
6/21/2026	28,649	1667		6/22/2025	35,063	1901
6/28/2026	33,467	1938		6/29/2025	30,491	1696
7/12/2026	32,320	1878		7/13/2025	37,326	2073
Total	**157,075**	**9048**		**Total**	**160,580**	**8874**

Transit

- With event parking rates (p. 26) and improved transit frequency, Richardson Flat recorded a total of 932 riders over the first five Sundays. Overall, 16,962 people used transit to attend the event from weeks 1 thru 5.

  The tables below show a comparison of ridership data for the first five Market weeks of 2025 and 2026:

Route	6/1/2025	6/8/2025	6/15/2025	6/22/2025	6/29/2025	Total
01 Red	711	731	781	911	982	4116
02 Green	159	224	224	242	377	1226
03 Blue	233	294	225	259	349	1360
04 Orange	266	297	230	292	307	1392
05 Yellow	572	630	584	717	804	3307
06 Express	559	427	200	260	245	1691
09 Purple	234	277	224	207	197	1139
20 Tan	45	24	24	42	47	182
50 Teal	404	384	339	455	581	2163
Trolley	232	247	210	174	255	1118
Total	**3415**	**3535**	**3041**	**3559**	**4144**	**17694**

Route	6/7/2026	6/14/2026	6/21/2026	6/28/2026	7/12/2026	Total
01 Red	573	726	711	682	722	3414
02 Green	209	266	255	253	351	1334
03 Blue	295	315	392	296	359	1657
04 Orange	286	143	155	387	300	1271
05 Yellow	722	852	856	708	921	4059
06 Express	130	113	97	322	270	932
09 Purple	289	261	250	188	459	1447
20 Tan	22	34	48	56	27	187
50 Teal	377	351	260	410	401	1799
Trolley	37	151	261	209	204	862
Total	**2940**	**3212**	**3285**	**3511**	**4014**	**16962**

Funding

Per Section 6.1.1 of the Agreement, PSSM is entitled to waived City Service Fees and City-related expenses not exceeding $85,000. Funding for City Services is covered within existing budgets and comes from the General Fund.

The estimated City Service Fees and related expenses for 2026 were projected at $83,176 (April 30, 2026, report p. 219 / minutes p. 16). No changes to this estimate are anticipated at this time.

City Service Fee	Preseason Estimate
Special Event Permit - Level 4 - CIE Rate	$384
Building Permits	$2996
Parking Removal	$8,096
Banner Installation	$700
Public Safety Personnel	$66,100
VMS & barricades/equipment	$4,400
Communications and Outreach	$500
Bollard Management (provided by PSSM)	$0
Pedestrian Management (provided by PSSM)	$0
Estimated City Service Fees	**$83,176**

Exhibits

A: 2026 Park Silly Sunday Market Mid-season Measures of Success

Park Silly Sunday Market – 2026 Mid-Season

Measures of Success

Legend

S – Succeeded in meeting Contracted Requirement

I - In progress / Meeting Requirements

U – Unsatisfactory - Not meeting Requirement

Vendor Mix		
Jewelers (allowed per week maximum) i. 2026- 12	**Notes**: Requirements are currently being met	S
On-site Food Vendors & Snack food Vendors (per week maximum) i. 2026 - 12	**Notes**: Requirements are currently being met	S
PSSM will invite two (2) HPCA representatives in the jurying of jewelry vendors.	**Notes**: Requirements are currently being met	S
PSSM will coordinate three (3) working group meetings with the HPCA and PCMC to identify possible conflicts and/or issues with vendor mix.	**Notes**: Remaining meeting dates to be coordinated by HPCA, PSSM, and the City	I
PSSM will provide the City with a list of vendor classification definitions along with preference criteria for vendor mix.	**Notes**: Requirements have been provided and met.	S
Parking / Traffic / Pedestrian Management		
Create an event parking plan i. Identify vendor vehicles with license plate identification. ii. Identify public parking locations both in Old Town/Main Street along with alternative parking areas. iii. Identify locations where parking will be removed to provide space for the event and mitigate impacts of the event iv. Continue increased communication between departments and PSSM to encourage parking of vendors in suggested vendor locations.	**Notes**: Vendor parking is occurring as recommended, away from Park Avenue. Parking fees for China Bridge are $9/hr. with a $40 max/day, and event parking has not been an issue. China Bridge generally fills during the peak hours of the Market between 11:30am and 3pm.	I
Work with Special Events and Transit to get alternate transportation messaging out with: i. Co-messaging with PC Transit Dept. ii. PSSM will create and implement different methods of informing the public (PSAs, print ads) iii. Create and implement a program encouraging non-motorized forms of transportation to the market. ix. Addition of Shuttle Service on expected heavy attendance days – July 19, and September 6, 2026.	**Notes**: PSSM website & Social Media, and City Social Media have successfully been promoting transportation alternatives including City transit, bikes, or walking to attend. Extra shuttle service was available at the July 19 Market.	S

Submit a Sign Plan to Staff at the time of the Supplemental Plan containing the following: i. Locations ii. Size & Type iii. Message iv. Placement and removal times	**Notes**: Requirements have been met.	S
Work with the City to create a pedestrian management plan that addresses the crossings of Heber/Main and Swede Alley	**Notes**: PSSM is responsible for Pedestrian Management at Heber and Main.	S
Market Set-Up and Inspections		
a. Weekly notification to staff of footprint or operational changes	**Notes**: No footprint or operational changes reported to date in 2026.	S
b. Location of interior sponsor signs	**Notes**: Requirements are currently being met	S
Street Cleaning and Trash Removal		
a. Pre-meet with the City's Street Department to create a street cleaning and trash removal plan.	**Notes**: Requirement has been met.	S
b. Meet with the Street Department two (2) additional times throughout the summer to address any issues with the plan.	**Notes**: Will meet during the midsummer break and the second half of the 2026 Market Season – dates TBD	I
Coordination with PCMC and HPCA		
a. PSSM will schedule monthly 'Working Group" meetings from June through September.	**Notes**: Meetings have been taking place, and future month's meetings scheduled and placed on calendars.	I
c. PSSM will schedule a weekly market walk-through with City representatives.	**Notes**: PSSM and the City have been engaged in the weekly meetings.	S
d. PSSM will supply the City Representatives with weekly reports containing the following. i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of the number of vendors and types iv. Provide a list of other sustainable efforts throughout the event. v. PSSM to participate in and provide a list of City functions related to Green Event management that they participate in,	**Notes**: Weekly reports have been received. Requirements are currently being met for in-season reporting. End-of-season review requirements are on track.	S

as well as a list of non-profits which they provide sustainable mitigation efforts for. vi. PSSM to present a year-over-year comparison for sustainable effort comparison in coordination with the City during the annual end-of-season review.		
e. PSSM will supply the City Representatives with an ongoing list of vendor and staff license plates: i. Before the start of the June 7 Market. ii. At any time they add license plates to the market throughout the 2026 season. iii. License plate lists should be provided to the City Representative no later than 10:00 a.m. each Sunday.	**Notes**: Requirements have been and are currently being met.	S
Marketing and PR		
a. HPCA logo on all advertisements & promotions	**Notes**: Requirement has been met.	S
b. Engage in cross promotions with Chamber, HPCA, Park City Restaurant Association.	**Notes**: Requirements currently being met.	I
c. Media – The HPCA logo and sponsorship credits will be provided in all media placement that the PSSM currently employs, including but not limited to: I. Print ads II. Ads, links, or info listings on Utah tourism, business, and special internet websites; III. Periodic television coverage; IV. Radio PSAs and promotions; V. Website spots, summer guides, fairs, non-profit organization calendar listings; VI. Email blasts; and VII. Social media (if applicable)	**Notes**: Requirements currently being met. PSSM has minimal marketing efforts, focusing only on social media locally.	I
Other Items:		
Quantify Marketing & PR Value	**Notes:** In progress for the 2026 season.	I
PSSM shall present an annual Measures of Success evaluation preceding market season. This report will contain the following: i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of the number of vendors and types iv. List of non-profit groups attending the market v. Advertising information etc. vi. Transportation and parking counts – to be coordinated with the PCMC Transportation Services Department	**Notes**: Requirement has been met.	S

PSSM Vendor Types Definition & Vendor Mix

All categories are juried by the PSSM staff by way of required online application details including, but not limited to: product descriptions, photo samples of products, photo of booth display, history/business description including their 'story', list of sources and co-packing use.

