



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
February 11, 2016**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, February 11, 2016.

I. WORK SESSION

1:30 p.m. Planning Commission Interviews **Page 3**

II. CLOSED SESSION

2:00 p.m. To Discuss Property, Personnel and Litigation

III. STUDY SESSION

2:45 p.m. Park City's Strategic Planning Roadmap Discussion **Page 5**

3:45 p.m. National Citizen Survey Results Presentation **Page 41**

4:30 p.m. Community Engagement Quarterly Update **Page 47**

5:15 p.m. Storm Water Update **Page 60**

IV. REGULAR MEETING

6:00 p.m.

ROLL CALL

V. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

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

VII. CONSIDERATION OF MINUTES

1. Consideration of a Request to Approve the City Council Meeting Minutes from January 19, 2016, January 21, 2016 and January 28, 2016 **Page 64**

VIII. CONSENT AGENDA

1. Approval of an Amendment to the Park Avenue Pathways 2015 Construction Agreement with B. Jackson Construction, in a Form Approved by the City Attorney, as Change Order No. 2, for an Increase to the Contract in an Amount not to Exceed \$137,869.22, in a Total Contract Amount not to Exceed \$1,184,920.04. Page 82

IX. APPOINTMENTS AND RESIGNATIONS

1. Citizens Open Space Advisory Committee At-Large Member Appointments Page 90
2. Recreation Advisory Board Member Appointment Page 94

X. OLD BUSINESS

1. 2016 Week Three Legislative Update Page 95

XI. NEW BUSINESS

1. Discussion With Regard to a Request for Elevated Level of Service (RELS) for Snow Removal of North Sidewalk on Deer Valley Drive Page 96
2. Consideration to Approve the Shared Lane Markings Policy and Designate the Neighborhood Traffic Management (NTMP) Committee as the Body to Approve or Deny Implementation of Requests by the Community on City Streets and/or on City Projects Page 103
3. Consideration of a Request to Continue a Public Hearing Regarding the One Empire Pass Condominiums Record of Survey Plat, Located at 8910 Empire Club Drive- Pod A, Lot 15 Village at Empire Pass West Side Subdivision (Building 5) Page 110
 - (A) Public Hearing
 - (B) Continuation to February 25, 2016

XII. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4 p.m. to 9 p.m. Posted:
See: www.parkcity.org



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

There is one (1) seat available on the Planning Commission effective immediately. Existing Planning Commissioner, Nann Worel was elected to serve for City Council.

Members of the Planning Commission shall serve four (4) years. Terms shall be staggered and expire on the second Wednesday in July. Members shall continue to serve until their successors are appointed and qualified. The Mayor shall appoint a new Planning Commission member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term. Therefore, the term of the seat being filled will end July 2016.

Respectfully:

Michelle Kellogg, City Recorder

Interview Schedule

February 11, 2016

Planning Commission:

1:30	Robert Dillon
1:45	Morgan Irvin

Board Information

Planning Commission

Nann Worel	Term: 07/12-07/16
Adam Strachan	Term: 07/12-07/16
John Phillips	Term: 07/13-07/17
Preston Campbell	Term: 07/13-07/17
Steve Joyce	Term: 07/13-07/17
Melissa Band	Term: 07/14-07/18
Douglass Thimm	Term: 07/14-07/18

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DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

The Park City 2030 Long Range Strategic Plan is the strategic framework for Park City Municipal Corporation and the community to ensure that the Community Vision to “Keep Park City, Park City” is protected and holds true in 2030. It provides an outline and description for all strategic planning at the City, which includes strategic approaches and an implementation strategy. It’s comprised of the Community Vision, Council Goals, Desired Outcomes and Key Indicators and is the definitive resource that aligns all of these components while demonstrating to the community the various efforts underway to realize their vision. This plan was formally adopted by Council through resolution on August 30, 2012. At that time it was recommended by staff to update the Strategic Plan every four years—2016 is the fourth year.

Staff is not recommending a complete overhaul of the Strategic Plan, but rather is asking Council to review identified weaknesses and possible solutions to correct them. Staff is also asking Council to prioritize the Desired Outcomes from within Council’s four goals over the next several Council meetings. The idea is to focus on each individual Goal and have substantive discussions without feeling rushed leading into the Council Retreat. The Retreat will then serve as a chance to summarize and review all the Desired Outcomes comparing them one with another.

The hierarchy of land use in Park City is based upon the State of Utah’s land use legislation. The General Plan is Park City’s guiding document for land use. It is a long range policy plan that will guide future Land Management Code (LMC) and zoning decisions. The LMC is the regulatory document that addresses specific zoning and land uses within respective zones. The General Plan is, by intent, general and specific regulation should be adopted into the LMC. The current General Plan was adopted in early 2014 – two years ago. As a best practice, every five years is a good target for reviewing and updating the General Plan document to keep it current. The moderate income housing element must be reviewed every two years.

Staff is asking Council if it sees other areas where the General Plan is challenged in the policy area to meet the City’s land use development needs. Staff recommends keeping any updates to the General Plan restrained to critical issues and maintaining staff focus on updating the LMC for the next two years.

Respectfully:

Jed Briggs, Budget Operations Manager



City Council Study Session Report

Subject: Strategic Planning Roadmap (2 of 4 Study Sessions)
Author: Jed Briggs
Department: Budget, Debt & Grants
Date: February 11, 2016
Type of Item: Informational/Discussion

Recommendation:

Staff recommends that Council discuss and review its current Strategic Plan looking for weaknesses and potential improvements, as well as identifying any needed coordination with or elaboration of the General Plan. Specifically staff is looking for direction with regards to the prioritization and reporting on Council's Desired Outcomes. Also, staff is asking council to review the Preserving & Enhancing the Natural Environment and Responsive, Cutting-Edge & Effective Government Biennial Strategic Plans as well as prioritize Desired Outcomes within the Goal. **This is the second of four study sessions which are a precursor to prepare for the Council Retreat.**

Executive Summary:

The Park City 2030 Long Range Strategic Plan is the strategic framework for Park City Municipal Corporation and the community to ensure that the Community Vision to "Keep Park City, Park City" is protected and holds true in 2030. It provides an outline and description for all strategic planning at the City, which includes strategic approaches and an implementation strategy. It's comprised of the Community Vision, Council Goals, Desired Outcomes and Key Indicators and is the definitive resource that aligns all of these components while demonstrating to the community the various efforts underway to realize their vision. This plan was formally adopted by Council through resolution on August 30, 2012. At that time it was recommended by staff to update the Strategic Plan every four years—2016 is the fourth year. ([Link](#) pg. 33.)

Staff is not recommending a complete overhaul of the Strategic Plan, but rather is asking Council to review identified weaknesses and possible solutions to correct them. Staff is also asking Council to prioritize the Desired Outcomes from within Council's four goals over the next several Council meetings. The idea is to focus on each individual Goal and have substantive discussions without feeling rushed leading into the Council Retreat. The Retreat will then serve as a chance to summarize and review all the Desired Outcomes comparing them one with another.

The hierarchy of land use in Park City is based upon the State of Utah's land use legislation. The General Plan is Park City's guiding document for land use. It is a long range policy plan that will guide future Land Management Code (LMC) and zoning decisions. The LMC is the regulatory document that addresses specific zoning and land uses within respective zones. The General Plan is, by intent, general and specific regulation should be adopted into the LMC. The current General Plan was adopted in

early 2014 – two years ago. As a best practice, every five years is a good target for reviewing and updating the General Plan document to keep it current. The moderate income housing element must be reviewed every two years.

Staff is asking Council if it sees other areas where the General Plan is challenged in the policy area to meet the City’s land use development needs. Staff recommends keeping any updates to the General Plan restrained to critical issues and maintaining staff focus on updating the LMC for the next two years.

The itinerary is as follows:

Feb. 4 – Overlooked the Strategic Planning Roadmap. Gave direction on key elements of Strategic Plan ([Link](#)).

Feb. 11 - Review Preserving and Enhancing the Natural Environment & Responsive, Cutting-Edge & Effective Government Biennial Strategic Plans as well as Prioritize Desired Outcomes within the Goal

Feb. 25 – Review World-Class, Multi-Seasonal Resort Destination Biennial Strategic Plan as well as Prioritize Desired Outcomes within the Goal

Mar. 3 - Review An Inclusive Community that Values Historic Preservation, Economic Diversity, and the Arts & Culture Biennial Strategic Plan as well as Prioritize Desired Outcomes within the Goal

Mar. 9-11 – Council Retreat: Review Prioritization of Desired Outcomes within all of Council’s Goals

Acronyms:

- LMC – Land Management Code
- BFO – Budgeting for Outcomes
- CC&Rs - Covenants, Conditions and Restrictions
- HOA - Homeowners Association
- MPD - Master Plan Development
- CUP - Conditional Use Permit
- UCA – Utah Code Annotated

Background:

Overview of Park City’s Strategic Planning

Park City’s strategic planning efforts are summarized in the concept diagram below. The Community Vision (Keeping Park City “Park City”) is the foundation of any long-range plan, is aspirational in nature and articulates the desired future state of the community in 2030. It is intended to inspire stakeholders to a common goal and to guide policy and resource allocation decisions. Used properly, it can outlast short-term philosophical shifts or priority changes to ensure the City’s progress continues along a path consistent

with its residents' shared values. By the same token, making the vision transparent and continuing to engage the community around it ensures the opportunity for it to evolve along with the residents. The Community Vision was created based on extensive feedback from residents who expressed their desire to maintain many of the current characteristics of the city they call home.

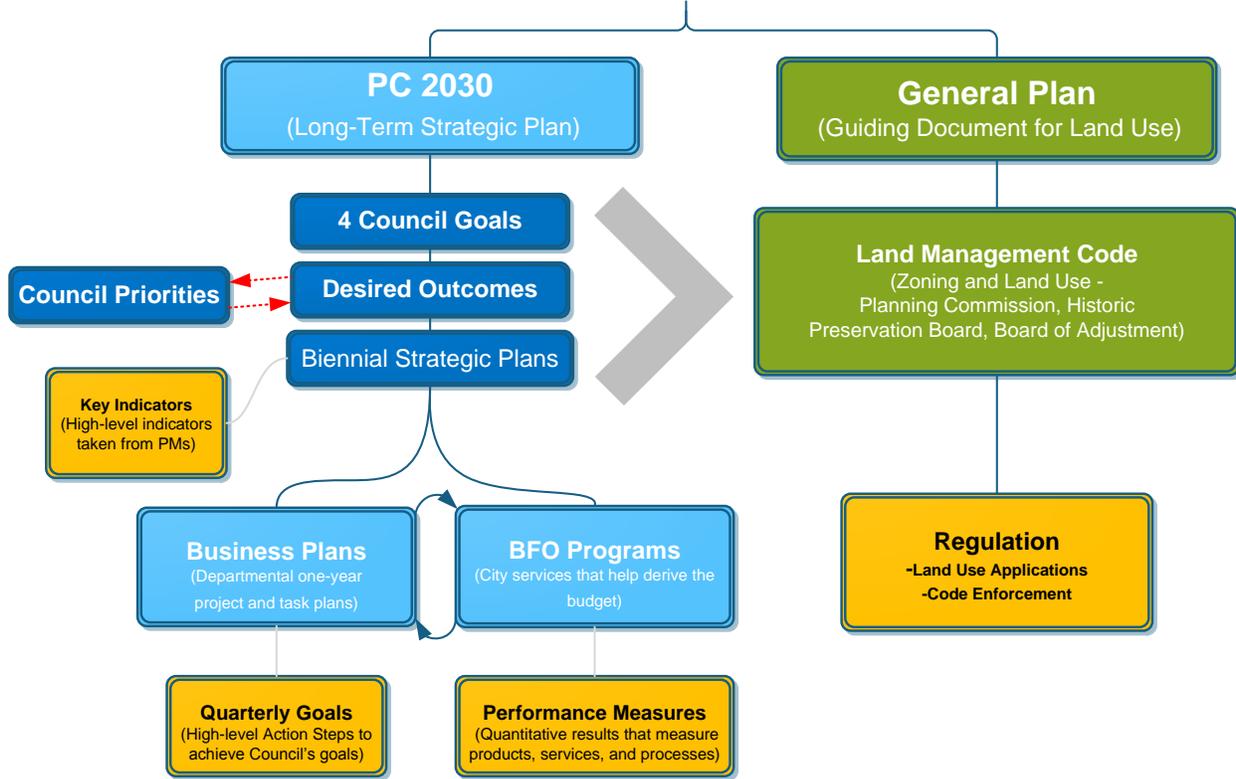
The Park City qualities identified through the visioning process reflect the core, or heart, of Park City. The elements that define "Park City" are Sense of Community, Natural Setting, Small Town, and Historic Character. These core qualities are enduring and if significantly altered would affect the essence of Park City.

In order to implement the Community Vision, there are two branches of strategic planning. The first is an organizational strategic planning effort which focuses on how Park City Municipal Corporation *operates* in order to achieve the Vision. This begins with Council's Goals and the Desired Outcomes of those Goals, which are detailed in Park City 2030. Then, each department or team creates strategies for achieving the Desired Outcomes and Action Steps within those strategies and documents these in a Business Plan. Finally, the programs and projects necessary for pursuing the strategies and action steps, along with their associated costs, are vetted in the Budgeting for Outcomes process and reported in the Budget Document.

The second branch of strategic planning is more external in nature and focuses more (although not exclusively) on the built environment and how the community will develop toward the Vision. This begins with the General Plan, which puts forth strategies and goals within the four Core Value areas. Ultimately, the land management code is derived from these strategies and goals, which details the City's zoning and development standards.

It is important to note that the General Plan and Park City 2030 are not conflicting documents or duplicative. They are both high level strategic documents that guide a particular areas and functions of the City's strategic thinking. Both documents will feed into the shorter term, specific strategies in Business Plans.

Community Vision & Values



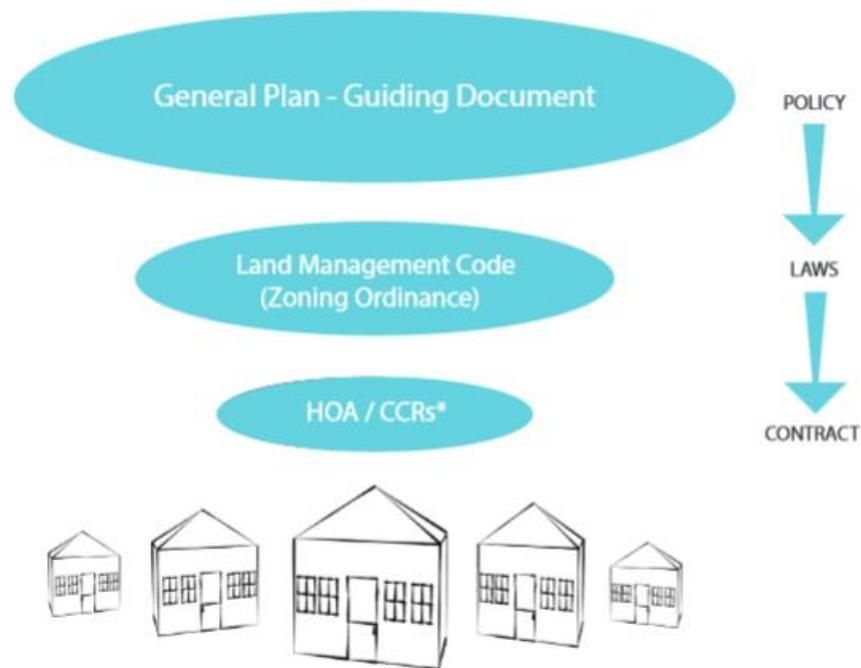
The hierarchy of land use in Park City is based upon the State of Utah’s land use legislation. The General Plan is Park City’s guiding document for land use. It is a long range policy plan that will guide future Land Management Code (LMC) and zoning decisions. The LMC is the regulatory document that addresses specific zoning and land uses within respective zones. The LMC and associated Zoning Map provide for specific uses within noted districts on the Zoning Map. Beyond these governmental tools for regulating land use are private Covenants, Conditions and Restrictions (CC&Rs) that are typically associated with Homeowners Associations (HOAs). These CC&Rs are enforced by their respective HOAs. It is important to note that Park City Municipal cannot enforce CC&Rs, as they are not municipal regulations. However, Utah Code allows cities to refuse to approve plats/subdivisions if CC&Rs prohibit solar and other energy devices based upon renewables:

10-9a-610. Restrictions for solar and other energy devices.

The land use authority may refuse to approve or renew any plat, subdivision plan, or dedication of any street or other ground, if deed restrictions, covenants, or similar binding agreements running with the land for the lots or parcels covered by the plat or subdivision prohibit or have the effect of prohibiting reasonably sited and designed solar collectors, clotheslines, or other energy devices based on renewable resources from being installed on buildings erected on lots or parcels covered by the plat or subdivision.

Enforcement of the LMC is implemented through approvals or denials of land use applications such as a zoning change or plat amendment, Master Plan Development (MPD), Conditional Use Permit (CUP), etc. that are required prior to any new construction activity. If the construction has already occurred without required approval or executed inconsistently with the required approvals, code enforcement will take action including issuing notices to remedy, fines, and/or civil or criminal legal action.

The Hierarchy of Land Use Documents



*May conflict with and be more restrictive than the Zoning Ordinance standards.

Analysis:

Staff kicked off the Strategic Planning discussions leading up to the Council Retreat on Feb. 4 ([Link](#)). In that Study Session Council gave direction on the following:

Staff asked Council for direction on the following questions:

Council Goals

Council Question: Does Council want to rework or update Council's Goals?

Staff recommendation: Staff feels like the Council Goals, having been reviewed and adopted only three and half years ago, encompass Council's needs and desired future state of the City sufficiently.

Council Direction: Council wants to look at two goals: World-class, Multi-Seasonal Resort Destination and Responsive, Cutting-Edge & Effective Government. Specifically, on the first goal, Council would like to different versions of this goal that make it more community-oriented. For the second goal, Council would like to see more of an emphasis on an engaged citizenry.

In the coming weeks staff will present alternatives for these goals that Council can review.

Council's Desired Outcomes

Council Question: Does Council want to rework or update the Desired Outcomes?

Staff recommendation: Staff is asking Council to prioritize the Desired Outcomes during the Study Session meetings leading to the Council Retreat where Council could update, add, or take away from the Desired Outcomes.

Council Direction: Council is comfortable reviewing and changing the Desired Outcomes, if needed.