PRIORITY 1: Artisan- A vendor that sells unique, art and handmade crafts (excluding food and jewelry). Starting materials must be significantly altered and enhanced by the artist. Preferential consideration given to local artists based in the state of Utah.

PRIORITY 2: Farmer - A vendor that sells fresh produce from his or her farm and/or a vendor that sells food products made of produce from his or her farm.

PRIORITY 3: Jeweler - A vendor that sells unique, handmade jewelry of their own making and design. limited space available in this category (12 per market date).

PRIORITY 4: Gourmet Food - A vendor that sells foods or baked goods, made in Utah, which are intended/packaged for off-site consumption. Preferential consideration given to members of Utah's Own.

PRIORITY 5: Designer - A vendor that plans the precise form, look or working of an item, excluding jewelry, in writing before such item(s) is manufactured pursuant to that vendor's specific request. To qualify as a designer, the vendor shall be required to submit specific design plans for all items to be sold at the market. Preferential consideration given to local designers based in the state of Utah.

PRIORITY 6: Young Vendor - A vendor, 17 years of age or younger, that sells their own unique, handmade goods.

PRIORITY 7: Food - A vendor that prepares and sells food for consumption at the Market. First right of refusal is offered through the HPCA membership. Limited space available in this category (12 per market date, 10 of which are propane approved space)

PRIORITY 8: Service Vendor -A vendor that provides on-site services to market attendees (ex. - henna, face-painting).

City Council Staff Report

Subject: Municipal Election Code Amendments
Author: Michelle Kellogg, City Recorder/Election Official
Department: Executive
Date: August 20, 2026

Recommendation
Council should review the municipal election code amendments and approve the ordinance to be in compliance with state code.

Executive Summary
The State Legislature passed SB 321 in 2026, which requires that candidates for Mayor or City Council file a campaign finance report each January 10 to show the activity in their campaign accounts from the previous year. Candidates must file each year until they close their campaign account and submit a statement of account dissolution and final summary report.

Other recent changes to Utah law are incorporated in the amendments. For example, candidates who are unsuccessful in their campaigns and who file for subsequent mid-term council or mayoral vacancies, must submit campaign finance reports to show any additional donations and expenditures for that time period.

The proposed code amendments and clarifying changes bring the City into compliance with state law.

Analysis
The City is required to comply with the new reporting requirements. Although the City may make the year-end reporting requirements stricter, it must enforce the statutory requirements at a minimum. If the City did not update its code, the statutory requirements would control, and the City would still need to comply with and enforce the new requirements.

Exhibits
A: Redlined Code Amendments
B: Election Amendments Ordinance

3-3-2 Definitions

A. **CAMPAIGN FINANCE STATEMENT**. Sworn financial statement disclosing ~~election campaign~~ contributions, ~~and~~ expenditures, receipts, donations, and disbursements ~~statement prepared and executed by a candidate~~, as described in Section 3-3-5(A).

B. **CAMPAIGN COMMITTEE**. A committee of citizens formed to campaign for a specific candidate.

C. **CANDIDATE**. An individual~~y person~~ who:

1. files a declaration of candidacy for an elected office of the City; or
2. receives contributions, makes expenditures, or gives consent for another person to receive contributions or make expenditures to bring about the person's nomination or election to such office; or
3. causes on ~~his or her~~the individual's behalf, any written material or advertisement to be printed, published, broadcast, distributed or disseminated which indicates an intention to seek such office.

D. **CONTRIBUTION**.

1. Any of the following when done for political purposes:
   a. a~~A~~ gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value, given to or on behalf of a candidate, or a candidate's election committee.
   b. a~~A~~n express, legally- enforceable contract, promise, or agreement to make a gift, subscription, donation, loan, advance, or deposit of money or anything of value to or on behalf of a candidate, or a candidate's election committee.
   c. a~~A~~ny transfer of funds from a political committee, a party committee, another candidate, an officeholder, or a campaign committee to a candidate, or a candidate's election committee.
   d. c~~C~~ompensation paid by any person or committee, other than the candidate, or the candidate's election committee, for personal services rendered for, but without charge to, the candidate or the candidate's election committee;
   e. g~~G~~oods or services provided at less than fair market value to, or for the benefit of a candidate, or a candidate's election committee;~~.~~
   f. a~~A~~ loan made by a candidate deposited to the candidate's own campaign; and
   ~~e.~~g. a~~A~~n in-kind contribution.
2. For the purposes of this Chapter, contributions other than money or its equivalent shall be deemed to have a value equivalent to the fair market value of the contribution.
3. 'Contribution' does not include:
   a. services provided without compensation by an individual or individuals volunteering their time on behalf of a candidate, or a candidate's election committee;
   b. money lent to a candidate or a candidate's election committee, at market rate, in the ordinary course of business.

E. **DISBURSEMENT**. Monies, transfers, or other withdrawals from a fund for any purpose.

F. **EXPENDITURE**.

1. Any disbursement from contributions, receipts or from the separate bank account required by this Chapter;
2. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value, made by or on behalf of a candidate or a candidate's election committee for political purposes;
3. An express, legally- enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value, by or on behalf of a candidate or the candidate's election committee for political purposes;

3.4. Compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;

4.5. A transfer of funds between ~~political or party committees and~~ the candidate and a candidate's election committee; or

5.6. Goods or services provided by a reporting entity to or for the benefit of ~~another~~ the candidate ~~or another candidate's election committee~~ for political purposes at less than fair market value.

7. 'Expenditure' does not ~~mean~~include:

a. services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate; or~~.~~

6.b. money lent to a candidate by a financial institution in the ordinary course of business.

G. **ELECTION OFFICIAL**. The City Recorder or designee.

~~H. **FINANCIAL STATEMENT**. A statement disclosing contributions, expenditures, receipts, donations, or disbursements that is required by this Chapter.~~

~~I.~~H. **POLITICAL PURPOSE**. An act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate for public office at any primary or general election.

~~J.~~I. **REPORTING DATE**.

1. Seven (7) days before a primary, twenty-eight (28) days before the municipal general election, and seven (7) days before the municipal general election for a campaign finance statement to be filed.
2. ~~A final campaign finance statement is required to be filed no later than t~~Thirty (30) days after a municipal primary for the eliminated candidates.
3. Thirty (30) days after ~~or~~a general election for all candidates in the general election.
2.4. January 10 of each year thereafter until the candidate disposes of surplus funds and files a statement of account dissolution and final summary report with the Election Official.

~~K.~~J. **CASH REPORTING LIMIT**. $50.

~~L.~~K. **SURROGATE**. Any committee, party, organization, or other person or group who holds or maintains a fund for the benefit of an elected official.

3-3-3 Separate Bank Account Required

1. Each candidate or candidate's ~~personal election~~ campaign committee shall deposit each contribution received in one or more separate campaign accounts in a financial institution.
2. The candidate or candidate's ~~personal~~ campaign committee may use the monies in those accounts for political purposes only.
3. A candidate or a candidate's ~~personal~~ campaign committee may not deposit or mingle any contributions received into a personal or business account.
4. If a person is no longer a candidate, surplus campaign funds ~~must~~ may be dispersed pursuant to ~~criteria in~~ Section 3-3-6 ~~below~~ and reported in the candidate's final ~~campaign statement~~summary report and statement of account dissolution.

3-3-5 Campaign Contributions And Expenditures To Be Reported

Each candidate or election campaign committee must file a sworn campaign ~~contribution and expenditure~~ finance statement, that reports all of the candidate's itemized and total campaign contributions, including in-kind and other non-monetary contributions, and campaign expenditures, up to and including five (5) days before the campaign finance statement is due~~as of the reporting date~~, as follows:

A. **SWORN ~~ELECTION~~ CAMPAIGN ~~CONTRIBUTION AND EXPENDITURE~~ FINANCE STATEMENT - CONTENT**. ~~The~~ Each campaign finance statement~~s~~ shall include a detailed listing of each monetary and ~~service~~ non-monetary contribution received and expenditure made, as follows:

1. **Contributions**. A ~~list~~ report of the itemized and total~~of campaign~~ contributions, including in-kind and other non-monetary contributions, ~~more than fifty dollars ($50.00)~~ received. Except as provided in Subsection A(3), the statement must identify the following: ~~by, or on behalf of, the candidate or his/her election committee, including:~~
    a. the name and address of the contributor;
    b. the date contribution was received;
    c. dollar amount contributed or fair market value of ~~service~~ each nonmonetary contribution~~ed~~; and
    d. a net balance of contributions for the period.

~~2. **Contributions Fifty Dollars ($50.00) or Less.**~~
    ~~a. For all individual contributions or public service assistance $50 or less, a single aggregate figure may be reported without separate detailed listings.~~
    ~~b. Two (2) or more contributions from the same source that have an aggregate total more than $50 may not be reported in the aggregate, but shall be reported separately per section (1) above.~~

3. **Expenditures**. A ~~list~~ report of the itemized and total ~~of~~ expenditures made~~and obligations incurred as a part of the campaign effort~~. Except as provided in Subsection A(3), the statement must identify the following~~shall include~~:
    a. the name and address of every recipient to whom disbursement was made;
    b. the amount expended or the fair market value for each non-monetary expenditure~~, the fair market value of the expenditure~~;
    c. the date of payment; and
    d. a net balance of expenditures for the period.

4. **Total Contributions and Expenditures ~~Fifty Dollars ($500.00)~~ or Less**.
    ~~a. For all individual contributions or public service assistance $50 or less,~~ If a candidate receives $500 or less in contributions and spends $500 or less on the campaign, then the campaign finance statement must report the total amount of all contributions and expenditures, ~~a single aggregate figure may be reported~~ without ~~separate~~itemized, detailed listings.
    ~~b.~~a. ~~Two (2) or more contributions from the same source that have an aggregate total more than $50 may not be reported in the aggregate, but shall be reported separately per section (1) above.~~

5. **Statements Balances**. Each campaign finance statement shall include the net balance from the previous statement, if any, and show a net balance from the last statement plus all receipts minus all expenditures.

6. **Reporting Period**. The campaign finance statement must include all information about all contributions received and expenditures made up to and including five (5) days before the campaign finance statement is due.
    a. Candidates may exclude contributions and expenditures previously reported.

~~5.~~7. **Sworn Statement**. The campaign finance statement shall contain a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported for the reporting period.

B. **REPORTING ~~SWORN ELECTION~~ CAMPAIGN ~~CONTRIBUTION AND EXPENDITURE~~ FINANCE STATEMENTS ~~IN THE EVENT OF~~ WHEN A PRIMARY ELECTION IS HELD – DEADLINES**. If ~~n the event~~ a p~~P~~rimary e~~E~~lection is required, each candidate running for the office of Mayor or City Council shall file a~~n initial~~ campaign finance statement with the

Election Official no later than seven (7) days ~~preceding~~ before the date of the primary election, applying the~~. See~~ criteria ~~outlined~~ in Section (A).

1. **~~Reporting FINAL SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT By~~ Candidate(s~~S~~) Eliminated i~~I~~n Primary~~ - DEADLINE~~**. ~~Those~~ Each candidate~~s~~ eliminated in the primary election ~~must~~ shall file a ~~final~~ campaign finance statement with the Election Official within thirty (30) days after the day on which the primary election is held. ~~reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A) above. The final campaign finance statement shall contain a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported as of the date the statement is executed, and that there are no bills or obligations outstanding and unpaid except as set forth in that report. Refer to Section 3-3-6 below concerning disposition of surplus campaign funds.~~
2. **~~REPORTING SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT PRECEDING MUNICIPAL GENERAL ELECTION - DEADLINE~~Candidate(s) Not Eliminated in Primary**. ~~Following the primary election, e~~Each candidate ~~who is~~ not eliminated ~~for the office of Mayor or City Council in the general election~~in the primary election shall file a campaign finance statement with the Election Official no later than:
    a. t~~T~~wenty-~~-~~eight (28) days before the day on which the municipal general election is held; ~~and~~
    b. seven (7) days before the day on which the municipal general election is held; and
    c. thirty (30) days after the day on which the municipal general election is held.~~, reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A). If there is no primary election, these deadlines apply to each candidate who participates in the race for the office of Mayor or City Council~~

C. **REPORTING ~~FINAL SWORN ELECTION~~ CAMPAIGN ~~CONTRIBUTION AND EXPENDITURE~~ FINANCE STATEMENTS FOR ~~A~~ MUNICIPAL GENERAL ELECTIONS - DEADLINES**. All candidates in the general election ~~must~~ shall file a ~~final~~ campaign finance statement with the Election Official no later than:

1. ~~T~~twenty-~~-~~eight (28) days before the day on which the municipal general election is held;
2. seven (7) days before the day on which the municipal general election is held; and
~~A.~~3. thirty (30) days after the day on which the general election is held.~~ reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A) above. The final campaign finance statement shall contain a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported as of the date the statement is executed, and that there are no bills or obligations outstanding and unpaid except as set forth in that report. Refer to Section 3-3-6 below concerning disposition of surplus campaign funds.~~

~~**AMENDED FINAL SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT**. In the event a candidate or candidate's campaign committee receives a contribution or makes an expenditure after the candidate's final campaign finance statement has been submitted to the Election Official, an amended~~

~~final sworn campaign finance statement must be filed with the Election Official within five (5) days of receipt of the contribution or expenditure.~~

D. **CAMPAIGN FINANCE STATEMENT IN THE EVENT OF A MIDTERM VACANCY.** If a~~A~~ candidate seek~~sing~~ appointment to fill a midterm vacancy in a municipal office the candidate must file a campaign finance statement with the Election Official no later than three (3) business days before the day on which the municipal legislative body interviews the candidate. Upon receipt of such campaign finance statement, the Election Official shall immediately submit a copy of the statement to the municipal legislative body.

E. **ONGOING REPORTING REQUIREMENTS - YEAR-END SUMMARY REPORT.** A candidate who is required to file a campaign finance statement under any other part of this Section must file a year-end summary report with the Election Official.

1. **First Report.** The year-end summary report must be filed no later than 5 p.m. on January 10 of the year after the municipal general election is held.

~~2. **Ongoing Reporting Obligations.** A candidate must continue to file a year-end summary report annually until the candidate disposes of remaining campaign funds, and files the statement of account dissolution and final summary report under Section 3-3-6.~~

2. **Deadlines.** Year-end summary reports are due no later than 5 p.m. on January 10 of each year. If January 10 is not a business day, the candidate shall file the year-end summary report no later than 5 p.m. on the first business day after January 10.
    a. If candidates fail to timely file the year-end report, the Election Official shall impose a $100 fine. Such fine must be paid no later than 5 p.m. on the last business day that is at least 30 calendar days after the day on which the Election Official imposes the fine.
3. **Contents of Report.** Each year-end summary report must include the following information as of December 31 of the previous year:
    a. the ending balance of the candidate's campaign account;
    b. the aggregate amount of contributions received during the previous calendar year;
    c. the aggregate amount of expenditures made during the previous calendar year;
    d. for each contribution received during the previous calendar year that was not reported on a campaign finance statement filed under another part of this Section, the information required under Subsection A;
    e. for each expenditure made during the previous calendar year that was not reported on a campaign finance statement filed under another part of this Section, the information required under Subsection A;

~~B.~~F. **TIMELINESS OF FILING.** A campaign finance statement required under this section is considered timely filed if it is received in the City Recorder's office by 5 p.m. on the date that it is due.