Council did prioritize the Desired Outcomes in a survey that hasn't been completely presented or reviewed by Council. The survey acts as a catalyst for discussion, but is not the final word on where the Desired Outcomes would be ranked against one another. In the coming weeks Council will be able to update or change the Desired Outcomes during the review of the Biennial Strategic Plans.

Council's Priorities

Council Question: Does Council want to merge the Council Priorities with the Council Desired Outcomes?

Staff recommendation: There's pros and cons to both: Having a small and succinct list of Council Priorities is nice for communication purposes. However, where the Desired Outcomes (the more comprehensive list) includes all of the Council Priorities it does make it seem somewhat redundant to have two lists.

Council Direction: Council feels comfortable merging the two lists, especially if the Desired Outcomes incorporated the Council Priorities. Council also discussed the possibility of separating which Desired Outcomes were Council's Priorities versus "core" or "essential" services of the City.

Staff will come with recommendations on what a merged list will look like as well as start identifying which Desired Outcomes are Council's Priorities and which are "essential" or "core" services.

Quarterly Goals Report

Council Question: Does Council want a Quarterly Goals Report presented to them for review that includes Action Steps linked to their Council Priorities/Outcomes?

Staff recommendation: Staff recommends a return to presenting this information in a Manager's Report format on a quarterly basis. The report could shift to update Council on the Desired Outcomes that Council is most concerned with.

Council Direction: Council feels that the current Council Priority updates via Staff Report and Manager's Reports are sufficient for them right now.

Staff will continue to present the Quarterly Goals Report with the Biennial Strategic Plan presentations (as they are part of the action items for each plan), but will not resume a quarterly update to Council.

Working with the Strategic Plan

Council Question: Does Council want to continue to use the Significant Impact Matrix? Are there other ways by which Council can keep in mind the Strategic Plan when making decisions?

Staff recommendation: Staff recommends keeping the Significant Impact Matrix, but wants to look for ways to make it more meaningful.

Council Direction: Council was mixed on whether to drop the Significant Impact Matrix. It was suggested that staff come up with alternative ideas that Council could review at a later date.

General Plan

Council Question: Does Council see other areas where the General Plan is challenged in the policy area to meet our land use development needs and should be updated?

Staff recommendation: Staff recommends keeping any updates to the General Plan restrained to critical issues and maintaining staff focus on updating the LMC for the next two years, with the exception of the affordable housing element which will be reviewed as required by state law.

Council Direction: Council is comfortable with the General Plan for now, but in the future wanted to see an emphasis around the Council Priorities. Council was comfortable focusing on the LMC for any changes.

Department Review:

Budget, Debt, & Grants Department, Community Development, Legal, and City Manager

Summary Recommendation:

Staff recommends that Council discuss and review its current Strategic Plan looking for weaknesses and potential improvements, as well identifying any needed coordination with or elaboration of the General Plan. Specifically staff is looking for direction with regards to the prioritization and reporting on Council's Desired Outcomes. Also, staff is asking council to review the Responsive, Cutting-Edge & Effective Government Biennial Strategic Plan as well as prioritize the Desired Outcomes within the Goal.

Attachments:

- A – Preserving and Enhancing the Natural Environment Biennial Strategic Plan
- B - Responsive, Cutting-Edge & Effective Government Biennial Strategic Plan

PRESERVING & ENHANCING THE NATURAL ENVIRONMENT

Success of this Priority is defined as:

Park City is proud that it is recognized as a model environmentally-conscious community. Residents develop, participate in and support initiatives to protect the long-term health of the natural environment and Park City policies and investments work in concert with these efforts. Carbon reduction, energy and water conservation programs and open

space acquisition not only attract residents and visitors to Park City, but also advance community environmental goals and preserve the unique natural setting. Park City recognizes that careful planning to ensure a sustainable water supply that meets the City's current and future need is essential to our long-term viability.

Desired Outcomes

The Community and the City Council have identified the following desired outcomes related to this priority:

- Abundant preserved and publicly-accessible open space
- Managed natural resources balancing ecosystem needs
- ~~Enhanced water quality and high customer confidence~~ Provide Safe, Reliable, and High Quality Drinking Water
- ~~Effective water conservation program~~ Optimize Resource Conservation & Energy Efficiency
- ~~Adequate and reliable water supply~~ Maintain Sustainable Water Resources
- ~~Reduced municipal, business and community carbon footprints~~ A Net Zero Carbon Government by 2022 and City by 2032
- Economically and environmentally feasible soil disposal
- Enhanced conservation efforts for new and rehabilitated buildings
- Improve Storm Water Systems to Protect Physical Environment
- Manage Storm Water to Protect Stream and Groundwater Quality

Key Strategies

The following strategies have been identified as critical for achieving Desired Outcomes:

- Enhance Municipal and Community Carbon Mitigation, Energy Reduction and Conservation
- Mitigate Mining Legacy Including Mine Waste, Soils, Water and Physical Hazards
- Acquisition, Maintenance, Management and Implementation of Open Space
- Secure Water Supply and Peaking Capacity for Future Conditions
- Develop Advanced Treatment Systems and Water Quality Programs
- Water Conservation Pricing Signals, Education and Incentives

PRESERVING & ENHANCING THE NATURAL ENVIRONMENT (CONT.)

Key Indicators

KEY INDICATOR	YEAR					ASSESSMENT	
	2011	2012	2013	2014	2015	Benchmark	Trend
Increase in number of properties within the Soil Ordinance Boundary that have obtained Certificate of Compliance.	N/A	3	4	3	2	N/A	Positive
Meet all water quality regulations.	Yes	Yes	Yes	Yes	Yes	Similar	Neutral
Total numbers of acres preserved for open space.	8,405	8,405	8,697	9,034	9,049	N/A	Positive
Percent of Citizens actively conserving water at least once a month.	N/A	N/A	87%	87%	96%	Higher	Positive
Percent of citizens who walked or biked instead of driving at least once a month.	N/A	N/A	87%	87%	91%	Much Higher	Positive
Percent of citizens who rate drinking water quality as "good" or "excellent."	43%	43%	49%	49%	62%	Similar	Positive
Percent of citizens who rate overall natural environment as "good" or "excellent."	94%	94%	93%	93%	94%	Much Higher	Neutral
Annual Carbon Footprint for Municipal Facilities (Co2 in Tons).*	14,770	18,715	19,171	*22,000	*24,000	N/A	Negative
Percentage of carbon reduction for City Government from previous year.	N/A	27%	2%	15%	9%	N/A	Neutral

The Key Indicators above provide a snapshot of how the community is doing on our goal of Preserving and Enhancing the Natural Environment. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

Biennial Plan for Preserving & Enhancing the Natural Environment

Recent Successes

- Mining Influenced Water Study Underway
- MS4 Program Development Underway
- SCADA System Replacement Nearly Complete
- Water & Energy Conservation Program
- Watersmart Deployment
- Expanded Renewable Energy Portfolio—Solar on the MARC (Triples Portfolio), assessing new projects
- Annual, On-Going Energy Savings of \$256,000 due to Retrofits
- Georgetown University Energy Prize Semi-finalist
- Phase I LED Streetlight Retrofit
- Phase II Interior LED Retrofit
- Acquisition of the Sommer Parcel
- COSAC V
- Updated Noxious Weed Plan 2015
- Continued Progress on Prospector Drain AOC
- Secured Snow Storage Permanent Home
- Public Outreach

Current Challenges

- Mining Influenced Water Discharges
- Lack of Raw Water Storage
- Wildland Urban Fire Interface/Open Space
- Managing Environmental Liabilities
- Implementing New Technology
- Soil Disposal Limitations
- Public Outreach
- MS4 Storm Water Program Development
- Management and Maintenance of Open Space
- Animal Control Ordinances/Policies
- Climate Change & Extreme Weather Situations
- Energy Source Diversification
- Competition for Potential Open Space Acquisitions
- Alternative Transportation Initiatives
- Open Space Acquisition Impacts on Housing Affordability
- Non-Local Regulatory & Political Environment for Renewable Energy

Trends & Opportunities

- Increasing Regulations
- Advanced Treatment & Monitoring
- Increasing Storm Water Program
- Technology & Data-driven Decision-making
- Energy Cost Inflation
- Public Information Availability
- Open Data
- Soil Disposal Options
- Ecosystem Services
- Regional Collaboration
- Climate Adaptation Planning
- Increased Water Storage
- Wildlife Management
- Renewable Energy Financing
- Recycling Center Relocation
- Public Lands Initiatives
- Water Efficiency
- Designated Off-Leash Areas

Staff Focus Areas

- Technology and Water Treatment Upgrades
- Storm Water Program and Funding Development
- Deploy Energy Mitigation Strategies
- Deploy Green Building Policy
- Operational Facility Needs Development
- Strategic Land Planning
- Continue to address mining impacted soils & water
- Ecosystem Services
- Resolving Use Priorities on Open Space
- Achieve Citywide Renewable Energy Strategy
- Management and Maintenance of Open Space
- Implementation of Open Space policies and programs



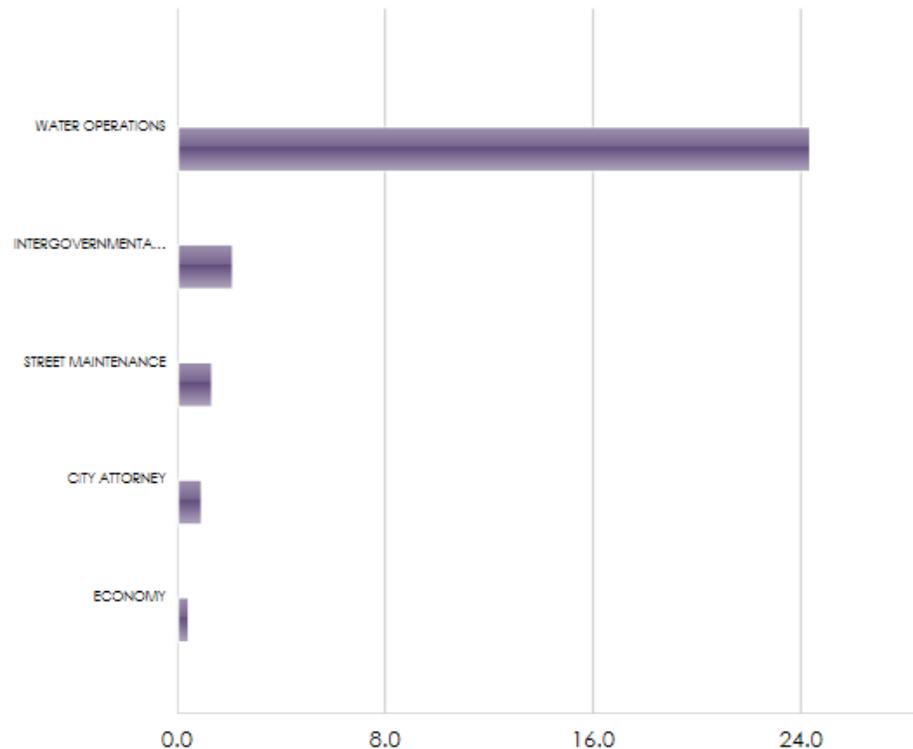
Action Plan for Preserving & Enhancing the Natural Environment

Staff Budget Plan FY17 & FY18

- **Storm Water:** Add resources and potential fee to increase level of service and to meet UPDES permit
- **Water:** Add resources to meet water quality goals and UPDES permit requirements
- **Water and Energy Conservation:** Add resources to enhance program and achieve energy goals
- **Trails and Open Space:** Providing additional full time staff to implement strategies and goals related to Council policies, including but not limited to management and maintenance of the trail system, management of wildland fire interface on open space, wildlife management goals, noxious weed programs and dog related items.
- **Carbon Reduction:** Possible staff increase.



Staffing Composition Total FTE's



Strategic Planning Roadmap

For more information on Park City Municipal's strategic planning processes follow this link:

<http://www.parkcity.org/departments/budget-debt-grants/strategic-planning>



Quarterly Goals FY 2016 Q2: Preserving and Enhancing the Natural Environment

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
ABUNDANT PRESERVED AND PUBLICLY-ACCESSIBLE OPEN SPACE									
0464 Open Space Acquisition	ECONOMY	-Staff attend monthly Basin Open Space Advisory Committee-Staff manage monthly COSAC meetings and update Council-Continued open space acquisition negotiations with landowners - Continued updates to Council in CLOSED per ongoing landowner discussions/budget -Coordination of RCST Bonding timeline per possible acquisition targets	On Track	2 Dept	Ongoing		High	Heinrich Dieters (Open Space Project Manager)Nate Rockwood (Capital Budget Manager)	Council Priority: Open Space Acquisition
ADEQUATE AND RELIABLE WATER SUPPLY									
0298 Complete and submit detailed engineering and financial analysis of options for UPDES compliance for Judge Tunnel and identification of the preferred alternative	WATER OPERATIONS	Recommended Treatment option for Judge	On Track	2 Dept	10/01/2015	12/31/2017	High	Clint McAfee	Staff is working on an alternatives analysis. Date was renegotiated in favor of Park City. Staff has completed phase 1 of the alternatives analysis and will be moving on to phase 2 which is field testing alternatives.
0356 Judge/Spiro Mine Maintenance	WATER OPERATIONS	Long Term, reliable water sources	On Track	2 Dept	Ongoing		High	Kyle MacArthur	Mine Maintenance is up to date. We have installed the communications network so that miners can keep in touch with the outside world. Emergency rations have been installed in several places in the tunnels. We are also planning to contract with an outside inspector in Spring 2016 to provide us with a condition assessment and work plan.

Quarterly Goals FY 2016 Q2: Preserving and Enhancing the Natural Environment

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0357 Well and Spring Maintenance	WATER OPERATIONS	Long Term, reliable water sources	On Track	2 Dept	Ongoing		High	Kyle MacArthur	We are currently monitoring well levels and performance to balance their use with our other sources. We are also looking at potentially increasing capacity in Park Meadows Well in conjunction with the treatment project. We will inspect and potentially rehabilitate them at the same time.
0358 Update and Enforce Source Protection Plan	WATER OPERATIONS	Long Term, Reliable Water Sources	On Track	2 Dept	Ongoing		High	Kyle MacArthur	Submitted our source protection plan to DDW in December 2015. Next one due in 5 years.
0359 Empire Tank Replacement	WATER OPERATIONS	Staff Recommendation of Size and Schedule	On Track	2 Dept	12/15/2013	12/31/2018	High	Roger McClain	The existing Empire Tank has been repurposed to a raw water tank. This storage for drinking water will need to be replaced in the next few years. However, in order to delay this cost, we are looking at some pressure zone changes that would tap into the storage of the existing Aire Tank. These modifications will provide adequate fire flow and peak day storage for the near term. As the plans for the Treasure Development and the lower PCMR area start to come together, we will be able to more accurately determine the size and location of the replacement tank.
0365 WTP Micro-hydro Power Generation Station	WATER OPERATIONS	Power production from new station	On Track	2 Dept	08/01/2014	1/1/2017	High	Roger McClain	Two sites have been identified for micro-hydro: at Quinns WTP and at Spiro WTP. The cost of this infrastructure is in the financial model but there is still work to do before we can design and construct a working facility. Micro Hydro will be a part of the treatment processes that will treat the Judge and Spiro Tunnels. Micro-hydro will be integrated into the design and construction of these facilities. This will be part of the energy initiative evaluation.

Quarterly Goals FY 2016 Q2: Preserving and Enhancing the Natural Environment

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0368 Update water impact fee study and upgrade financial model for water fund	WATER OPERATIONS	Impact Fee Adoption and Upadated Model	Complete	3 Dept	07/01/2014	10/1/2014	High	Clint McAfee	Done
0370 Judge Tunnel Pipeline	WATER OPERATIONS	Complete from Judge to Spiro WTP	Complete	3 Dept	12/15/2015	12/31/2015	High	Roger McClain	This project is the first major step toward improving the water quality from the mine tunnels and complying with the Safe Drinking and Clean Water Acts. This project is in complete. This project was partially funded by a STAG Grant in the amount of \$1.9M.
0371 Obtain UPDES permits for the Judge and Spiro Tunnels	WATER OPERATIONS	UPDES permits	Complete	3 Dept	12/15/2014		High	Clint McAfee	Done
0372 Continue to Participate in Western Summit County Project	WATER OPERATIONS	Annual Updates on Supply and Demand, regionalization fees, and provide input on future regional projects	On Track	2 Dept	12/15/2015	12/30/2016	High	Clint McAfee	This is on track, The Master Agreement was executed mid-2013. Phase 1 of 3 of the three way interconnection between Park City, Mountain Regional, and Summit Water is complete. Phases 2 and 3 are being studied.
0402 Water Master Plan Update - 2013	WATER OPERATIONS	Updated potable and raw water system planning update / to be incorporated in the IWRP / Council approval	Complete	3 Dept	01/01/2014	12/31/2014	High	Roger McClain	Done
0418 Complete and submit PCMC Integrated UPDES Plan to Division of Water Quality	WATER OPERATIONS	Draft Integrated Plan	Complete	3 Dept	10/01/2014	12/31/2015	High	Clint McAfee	Staff is drafting Plan. Date was renegotiated in favor of Park City
ECONOMICALLY AND ENVIRONMENTALLY FEASIBLE SOIL DISPOSAL									
0458 New Soils Ordinance Web Page	INTERGOVERNMENTAL & ENVIRONMENT	New web map and new web page	Complete	3 Dept	05/01/2014	11/1/2014	High	Jim Blankenau	Web map is active. Designing new web page. Council Priority: Clean Soils
0459 Soil Transfer Station	INTERGOVERNMENTAL & ENVIRONMENT	Meet with EPA; Feasibility Study	Delayed	1 Dept	01/01/2015	7/1/2016	High	Jim Blankenau	Working with EPA and looking at options.
0460 Amend Soils Ordinance	INTERGOVERNMENTAL & ENVIRONMENT	Meet with EPA; Adapt changes	Delayed	1 Dept	08/01/2014	7/1/2016	High	Jim Blankenau	Continue working and meeting with EPA.