3-3-6 Disbursement Of Surplus Campaign Funds and Final Reports

A candidate must file a year-end summary report annually until the candidate files a statement of account dissolution and final summary report, as described in this Section.

A. **DISBURSEMENT OF SURPLUS CAMPAIGN FUNDS.** ~~Surplus campaign funds held by the candidate or the candidate's committee must be disbursed at the end of the campaign~~Before filing a statement of account dissolution,~~.~~ a candidate shall dispose of any money remaining in the campaign account by: ~~Disbursement is normally accomplished by~~

1. returning ~~contributed monies~~ the money or other tangible contributions to the contributor~~,~~; ~~or~~

2. donating the ~~contributions~~ money to a non-profit organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code; or~~.~~

~~1.~~3. making another lawful expenditure of the money for political purposes.

B. **FINAL SUMMARY REPORT – CONTENTS**. The final summary report must be in the form required by Section 3-3-5(~~F~~E)(3) and Utah Code 10-3-209.1, or successor provision. It must include:

1. ~~The~~ a report of the disbursement of any surplus campaign funds~~; must be reported in the final campaign finance statement.~~;

2. a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported as of the date the statement is executed, and that there are no bills or obligations outstanding.

~~C.~~

C. **STATEMENT OF ACCOUNT DISSOLUTION – CONTENTS**. This must state that:

1. ~~T~~the candidate is no longer receiving contributions or making expenditures;

2. ~~T~~the balance in the campaign account required under Section 3-3-3 is zero~~; and~~;

3. ~~T~~the ending balance on the final summary report is zero; and

4. ~~A~~a final summary report is attached, which shows a zero balance.

D. **TIMING**. A statement of account dissolution and final summary report may be filed with the Election Official at any time.

3-3-7 Failure To File Campaign Finance Statement

A. If a candidate fails to timely file a campaign finance statement before the municipal election by the deadline specified in ~~Municipal Code~~ Section 3-3-5:

1. The Election Official may send an electronic notice to the candidate that states:
   a. that the candidate failed to timely file the campaign finance statement; and
   b. that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
2. The Election Official may impose a fine of $50 on the candidate.

B. The Election Official shall disqualify a candidate and inform the County Clerk that the candidate is disqualified if the candidate fails to file a campaign finance statement within 24 hours after the deadline for filing the report.

C. If a candidate is disqualified, ~~the Election Official:~~

1. the Election Official shall:~~,~~
   a. notify every opposing candidate of the disqualification;
   b. send an email to each voter who is eligible to vote in the municipal election office race for whom the ~~e~~Election ~~o~~Official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
   c. post notice of the disqualification on a public website; and
   d. if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
   ~~1. if practical, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to the voters; or~~
2. ~~if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and~~
2. ~~T~~the Election Official may fulfill the requirements in Subsection (C)(1), in relation to a mailed ballot, by including with the ballot a written notice:
   a. informing the voter that the candidate is disqualified; or

directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.; and

3. the Election Official may not count any votes for that candidate.

D. Notwithstanding Section (BA) above, a candidate who timely files a campaign finance statement seven (7) days before a municipal general electionrequired under Section 3-3-5 is not disqualified if:

1. the statement details accurately and completely the information required under Section 3-3-5(A), except for inadvertent omissions or insignificant errors or inaccuracies; and
2. the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

D.E. A candidate who is disqualified under this Section shall file with the Election Official a complete and accurate campaign finance statement within 30 days after the day the candidate is disqualified.

3-3-8 Notification By Election Official

The municipal clerk, recorder or Election Official shall, at the time the candidate for municipal office files a declaration of candidacy and again thirty-five (35) days before each municipal general election, notify the candidate in writing of:

1. tThe provisions of this Chapter and state code that Utah Code. Section 10-3-208(9) governing the disclosure of campaign contributions and expenditures;
2. Tthe dates when the candidate's campaign finance statement is required to be filed; and
3. Tthe penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to timely file the required campaign finance statement when required.

3-3-9 Public Inspection

A. The Election Official shall make each campaign finance statement filed by a candidate available for public inspection and copying no later than one (1) business day after the statement is filed, and

B. The Election Official shall make the campaign finance statement filed by a candidate available for public inspection by:

1. posting an electronic copy orf the contents of the statement on the City's website no later than seven (7) business days after the statement is filed; and and verifying that the address of the City's website is provided to the Utah Lieutenant Governor pursuant to the requirements of Utah Code Section 20A-11-103(5), as amended; or
2. submitting a copy of the statement to to comply with the requirements of Subsection 20A-11-103(4)(b)(ii), providing the Lieutenant Governor with a link to the electronic posting under Utah Code Section 20A-11-103, as amended, no later than seven two (72) business days after the statement is filed, to comply with the requirements of Utah Code Subsection 20A-11-103(4)(b)(ii),.

The Election Official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall make them available as a public record open for public inspection.

Ordinance No. 2026-20

AN ORDINANCE AMENDING TITLE 3, ETHICS, CHAPTER 3, CAMPAIGN DISCLOSURE, OF THE PARK CITY MUNICIPAL CODE

WHEREAS, an Ethics Code has been adopted by the City Council to establish guidelines for ethical standards of conduct for all City officer and employees; and

WHEREAS, in keeping with the spirit of open, honest, fair, and equitable election campaigns sought to be promoted by the City Council, all candidates and candidates' election committees are required follow the State and Municipal Code outlining the rules of Campaign Finance Statements; and

WHEREAS, the Council has determined that campaign finance disclosure, which is relevant to the public's need for information about candidates for public office, is in the public interest,

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

Title 3, Chapter 3, is amended and this Ordinance is adopted to read as outlined in Exhibit A. This Ordinance shall become effective upon publication.

PASSED AND ADOPTED this 20th day of August, 2026.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office

City Council
Staff Report

Subject: Arbor Day Resolution
Author: Michelle Kellogg
Department: Executive
Date: August 20, 2026

Recommendation
Pursuant to a staff request and the consent from three or more City Councilors, consider approving a resolution proclaiming August 28, 2026, as Arbor Day in Park City, and celebrating Park City's 33rd anniversary as a recognized “Tree City USA Community.”

Background
In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska. Arbor Day is now observed throughout the nation and the world.

Park City’s Sustainability Team launched Planting Park City, an initiative to facilitate planting one tree per resident, as part of its pathway to net-zero carbon by 2030. Trees help capture carbon in vegetation and soils and remove them from the atmosphere. Strategically planted trees also protect the community against increasingly hot summers. In the past four years, over 200 trees were distributed to Park City residents in partnership with TreeUtah. Park City has also partnered with the Arbor Day Foundation to provide 200 additional trees for residents to plant and care for in their own yards.

The Opportunity
In consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 33rd anniversary as a Tree City USA community, on August 28th new trees will be planted on the Upper Sandridge Parking Lot.

Attachments
Exhibit A: Arbor Day Resolution

Resolution No. 16-2026

RESOLUTION PROCLAIMING AUGUST 28, 2026, AS ARBOR DAY AND CELEBRATING PARK CITY'S 33rd ANNIVERSARY AS A TREE CITY USA COMMUNITY

WHEREAS, Park City is committed to maintaining its natural trees and resources, demonstrated by the City Council's constant support of beautification projects and the enactment of codes specifically created to protect vegetation; and

WHEREAS, participation in the Tree City USA Program fosters community pride and creates a great environment to live and work and annual recognition demonstrates to residents and visitors that trees, conversation and the environment are an important part of life in our town; and

WHEREAS, the City Council, acting in the best interests of its citizenry, regards these enhancements as high priorities to enjoy and to ensure for future generations; and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named Park City as a Tree City USA for the 33rd year; and

WHEREAS, in consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 33rd anniversary as a Tree City USA, on August 28th new trees will be planted on the Upper Sandridge Parking Lot.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby proclaim August 28, 2026 as ARBOR DAY IN PARK CITY, UTAH.