Quarterly Goals FY 2016 Q2: Preserving and Enhancing the Natural Environment

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
EFFECTIVE WATER CONSERVATION PROGRAM									
0362 Analyze and potentially, propose rate structure alternatives to meet revenue requirements and encourage water conservation	WATER OPERATIONS	Potential Rate alternative	On Track	2 Dept	Ongoing		High	Clint McAfee	We will be looking at our rate structure to determine if a more aggressive conservation approach could be implemented. Zions Bank currently drafting white paper on potential rate structure changes. Staff will present options and recommendations to Council.
0363 Propose water code changes to clarify collections and other process improvements	WATER OPERATIONS	Proposed municipal code revisions	On Track	2 Dept	12/15/2013	10/31/2016	High	Jason Christensen	This is related to the effort we are undertaking with the creation of the Public Utilities department. We are working through this now.
0386 Meter Maintenance program	WATER OPERATIONS	meter maintenance programs	On Track	2 Dept	06/15/2013	7/1/2016	High	Jason Christensen	By the spring we will have completed the replacement of the vast majority of 4 inch and larger meters. We will continue to evaluate meters to reduce our water loss.
0395 Estates Drive Water Line Replacement	WATER OPERATIONS	Replace 750 ft. of corroded water main	Complete	3 Dept	11/01/2013	10/31/2014	High	Roger McClain	Done
0408 Pursue working leak detection.	WATER OPERATIONS	A process that maximizes our ability to detect leaks within our current software suite	On Track	2 Dept	09/15/2013	7/1/2016	High	Jason Christensen	There are two pieces to leak detection. First, detecting and notifying customers of leaks after their meter. With the deployment of the Customer Portal we are now automatically through email notifying any customer if there usage meets criteria consistent with a leak. Second, identifying leaks and losses out within the system. We are working to identify the best approach to this item, and will continue to explore a detection method.

Quarterly Goals FY 2016 Q2: Preserving and Enhancing the Natural Environment

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
ENHANCED CONSERVATION EFFORTS FOR NEW AND REHABILITATED BUILDINGS									
0434 Solar Panels	INTERGOVERNMENTAL & ENVIRONMENT	Solar panels on the roof of PC MARC.	Complete	3 Dept	06/01/2015		High	Matt Abbott, Ken Fisher (Recreation Manager)	Delayed due to lack of funding. Council Priority: Municipal & Community Green Building Standards; CIP request submitted waiting to hear on funding
MANAGED NATURAL RESOURCES BALANCING ECOSYSTEM NEEDS									
0223 Evaluate future uses and when those uses will be needed.	ENVIRONMENTAL REGULATORY	Analysis and recommendation to Council.	On Track	2 Dept	Ongoing		High	Jim Blankenau (Environmental Reg. Program Manager)	Blue Ribbon Commission is set to begin meeting in February. Have contacted EPA about proposed changes to Soils Ordinance. Council Priority: Clean Soils
REDUCED MUNICIPAL, BUSINESS AND COMMUNITY CARBON FOOTPRINTS									
0432 Determine City Council's "Green Vision"	INTERGOVERNMENTAL & ENVIRONMENT	Council Renewables Study Session	Complete	3 Dept	04/01/2014	12/31/2015	High	Ann Ober, Matt Abbott	Council has set Energy as a Critical Priority.
0433 Municipal & Community Green Building Standards	INTERGOVERNMENTAL & ENVIRONMENT	Green Building Council Study Session	On Track	2 Dept	Ongoing		High	Matt Abbott, Chad Root	First meeting with Council will be 6/26/2014 Council Priority: Municipal & Community Green Building Standards
0436 Prosecution E-filing and Paperless Case Management	LEGAL		Complete	3 Dept	10/01/2014		High	Lisa Rogers and Tricia Lake	
WELL-MAINTAINED ASSETS AND INFRASTRUCTURE									
0207 Enhance Consumer Confidence in Water	COMMUNITY & ENVIRONMENT	Water PI contract and program management	On Track	2 Dept	Ongoing		High	Phyllis Robinson; Water Staff	Contract approved. Work on pipeline and website underway. Quarterly sampling and reporting initiated.

Preserving & Enhancing the Natural Environment

1. Abundant, preserved, and publicly accessible open space

Council Priority: Open Space Acquisition

BFO Program	Department	Budget
Open Space	ECONOMY	\$59,715

Action Step/Deliverable	Deliverable/ Description
0464 Open Space Acquisition	<ul style="list-style-type: none"> -Staff attend monthly Basin Open Space Advisory Committee -Staff manage monthly COSAC meetings and update Council -Continued open space acquisition negotiations with landowners -Continued updates to Council in CLOSED per ongoing landowner discussions/budget -Coordination of RCST Bonding timeline per possible acquisition targets

2. Adequate and reliable water supply

BFO Programs	Departments	Budget
Distribution and Maintenance	WATER OPERATIONS	\$2,893,142
Water Rights/Water Projects	LEGAL	\$101,369

Action Steps/Deliverables	Deliverable/ Description
0298 Complete and submit detailed engineering and financial analysis of options for UPDES compliance for Judge Tunnel and identification of the preferred alternative	Recommended Treatment option for Judge
0356 Judge/Spiro Mine Maintenance	Long Term, reliable water sources
0357 Well and Spring Maintenance	Long Term, reliable water sources
0358 Update and Enforce Source Protection Plan	Long Term, Reliable Water Sources
0359 Empire Tank Replacement	Staff Recommendation of Size and Schedule
0365 WTP Micro-hydro Power Generation Station	Power production from new station

0368 Update water impact fee study and upgrade financial model for water fund	Impact Fee Adoption and Updated Model
0370 Judge Tunnel Pipeline	Complete from Judge to Spiro WTP
0371 Obtain UPDES permits for the Judge and Spiro Tunnels	UPDES permits
0372 Continue to Participate in Western Summit County Project	Annual Updates on Supply and Demand, regionalization fees, and provide input on future regional projects
0402 Water Master Plan Update - 2013	Updated potable and raw water system planning update / to be incorporated in the IWRP / Council approval
0418 Complete and submit PCMC Integrated UPDES Plan to Division of Water Quality	Draft Integrated Plan
0472 Park Meadows Well Compliance Agreement	Add filtration to Park Meadows Well

3. Economically and environmentally feasible soil disposal

Council Priority: Plan for Safe Clean Soils

BFO Programs	Departments	Budget
Environmental Regulatory/EPA	INTERGOVERNMENTAL & ENVIRONMENT; LEGAL	\$388,170

Action Steps/Deliverables	Deliverable/ Description
0458 New Soils Ordinance Web Page	New web map and new web page
0459 Soil Transfer Station	Meet with EPA; Feasibility Study
0460 Amend Soils Ordinance	Meet with EPA; Adapt changes

4. Effective water conservation program

Council Priorities: Water Conservation

BFO Program	Department	Budget
Conservation	WATER OPERATIONS	\$266,063

Action Steps/Deliverables	Deliverable/ Description
0362 Analyze and potentially, propose rate structure alternatives to meet revenue requirements and encourage water conservation	Potential Rate alternative

0363 Propose water code changes to clarify collections and other process improvements	Proposed municipal code revisions
0386 Meter Maintenance program	meter maintenance programs
0395 Estates Drive Water Line Replacement	Replace 750 ft. of corroded water main
0408 Pursue working leak detection.	A process that maximizes our ability to detect leaks within our current software suite

5. **Enhanced water quality and high customer confidence**

BFO Programs	Departments	Budget
Water Quality	WATER OPERATIONS	\$2,035,643
Service Orders	WATER OPERATIONS	\$440,692
Water Billing	WATER OPERATIONS	\$333,212

6. **Enhanced conservation efforts for new and rehabilitated buildings**

Council Priorities: Increase Green Building Standards

Action Step/Deliverable	Deliverable/ Description
0434 Solar Panels	Solar panels on the roof of PC MARC.

7. **Managed natural resources balancing eco-system needs**

BFO Programs	Departments	Budget
Storm Water Utility	PUBLIC UTILITIES	\$129,974
Project Management	WATER OPERATIONS	\$414,555

Action Steps/Deliverables	Deliverable/ Description
0216 Ongoing program implementation and partner procurement	Household carbon emissions reductions
0223 Evaluate future uses and when those uses will be needed.	Analysis and recommendation to Council.

8. **Reduced municipal, business and community carbon footprints**

Council Priorities: Carbon Reduction & Energy Conservation

BFO Program	Department	Budget
Carbon Reduction	INTERGOVERNMENTAL & ENVIRONMENT	\$179,066

Action Step/Deliverable	Deliverable/ Description
0432 Determine City Council's "Green Vision"	Council Renewables Study Session
0433 Municipal & Community Green Building Standards	Green Building Council Study Session
0436 Prosecution E-filing and Paperless Case Management	

RESPONSIVE, CUTTING-EDGE, & EFFECTIVE GOVERNMENT

Park City Municipal Corporation has earned the trust of the community by engaging its citizens, being responsible stewards of tax dollars and providing uncompromising quality and customer service. This is enabled by a customer-centered organizational structure; a culture that embraces accountability and adapts to change; and funding mechanisms and policies that support innovation. Investing in our people is essential to maintaining a

Success of this Priority is defined as:

high-performing and strategic-minded workforce. PCMC employees are equipped with the core skills that allow them to be self-managed, creative and flexible in anticipating and responding to community needs. Our investments are protected by ensuring that systems and infrastructure are maintained, making responsible and effective use of technology and being fiscally and legally sound.

Desired Outcomes

The Community and the City Council have identified the following desired outcomes related to this priority:

- Fiscally and legally sound
- Engaged, capable workforce
- Well-maintained assets and infrastructure
- Engaged and informed citizenry
- Streamlined and flexible operating processes
- Ease of access to desired information for citizens and visitors



Key Strategies

The following strategies have been identified as critical for achieving Desired Outcomes:

- Maintain Compliance with Financial Standards and Open Records
- Engaging the Workforce
- Access/Information
- Strategic Leadership
- Facilitate Citizen Engagement, Public Participation and Timely Communication
- Building Systems to Enhance Access to Information

RESPONSIVE, CUTTING-EDGE, & EFFECTIVE GOVERNMENT (CONT.)

Key Indicators

KEY INDICATOR	YEAR					ASSESSMENT	
	2011	2012	2013	2014	2015	Benchmark	Trend
General Obligation bond rating (Fitch and S&P).	AA+	AA+	AA+	AA+	AA+	N/A	Neutral
Percent of respondents who rated the overall direction PCMC is taking as "good" or "excellent."	70%	70%	64%	64%	50%	Similar	Negative
Percent of respondents who rated the quality of services from PCMC as "good" or "excellent."	83%	83%	80%	80%	80%	Similar	Neutral
Percent of respondents who rate the value of services for taxes paid as "good" or excellent	70%	70%	66%	66%	71%	Much Higher	Positive
Annual number of Audit Findings.	0	1	2	0	4	N/A	Negative
Percent of building repairs made within 30 days of receiving a complaint or request for service.	93%	94%	94%	95%	94%	N/A	Neutral
Percentage of Fleet mechanic time spent servicing vehicles and equipment ("Wrench-turning" hours to total hours).	N/A	N/A	75%	79%	77%	N/A	Neutral
Percent of applicant pool qualified for the posted position.	N/A	N/A	90%	83%	44%	N/A	Negative
Percentage of Facility customer complaints responded to within 72 hours, 24 hours for minor emergencies and 2 hours for major emergencies after receiving a service request.	95%	95%	95%	93%	95%	N/A	Neutral
Percent of respondents who rated their overall confidence in Park City as "good" or "excellent."	N/A	N/A	66%	66%	58%	Similar	Negative
Percent of respondents who rated the overall customer service from Park City as "good" or "excellent."	78%	78%	83%	83%	82%	Similar	Neutral
Percent of respondents who rated the public information services in Park City as "good" or "excellent."	83%	83%	82%	82%	78%	Similar	Negative
Percentage of respondents who attended a city-sponsored event	N/A	N/A	85%	85%	88%	Much Higher	Positive
Annual number of website hits.	1,182,519	1,345,654	1,267,171	1,338,493	1,284,323	N/A	Neutral
Annual number of website hits (mobile).	118,902	153,451	210,982	225,601	306,097	N/A	Positive

Biennial Plan for Responsive, Cutting-Edge, & Effective Government

The Key Indicators above provide a snapshot of how the community is doing on our goal of promoting a Responsive, Cutting-Edge, and Effective Government. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

Recent Successes

- Building Security Plan Completed: Library & Marsac
- New HR recruiting Software implemented saving staff time and reducing paper waste.
- Clean Audit for 2015 & 27th consecutive GFOA Excellence Award
- Upgraded 7 miles of Fiber Optic Cable to Municipal Facilities
- Initiated Projects Funded through Additional Resort Sales Tax for Open Space & Main St Projects
- Wellness Benefits Extended to Families
- Implementation of MinuteTraQ and other Software
- Active Participant in Mountain Accord
- WaterSmart Implementation
- Reengaged with Sister City
- Improvement to Building Security and Employee Training
- Creation of Safety Committee and Training Program
- Upgraded Sales Revenue Bond from A+ to AA-
- Cyber Security Testing, PCI Assessment, Insurance
- Revamped Community Newsletter
- Implemented Paperless Software for Accounts Payable
- Lower Park RDA Community Engagement
- Council Funded Critical Priorities

Current Challenges

- Engaging Diverse Constituencies
- New Facilities & Greater Complexity in Operating Systems (HVAC, Fleet, New Library)
- Cost & Pace of Technology Improvements
- Resource Allocation, Staff Workload & Succession
- Limited Resources for Training, Professional, Legal and Licensing Requirements
- Increasingly Specialized Positions due to Digital Technology and Government Regulations
- Recruiting Challenges (Workforce Competition, Wages, Cost of Housing and Commuting)
- Funding Capital Improvement Program (CIP) Priorities (Recreation Master Plan, Open Space, etc.)
- Long-term Fleet Fuel Strategy (Selected Fuels, Emergency Availability)
- Cyber Security Risks and Management
- Increases to Health Care Costs and Health Care Reform
- Pending Changes to State Transportation

Trends & Opportunities

- Alternative Energy and Conservation Infrastructure for Capital Assets
- Increasing Regulatory Environment Requires Monitoring and Training for Financial Reporting
- Environmentally Friendly Cleaning Products
- Consolidation of Local Government Functions & Joint Initiatives Aimed at Overall Cost Reduction
- Technology Trends Change how People Interact with Government and each other
- Increase the Tools and Tactics Needed to Reach a More Diverse Audience and the Need for Non-English Language and Cultural Competency Skills
- Staff Specialization
- Paperless/e-filing in State/Federal Courts
- Expanding Broadband Fiber Network

Action Plan for Responsive, Cutting-Edge, & Effective Government

Staff Action Plan

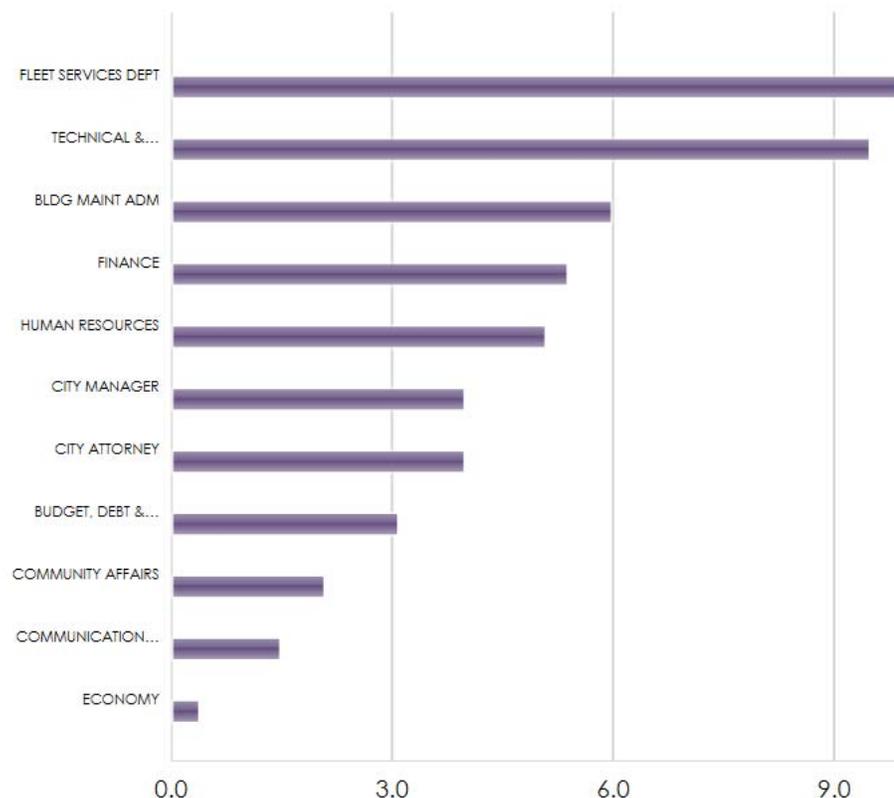
- Citizen Engagement and Community Forums
- Expanding electronic storage for documents
- Organizational Development Program focus on customer engagement in all City departments
- Enhancing Website with more Social Media Presence
- Complete Public Works Building Security System
- Initiate Centralized HVAC Systems for Maintenance
- Complete Upgrade for Fleet Management Software with Fuel Site Integration
- Completing Paperless Criminal Prosecution
- Complete Vacation Rental by Owner Regional Survey
- Joint Council Meetings with Regional Partners
- Mountain Accord Phase II
- Consideration of Storm Water Enterprise Fund and Fee
- Digital Transit Signage
- Implementation of Pay Plan Changes
- Strategic Plan 4-year Review

Staff Budget Plan FY17 & FY18

- Building Maintenance: Library cleaning cost increases.
- IT: Software maintenance costs.



Staffing Composition Total FTE's



Strategic Planning Roadmap

For more information on Park City Municipal's strategic planning processes follow this link:

<http://www.parkcity.org/departments/budget-debt-grants/strategic-planning>

Quarterly Goals FY 2016 Q2: Responsive, Cutting-Edge & Effective Government

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
EASE OF ACCESS TO DESIRED INFORMATION FOR CITIZENS AND VISITORS									
0331 Coordination and management of Council records and proceedings, minutes and motions. Maintenance of official documents.	CITY COUNCIL	Timely compilation and distribution of packets, minutes, and maintenance of official documents.	On Track	2 Dept	Ongoing		High	City Recorder	Ongoing
0333 Increase interagency outreach among regional partners	CITY MANAGER	Council Priority: Regional Collaboration. Schedule and participate in bi-monthly meetings with County Council, weekly staff meetings with County Manager and staff, and several regional meetings planned with Heber/Wasatch officials.	On Track	2 Dept	Ongoing		High	Diane Foster (City Manager) and Ann Ober	Bi-monthly meetings with County Council, weekly staff meetings with County Manager and staff, and several regional meetings planned with Heber/Wasatch officials.
ENGAGED AND INFORMED CITIZENRY									
0334 Robust communications to residents via multi-media	CITY MANAGER	Weekly interviews on KPCW; timely posting of new events; social media.	On Track	2 Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Anticipate a renewed focus on the use of social media and video in CY 2016.
0336 Proactively develop initiatives to respond to community challenges and shape policy for Council	CITY MANAGER	Guide and help support proactive policy formation.	On Track	2 Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Daily
0339 Manage Municipal Elections (candidate filings and financial reporting)	ELECTIONS	Meet legal deadlines and ensure proper reporting to the Lt. Governor's Office.	On Track	2 Dept	Ongoing		High	Marci Heil (Senior Recorder)	Odd years 2015
0340 Manage polling/staffing for municipal elections	ELECTIONS	Arrange polling locations. Ensure that polling location are staffed with trained poll workers.	On Track	2 Dept	Ongoing		High	Marci Heil (Senior Recorder)	Odd years 2015
0341 Satellite Registration and Polling Location for County	ELECTIONS	Facilitate voter registrations and absentee ballot requests. Manage Early Voting and Primary and General Elections in City Hall.	On Track	2 Dept	Ongoing		High	Marci Heil (Senior Recorder)	Even Years

Quarterly Goals FY 2016 Q2: Responsive, Cutting-Edge & Effective Government

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0467 "Taking It to the Streets" Initiatives	COMMUNITY AFFAIRS	Develop and implement a series of engagement activities	On Track	2	Ongoing		High	Phyllis Robinson (Community Affairs)	Council Priority: Citizen Engagement
ENGAGED, CAPABLE WORKFORCE									
0252 Day to Day Policy Implementation	HUMAN RESOURCES	Compliance in daily operations and systems	On Track	2 Dept	Ongoing		High	Brooke Moss (HR Manager) and all Finance personnel	
0255 Policy Design and Implementation	HUMAN RESOURCES	Compliance	On Track	2 Dept	Ongoing		High	HR	
0256 Annual benefit program review & bid process	HUMAN RESOURCES	Affordable, practical & competitive employee benefit package	On Track	2 Dept	Ongoing		High	Brooke Moss (HR Manager)	
0259 Full Time Regular Recruitments	HUMAN RESOURCES	Highly qualified and engaged workforce	On Track	2 Dept	Ongoing		High	HR Staff	
0299 Establish a citywide Safety Training Program for all departments including a job specific training matrix	SELF INS & SEC BOND	Completed Training Matrix and begin training program for all identified employees	On Track	2 Dept	06/01/2014	6/1/2016	High	H Daniels (Emergency Manager) & Management Team	Program in its first year of organization and implementation. Probably will take an additional two to three years to be completely established and functional.
0345 Communication with Council and Mayor	CITY MANAGER	Manager prepares weekly reports to Council, and meets every four to six weeks individually with the Mayor and Council Members.	On Track	2 Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Weekly
0348 Manage daily operations	CITY MANAGER	Provide staff with prompt feedback regarding operational issues.	On Track	2 Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Daily
0404 Facilitate attendance at ICMA LEAD Workshop seminars in Virginia	CITY MANAGER	Providing monetary assistance to supplement fees.	On Track	2 Dept	Ongoing		High	Jolene Weston	Created a PC LEAD program to train the majority of individuals in our organization. Also support management as necessary.
0443 Public Works Land Procurement	BLDG MAINT ADM	"Secure Land for the Following Priorities in Public Works Operations: Snow Dump Storage, Public Works Operations Facility	On Track	2 Dept	04/01/2015	12/30/2016	High	Clint McAfee	Snow Storage has been secured. Parks and Building Maintenance might need additional space and facilities. Public Utilities staff is working on a space needs plan. Once this is complete, Public Work's needs will be finalized.

Quarterly Goals FY 2016 Q2: Responsive, Cutting-Edge & Effective Government

February 1, 2016

Action Step	Dept.	Deliverable/ Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0445 Organizational Development Program	HUMAN RESOURCES	"Continue to develop the Organizational Development Program	On Track	2 Dept	Ongoing		High	Brooke Moss (HR Manager)	
0446 Training Development	HUMAN RESOURCES	"Continue to develop training needed by managers	On Track	2 Dept	Ongoing		High	Brooke Moss (HR Manager)	
FISCALLY AND LEGALLY SOUND									
0278 Coordinate with Department Managers to create a balanced budget	BUDGET, DEBT & GRANTS	Budget Adoption, Budget Documents, State budget audits	On Track	2 Dept	Ongoing		High	Jed Briggs (Budget Operations Manager), Kory Kersavage (Budget Analyst)	
0282 Coordinate with Project Managers to create a 5-year Capital Improvement Plan and 2-year Capital Budget	BUDGET, DEBT & GRANTS	CIP Plan & Budget Adoption, Budget Documents, State Budget Audit	On Track	2 Dept	Ongoing		High	Nate Rockwood (Capital, Debt & Grants Manager)	
0342 Foster relationships at local, State and Federal levels	CITY MANAGER	Identify bills that could negatively impact Park City.	On Track	2 Dept	Ongoing		High	Matt Dias (Assistant City Manager)	Mayor/Council/Staff attended April 2015 UCLT Conference, September 2015 UCLT Conference, and local officials and Leadership Park City's Day at the Capitol.
0497 GASB Implementation	FINANCE	Implement GASB 68, Accounting and Financial Reporting for Pensions	Complete	3	12/15/2015		High	Lori W. Collett (Finance Manager)	
STREAMLINED AND FLEXIBLE OPERATING PROCESSES									
0280 Create/update usable performance measures that accurately track the effectiveness and efficiency of each program.	BUDGET, DEBT & GRANTS	Performance Measure Database in BOARD	On Track	2 Dept	Ongoing		High	Kory Kersavage (Performance Measure Analyst)	
0466 Regional Collaboration	INTERGOVERNMENTAL & ENVIRONMENT	: The Council has scheduled a Joint Closed meeting with Summit County for late October. We are also in process of developing a holiday gathering.	On Track	2 Dept	Ongoing		High	Ann Ober	Council Priority: Regional Collaboration

Quarterly Goals FY 2016 Q2: Responsive, Cutting-Edge & Effective Government

February 1, 2016

Action Step	Dept.	Deliverable/Description	Status	Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
WELL-MAINTAINED ASSETS AND INFRASTRUCTURE									
0127 Elevator Inspection	BLDG MAINT ADM	Safety, regulatory compliance	On Track	2 Dept	Ongoing		High	Mike Lennon	Annual inspection completed
0129 Implementation of building security access cards(FOB)	BLDG MAINT ADM	Improved building security and safety	On Track	2 Dept	07/01/2014	12/1/2015	High	Mike Lennon; Hugh Daniels; Scott Robertson	Competed the Marsac Building, Police Building and Library. Working on Public Works
0130 Re-Bid Janitorial Service Contract	BLDG MAINT ADM	New Contract	Delayed	1 Dept	07/01/2013	12/1/2015	High	Mike Lennon	This goal is delayed so that special events can be included in the cleaning contract. The number of special events that the city does this year will be assessed and included in the re-bid in 2015.
0133 Install truncated domes to Prospector bike path at intersections	BLDG MAINT ADM	Handicap accessible / ADA compliance	Complete	3 Dept	10/01/2015		High	Troy Dayley	Asphalt patches were completed at Prospector. Truncated domes were installed at and around Miners Hosp and SR 224& Meadows Drive.
0262 Systems Support	TECHNICAL & CUSTOMER SERVICES	Advanced management of systems and disaster recovery	On Track	2 Dept	Ongoing		High	Andrea Mitchell (Systems Administrator)	
0265 GIS Support	TECHNICAL & CUSTOMER SERVICES	Facilitate customer centric GIS & mapping	On Track	2 Dept	Ongoing		High	Spencer Lace (GIS Coordinator)	
0268 Website management	TECHNICAL & CUSTOMER SERVICES	Verification and publication within website guidelines	On Track	2 Dept	Ongoing		High	Shannon Dale (IT Customer Service)	Continuing to monitor web pages to verify that they are using the style guide to comply with Park City standards.
0270 User support and training of core software applications	TECHNICAL & CUSTOMER SERVICES	Excellent customer support experience	On Track	2 Dept	Ongoing		High	Jolene Johnson (Helpdesk)	
0271 Network Support	TECHNICAL & CUSTOMER SERVICES	Support and management of network operations	On Track	2 Dept	Ongoing		High	Brad Pennock (Network Engineer)	New Wireless Infastructure Completed. New High Speed Redundant Internet Connections Completed.
0274 Replacement of aging computer equipment	TECHNICAL & CUSTOMER SERVICES	Timely upgrades to end-user equipment and core IT systems	On Track	2 Dept	Ongoing		High	Jolene Johnson (Helpdesk)	

Responsive, Cutting-Edge & Effective Government

1. Ease of access to desired information for citizens and visitors

BFO Programs	Departments	Budget
Records Management	IT & POLICE	\$249,678
Website	INFORMATION TECHNOLOGY (IT)	\$82,168

Action Steps/Deliverables	Deliverable/ Description
0331 Coordination and management of Council records and proceedings, minutes and motions. Maintenance of official documents.	Timely compilation and distribution of packets, minutes, and maintenance of official documents.
0333 Increase interagency outreach among regional partners	Council Priority: Regional Collaboration. Schedule and participate in bi-monthly meetings with County Council, weekly staff meetings with County Manager and staff, and several regional meetings planned with Heber/Wasatch officials.

2. Engaged and informed citizenry

Council Priority: Increase citizen involvement through outreach /gov't holistic decision making

BFO Programs	Departments	Budget
Elections	EXECUTIVE	\$22,840
Community Outreach and Citizen Engagement	5 CITY DEPARTMENTS	\$589,242
Policy Creation & Implementation	CITY COUNCIL; EXECUTIVE; & INTERGOVERNMENTAL & ENVIRONMENT	\$412,518
GIS	INFORMATION TECHNOLOGY (IT)	\$111,889
IT Utilities	INFORMATION TECHNOLOGY (IT)	\$126,023

Action Steps/Deliverables	Deliverable/ Description
0334 Robust communications to residents via multi-media	Weekly interviews on KPCW; timely posting of new events; social media.
0336 Proactively develop initiatives to respond to community challenges and shape policy for Council	Guide and help support proactive policy formation.
0337 Implement Council direction	Oversee Council-directed initiatives and policy changes.

0338 Address public safety, economic, social and environmental factors	Address issues in a timely manner and report outcomes to Mayor and Council.
0339 Manage Municipal Elections (candidate filings and financial reporting)	Meet legal deadlines and ensure proper reporting to the Lt. Governor's Office.
0340 Manage polling/staffing for municipal elections	Arrange polling locations. Ensure that polling location are staffed with trained poll workers.
0341 Satellite Registration and Polling Location for County	Facilitate voter registrations and absentee ballot requests. Manage Early Voting and Primary and General Elections in City Hall.
0467 "Taking It to the Streets" Initiatives	Develop and implement a series of engagement activities

3. Engaged, capable workforce

BFO Programs	Departments	Budget
Dental Self-Funding	DENTAL SELF-FUNDING	\$200,000
Benefit Design/Administration	HUMAN RESOURCES	\$69,156
Pay Plan Design/Administration	HUMAN RESOURCES	\$74,662
Recruitment	HUMAN RESOURCES	\$100,635
Valuing Employees	HUMAN RESOURCES	\$196,262
Safety and Security	EMERGENCY MANAGEMENT	\$38,000
Performance Management	HUMAN RESOURCES	\$610,815
Special Meetings	EXECUTIVE	\$12,000

Action Steps/Deliverables	Deliverable/ Description
0252 Day to Day Policy Implementation	Compliance in daily operations and systems
0255 Policy Design and Implementation	Compliance
0256 Annual benefit program review & bid process	Affordable, practical & competitive employee benefit package
0259 Full Time Regular Recruitments	Highly qualified and engaged workforce
0299 Establish a citywide Safety Training Program for all departments including a job specific training matrix	Completed Training Matrix and begin training program for all identified employees
0343 Maintain relationships with Utah League of Cities and Town	Participate in ULCT Legislative Policy and Baci Meetings.
0345 Communication with Council and Mayor	Manager prepares weekly reports to Council, and meets every four to six weeks individually with the Mayor and Council Members.

0348 Manage daily operations	Provide staff with prompt feedback regarding operational issues.
0349 Support governance process	Ensure timely responses to Mayor and Council requests.
0350 Provide ongoing organizational leadership and support to the Management Team	Hold Weekly and Quarterly Management Team meetings and Quarterly trainings.
0404 Facilitate attendance at ICMA LEAD Workshop seminars in Virginia	Providing monetary assistance to supplement fees.
0417 Provide organizational leadership and support to further the City's culture of accountability	Guide and support proactive policy formation.
0443 Public Works Land Procurement	"Secure Land for the Following Priorities in Public Works Operations: Snow Dump Storage, Public Works Operations Facility
0445 Organizational Development Program	"Continue to develop the Organizational Development Program
0446 Training Development	"Continue to develop training needed by managers

4. **Fiscally and legally sound**

BFO Programs	Departments	Budget
Accounting/Audit/Treasury	FINANCE	\$319,803
Capital Budgeting	BUDGET, DEBT & GRANTS	\$44,501
Budget Preparation, Coordination, and Monitoring	BUDGET & FINANCE	\$122,667
Debt Management	BUDGET, DEBT & GRANTS	\$37,679
Revenue/Resource Management	BUDGET, DEBT & GRANTS	\$25,437
Financial Services	FINANCE	\$310,465
General Legal Support	LEGAL	\$82,542
Strategic Planning	BUDGET, DEBT & GRANTS	\$26,228
Local, State, and Federal Compliance	HUMAN RESOURCES	\$135,133
Council & Board Support	EXECUTIVE & LEGAL	\$347,010
Contracts/Grants	LEGAL	\$72,140
Employment Review	LEGAL	\$57,295
Grant Administration	BUDGET, DEBT & GRANTS	\$13,804
Litigation	LEGAL	\$84,245
Legislative Liaison	EXECUTIVE	\$99,550
Analysis Resource	BUDGET, DEBT & GRANTS	\$50,427
Performance Measures and Benchmarking	BUDGET, DEBT & GRANTS	\$67,711

Action Step/Deliverable	Deliverable/ Description
0278 Coordinate with Department Managers to create a balanced budget	Budget Adoption, Budget Documents, State budget audits
0282 Coordinate with Project Managers to create a 5-year Capital Improvement Plan and 2-year Capital Budget	CIP Plan & Budget Adoption, Budget Documents, State Budget Audit
0342 Foster relationships at local, State and Federal levels	Identify bills that could negatively impact Park City.
0415 Direct and coordinate State/Federal Legislative activities	Analyzes and problem-solves complex legislative issues.
0497 GASB Implementation	Implement GASB 68, Accounting and Financial Reporting for Pensions

5. Streamlined and flexible operating processes

BFO Programs	Departments	Budget
City Recorder	EXECUTIVE	\$119,232
Staff Support	EXECUTIVE	\$216,335
Support/Help Desk	INFORMATION TECHNOLOGY (IT)	\$356,817
Venture Fund	EXECUTIVE	\$10,000
Short-Term Citywide Personnel	HUMAN RESOURCES	\$59,201

Action Step/Deliverable	Deliverable/ Description
0466 Regional Collaboration	: The Council has scheduled a Joint Closed meeting with Summit County for late October. We are also in process of developing a holiday gathering.

6. Strong working relationships with other regional governments

Council Priority: Regional Collaboration

Action Step/Deliverable	Deliverable/ Description
0466 Regional Collaboration	The Council has scheduled a Joint Closed meeting with Summit County for late October. We are also in process of developing a holiday gathering.

7. Well-maintained assets and infrastructure

BFO Programs	Departments	Budget
Network Support	INFORMATION TECHNOLOGY (IT)	\$229,512
Inspections and Contract Supervision	BUILDING MAINTENANCE	\$101,747
Fleet Management & Maintenance	FLEET SERVICES DEPT	\$2,496,841
Building Repairs and Maintenance	BUILDING MAINTENANCE	\$371,164
Software Maintenance/Upgrades	INFORMATION TECHNOLOGY (IT)	\$179,107
Systems Support	INFORMATION TECHNOLOGY (IT)	\$248,971
Risk Management	EXECUTIVE & LEGAL	\$952,888
Janitorial Services	BUILDING MAINTENANCE	\$360,835
Utilities	BUILDING MAINTENANCE	\$212,914

Action Steps/Deliverables	Deliverable/ Description
0127 Elevator Inspection	Safety, regulatory compliance
0129 Implementation of building security access cards(FOB)	Improved building security and safety
0130 Re-Bid Janitorial Service Contract	New Contract
0133 Install truncated domes to Prospector bike path at intersections	Handicap accessible / ADA compliance
0207 Enhance Consumer Confidence in Water	Water PI contract and program management
0262 Systems Support	Advanced management of systems and disaster recovery
0265 GIS Support	Facilitate customer centric GIS & mapping
0268 Website management	Verification and publication within website guidelines
0270 User support and training of core software applications	Excellent customer support experience
0271 Network Support	Support and management of network operations
0274 Replacement of aging computer equipment	Timely upgrades to end-user equipment and core IT systems



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Park City first participated in the National Citizen Survey in 2011. The purpose of the survey is to rate the quality and level of satisfaction with a broad range of municipal and other government services, as well as to measure overall quality, community engagement and civic participation.

Overall ratings for Park City in 2015 generally remained stable. Of the 128 times for which comparisons are available, 101 items were rated similarly in 2013 and 2015. Nine items showed a decrease in ratings and 18 showed an increase in ratings. This is the third time the City has participated in the National Citizen Survey. We began participating in the survey in 2011 with direction from Council to conduct it biennially to coincide with the budget cycle.

Respectfully:

Phyllis Robinson, Public & Community Affairs Manager



City Council Staff Report

Subject: 2015 National Citizens Survey Presentation
Author: Phyllis McDonough Robinson
Department: Sustainability
Date: February 11, 2016
Type of Item: Study Session

Summary Recommendations:

Damema Mann from the National Research Center will present the findings of the 2015 National Citizen Survey and discuss with Council trends over time and national benchmark comparisons. Staff will incorporate these findings into the upcoming Budgeting for Outcomes process for FY16 – FY17.

Executive Summary

Park City first participated in the National Citizen Survey in 2011. The purpose of the survey is to rate the quality and level of satisfaction with a broad range of municipal and other government services, as well as to measure overall quality, community engagement and civic participation.