The Mayor and City Council extend their appreciation of the exceptional service provided by Parks Department employees, who do an outstanding job every day of the year to ensure that Park City is a beautiful place to live, play, and visit.

PASSED AND ADOPTED this 20th day of August, 2026.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office

City Council Staff Report

Subject: **ENG0573 Munchkin and Woobine Road Improvements – Second Amendment to the DPSA**
Author: **Philip Adams**
Department: **Engineering**
Date: **August 20, 2026**

Recommendation

Consider a request authorizing the City Manager to execute a contract amendment to the Design Professional Services Agreement (DPSA) with HDR, Inc., in a form approved by the City Attorney's Office, for the additional design and construction document preparation for the Munchkin and Woodbine Roads Improvement project in the amount of $159,270.00, for a total contract not to exceed amount of $488,654.80.

Executive Summary

On September 25, 2025, Council approved a DPSA with HDR, Inc. for the design of the Munchkin and Woodbine Roads Improvement project in the amount of $299,941.51.

The First Contract Amendment to the DPSA was signed on June 17, 2026. The purpose of this amendment was to incorporate a parking lot design on the current Recycle Utah parking lot as part of the 1251 Kearns, LLC (the Yard) land swap, coordinate with Rocky Mountain Power on their required entrances into the substation that is adjacent to the Recycle Utah parcel, and coordinate with Rocky Mountain Power on a transmission pole relocation. The total cost of the first contract amendment was $29,443.29, which increased the total contract value to $329,384.80.

The Second Contract Amendment will amend the scope to:

- Incorporate the design of water system upgrades to serve the Bonanza 5-acre development.
- Design services to relocate a sewer lateral that serves the Engine House property to a more standard placement within a roadway prism.
- Required design services to prepare two roadway alignments and analyze the impacts and associated costs to connect Munchkin Road to Homestake Road. This strategy will ensure that construction can start in the spring of 2027 should the Yard land swap not materialize.

If approved, the new contract value will increase to $488,654.80. To date, $132,000 has been spent on design services.

Funding

There is sufficient approved budget in capital project ENG0753 to cover this amendment. The primary funding source for this project is Additional Resort Sales Tax. No additional funding is requested at this time.

Exhibits

Exhibit A: Second Contract Amendment Scope of Services
Exhibit B: First Contract Amendment Scope of Services

SCHEDULE A – AMENDED SCOPE OF SERVICES

During the term of this Agreement, the Design Professional shall perform professional services for PCMC in connection with the above-referenced project. This modification shall be used to plan, conduct, and complete the Design Professional's work on the Project.

A. AMENDMENT PURPOSE

The purpose of this modification is to:

1) Provide engineering design services to design and replace an ageing, under-sized municipal waterline system within Munchkin Road and Woodbine Way in Park City, Utah. The project will improve system reliability, fire protection, and distribution capacity within the local pressure zone.
2) Provide engineering design services to design and relocate the existing sanitary sewer line currently running from west to east through the Recycle Utah property. The intent is to move the line to the newly aligned roadway Right-Of-Way (Undetermined Currently).
3) Provide design services for one additional roadway alignment (Previous contract included one alignment) based on the following alignments:
    a. Concept 1 – Munchkin through the Yard Parcel
    b. Concept 2 – Munchkin through the Recycle Utah Parcel
        i. The project will include an additional design as a bid alternate if direction has not been given by the city at the time of bidding.

B. STANDARDS and GENERAL REQUIREMENTS

All work shall conform to PCMC standards, Utah DDW requirements, Snyderville Basin Improvement District standards, and applicable AWWA standards.

Design Professional Representative. Design Professional designates **Jake Watson, SE** as the authorized representative, vested with the authority to act on behalf of the Design Professional. Design Professional may change its designated representative by providing written notice to PCMC.

C. PROJECT ASSUMPTIONS

- Additional services will coincide with the current project schedule and contract timeframe.
- Survey and utility mapping from the original project is sufficient for design purposes.
- Project management and coordination tasks will run concurrently with the roadway design project.

D. TASKS and DELIVERABLES

Design Professional shall complete the additional tasks reflected below and provide deliverables (collectively, the "**Services**") included in this amended scope, unless specifically stated otherwise in a particular task. Design Professional shall provide labor, equipment, and materials to manage, coordinate, and complete the work in accordance with the performance and delivery schedules identified in this amended scope.

Project Tasks:

- **Task 9.0 Water and Sewer Design**
- **Task 10.0 Alternate Alignment Design and Bid Alternate**

E. SCHEDULE AND FEE

This modification does not impact the Original Agreement date and will remain unchanged.
The design schedule for the submittals shall be:

NTP + 45 days for the 60% package
NTP + 90 days for the 90% package
NTP + 30 days for the final package

The fee to complete the new **Task 9.0 Water and Sewer Design and Task 10.0 Alternate Alignment Design and Bid Alternate** shall not exceed **$132,725.59**

F. TASKS and DELIVERABLES

TASK 9.0 WATER AND SEWER DESIGN

Design Professional shall provide engineering design services for the installation of a 10-inch diameter municipal waterline along Munchkin Road and Woodbine Way in Park City, Utah. The project will improve system reliability, fire protection, and distribution capacity within the local pressure zone.

Design Professional shall provide engineering design services for the relocation of the existing sanitary sewer line currently running from west to east through the Recycle Utah property. The intent is to move the line to the newly aligned roadway Right-Of-Way (Undetermined Currently).

Designs will conform to Park City Municipal Corporation (PCMC) standards, Utah Division of Drinking Water (DDW) requirements, Snyderville Basin Improvement standards, and applicable AWWA standards, with specific attention to frost depth and roadway constraints within the corridor of Park City. Effort is limited to the budget and hours associated with this task.

This task includes the following:

Subtask 9.1: Project Management and Coordination

- Develop and maintain project schedule with milestone submittals.
- Coordinate with:
  - PCMC Public Utilities and Engineering
  - Local fire district (hydrant spacing/fire flow)
  - Affected utility companies (gas, power, telecom)
- Attend up to 4 additional design coordination meetings (Virtual) with PCMC Public Utilities and Snyderville Basin Improvement District.
  - Assume Project Management and Coordination task will run concurrently with the roadway design project.

Subtask 9.2: Data Collection and Existing Conditions

- Obtain and review:
  - PCMC GIS and existing water system mapping

- PCMC existing sanitary sewer mapping
- Record drawings of existing waterlines in the project vicinity if available
- Record drawings of existing sanitary sewer lines in the project vicinity if available
- Assume survey and utility-based mapping performed within original project is sufficient for design purposes.

Subtask 9.3: Special Provisions, Cost Estimate

- Prepare the bid item list to be included in Division 1 (provided by PCMC) of the project specifications, known as the "general conditions". Division 1 (provided by PCMC) will be provided with the 90% plans and 100% plans.
- Prepare Division 2 of the project specifications, known as the "special provisions", provided with the 60%, 90%, and 100% plans. Special provisions will be in accordance with current APWA and PCMC Special Provisions.
- Revise and finalize the special provisions based on the comments received and the pay items listed in the cost estimate. The professional of record will seal the applicable section of the special provisions.
- Prepare the quantity calculations and the cost estimate at each design deliverable (60%, 90% and 100%). Verify the bid items match the payment in the special provisions and the plans. Maintain backup data for costs and quantities.

Subtask 9.3 Deliverables:

- Bid Item List for General Conditions, Division 1, to be included in 90% and 100% deliverable as shown in Subtask 6.6 and 6.7 as found in the original agreement.
- Special Provisions, Division 2, and Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.5, 6.6 and 6.7 as found in the original agreement.
- Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.5, 6.6 and 6.7 as found in the original agreement.

Subtask 9.4: 60%, 90%, and 100% Design

- This task includes preparation of 60%, 90%, and 100% plans and construction cost estimate for the associated work, and quality control reviews, as well as incorporating comments from previous reviews.
- Assumptions:
  - The additional sheets, plan and profiles, and details will be incorporated into the overall roadway set.
  - The construction cost estimate will be incorporated into the overall roadway set.

Subtask 9.4 Deliverables:

- 60%, 90%, 100% Plans in electronic format (22x34), Design drawings will be 22x34 w/font size based on an 11x17 sheet.
- Waterline Plan and Profiles (assume 3 sheets)
- Waterline details (assume 2 sheets)
- Sanitary Sewer Plan and Profiles (Assume 2 sheets)
- Sanitary Sewer details (assume 1 sheet)
- 60%, 90%, and 100% Construction Cost Estimate in electronic format

TASK 10.0 ALTERNATE ALIGNMENT DESIGN AND BID ALTERNATE

Design Professional shall support the Project's needs to add additional engineering design services for an alternate alignment extending from the intersection of the Munchkin Road and Woodbine Way heading west to connect into Homestake Road. The additional design will be bid as an alternate if direction has not been given by the city at the time of bidding.

This task includes the following:

Subtask 10.1: Project Management and Coordination

- Develop and maintain project schedule with milestone submittals.
- Coordinate with:
  - PCMC Public Utilities and Engineering
  - Local fire district (hydrant spacing/fire flow)
  - Affected utility companies (gas, power, telecom)
- Attend up to 2 additional design coordination meetings.
  - Assume Project Management and Coordination task will run concurrently with the roadway design project.

Subtask 10.2: Special Provisions, Cost Estimate

- Prepare the bid item list to be included in Division 1 (provided by PCMC) of the project specifications, known as the "general conditions". Division 1 (provided by PCMC) will be provided with the 90% plans and 100% plans.
- Prepare Division 2 of the project specifications, known as the "special provisions", provided with the 60%, 90%, and 100% plans. Special provisions will be in accordance with current APWA and PCMC Special Provisions.
- Revise and finalize the special provisions based on the comments received and the pay items listed in the cost estimate. The professional of record will seal the applicable section of the special provisions.
- Prepare the quantity calculations and the cost estimate at each design deliverable (60%, 90% and 100%). Verify the bid items match the payment in the special provisions and the plans. Maintain backup data for costs and quantities.

Subtask 10.2 Deliverables:

- Bid Item List for General Conditions, Division 1, to be included in 90% and 100% deliverable as shown in Subtask 6.6 and 6.7.
- Special Provisions, Division 2, and Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.5, 6.6 and 6.7.
- Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.5, 6.6 and 6.7.
- High level, milestone construction schedule to be included in 100% deliverable as shown in Subtask 6.7.

Subtask 10.3: 60%, 90%, and 100% Design

- This task includes preparation of 60%, 90%, and 100% plans and construction cost estimate for the associated work, and quality control reviews, as well as incorporating comments from previous reviews.

- Assumptions:
  - The additional sheets, plan and profiles, and details will be incorporated into the overall roadway set.
  - The construction cost estimate will be incorporated into the overall roadway set.

Subtask 10.3 Deliverables:

  - 60%, 90%, 100% Plans in electronic format (22x34), Design drawings will be 22x34 w/font size based on an 11x17 sheet.
  - Additional sheets assumed to be in the 60%,90%, and 100% Plan set submittals:
    - Roadway Plan and Profiles (assume 2 sheets)
    - Horizontal Control (assume 1 sheet)
    - Removals (assume 2 sheets)
    - Grading tie-in sheets (assume 3 sheets)
    - Landscape and Lighting (assume 2 sheets)
    - Erosion Control (assume 2 sheets)
    - Drainage Plan and Profiles (assume 2 sheets)
  - 60%, 90%, and 100% Construction Cost Estimate in electronic format.

SCHEDULE A – AMENDED SCOPE OF SERVICES

During the term of this Agreement, the Design Professional shall perform professional services for PCMC in connection with the above-referenced project. This modification shall be used to plan, conduct, and complete the Design Professional's work on the Project.

A. AMENDMENT PURPOSE

The purpose of this modification is to add additional engineering services for the following items:

- Design of a new parking lot where the Recycle Utah parcel currently resides.
- Additional documentation to facilitate the planning commission package.
- Coordination with Rocky Mountain Power to facilitate the move of a large transmission pole.

B. STANDARDS and GENERAL REQUIREMENTS

Article 1 – SCOPE OF SERVICES
B. Design Professional Representative. Design Professional designates **Jake Watson, SE** as the authorized representative, vested with the authority to act on behalf of the Design Professional. Design Professional may change its designated representative by providing written notice to PCMC.

C. PROJECT ASSUMPTIONS

- The additional services will coincide with the current project schedule and contract timeframe.

D. TASKS and DELIVERABLES

Design Professional shall complete the additional tasks reflected below and provide deliverables (collectively, the "**Services**") included in this amended scope, unless specifically stated otherwise in a particular task. Design Professional shall provide labor, equipment, and materials to manage, coordinate, and complete the work in accordance with the performance and delivery schedules identified in this amended scope.

Project Tasks:

- **Task 8.0 Planning Commission Assistance and Design**

D. SCHEDULE AND FEE

This modification does not impact the Original Agreement date and will remain unchanged. It is understood that the tasks within this modification may be terminated at any time due to complexities and requirements of the Planning Commission and associated parties. The fee to complete the new task 8.0 Planning Commission Assistance and Design shall not exceed **$29,443.42.**

E. TASKS and DELIVERABLES

TASK 8.0 PLANNING COMMISSION ASSISTANCE AND DESIGN

Design Professional shall support the Project's needs to provide engineering services required to progress the submittal of the Planning Commission package pertaining to the proposed ROW

extension through a portion of the Recycle Utah parcel (Parcel Number: SA-224-X) and the Yard, The Sub. First Amended (Parcel Number: YARD-A-1AM). Design Professional shall engage PCMC and, at PCMC's direction, the owner of the Yard to provide engineering services required to administer design changes and prepare materials for the eventual submittal of the Planning Commission package. Effort is limited to the budget and hours associated with this task.

This task includes the following:

- **Task 8.2: Design of a new parking lot where the Recycle Utah parcel (Parcel Number: SA-224-X) currently resides.**
  - Parking lot will include a conceptual layout to include within the Planning Commission package. Conceptual layout will contain parking stall count, landscaping per the Bonanza landscaping guidelines, EV charging locations, ADA stalls, and pedestrian connectivity.
  - Parking lot design is to include site layout, landscaping plan, site grading, stormwater detention, erosion control plan, and a parking lot lighting plan.
    - Assume PCMC will provide pavement section that is desired.
    - Assume lighting supplier will provide photometric plan if required.
  - Conceptual site plan showing the impacts of RMP access points as they relate to the buildable area within the site.
    - Concept 1 will show the current RMP ROW access point as it relates to the buildable area.
    - Concept 2 will show the current RMP ROW access point, and an additional access point as requested by RMP, as it relates to the buildable area.
  - The design submittals will be submitted within the Munchkin and Woodbine Roadway improvements project package at the 60%, 90%, and 100% intervals.
  - Time to include additional coordination meetings.
    - Assume 3, one-hour online meetings with project team and up to 2 consultants to attend.
    - Assume landscaping is to follow the Bonanza street standards and contractor will design and provide a cut sheet for the irrigation system design.