Overall ratings for Park City in 2015 generally remained stable. Of the 128 items for which comparisons are available, 101 items were rating similarly in 2013 and 2015. Nine items showed a decrease in ratings and 18 showed an increase in ratings.

This is the third time the City has participated in the National Citizen Survey. We began participating in the survey in 2011 with direction from Council to conduct it biennially to coincide with the budget cycle.

Background:

The purpose of the survey is to rate the quality and level of satisfaction with a broad range of municipal and other government services, as well as to measure overall quality, community engagement and civic participation. The National Citizen Survey is a collaborative effort between the International City/County Management Association and the National Research Center. Our participation provides us with local data as well as benchmark data against the more than 500 other communities across the nation that also participates in the National Citizen Survey. As a member of the Community Performance Measurement program of the International Association of City/County Management, the data gathered also uploads directly into the performance measurement reports and data bases used by the City. Our first survey was conducted in July 2011. This survey established a baseline for community benchmarks. We repeated the survey in 2013 and again most recently in 2015.

Analysis:

The National Citizens Survey is conducted by the National Research Center, a research team specializing in performance measurement and evaluation. It is a series of questions to gauge community characteristics and local government services, as well as issues of public trust. The survey also measures resident behaviors related to civic engagement community strengths and weaknesses, as well as service strengths and weaknesses. It provides a series of report about the livability on Park City based on the opinions of a representative sample of residents about quality of life, service delivery, community participation and unique issues of local interest. It is a statistically valid survey.

The survey and its administration are standardized to assure high quality survey methods and comparable results across jurisdictions. Participating households are selected at random. Multiple mailings including self-addressed and postage paid return envelopes are conducted to encourage participation. Results are statistically weighted to reflect the proper demographic composition of the entire community. Our response rate for the survey was 25 percent which similar to the 2011 and 2013 participation levels. The margin of error is no greater than plus or minus five percentage points. Average response rates for a mailed resident survey range from 25 percent to 40 percent.

Report Types

The National Citizen Survey consists of four reports: Community Livability, Dashboard Summary of Findings, Technical Appendices and Trends over Time.

When assembled together, these reports build on and reinforce each other, while separately; they provide the flexibility for targeted reporting to specific audiences.

- **Community Livability Report:** This report is the most universal and summarizes all the results and key findings.
- **Dashboard Summary of Findings:** This report offers a simplified (“rolled up”) quantitative view of the data, as well as comparison details for each question (the relationship to the benchmark and over time, if this is not the first iteration of the survey.)
- **Technical Appendices:** The appendices include the details about survey methods, individual response options selected for each question – with and without the “don’t know” option – and detailed benchmark results. This document speaks to the credibility of data and the most granular detail of results.
- **Trends over Time:** This report reveals how resident perspectives and behaviors have changed across two or more administrations of The NCS. The report offers a high level view of how rankings have changed as well as relative position to the benchmark including all administrations of The NCS.

The 2015 (along with the 2013 and 2011) reports are available here:

<http://www.parkcity.org/departments/community-public-affairs/national-citizen-survey>

2015 Summary Findings

1. Park City residents continue to enjoy a high quality of life. Quality of life represents the natural ambience, services and amenities that make for an attractive community. How a community rates its quality of life is an indicator of the overall health of the community.

- Almost all respondents (97 percent) rated the quality of life in Park City as excellent or good which is higher than ratings in other communities across the nation
- Nine in ten respondents gave excellent or good ratings to the overall image of Park City, their neighborhood as a good place to live, raise children and the overall appearance. These ratings are higher than ratings in comparison communities. Park City's rating as a place to raise children increased from 2013 to 2015.
- Three-quarters of the respondents gave positive rating as a place to retire; this rating was also higher than in comparison communities.
- Ratings for community engagement exceeded the national benchmarks in many areas. Eighty-five percent of respondents rated opportunities to participate in community matters as Excellent or Good which is higher than the national benchmark.

2. Mobility is important to residents. More Park City residents than those in comparison communities reported that they had walked or biked instead of driving, carpoled or used public transportation instead of driving.

- At least 4 in 5 respondents gave excellent or good ratings to travel by public transportation, travel by bicycle, ease of walking, and paths and walking trails. These ratings were higher than ratings in comparison communities.
- Ratings for bus services, sidewalk maintenance, snow removal and street cleaning were all higher than the benchmarks. It is also good to note that ratings for street repair, street cleaning and sidewalk maintenance has improved over time.
- Ratings decreased from 2013 to 2015 for traffic flow, travel by car and public parking. Ratings for public parking were lower than the national benchmark. Only one-third gave positive ratings to public parking, and this rating was lower than in comparison communities.

- 3. Our natural environment is a strong feature of the community.** The Natural Environment was identified as an important priority for the community and was an area that consistently received high ratings from respondents.
- Nine in 10 respondents gave excellent or good ratings to the overall natural environment, cleanliness and air quality. All of these ratings were higher than in comparison communities.
 - Park City’s open space and natural areas preservation were also rated higher than the benchmarks.
 - While most Natural Environmental ratings remained stable over time, ratings for drinking water increased from 2013 to 2015. Nearly all residents – and more than elsewhere – reported recycling and conserving water.
 - More residents reported that they had conserved water and made efforts to make their homes more energy efficient in 2015 compared to 2013.
- 4. The Built Environment is important.** Most residents gave excellent or good ratings to the overall built environment, new development in Park City and public places where people want to spend time (this rating was higher than the national benchmark)
- Less than one-third of respondents gave positive ratings to affordable quality housing and housing options in Park City; these ratings were lower than in comparison communities and the rating for housing options decreased from 2013 to 2015. Ratings in prior years were also lower than comparison communities.
 - Most ratings within the area of Economy were higher than national benchmarks including vibrant downtown, shopping opportunities, employment opportunities and Park City as a place to visit.
- 5. The quality of City services and Governance are recognized.** The overall qualities of the services provided by Park City as well as the manner in which these services are provided are key components of how residents rate their quality of life.
- Eight in 10 respondents gave excellent or good ratings to the overall quality of City services, while five in 10 gave positive ratings to services provided by the Federal government. These ratings are similar to the national benchmarks.
 - A majority of respondents gave excellent or good ratings to other aspects of leadership and government. The overall customer service provided by Park City employees received the highest ratings followed by being honest, along with ratings of value of services for taxes paid to Park City. These ratings have remained stable over time.

- All aspects of Recreation and Wellness including (City Park, recreation programs and recreation centers) and Education and Enrichment (including public libraries and special events) received rating higher than in comparison communities.

Trends over Time

This is the third time the City has participated in the National Citizen Survey. We began participating in the survey in 2011 with direction from Council to conduct it biennially to coincide with the budget cycle.

- Overall ratings for Park City in 2015 generally remained stable. Of the 128 times for which comparisons are available, 101 items were rating similarly in 2013 and 2015. Nine items showed a decrease in ratings and 18 showed an increase in ratings.
- Overall all most aspects of Community Characteristics remained stable from 2013 to 2015. Ratings increased for employment opportunities, K-12 education and Park City as a place to raise children.
- Several rates of Participation increased from 2013 to 2015. Of particular note is the increased in rates of participation from 2013 to 2015 including those that had carpoled, conserved water, made their homes more emergency efficient, worked in Park City, used Park City recreation centers, listened to public meetings, volunteered or participated in a club or read/watched local news.
- Ratings decreased from 2103 to 2015 for traffic flow, ease of travel by car, public parking, housing opportunities, and Park City as a place to work. Affordable quality housing and housing options also decreased.
- In the Governance area, ratings decreased for traffic enforcement, cable television and the overall direction of Park City. Ratings increased from 2013 to 2015 for street repair, street cleaning, sidewalk maintenance and drinking water.

Department Review: Executive and Legal Departments have reviewed this report.

Recommendation:

Damema Mann from the National Research Center will present the findings of the 2015 National Citizen Survey and discuss with Council trends over time and national benchmark comparisons. Staff will incorporate these findings into the upcoming Budgeting for Outcomes process for FY16 – FY17.

Attachments:

Links to 2015 National Citizen Survey Reports:

<http://www.parkcity.org/departments/community-public-affairs/national-citizen-survey>



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

This report provides a high level overview of community engagement, briefly summarizing the events of the past year, outreach methods, and engagement techniques. Council is asked to consider the outcomes it seeks to achieve in the coming year so staff can define and implement a robust and effective program.

Respectfully:

Phyllis Robinson, Public & Community Affairs Manager



City Council Staff Report

Subject: Community Engagement Study Session
Author: Phyllis McDonough Robinson, Public Affairs Manager
 Kim Clark, Community Engagement Specialist
Department: Community Affairs
Date: February 11, 2016
Type of Item: Study Session

Summary Recommendations:

Staff recommends that the Council discuss its community engagement goals and desired outcomes for the coming year. Staff is particularly interested in discussing Council-focused engagement opportunities as a tool for structured community feedback on issues of more general nature.

Executive Summary:

This report provides an overview of community engagement, briefly summarize the events of the past year, outreach methods, and engagement techniques. Council should discuss and define during this study session the outcomes it seeks to achieve through community engagement in the coming year. Staff will use this input to define and implement a robust and effective program to address Council’s priority of “increasing citizen involvement through outreach/government holistic decision making.”

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Well-utilized regional public transit Balance between tourism and local quality of life	+ Reduced municipal, business and community carbon footprints Abundant preserved and publicly-accessible open space	+ Diverse population (racially, socially, economically, geographically, etc.) Physically and socially connected neighborhoods Part-time residents that invest and engage in the community	+ Engaged and informed citizenry Ease of access to desired information for citizens and visitors
Assessment of Overall Impact on Council Priority (<i>Quality of Life Impact</i>)	Positive 	Positive 	Very Positive 	Very Positive
Comments: Community engagement has positive direct impacts on specific projects and long term community benefits by building a culture of community input and trust.				

Background:

What is community engagement?

At its most basic, citizen engagement is the process by which government involves its public in the decisions that affect them. The purpose of community engagement is to have citizens first talk with each other to identify concerns or outcomes that the community favors rather than an individual. Citizen engagement occurs along with, not in place of, the work of elected and appointed officials. It is not an alternative to representative government nor is it intended to replace legislatively required public hearings. Community engagement and public hearings are not mutually exclusive processes. In many cases, community engagement processes often precede a public hearing process. Public hearings can be effective ways for citizens to participate directly in the public process, and because comments are recorded as minutes in the public record, it also affirms that their voice has been heard.

Guiding Principles of Community Engagement *(adopted by City Council in 2014)*

Open and Responsive: Complete, accurate and timely information is shared with all potentially affected interests and two-way informational flows are emphasized. It also includes reaching out in new ways to persons with special needs such as those with limited English proficiency, students, or working households with less time to devote to city issues.

Proactive: In an age of sound bites, citizen journalism and social media, a citizen's perception of a service, event or an issue can become reality. The city can bring perception and reality into line by telling its own story and initiating outreach rather than simply responding to issues and events as they occur.

Meaningful: For many citizens, the process is the product. Whether it is a workshop or a virtual meeting, each time we ask our community to engage with us, we are asking them to prioritize community matters over personal or family matters. Public confidence and acceptance in the outcome is greatly influenced by whether or not community members feel they have real opportunities for engagement in a way that can influence the ultimate outcome. Processes should be well-designed, implemented respectfully, flexible and evaluated.

Community-centered: Public dialog and decision-making processes identify, reach out to, and encourage broad participation. There is no "one size fits all approach". Effective processes can be stressful for participants and elected officials as we engage in a process to determine the best option(s) versus asking for response to a course of action. Processes must be inclusive, accessible, open, honest and understandable. Processes must respect a range of values, interests and the knowledge of those involved and move beyond traditional methods and venues.

Honest: Community engagement requires commitment and honest intent by public officials including clarity and specificity with participants about how their input and feedback will be considered. It is not a way to convince the public to agree to a pre-

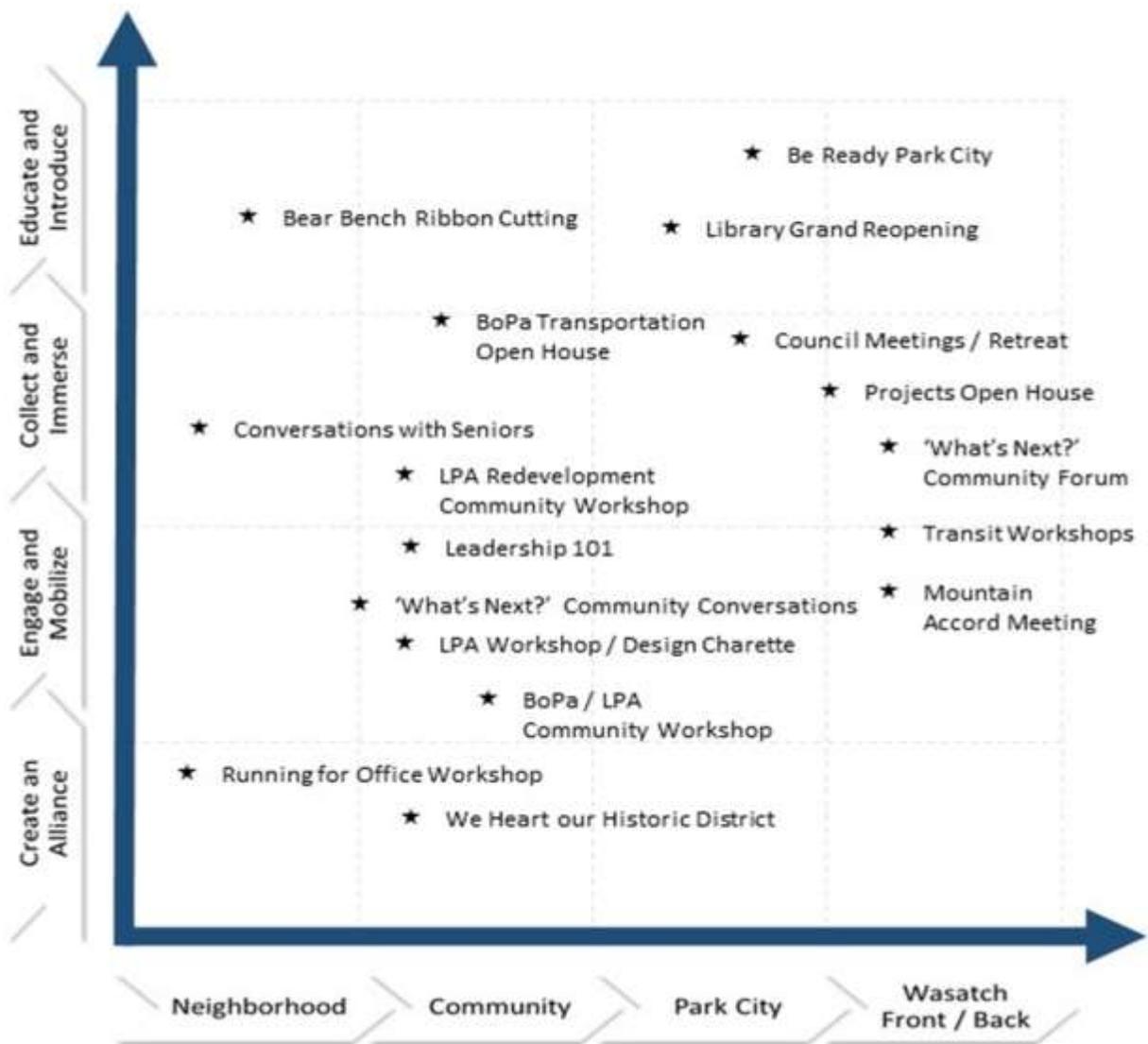
determined course of action. The most important question to ask before initiating engagement activities is “to what extent are decision-makers able and willing to consider the results of citizen engagement processes in their decision making?”

Analysis:

The first step in designing a public engagement process is to define our “promise to the public.” How do the decision-makers need the public to be involved in order to make informed decisions on behalf of the community. We must understand the relationship between impact and scope in order to create an effective program. Generally, the more complex the issue and the broader the scope of impact the more diverse the outreach and more sophisticated the tools used.

Summary of 2015 Engagement Activities

The chart below highlights the major outreach activities supported by the Community Affairs Department in the past year in design and/or execution. This is not an exhaustive list of all events hosted by the city in the past year.



Overall, there were 1,478 participants in engagement events in 2015. Ratings for community engagement in the 2015 National Citizen Survey exceed the national benchmarks. Eighty-five percent of respondents rated opportunities to participate in community matters as Excellent or Good.

You can lead a horse to water....

At the conclusion of an engagement process, we may hear that “only the usual suspects attended”, “not enough people attended” or “we didn’t hear from enough people.” Such concerns (and complaints) are not unique to Park City. While at times that may indeed be the case, and if so additional outreach can and will be conducted, we must also ensure that such statements are not an attempt to discredit the input received because it was contrary to another prevailing opinion.

It is important at the beginning of a public engagement process to be clear on the purpose of the meeting, how decision makers will use the information, and to implement a range of outreach methods to reach all potentially affected interests. It is important to keep in mind that public input is generally designed to aid in the decision making process for elected and appointed officials. Unlike a ballot measure, it is not a vote where the majority of those present control the outcome.

There are many reasons people do not attend public meetings. Below are several frequently cited reasons both in Park City and across the country.

- (1) Relevancy: The issue or project is self-limiting in terms of its audience. It is reasonable to expect that a discussion on senior services, for example, is more likely to draw members of the senior community, not young families. Similarly, we are more likely to see families with young children attend a workshop on childcare or youth recreation programs;
- (2) Schedule: The meeting date/time is not convenient. Lives are busy. In a resort town, work schedules on-mountain begin early and in the restaurants end late the times in between often spent taking care of daily life.
- (3) Confidence: There is a high level of trust in decision makers on the particular issue. Park City regularly gets high marks in the National Citizen Survey on governance.
- (4) Apathy: Residents do not believe their voice makes a difference. It is perceived that the ‘government’ is only checking the box by having the meeting and the outcome has already been decided.
- (5) Awareness. They didn’t know about the meeting. We are fortunate in Park City to have an engaged citizenry, good citizen utilization of the City’s website & social media outlets, and a receptive media to help promote events.

There are many things we do to mitigate reasons for non-participation. At the beginning of each process staff identifies the spectrum of potentially affected community members as well as their interests and uses a broad range of methods to promote meetings in a timely manner. Methods include identifying special interest groups and reaching out personally to ask them to engage their membership, offering more than one meeting time, or various method of participation such as an online presentation with a survey that does not require an in-person meeting or a specific time constraint.