- **Task 8.3: Additional documentation and meetings to facilitate Planning Commission package.**
  - Document existing vegetation around site. Information is to be shown on the conceptual parking lot layout for the Recycle Utah parcel.
  - Document existing utility locations. Information is to be shown on the conceptual parking lot layout for the Recycle Utah parcel.
  - Document on and off-site circulation and parking. Information is to be shown on the conceptual parking lot layout for the Recycle Utah parcel.
  - Review and document physical encroachments on and off site. Information is to be shown on the conceptual parking lot layout for the Recycle Utah parcel.
  - Time to include additional coordination meetings.
    - Assume 8, one-hour online meetings with project team and up to 2 consultants to attend.
    - Assume 2, one-hour in-person meetings project team and up to 2 consultants to attend.
  - Assume City to provide photographic panoramic views of the existing property showing the site from the perimeter of the property at 90-degree intervals.

- **Task 8.4: Coordination with Rocky Mountain Power to facilitate the relocation of a large transmission pole**
  - Generate exhibit to submit to RMP for proposed pole location.

- Assume electrical wiring, design, and structural engineering is not included with this task.

- Time to include additional coordination meetings.
  - Assume 5, one-hour online meetings with project team and up to 2 consultants to attend.

Task 8.0 Deliverables:

- **Task 8.2: Design of a new parking lot where the Recycle Utah parcel (Parcel Number: SA-224-X) currently resides.**
  - 60/90/100% submittals, including:
    - Conceptual site parking plan, with existing stall count and proposed stall count, lighting plan, landscape, and storm on an 11x17 sheet.
    - Conceptual Site plan showing building pad area with RMP ROW access
    - Conceptual Site plan showing building pad area with RMP ROW access and additional RMP requested access point.
    - Grading plan, with storm drainage on an 11x17 sheet.
    - Site layout plan with landscaping on an 11x17 sheet.
    - Erosion control plan on an 11x17 sheet.
    - Site lighting and EV charging plan on an 11x17 sheet.

- **Task 8.3: Additional documentation and meetings to facilitate Planning Commission package.**
  - Photographic panoramic views of the existing property showing the site from the perimeter of the property at 90-degree intervals.

- **Task 8.4: Coordination with Rocky Mountain Power to facilitate the relocation of a large transmission pole.**
  - Exhibit for submittal to RMP for proposed pole location on an 11x17 sheet.

City Council Staff Report

Subject: Contract Approval for McLeod Creek Path Bridges Project – Construction
Author: Logan Jones, Senior Project Manager
Department: Engineering
Date: August 20, 2026

Recommendation

Consider approval of a construction contract with Phillips & Co. Construction, LLC for the McLeod Creek Path Bridges Project, in a form approved by the City Attorney, in an amount not to exceed $407,000.00.

Executive Summary

The McLeod Creek Path Bridges Project will replace two aging pedestrian and bicycle bridges along McLeod Creek Path: one near the Park Avenue Post Office and one near Fire Station 31 (Park City Dirt Jumps). Existing bridges and associated approaches have reached the end of their service life. Current conditions limit maintenance options, don't meet accessibility standards, and have required recent emergency repairs.

The City has advanced the Project through three primary phases:

1. September 25, 2025: Design and Construction Support – METHODS Consulting Inc.
2. April 30, 2026: Bridge Design, Fabrication, and Delivery – The Approach, LLC
3. Recommended Award: Site Construction and Bridge Installation – Phillips & Co. Construction, LLC

The proposed construction contract includes removal of the existing bridges; construction of new reinforced concrete abutments; installation of the two City-procured prefabricated steel bridge assemblies; trail, grading, drainage, and site improvements; and associated restoration.

The City issued an Invitation for Bids (IFB) on July 16, 2026. Bids were due August 5, 2026. The City received seven responsive bids. Following review of the bids and required contractor qualifications, Phillips & Co. Construction, LLC was determined to be the lowest responsive and responsible bidder with a bid of $407,000.00.

The recommended contract is expected to be the final agreement for the Project. If approved, construction would begin in mid-September, with both sites prepared for bridge delivery in October. Substantial completion, including the reopening of both bridges, is anticipated by mid-November. During construction, temporary detours will be coordinated with other closures in the area to minimize disruptions and maintain safe bicycle and pedestrian access.

Analysis

The Project replaces two timber pedestrian and bicycle bridges along McLeod Creek Path that have reached the end of their service life.
In September 2024, emergency repairs were completed at the bridge near the Park Avenue Post Office to stabilize an eroding bank and temporarily address undercutting of the existing abutments. While those repairs addressed immediate concerns, replacement of both aging bridges remained necessary.

In February 2025, Parametrix completed a feasibility study evaluating alternatives for the two bridge replacements. The study recommended construction of two new prefabricated bridges based on long-term durability, compliance with current width and load standards, and lower anticipated life-cycle costs.

On September 25, 2025, City Council approved a $257,602.32 Design Professional Services Agreement with METHODS Consulting Inc. for design, permitting and construction support services.

On April 30, 2026, City Council approved a $135,000 contract with The Approach, LLC for the design, fabrication, and delivery of the two prefabricated steel bridge assemblies. Procuring the bridges separately allowed fabrication to proceed while the City completed final site design, permitting and procurement for construction.

Construction Scope

The proposed construction contract completes the site work necessary to replace both bridges and generally includes:

- Construction mobilization and site preparation;
- Temporary access, traffic and pedestrian control, and construction staging;
- Removal of the two existing bridge structures;
- Earthwork and excavation;
- Construction of reinforced concrete bridge abutments and foundations;
- Installation of the two prefabricated steel bridge assemblies;
- Construction of cast-in-place concrete bridge decks;
- Trail and pathway improvements necessary to connect the new bridges to the existing McLeod Creek Path;
- Drainage and related site improvements;
- Protection of McLeod Creek and adjacent environmentally sensitive areas during construction; and
- Site restoration and revegetation;

The new bridges are designed to improve accessibility and accommodate the load requirements of City maintenance equipment, improving year-round operation and long-term maintainability of McLeod Creek Path.

Funding

There is sufficient approved budget in capital project TRL0743 for the recommended construction contract. Further details about how the project funding has been allocated

are included in the table below. Over half of the project budget comes from State and County grants. No additional funding is requested.

Project Activity	Contract Amount	Spent to Date	Remaining to Spend
Design and Construction Support	$257,602.32	$121,865.45	$135,736.87
Bridge Design, Fabrication, and Delivery	$135,000.00	$30,650.13	$104,349.87
Construction Contract	$407,000.00	$0.00	$407,000.00
Subtotal	**$799,602.32**	**$152,515.58**	**$647,086.74**
Unallocated Contingency	$294,337.68		
Total Project Budget	**$1,093,940.00**		

Exhibits

A. Site Map

Exhibit A
Site Map



City Council Staff Report

Subject: Pinnacle Subdivision Waterline Project
Silver Spur Construction – Change Order 1
Author: Griffin Lloyd, Public Utilities Engineer
Department: Public Utilities - Water
Date: August 13, 2026

Recommendation

Authorize the City Manager to execute a contract amendment, in a form approved by the City Attorney, with Silver Spur Construction to amend the construction agreement for the Pinnacle Subdivision Waterline Replacement Project, in an amount not to exceed $884,950.00 for a total contract amount of $2,219,100.00.

Executive Summary

Park City Public Utilities prioritizes waterline replacements through its Asset Management Program based on asset condition, risk, service reliability, and coordination with other capital projects. Waterlines within the Pinnacle Subdivision and along Deer Valley Drive South have experienced multiple failures in recent years, resulting in emergency repairs, water loss, roadway damage, and service interruptions.

In June 2026, Park City contracted with Silver Spur Construction to replace water lines within the Pinnacle Subdivision (Report, p. 185). During project planning, staff evaluated additional waterline segments in the surrounding area but initially limited the project scope to align with the available budget. Based on the favorable bid pricing, staff worked with the contractor to evaluate expanding the project. Silver Spur Construction has agreed to complete the additional waterline replacement under the original contract schedule and bid unit prices, allowing the City to replace additional aging infrastructure while maximizing the value of the project.

The additional waterline replacement on Deer Valley Drive South connects directly to the infrastructure included in the current project. This section has experienced multiple breaks over the past five years and was identified for replacement within the next two years. Incorporating this work into the current project will reduce future construction impacts by completing the improvements under a single project and allow the replacement to be completed within the current fiscal year's Capital Improvement Program (CIP) budget.

Construction on Deer Valley Drive, including the work included in the original contract will begin in September after the Deer Valley Concert series and following the Mountain Bike World Cup event.

Funding

The funding for the project is from water service fees and is included in the adopted 2026 Water budget.

Exhibits

A Pinnacle Water Replacement Bid Schedule and Change Order
B Pinnacle Water Replacement Project Area

EXHIBIT A: PINNACLE WATER REPLACEMENT CHANGE ORDER 1 BID SCHEDULE

BID SCHEDULE									
BASE BID				Silver Spur		Change Order 1		
NO.	ITEM	EST.QTY	UNIT	UNITPRICE	TOTAL COST	Qnty	Unit	Total
1	Mobilization	1.00	LS	$ 160,000.00	$ 160,000.00	1	$76,900.00	$76,900.00
2	Owner's Contingency	1.00	LS	$ 30,000.00	$ 30,000.00			
3	Connect to Existing 10-inch Waterline (Pipe Connection 1)	1.00	LS	$ 18,000.00	$ 18,000.00			
4	Connect to Existing 8-inch Waterline (Pipe Connection 2)	1.00	LS	$ 21,600.00	$ 21,600.00			
5	Connect to Existing 8-inch Waterline (Pipe Connection 3)	1.00	LS	$ 23,000.00	$ 23,000.00	4	$23,000.00	$92,000.00
6	Connect to Existing PRV (Pipe Connection 4 & 5)	1.00	LS	$ 22,650.00	$ 22,650.00			
7	Connect to Existing 8-inch Waterline (Pipe Connection 10)	1.00	LS	$ 16,400.00	$ 16,400.00			
8	Connect to Existing 8-inch Waterline (Pipe Connection 11)	1.00	LS	$ 6,000.00	$ 6,000.00			
9	Connect to Existing 8-inch Waterline (Pipe Connection 12)	1.00	LS	$ 6,000.00	$ 6,000.00	3	$6,000.00	$18,000.00
10	Furnish and Install 10-inch DR-18 C-900 PVC Water Main Including Fittings and Appurtenances	322.00	LF	$ 132.00	$ 42,504.00	1800	$132.00	$237,600.00
11	Furnish and Install 8-inch DR-18 C-900 PVC Water Main Including Fittings and Appurtenances	2275.00	LF	$ 105.00	$ 238,875.00	100	$105.00	$10,500.00
12	Furnish and Install 4-inch DR-18 C-900 PVC Water Main Including Fittings and Appurtenances	49.00	LF	$ 100.00	$ 4,900.00	119	$100.00	$11,900.00
13	Replace Existing Service Laterals Including Service Saddle, Corporation Stop, Service Line and Connection to Meter Vault	1.00	LS	$ 75,321.00	$ 75,321.00			
14	Install 1" Single Meter Vault, Setter and Connect Service Per PCMC Standard Detail	31.00	EA	$ 2,100.00	$ 65,100.00	1	$2,100.00	$2,100.00
15	Install 3/4" & 1" Dual Meter Vault, Setter and Connect Service Per PCMC Standard Detail	4.00	EA	$ 9,000.00	$ 36,000.00	2	$9,000.00	$18,000.00
16	Install 2" Single Meter Vault, Setter and Connect Service (Irrigation) Per PCMC Standard Detail	2.00	EA	$ 4,750.00	$ 9,500.00	5	$4,750.00	$23,750.00
17	Install 4" Fire Service From New Main. Tie Into Existing 4" Fire Line Adjacent To Existing Meter Pit.	19.00	EA	$ 8,500.00	$ 161,500.00	1	$8,500.00	$8,500.00
18	Furnish and Install New Fire Hydrant Assembly	5.00	EA	$ 12,000.00	$ 60,000.00	4	$12,000.00	$48,000.00
19	Remove Existing Fire Hydrants	7.00	EA	$ 2,400.00	$ 16,800.00	5	$2,400.00	$12,000.00
20	Traffic control per MUTCD requirements	1.00	LS	$ 60,000.00	$ 60,000.00	0.5	$60,000.00	$30,000.00
21	Replace Curb & Gutter	75.00	LF	$ 60.00	$ 4,500.00			
22	Asphalt Patch Over Trench for New Waterline (Match Existing Depth up to 6")	1300.00	SY	$ 96.00	$ 124,800.00	1850	$96.00	$177,600.00
23	Connect Conduit for Fiber Optic Cable into Existing Junction Box	2.00	EA	$ 5,200.00	$ 10,400.00	1	$5,200.00	$5,200.00
24	Connect Conduit for Fiber Optic Cable into Existing PRV Vault	1.00	EA	$ 5,500.00	$ 5,500.00			
25	Install Parallel 2-inch Conduit for Fiber Optic Cable Per Park City Standard Detail 9-AT 6	1823.00	LF	$ 20.00	$ 36,460.00	1800	$20.00	$36,000.00
26	Install Type II Junction Box Per Park City Standard Detail 9-AT 7A	2.00	EA	$ 2,800.00	$ 5,600.00	2	$2,800.00	$5,600.00
27	Install Type III Junction Box Per Park City Standard Detail 9-AT 7A	4.00	EA	$ 3,500.00	$ 14,000.00			
28	Relocate Existing Type II Fiber Junction Box Per PCMC Standard Detail 9-AT 7A	1.00	EA	$ 2,500.00	$ 2,500.00			
SUBTOTAL BASE BID SCHEDULE				$	1,277,910.00	$		813,650.00
FIBER CONDUIT ADDITIVE ALTERNATIVE 01				Silver Spur				
NO.	ITEM	EST.QTY	UNIT	UNITPRICE	TOTAL COST			
1A	Connect Existing 2-inch (2x) Conduits into New Type III Junction Box	1	EA	$ 5,300.00	$ 5,300.00			
2A	Connect Conduit For Fiber Optic Cable Into Existing Junction Box	1	EA	$ 5,200.00	$ 5,200.00			
3A	Connect Conduit for Fiber Optic Cable and Power into Existing PRV Vault	1	EA	$ 5,500.00	$ 5,500.00			
4A	Install Parallel 2-inch (2x) Conduit for Fiber Optic Cable and 3-inch Conduit for Power	810	LF	$ 34.00	$ 27,540.00			
5A	Install 3-inch Grey SDR-11 Power Conduit Under Mellow Mountain Road	40	LF	$ 80.00	$ 3,200.00			
6A	Install Type III Junction Box Per Park City Standard Detail 9-AT 7A	2	EA	$ 3,500.00	$ 7,000.00			
7A	Install Type II Junction Box Per Park City Standard Detail 9-AT 7A	1	EA	$ 2,500.00	$ 2,500.00			
SUBTOTAL ADDITIVE ALTERNATIVE A				$	56,240.00			$0.00
ADDITIVE ALTERNATE B								
2B	15" ADS Storm Drain	180	LF			65	$220.00	$14,300.00
3B	Catch Basin	2	EA			2	$8,900.00	$17,800.00
4B	Connect to Existing SD	2	EA			2	$5,600.00	$11,200.00
5B	Curb and Gutter	20	LF			20	$65.00	$1,300.00
6B	Native Soil Disposal	200	Ton			200	$78.00	$15,600.00
7B	Blow off	1	LS			1	$8,300.00	$8,300.00
8B	Temp Water Service	1	LS			1	$2,800.00	$2,800.00
SUBTOTAL ADDITIVE ALTERNATIVE B						$		71,300.00
TOTAL BID AND BID ALTERNATES				$	1,334,150.00	$		884,950.00
TOTAL CONTRACT WITH CHANGE ORDER 1		$						2,219,100.00

Exhibit B: Project Area