A unique challenge for public outreach in Park City is the high number of units occupied either only seasonally or by local renters who would not receive information if mailed to the property owner. Door-to-door and targeted outreach, for example, will reach a renter, but not the property owner and vice versa so extra steps must be taken to be sure all affected parties are aware of an upcoming event. This year we introduced nontraditional methods including moving A-Frames throughout a neighborhood as we did to inform neighbors of upcoming road construction meetings and the We Love our Historic District meeting. We also placed A-frames at the transit center as another central outreach location. We also use the property tax rolls to notify property owners of upcoming projects in their area. This was successful for Lowell Avenue – more than 60% of the property owners responded to a survey link to provide input. We also offered the option of a community meeting on this project during the holidays when property owners indicated they would be in town

Of particular concern is encouraging a diversity of voices participating in the process – age, gender, race, cultural identity, physical location, tenure of residency are examples. Last fall we took some initial steps to bring the voices of members of our Hispanic community to the table – literally in the case of a Council study session – and more figuratively in transit outreach through flyers in Spanish and Spanish language outreach on the radio. This is an area to consider more closely in the coming year.

Applying the Rule of Seven to Community Outreach

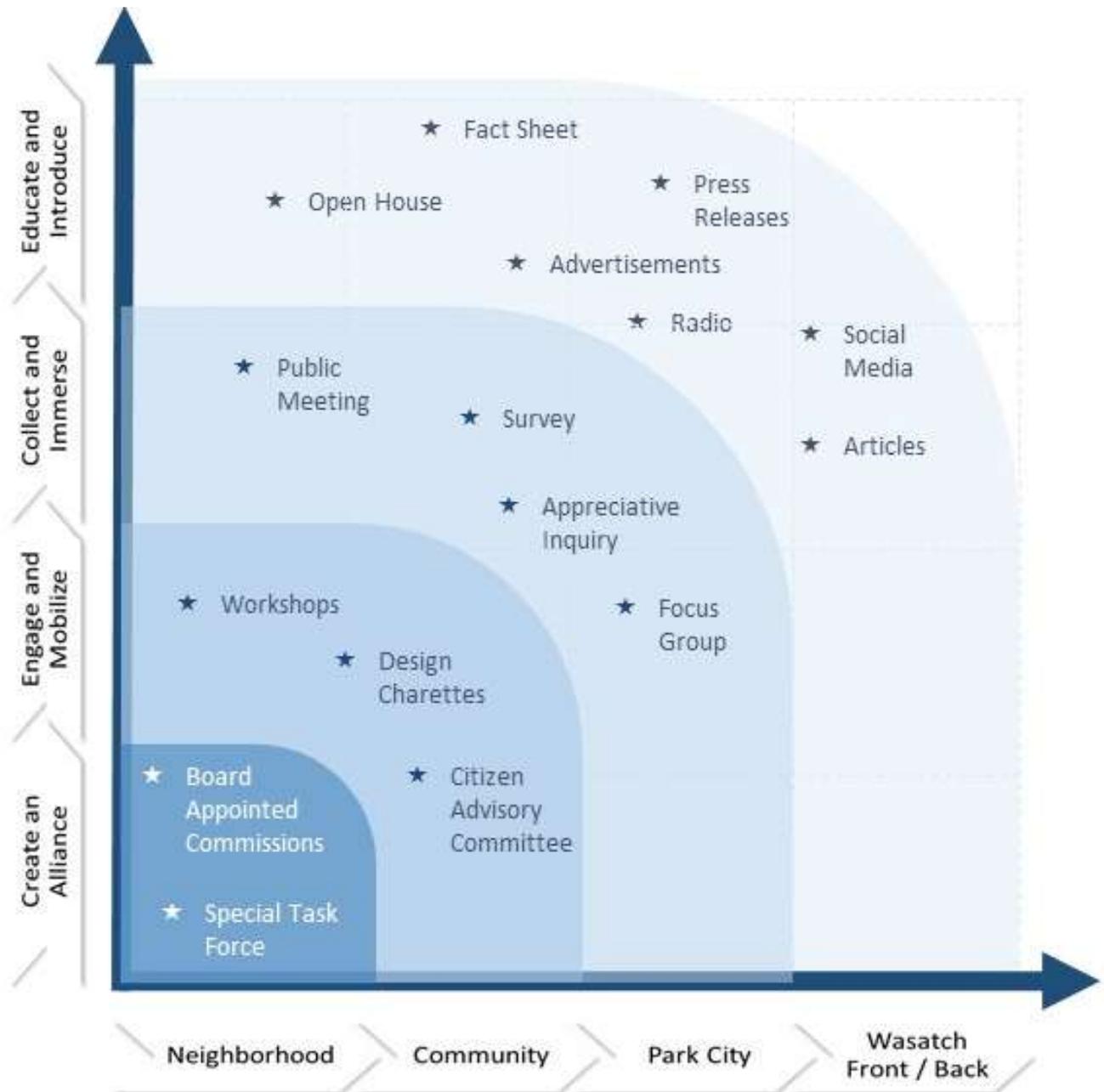
The rule of seven is one of the oldest concepts in marketing. Simply put, a prospective buyer should hear or see the marketing message at least seven times. The first few times someone sees or hears a message it doesn't always register completely given the constant stream of information competing for attention in our brains.

We apply the Rule of Seven concept in public outreach through continuous and repetitive effort in multiple sectors. A robust outreach program to inform the public of an upcoming event is a critical step in the engagement process. We want to ensure that people are making an informed choice as to whether or not they attend a meeting. This means they need to know about the opportunity and in enough time to arrange to attend if they choose.

For example, did they hear an interview about it on KPCW? Read about it in the Park Record? Receive an e-blast from the City? See a tweet or a Facebook post? Receive a flyer at home? Hear about it at Lodging Association or Newcomers? Receive an invitation via another community organization? Been personally asked to attend? The six-most dreaded words for Community Affairs staff come from a citizen stepping up to the microphone at a Council meeting saying "*I didn't know this was happening*" and ask Council to postpone a decision. While we work to drive high levels of participation and input, we also recognize that not everyone can or will attend. What we work to ensure is that folks are aware of the issue and the opportunity to participate in shaping the outcome.

Engagement Tools

Community members can participate in a variety of ways, and to different levels of influence and identify needs, generate solutions, or plan new initiatives and service delivery approaches. There is no simple solution or “one fit all approach” for effective community engagement. It will often be necessary to combine a range of complementary methods. Different tools will appeal to different audiences, also.



The first step in developing an engagement process is identifying goals of the engagement and the desired outcomes. The outcomes inform the process and the tools. In addition to seeking clarity on the engagement channel and the input sought, the community calendar should be consulted to avoid (as much as possible) community conflicts that could affect public participation levels or create community burnout.

Meetings within Meetings Approach

- **Projects Open House (March 2015):** Our annual spring Projects Open House began in 2014 maximizes the use of the community's time and city resources. As individual meetings, the projects presented at the Projects Open House would draw 10 – 15 people and we would hold six to eight meetings over a two-month period. This one-stop shop approach instead attracts 80+ community members who learn about and provide input on a range of projects in one evening. This has significant savings in terms of the community's time, as well as cost savings in terms of staff time and paid advertising, and incidental expenses associated with meetings. Costs are shared among the participating projects.
- **Joint Transportation and Lower Park Avenue Workshops (November 2015):** This is another example of combining meeting to attract a broader cross section of the community. The idea for this grew out of a transportation meeting in August. At that meeting staff and participants noted significant overlap among participants who attended a Lower Park Avenue meeting held a couple of weeks earlier. We also received comments during the transportation meeting from attendees that we could have combined the meetings. Staff noted that feedback and when we found ourselves needing to schedule several public meetings during a very crowded November calendar, we decided to host both discussions within one single meeting. We offered the meetings twice – on different weeks and on different days of the week. The attendance was a bit higher at the second meeting due to additional time to promote the meetings as well as word of mouth.

The majority of people attended initially because of one of the topics but stayed for both sessions. Several people expressed appreciation for the format and encouraged us to use it again for future meetings. Over the course of the two meetings, 80 community members participated in round table discussions on transportation and siting community buildings in Lower Park Avenue. Staff also noted during registration new faces at the meeting, including a few who noted that this was their first time attending a public meeting. This is one of our key indicators of a successful event. This format maximized advertising and outreach impact and shared expenses over two projects. The level of attendance and interaction was greater than individual meetings held earlier in the year on similar topics.

2015 What's Next Park City - A very brief engagement case study

On June 15, 167 community members attended "What's Next Park City" hosted by the Park City Council. Overall, there has been very positive feedback by the community about the growth presentation and subsequent community conversations. One key finding was that while the City has had previous community meetings about growth, it

has largely been within a regulatory context when updating documents such as the General Plan, Historic District Guidelines, or the Land Management Code. This new presentation was developed at a broader level and communicated better with newer residents and longtime locals alike, providing context about future challenges. Staff observed that the June 15 meeting in particular was attended by a mix of Park City residents, diverse in age, tenure and previous involvement. While the city information was not considered “new” by a few of our longer-term members, all considered the regional and statewide information quite helpful. We provided the opportunity for attendees to offer immediate feedback via comment walls outside the Santy auditorium. We also provided a take home guide to give attendees the opportunity to reflect before providing comments via an on-line survey.

Recognizing that not everyone could attend the June 15 meeting, we filmed the meeting and posted the presentations on-line immediately following the meeting. We also scheduled follow-up community conversations held June 23 and June 27. Approximately 50 percent of the attendees said they had not been at the June 15 meeting but had reviewed the on-line information. More than 70 community members participated in the follow-up conversations.

All of the conversations were productive, engaged sessions with a high-level focus on the community speaking while Council and staff listened. The format for these sessions – three simultaneous meetings repeated within in the week- were generally considered successful. Several participants stated that the City should host more meetings in this small group format.

The attached calendar outlines the outreach process for the June 2015 What’s Next Park City meetings, and included pre- and post-event outreach.

Outreach Methods Summary

- City e-blasts via e-notify and website
- Inclusion in other newsletters (Chamber/Visitor Bureau Member to Member and Historic Park City Alliance)
- Radio interviews (4)
- Radio PSAs
- Newspaper Ads (4)
- Guest Editorial by Councilmember Henney
- Two articles by Jay Hamburger in the Park Record
- Social Media (including Facebook ad and event, Twitter and YouTube)
- Community groups direct outreach by Council and staff
- Community comment boards immediately following the event
- On-line access to June 15 materials including video of evening presentation with link to survey for comments
- Community Conversations (held twice at multiple locations)
- Follow up thank you emails with survey
- Follow up email prior to study session in August

An outreach calendar is developed for all engagement events. The potentially affected interests and the type of input sought by decision makers determine the methods and extent of the outreach.

Council Discussion Questions:

Community engagement is an ongoing cumulative process enabling relationships and trust to build and strengthen over time. Individual engagement events are designed within this larger framework of building trust and furthering Council's priority of *"increasing citizen involvement through outreach/government holistic decision making."* This report provided an overview of community engagement, and briefly summarized the events of the past year, outreach methods, and engagement techniques. Staff is asking for Council discussion on the outcomes it seeks to achieve in the coming year through community engagement in order for staff to define and implement an effective program.

- (1) How do you define a successful community engagement event?
- (2) What type of information do you find effective as aids in your decision-making?
- (3) Is Council interested in participating in less formal outreach meetings at a local coffee shop or other venue? What is the best way to schedule these?
- (4) Is Council interested in a community outreach event prior to the annual City Council Retreat such as an informal local gathering or a community survey?
- (5) Is Council interested in hosting a community-wide meeting this year of similar size to the June 2015 What's Next event? If so, are there suggested topics for the community to explore for this meeting?

Staff Next Steps

- Develop 2016 Community Engagement program including master calendar
- Community Engagement Toolkit
 - Staff Training Program
 - Coordinated Engagement Calendar
- Social media integration with website
- Small group meetings at local coffee shops or other venues, if requested
- Follow up on other action items from this Study Session

Department Review: This report was reviewed by Community Affairs and Sustainability staff, the City Attorney and the City Manager.

Recommendation: Staff recommends that the Council discuss its community engagement goals and desired outcomes for the coming year. Staff is particularly interested in discussing Council-focused engagement opportunities as a tool for structured community feedback on issues of more general nature.

Attachment A:

Outreach Calendar for 2015 "What's Next Park City?"

What's Next? Community Outreach Plan - to be held June 15, 2015

Day	Date	Method	Target	Responsible
Tuesday	26-May	Park City Chamber / Bureau Board of Directors Meeting	Presentation on the Agenda for short presentation	Matt
Tuesday	2-Jun	Board of Adjustments Meeting	Board Members	Dick Peek
Tuesday	2-Jun	Recreation Advisory Board Meeting	Advisory Board	Tim Henney
Wednesday	3-Jun	Historic Preservation Board Meeting	Preservation Board	Cindy Matsumoto
Wednesday	3-Jun	Park City Historical Society Meeting	Preservation Board	Cindy Matsumoto
Monday	8-Jun	Public Art Advisory Board Meeting		Jenny Dierson
Monday	8-Jun	Peace House Meeting		Cindy Matsumoto
Tuesday	9-Jun	PC Rotary Meeting	Short pitch to attend meetings and urge to get involved	Diane Foster
Tuesday	9-Jun	Citizens of Open Space Meeting	Short pitch to attend meetings and urge to get involved	Andy Beerman
Tuesday	9-Jun	Mountainlands Community Housing Trust Meeting	Short pitch to attend meetings and urge to get involved	Liza Simpson Tim Henney
Wednesday	10-Jun	Newcomers Club Meeting @ 10a @ Community Church	Short pitch to attend meetings and urge to get involved	Ann Ober Phyllis Robinson
Thursday	11-Jun	Senior Center @ 12:45 Lunch Meeting	Short Pitch & Lunch to attend meetings and get involved provide flyers	Liza Simpson
Monday	15-Jun	Recycle Utah Meeting	Short pitch to attend meetings and urge to get involved	Tim Henney
		Park City School District		Cindy Matsumoto
Tuesday	2-Jun	KPCW News Director Meeting (8-9 am)	Community	Jack Thomas Tim Henney

Thursday	4-Jun	KPCW Interview @ 8:30	Promote – what’s next meeting	Jack Thomas Tim Henney
Wednesday	10-Jun	KPCW	Mention during City Manager Agenda Review	Diane Foster
Thursday	11-Jun	KPCW @ 8:40	Community	Ann Ober & TBD
Friday	12-Jun	KPCW Interview @ 8:30	Brief promotion of MA by CC during Council radio wrap-up	Mayor Jack Thomas Tim Henney
Wednesday	3-Jun	PSA on KPCW	Community	Phyllis Robinson
Wednesday	3-Jun	Park Record Ad for What's Next meetings ¼ page; color	Community	Phyllis Robinson
Saturday	6-Jun	Park Record Ad for What's Next meetings ¼ page; color	Community	Phyllis Robinson
Wednesday	10-Jun	Park Record Ad for What's Next meetings ¼ page; color	Community	Phyllis Robinson
Saturday	13-Jun	Park Record Ad for What's Next meetings ¼ page; color	Community	Phyllis Robinson
Monday	8-Jun	Park Record Editorial Meeting @ 9:30	Media & Community	Jack Thomas Tim Henney Ann Ober Phyllis Robinson
Monday	1-Jun	Website/FB/Twitter/E-notify/ social media	Community and Media	Phyllis Robinson
Thursday	4-Jun	Social Media #keepingparkcity Periodic Tweet/FB	Community & Media	Phyllis Robinson
Monday	8-Jun	Social Media #keepingparkcity Periodic Tweet/FB	Community & Media	Phyllis Robinson
Thursday	11-Jun	Social Media #keepingparkcity Periodic Tweet/FB	Community & Media	Phyllis Robinson
Monday	15-Jun	Social Media #keepingparkcity Periodic Tweet/FB	Community & Media	Phyllis Robinson
Wednesday	3-Jun	E-blast #1	HPCA (Historic Park City Utah)	Phyllis Robinson / Elizabeth

Friday	5-Jun	E-Blast # 2	CVB, Lodging, etc...	Phyllis Robinson / Elizabeth
Monday	8-Jun	E-blast #3	Leadership Alumni	Phyllis Robinson / Elizabeth
Monday	8-Jun	E-blast #4	Construction Update lists	Pi Construction teams
Wednesday	10-Jun	E-blast #5	Chamber Members	Phyllis Robinson
Tuesday	2-Jun	Distribute/Post Fliers/Posters	Starbucks / City Buildings / TBD	TBD
Friday	5-Jun	Check /Distribute/Post Fliers/Posters	Starbucks / City Buildings / TBD	TBD
Monday	15-Jun	Community Growth Forum	Community	ALL HANDS ON DECK



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

This report is intended as a high level briefing on Park City's Storm Water system. It gives an overview of the current storm water system, the current operational system, prior funding decisions, new regulations that will impact the City, operational changes that will support meeting the new regulations, and discusses the option to create a storm water utility. The Discussion Section is in bullet point form to facilitate discussion with Council on these topics.

Respectfully:

Jason Christensen, Conservation & Tech Coordinator



City Council Study Session Report

Subject: Storm Water Overview
Author: Jason Christensen, Water Resources Manager
Department: Public Utilities
Date: February 11, 2016
Type of Item: Study Session: Information/Discussion

Executive Summary:

This report is intended as a high level briefing on Park City's Storm Water system. It overviews the current storm water system, the current operational system, prior funding decisions, new regulations that will impact the City, operational changes that will support meeting the new regulations, and discusses the option to create a storm water utility. The Discussion section is in bullet point form to facilitate discussion with Council on these topics.

Acronyms in this Report:

UDOT Utah Department of Transportation
MS4 Municipal Separate Storm Sewer System
ESU Equivalent Surface Unit
FEMA Federal Emergency Management Agency

Discussion:

1. Park City's Storm Water System
 - a. Map of storm water system. [Staff will present map at meeting.]
 - i. Potential property damage is an action driver.
 - ii. Operationally the community uses a mix of natural stream channels, public, private, UDOT, and irrigation ditches to move water out of town.
 - iii. System would benefit from a systematic approach.
2. Current Organizational System
 - a. Operations
 - i. Street Sweeping
 - ii. Inlet Box Cleaning
 - iii. Curb and gutter replacement
 - iv. Flood Control
 1. This refers to removing blockages, monitoring flows during spring runoff and large rain events, and sandbagging as needed. It is different than the FEMA flood plain regulations.
 - b. Regulatory
 - i. Limited Municipal Ordinances
 1. The City relies on County for most regulatory requirements.¹
 2. Storm Water Design Standards have been created, but are not adopted.²

¹ <http://www.co.summit.ut.us/DocumentCenter/View/183>

- c. Capital
 - i. The Resort Communities Sales and Use Tax recently provided funding for capital improvements.
 - ii. A Draft Storm Water Master Plan was recently completed. This informs and recommends capital projects.
 - iii. No current implementation plan, other than implement as part of other capital projects (i.e. roads projects).
 - iv. Future updates will include refined storm water goals and a prioritized approach to capital projects and management of system.
 - d. Current Funding
 - i. Originally funded through the Additional Resort Communities Sales and Use Tax Plan for \$8.5M between FY 2014 and FY 2021. Expenditures to date \$1.6M, remaining funding \$7.9M.
 - ii. All other costs are funded through general fund and are included in the Street Operations and Community Development budgets, and are not identified specifically as storm water costs.
 - iii. Staff will be returning to Council in a few weeks to discuss a new storm water fee that could fund operations.
3. MS4 Regulation Refresher
- a. Park City will be designated on July 1, 2016
 - i. Initial date was July 1, 2015 but staff negotiated a one year extension
 - ii. Will have up to 5 years to come into full compliance with the requirements of the Permit.³
 - 1. Some requirements begin as soon as 90 days in.
 - 2. Major obligations start on January 1, 2018 which will require additional funding above the current level.
 - iii. 6 Minimum Control Measures⁴
 - 1. Public Education and Outreach
 - 2. Public Involvement and Participation
 - 3. Illicit Discharge Detection and Elimination
 - 4. Construction Site Runoff Control
 - 5. Post-Construction storm water Management
 - 6. Storm water Management for Municipal Operations
4. Future Operations
- a. Staff's Recommended Goals for Storm Water
 - i. Improve Storm Water Systems to Protect Physical Environment
 - ii. Manage Storm Water to Protect Stream and Groundwater Water Quality
 - b. Future Storm Water Service Levels

² <http://www.parkcity.org/departments/community-development/engineering-division/storm-water-drainage-design-manual>

³ <http://www.deq.utah.gov/Permits/water/updes/docs/2010/07Jul/2010SmallMS4GPfinal7-26-2010.pdf>

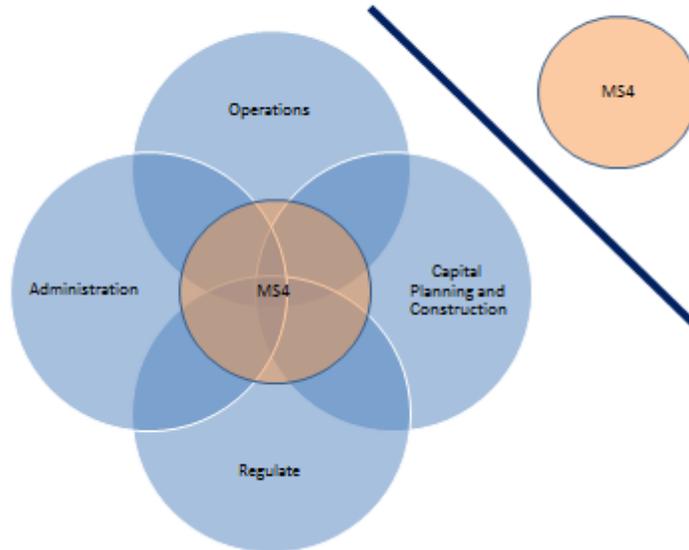
Link to permit current. A new version of the permit is currently in public comment, and will be the actual permit the City will be operating under.

<http://www.deq.utah.gov/NewsNotices/notices/water/index.htm#ms4>

⁴ <http://www.epa.gov/npdes/stormwater-discharges-municipal-sources#developing>

- i. To achieve the recommended goals, staff will be returning to council with recommended increased storm water service levels.
- ii. Increased service levels will be required to meet MS4 but also to further enhance protection of property and water quality.
- c. Future Storm Water Program at Increased Service Level:

Storm Water Program



5. Storm Water Fee

- a. Will be proposed as part of the Budget Process.
- b. Would show up as a fee on the water bill.
- c. Will be billed based on Equivalent Surface Units (ESU).
 - i. Typically Residential Units are averaged, and the average is applied to all Single Family Residential. Staff will propose geographically grouping Single Family Residential accounts into one of 3 sub-groups, and billing of that sub-groups average size.
 - ii. All other accounts are typically billed by their actual impervious area. These are billed in ESU units.

6. Next Steps

- a. Work Session to receive direction on Utility Funding (February).
- b. Work Session to present Storm Water Management Plan⁵ [Our Plan to meet the MS4 Requirements] (April).

Department Review:

Community Development, Legal, Finance, Budget, and Executive

⁵ <http://www.co.summit.ut.us/DocumentCenter/Home/View/2027> A link to the Summit County Storm Water Management Plan.



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Attached for your approval, please find the City Council meeting minutes for January 19, 2016, January 21, 2016 and January 28, 2016. Thank you for your consideration.

Respectfully:

Michelle Kellogg, City Recorder



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

January 19, 2016

The Council of Park City, Summit County, Utah, met in open meeting on January 19, 2016, at 9:00 a.m. in the City Council Chambers.

SPECIAL MEETING

I. Roll Call

Attendee Name	Title	Status
Jack Thomas	Mayor	Present
Andy Beerman	Council Member	Present
Becca Gerber	Council Member	Present
Tim Henney	Council Member	Present
Cindy Matsumoto	Council Member	Present
Nann Worel	Council Member	Present
Diane Foster	City Manager	Present
Polly Samuels McLean	Deputy City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	City Recorder	Present

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

Mayor Thomas asked for comments from the audience on items not listed on the agenda. No comments were given.

III. New Business

1. Consideration to Hold a Special Meeting on January 21, 2016 to Consider Late Type 2 CSL Applications:

Rebecca Gillis, Finance, stated there were some late applications and therefore, she requested that the Council hold another special meeting. It was decided to hold the meeting Thursday, January 21, at 9:00 a.m.

1 Sarah Pearce, Sundance Institute, thanked the Council and staff for such great support
2 in ensuring the Sundance Festival would be a great event. She discussed the process
3 for getting vendors approved and making sure the locations would be safe and
4 authorized. She knew the late applications put a strain on City staff, but asserted the
5 sponsors were vital to the festival, and Sundance worked with them to make sure they
6 complied with code. She indicated the applicants on the list to be approved today would
7 contribute nothing to the festival. She looked forward to continuing this conversation
8 after the festival.

9
10 Mike Sweeney stated he worked with the Sundance staff with regard to the merchants
11 who allowed their spaces to be rented out, and he hoped this would be a successful
12 event.

13
14 Foster stated there were two issues which concerned staff. In November and December
15 staff took great effort to notify vendors, and extending the deadlines and holding special
16 meetings to approve the late licenses nullified the deadlines. Mayor Thomas stated
17 extending the deadline to the opening day of Sundance could affect the process of
18 guaranteeing safety and he would not recommend that Council move forward with the
19 additional special meeting. Council Member Matsumoto stated she understood the
20 concerns, but so many people couldn't get the Sundance rentals committed until after
21 January. She stated she was sympathetic to the business owners that relied on that
22 income.

23
24 Gillis stated that there were five applications that were received Friday and one over the
25 weekend. They were existing addresses that needed additional licenses. Kurt Simister,
26 Fire Marshal, stated last year the City had 75 locations and this year there were 85
27 locations. Thirty of those sites did not have the complete information. He thought the
28 City should be firm on deadlines with complete information or this problem would
29 continue. There was further discussion on the CSL licensing process.

30
31 Council Member Gerber asked if an inspection was required for each event held at one
32 location. Simister affirmed that those inspections were required. Council Member Worel
33 asked if there was time for the inspections if the applicants were approved on Thursday,
34 since that was the first day of Sundance. Simister stated the inspections would be
35 scheduled, but his concern was the extra work that would be put on staff.

36
37 Council Member Gerber wondered if these licenses encouraged high rents on Main
38 Street and hoped the City wasn't encouraging these rentals. She acknowledged that this
39 did a lot of good, but wondered about the burden these late applicants put on staff.
40 Simister stated there was a point where the City's capability was overwhelmed and
41 people's lives would be at risk when this process was not done right. Mayor Thomas
42 stated he knew these last minute approvals were chaotic for staff, and felt the City
43 should hold firm to the deadlines. He asserted the Council needed to be proactive
44 instead of reactive.

1 It was asked what the late fee was, to which the response was that there was a \$76 late
2 fee. Council Member Matsumoto suggested raising fees because this amount was
3 inconsequential. Council Member Gerber thought the increased fees would not be a
4 problem for vendors, but they would respond to hard deadlines. She was willing to
5 approve a special meeting this Thursday, but in the future she hoped to be firm on the
6 deadlines. Council Member Henney stated last year the Council had the same
7 discussion on having the hard deadline, to which he agreed, but he also wanted
8 businesses to be able to make rent. Council Member Worel agreed. Council Member
9 Beerman stated if there was an approved venue that just wanted to make tweaks, an
10 exception should be made. Council Member Matsumoto agreed that some processes
11 were too cumbersome, and there were things that could be improved upon for next
12 year. Polly Samuels McLean, Deputy City Attorney, stated the state did not allow a hard
13 deadline because an application had to be linked to how fast staff could process the
14 application.

15
16 Council Member Henney stated Simister had the ability to shut down a venue for safety
17 reasons at any time during the event, so that allowed him to support these applications
18 for modifications. Council Member Gerber asked if staff would be overwhelmed if these
19 were approved. Michelle Downard, Building, stated that staff had the authority to shut
20 down venues, but if these applications were approved, staff felt obligated to approve
21 them and make it happen at the expense of staff. Council Member Henney indicated the
22 process needed to be evaluated to be fully supportive of staff. Mayor Thomas indicated
23 he was uncomfortable shifting the burden to staff.

24
25 Council Member Matsumoto moved to approve holding a Special Meeting on January
26 21, 2016 to consider late Type 2 Convention Sales Licenses applications. Council
27 Member Henney seconded the motion.

28 **RESULT: APPROVED**
29 **AYES:** Council Members Beerman, Gerber, Henney, and Matsumoto
30 **NAY:** Council Member Worel

31
32 **IV. Consent**
33 **1. Request to Approve Late Type 2 Convention Sales Licenses:**
34 Council Member Matsumoto moved to approve late Type 2 Convention Sales Licenses.
35 Council Member Beerman seconded the motion.

36 **RESULT: APPROVED**
37 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

38
39 **V. Adjournment**
40 With no further business, the meeting was adjourned.

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Michelle Kellogg, Park City Recorder

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

January 21, 2016

10 The Council of Park City, Summit County, Utah, met in open meeting on January 21,
11 2016, at 9:00 a.m. in the City Council Chambers.

12 **SPECIAL MEETING**

13 9:00 AM

14 **I. ROLL CALL**

15

Attendee Name	Title	Status
Jack Thomas	Mayor	Present
Andy Beerman	Council Member	Present
Becca Gerber	Council Member	Present
Tim Henney	Council Member	Present
Cindy Matsumoto	Council Member	Present
Nann Worel	Council Member	Present
Diane Foster	City Manager	Present
Mark Harrington	City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	City Recorder	Present

16

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

19 Mayor Thomas opened the meeting for those who wished to address the Council on
20 matters not listed on the agenda. No comments were given.

21 **III. CONSENT AGENDA**

22 **1. Request to Approve Late Type 2 Convention Sales Licenses:**

23 Council Member Worel inquired about the increase in applications since it had been
24 indicated that there were six applicants seeking approval, and now the packet showed
25 13 applicants.

1 Council Member Matsumoto moved to pull Item One from the Consent Agenda in order
2 for discussion to take place. Council Member Worel seconded the motion.

3 **RESULT: APPROVED**

4 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

5
6 Rebecca Gillis, Finance, stated other applicants had submitted their forms during the
7 Special Meeting held on Tuesday.

8
9 Chad Root, Chief Building Official, stated the Building Department was maxed out as far
10 as staff capacity. Yesterday at noon, the department stopped taking applications
11 because staff was now in enforcement mode. He also indicated there would not be any
12 building inspections during the Sundance Festival.

13
14 Council Member Henney moved to approve the late Type 2 Convention Sales Licenses.
15 Council Member Beerman seconded the motion.

16 **RESULT: APPROVED**

17 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

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19 **IV. ADJOURNMENT**

20 With no further business, the meeting was adjourned.

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Michelle Kellogg, Park City Recorder



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

January 28, 2016

The Council of Park City, Summit County, Utah, met in open meeting on January 28, 2016, at 2:30 p.m. in the City Council Chambers.

WORK SESSION

1. Recreation Advisory Board Interview:

Joe Cronley was interviewed by the Council and Ken Fisher, Recreation Manager. At the conclusion of the interview it was indicated the Council would discuss the four applicants and a decision would be made soon.

Council Member Beerman moved to close the meeting to discuss property and personnel at 2:51 p.m. Council Member Matsumoto seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto and Worel.

CLOSED SESSION

Council Member Matsumoto moved to adjourn from Closed Meeting. Council Member Beerman seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto and Worel.

II. STUDY SESSION

1. Division of Wildlife Resources Discussion:

Steve Ray and Cobi Jones, Urban Wildlife Managers, introduced themselves to the Council. There was some discussion on the wildlife at Round Valley. Council Member Matsumoto stated that when the City purchased this land, it was a goal to preserve the wildlife in that area. Council Member Henney asked if the Division of Wildlife Resources (DWR) policies were up-to-date. Jones stated the policies were very up-to-date and staff worked diligently to preserve wildlife and keep the public safe. He noted human life and safety always superseded animal life. Council Member Matsumoto asked why the elk herds were being removed. Jones explained DWR was the trusting guardian for the wildlife in Utah. They had authority for wildlife within the state. With regard to big game such as elk, the DWR established a healthy population level, which for this region was determined to be 2,600. There were factors that went into managing elk herds such as the effect the herds had on deer, on lands, etc. There were approximately 3,500 elk that

1 were currently in the region so some management of the herds was necessary. Ray
2 indicated that some of the elk were relocated to another location within this area. In
3 order to keep the herd at 2,600, more hunting permits could be issued. If the herd
4 dropped below 2,600, fewer hunting permits would be issued.

5
6 Bruce Erickson, Planning Director, stated that when the City began to see erosion and
7 plants that had been eaten away, that was a sign that the area was overpopulated.
8 Council Member Beerman asked what intentions the DWR had for this area. Jones
9 stated there needed to be education for handling wildlife, and trapping elk on private
10 property was ongoing. It was indicated that if the DWR wanted to trap at Round Valley,
11 they would first seek the City's permission.

12
13 Foster asked if Ray and Jones could come back at a future meeting to discuss how off-
14 leash dogs at Round Valley would affect the wildlife there.

15 **WORK SESSION (CONTINUED)**

16 **Council Questions and Comments:**

17 Council Member Worel indicated she went to the Utah League of Cities and Towns
18 (ULCT) luncheon and it was a great experience.

19
20 Council Member Matsumoto stated she went with Council Member Worel and Foster to
21 the Sundance Women's Leadership luncheon. She commended staff for all their work
22 with Sundance.

23
24 Council Member Gerber indicated she went with Mayor Thomas and Council Member
25 Beerman to the Capitol and met the new Salt Lake City mayor, Mayor Biskupski, as well
26 as Kraig Powell, Park City's representative in the House of Representatives. She also
27 went on a ride along during Sundance and saw several staff members working late at
28 night, and expressed her appreciation for their dedication.

29
30 Council Member Beerman stated he and Matt Dias met with some high school students
31 who had been working with Meg Ryan and who were trying to form a youth council. He
32 enjoyed the day at the Capitol and thanked Matt Dias, Myles Rademan and Karen
33 Anderson for their work. He went to several Mountain Accord meetings and noted they
34 would be going to Washington, DC, in March to present a proposal for federal land
35 designation on the Wasatch, which would give the land additional protections. He also
36 met with a staff member in the Salt Lake City Sustainability Department who was putting
37 together a regional climate action network. They would be coming to the City with a
38 proposal that they would like the City to participate in. Council Member Beerman noted
39 that Salt Lake City Mayor Biskupski announced that she would like to mirror Park City's
40 energy goals, and felt there were other cities that would like to join in on the
41 conservation efforts of the City. He also thanked staff for their hard work during the
42 Sundance Festival.

43

1 Mayor Thomas stated he attended the leadership event Monday and agreed that Mayor
2 Biskupski was very interested in energy conservation. He did a walk about with Jason
3 Glidden and Dave Gustafson on Main Street and understands what they do on a daily
4 basis. He also attended an entrepreneurs' conference at Deer Valley with people from
5 all over the country.
6

7 Matt Dias spoke about the delegates from Courchevel, France, who would be coming to
8 the City next week. He noted some community partners – the Christian Center, the
9 Chamber of Commerce and the Ski Association – which were hosting the delegation in
10 various events during the week. There would also be a reception on Wednesday,
11 February 3rd with the delegation and community members. Mayor Thomas stated this
12 would be an excellent opportunity to learn from these delegates.
13

14 **2. Appointment of City Council Liaison to an Arts and Culture Committee:**

15 The Council appointed Council Member Worel to the Arts and Culture Committee.
16 Council Member Henney was selected as an alternate.
17

18 **3. Victim Advocacy Program Update:**

19 Malena Stevens, Victims Advocate, and Jennifer Gray, presented this item. Stevens
20 stated exciting things were going on with this program. An article was published in the
21 Park Record on this program, so awareness of this service was becoming better known.
22 It was indicated that there were now more Spanish speaking volunteers. She noted
23 community partners were being worked with to help victims as well. She also asserted
24 she was working on an assessment for evaluation purposes.
25

26 Gray stated the County was going to implement an evidence based protocol. There
27 would be a 13 question assessment to determine if victims had a high risk of being
28 killed by their partners. The victims were receiving more support and given information
29 about the Peace House. Stevens listed the agencies involved in this program.
30

31 Mayor Thomas stated the statistics in the packet were sobering. Gray spoke about the
32 expansion plans for the Peace House. Council Member Matsumoto stated she felt there
33 was underreporting of abuse in the Latino community based on the statistics in the
34 packet. Stevens stated that could be from misunderstanding or fear of law enforcement,
35 but efforts were being made to reach out to this group. She indicated that the Peace
36 House was doing an excellent job reaching this population.
37

38 **4. Additional Resort Communities Sales Tax Budget Update:**

39 Nate Rockwood, Capital Budget, Debt and Grants Manager, stated this presentation
40 was the kick off to the budget process for the coming year. He reviewed the history of
41 the Additional Resort Sales Tax. This tax was implemented in 2013. He indicated that
42 over the past couple of years, Council allocated some of the revenue from these funds
43 to the Deer Valley Drive and the Main Street Asset Management projects, and this year

1 money would be allocated to the Affordable Housing and Land Acquisition projects. He
2 thought this tax was an important tool for accomplishing the goals of the Council.

3
4 Rockwood showed projected forecasts for the next 15 years of revenue from this tax.
5 He cautioned the Council not to rely completely on this sales tax revenue in case there
6 was a downturn in the economy. He stated the debt from these capital projects would
7 increase until 2023 and then it would level off, and would be paid for with this sales tax.
8 If there was a downturn in the economy, some of the projects could be delayed so the
9 debt would stay manageable.

10
11 Council Member Beerman asked about the GOED money used for the Deer Valley
12 Drive project. Rockwood stated that money was allocated but it wasn't shown, and
13 noted he would add that back into the budget. Council Member Beerman asked about
14 the Maintenance Fund, indicating he thought that was a replacement fund. Rockwood
15 stated the \$100,000 was in the charts in the packet, and he considered this fund as a
16 year-to-year replacement fund. Council Member Beerman stated the state was requiring
17 a Storm Water Utility Fund. Clint McAfee, Water Manager, stated the State designated
18 Park City as an MS4 City, which meant certain measures related to storm water would
19 now be required. He indicated he would address this at the February 4th meeting and
20 would talk about the funding on February 25th. Council Member Beerman asked if the
21 City decided to form a utility fee, would it impact how the City could spend the funds.
22 Rockwood stated the \$8.5 million allocated to the fund would make any proposed utility
23 fee more reasonable. Council Member Henney asked if there was a possibility to
24 reallocate the \$8.5 million to something else. Rockwood affirmed that reallocation was
25 possible. Council Member Henney asked if there was flexibility with regard to these
26 funds. Rockwood stated until a bond is issued, there is flexibility on how to use these
27 funds. Further discussion ensued on cash versus debt.

28

29 **5. 2016 Monthly Energy Update: Utilities:**

30 Ann Ober and Matt Abbott, Sustainability, presented this item. Ober stated she and
31 Abbott would be meeting with Salt Lake City staff to talk about the Net Zero Carbon
32 Goal that Salt Lake City wanted to achieve by 2032. She also indicated they had met
33 with Rocky Mountain Power and would be having regular meetings with them.

34

35 Abbott explained the environmental impact of coal and natural gas, and stated that 68%
36 of the City's energy usage was from coal and natural gas. Ober stated they wanted to
37 shift to electricity and thus wanted to develop a relationship with Rocky Mountain Power
38 (RMP). She was hopeful RMP would help define the City's goals. She noted there were
39 options and they were looking at them all. Abbott indicated one option was that there
40 would be an opportunity to buy bio-gas in the next couple of years. He felt it would be
41 an easy switch from natural gas to bio-gas.

42

43 Ober requested that a Council member take part when negotiations began with RMP.
44 Council Member Beerman and Mayor Thomas volunteered as the primary member and

1 alternate member, respectively, for this task. Ober thought this would entail a couple
2 hours per week of work on this project. She also stated she was starting a community
3 advisory group that would be involved, and that would help get this information out to
4 the rest of the community.
5

6 Council Member Henney felt there was an urgent timeline in order to win the
7 Georgetown Energy Prize. He asked what needed to be done to help achieve this goal.
8 Abbott felt that encouraging the community to change out their light bulbs and getting
9 smart thermostats would be a great accomplishment. Council Member Beerman asked
10 if the City had the resources it needed to pursue and win this prize. Abbott was
11 confident that the City could achieve this prize. Council Member Beerman also asked
12 about engaging those that worked in the energy related community or that advocated
13 for energy conservation, and noted these people were eager to help. Mayor Thomas
14 also requested restrictions or incentives to combat heated sidewalks and heating the
15 outdoors.
16

17 **6. Lower Park Ave RFP Scope Direction:**

18 Jonathan Weidenhamer, Phyllis Robinson and Kim Clark presented this item.
19 Weidenhamer stated he broadened the scope of looking for the ideal location for a
20 community center. He asked if the Council wanted to also discuss a use for Miner's
21 Hospital tonight as well as housing. He showed a preliminary concept design at the City
22 Park, which included a multiuse community center, and indicated the concept design
23 had been done as part of the Mountain Recreational Facilities Master Plan. He felt this
24 concept design was exciting, but stressed that staff would do a feasibility study on all
25 the options. His recommendation was to proceed with the RFP and isolate the housing
26 issue.
27

28 Council Member Matsumoto acknowledged that the library was using the Mawhinney
29 parking lot, but thought a building above the parking lot might be considered. She was
30 concerned with the concept design presented, and thought that seniors might not want
31 to be around children, although if one floor was dedicated to seniors, that could be an
32 option as well. She liked the idea of isolating the fire station and going forward with the
33 housing element of the project. Council Member Gerber was excited to see the
34 possibility of the housing and the community center projects being separated. She
35 indicated she would like to see housing on the east/west corridor as well, so people
36 would be able to move into homes sooner. Foster stated if the whole corridor was done
37 at the same time as the fire station lot, it would not be finished by 2017, so it might be
38 faster to focus on the fire station lot first. Council Member Gerber asserted the fire
39 station could be fast tracked while the corridor proceeded as planned.
40

41 Council Member Beerman was in favor of fast tracking the fire station and thought the
42 rest of the parcel should move forward as well. He thought the concept design for a
43 potential senior center had some great possibilities. He suggested keeping the senior
44 center in place and building around it, or taking the senior center and moving it north of

1 the Mawhinney lot. The parking could then be expanded and minimum impact would
2 come from this option.

3
4 Mayor Thomas stated a critical concern was housing and agreed with Council Members
5 Beerman and Gerber. He hoped to conserve the historic component of the senior center
6 and stated this might happen by building the foundation on the Mawhinney lot and
7 moving the building onto the lot. Foster stated a parking analysis would be needed for
8 that lot before any decisions were made.

9
10 Council Member Worel supported Council Member Beerman's proposal and also
11 stressed that the Mawhinney lot needed to stay protected because the parking was
12 needed by the library. Council Member Henney stated his top priority was housing as
13 well. He hoped housing could be constructed on the fire station lot sooner than later. His
14 next priority would be housing behind the senior center and his last priority was a
15 community center.

16
17 Council Member Matsumoto agreed that the Mawhinney lot needed to be protected, but
18 the lot to the north of the Mawhinney lot might accommodate a senior center with
19 additional parking. She agreed that housing on the fire station lot needed to go forward
20 quickly and then the Council could work on the other things. Council Member Gerber
21 noted that housing in this area might take pressure off the library parking because those
22 residents could walk to the library. Foster stated the concept design presented tonight
23 would allow for a multiuse facility so the building wouldn't sit empty five days a week.
24 Council Member Beerman was not comfortable taking the seniors' space away until he
25 could hear from the seniors on this topic. Council Member Henney agreed that he would
26 like to hear from the seniors as well. He indicated there was value in keeping the current
27 building and upgrades could be made, even if the building was moved to a different
28 location. Rhoda Stauffer, Housing Specialist, stated she and Weidenhamer had met
29 with the seniors many times, and one voice didn't want to move out, but all the other
30 seniors were in favor of having a new space for their center.

31
32 Weidenhamer reviewed that the consensus was to prioritize housing on Park Avenue
33 and to evaluate moving the senior center to the Mawhinney lot. Ken Fisher, Recreation
34 Manager, stated some designs would be put out for the Recreational Facilities Master
35 Plan in May. He felt there was value in having a multi-generational building where kids
36 and seniors could interact. Council Member Gerber summarized that the senior building
37 could be moved, clearing the block to accommodate more housing, and the community
38 center could be a different discussion, along with the Recreational Facilities Master
39 Plan.

40
41 Weidenhamer stated the feasibility study would include four options for the Council to
42 consider. He felt isolating the housing priority at the fire station was good, but it would
43 not be easy to isolate the housing on Woodside. It was indicated that Fisher's project

1 would be going on simultaneously. Council Member Beerman stated the fire station lot
2 needed to be freed up to construct housing and this was the urgent priority.
3

4 **REGULAR MEETING**

5 **III. Roll Call**
6

Attendee Name	Title	Status
Jack Thomas	Mayor	Present
Andy Beerman	Council Member	Present
Becca Gerber	Council Member	Present
Tim Henney	Council Member	Present
Cindy Matsumoto	Council Member	Present
Nann Worel	Council Member	Present
Diane Foster	City Manager	Present
Mark Harrington	City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	City Recorder	Present

7
8 **IV. Communications and Disclosures from Council and Staff**
9

10 **Manager's Report – Park City Library Listed on National Register of Historic**
11 **Places:**

12 Mayor Thomas thought it was a rare occasion that a community would have a building
13 that was put on the historic register. He praised several of the staff, including Anya
14 Grahn, who worked through the application process. Grahn stated there were many
15 who made this possible. Erickson explained the major renovation on the inside while
16 keeping the outside of the building intact.
17

18 **Manager's Report – Old Town Waste and Recycling Receptacle Update:**

19 Council Member Worel asked if this old town project would be implemented Citywide.
20 Abbott indicated direction from Council was to respond to a specific request only for old
21 town. Council Member Henney stated if the Council heard from another neighborhood,
22 they would consider it . Council Member Matsumoto stated many neighborhoods had
23 HOAs that monitored waste receptacles.
24

25 **Manager's Report – Vehicle Idling Update:**

26 Mayor Thomas opened the meeting for public comments.
27

28 Hylton Early stated he was interested in seeing an enforcement plan for idling vehicles.
29 He didn't think a dent had been made in correcting this problem and referred to the
30 statistics in the report. He noted that Mayor Biskupski applauded Park City's Net Zero
31 Carbon Energy goal. He was impressed that she had taken the time to show that her

1 priority was conservation, including the vehicle idling issue. He hoped enforcement for
2 idling violators could be stepped up.

3
4 Lynn Ware Peek, KCPW, stated yesterday a man was in cardiac arrest on Main Street,
5 and an AED was located on Main Street, and it saved his life. Foster stated a seasonal
6 Parks employee who worked for a jeweler in the winter, knew of the AED location and
7 brought it over to help the man.

8
9 Mike Deady, General Manager of Ski Butlers, stated he had many vehicles in his
10 business. He had made a strong effort to train his employees on not idling, and he felt
11 that turning off cars was an easy way to help the environment.

12
13 Council Member Beerman agreed with Early that the City shouldn't wait until pollution
14 was visible before action was taken. He hoped the City could formulate an enforcement
15 plan and until one was created, he suggested that the parking employees might be able
16 to help with enforcement. Council Member Gerber suggested a day could be assigned
17 for staff to target idling and educate people in the community.

18
19 Chief Carpenter stated he would be happy to have patrol increase enforcement of idling,
20 but acknowledged that there was a health and welfare portion of the ordinance that
21 exempted cars with children inside. Matt Abbott stated the temperature exemption was
22 removed and a time limit of one minute was set in the ordinance.

23
24 Council Member Henney felt this issue should be brought back to a Work Session to
25 discuss who should enforce idling. He thought there could be a better solution than
26 assigning this enforcement to the Police Department.

27
28 **Manager's Report – Western Summit County Project Master Agreement Update:**

29
30 **Manager's Report – Quarterly Financial Report:**

31
32 **Manager's Report – 2015 Holiday Summary:**
33

34 **V. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON**
35 **THE AGENDA)**

36 Ali Ziesler expressed concern over the off-leash dog laws. She related an incident
37 where she received a dog bite from an off-leash dog. She read from the code and noted
38 that she and her family enjoyed going to Round Valley and felt having this off-leash law
39 with no enforcement would be a problem and hazard. Dogs liked to chase bikes,
40 runners, etc. She stated enforcement would take place after someone was bitten, but by
41 then it would be too late. She urged the Council to reevaluate this law before summer
42 when recreation heightens.

1 Council Member Henney noted the pilot program would go until July and would then be
2 evaluated. Foster indicated the City and County were in discussions on enforcement.
3 Council Member Gerber noted she saw Animal Control officers at Round Valley the
4 other day. Council Member Beerman clarified that no laws had been changed, but two
5 areas were designated for this pilot program. He asked for her patience as the City
6 worked through the program.
7

8 **VI. Consideration of Minutes**

9 **1. Consideration of a Request to Approve the City Council Meeting Minutes**
10 **from January 4, 2016:**

11 Council Member Gerber moved to approve the City Council Meeting minutes from
12 January 4, 2016. Council Member Henney seconded the motion.

13 **RESULT: APPROVED**

14 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

15

16 **VII. Consent Agenda**

17 **1. Recreation Facilities Master Plan Contract Addendum:**

18

19 **2. Appointments to Blue Ribbon Citizens Advisory Committee to Focus on**
20 **Remote Parking Solutions in the Greater Park City Area:**

21

22 Council Member Matsumoto moved to approve the Consent Agenda. Council Member
23 Worel seconded the motion.

24 **RESULT: APPROVED**

25 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

26

27 **VIII. New Business**

28 **1. Consideration of Ordinance 16-07, an Ordinance Amending Title 4-**
29 **Licensing: Chapter 1, Definitions; and Chapter 8, Master Festival License, of the**
30 **Municipal Code of Park City, Utah:**

31 Minda Stockdale and Jenny Dierson, Special Events, presented this item. Stockdale
32 stated very few changes were made since the discussion in the last Work Session.
33 Council Member Worel asked what would happen if the \$200,000 was awarded in the
34 first application period, because then nothing would be left for those applying during the
35 second application period. It was indicated that from past application periods, it would
36 be unlikely that the entire fund would be used in one application period.
37

37

38 Council Member Henney asked for an example of an event where someone would ask
39 for a fee reduction. Dierson stated the Deer Valley World Cup was important for the
40 community, and so if they needed some fees reduced, staff looked at the economic

1 benefit to the community. She noted there were eight areas where fee reductions were
2 considered.

3
4 Council Member Henney moved to approve Ordinance 16-07, an ordinance amending
5 Title 4-Licensing: Chapter 1, Definitions; and Chapter 8, Master Festival License, of the
6 Municipal Code of Park City, Utah. Council Member Worel seconded the motion.

7 **RESULT: APPROVED**
8 **AYES:** Council Members Beerman, Gerber, Henney, Matsumoto and Worel

9
10 **2. Consideration of Approval of Joint Venture MOU Extension:**
11 Jonathan Weidenhamer, Economic Development Manager, reviewed that this item was
12 tabled because the Council had concerns with this agreement and needed more
13 information. Staff recommended that this one year extension be approved.

14
15 Council Member Henney supported extending the agreement for one year. He asked if
16 there was a way to make St. Regis eligible to be represented by the Chamber.
17 Harrington stated he would have to look into it, and noted he didn't think the Chamber
18 could be required to waive the fees, but there were other alternatives. He stated the
19 prior Council was successful in negotiating this previously because there was an
20 intergovernmental agreement with regard to tax revenue and the Council had no control
21 over that. It was thought this problem would be solved when there was more
22 development. Weidenhamer stated St. Regis had Phase II in the pipeline to be
23 developed and they would be within the City limits. Foster stated the Chamber had 30
24 members that would need to agree to change the bylaws if the Council didn't approve
25 this agreement. She indicated that many were anxious to find alternatives to this issue.

26
27 Council Member Worel stated the current bylaws didn't allow St. Regis to contribute, so
28 it would be logical to change the bylaws. Council Member Beerman stated he met with
29 Bill Malone and although he didn't change his opinion on this issue, he realized there
30 were relationship benefits from this donation. Foster explained the lodging fees and
31 transient room tax benefits. Council Member Matsumoto indicated this was not a perfect
32 solution, but the benefits the City received were economic, so she supported going
33 forward for the next year and hopefully something could be worked out during that time.

34
35 Council Member Gerber was in favor of supporting Bob Kohler. Weidenhamer stated
36 the agreement could be denied and the housekeeping item approved. Foster stated the
37 Chamber and St. Regis were very clear that if this was approved, no further extensions
38 would be given.

39
40 Council Member Matsumoto moved to approve the Joint Venture MOU Extension.
41 Council Member Henney seconded the motion.

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RESULT: FAILED
AYES: Council Members Henney and Matsumoto
NAYS: Council Members Beerman, Gerber and Worel

Council Member Beerman moved to deny the St. Regis Agreement and approve the housekeeping portion of the Memorandum of Understanding as set forth in the staff report under Option Two. Council Member Gerber seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

3. 2016 Legislative Platform and Overview:

Matt Dias, Assistant City Manager, stated it was a busy week with the Legislature opening on Monday. He reviewed that he and Foster went to a meeting with ULCT and observed the issues that were being worked on. Yesterday was Local Officials' day at the Capitol and it was great for the legislators to see that the City was involved with what was going on there. Dias stated it would be helpful for Council to give him direction for bills being considered. He listed some parameters that the City would agree to generally, which were listed in the packet. He noted there were some bills of interest in the pipeline, including nightly rentals, public safety legislation, a tax bill for transportation and an online sales tax bill.

Council Member Worel stated she was in favor of the platform and was interested in Medicaid or the Healthcare Platform, and asked if the City had influence in that area. Dias stated last year the City was supportive of this issue, and in talking to Kraig Powell, State Representative, Powell felt something with regard to healthcare would be passed this year.

Council Member Beerman stated there was a Wildland Fire bill that had been worked on by Liza Simpson, and he appreciated her involvement in it. He also thanked Dias for his work at the Legislature, and the great asset he was there. Foster stated Dias would be a lead staffer on the nightly rental issue. The Council supported the platform as presented by Dias.

IX. Adjournment

With no further business, the meeting was adjourned.

Michelle Kellogg, Park City Recorder



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Council Should Consider Approval of Change Orders for the Park Avenue Walkability and Water Project with B. Jackson Construction in the Amount of \$137,869.22.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager



City Council Staff Report

Subject: PARK AVENUE PATHWAYS 2015
CONSTRUCTION AGREEMENT - AMENDMENT NO. 2

Author: Heinrich Deters, Trails and Open Space Project Manager
Griffin Lloyd, Water Project Manager

Department: Sustainability / Public Utilities

Date: February 11, 2016

Type of Item: Administrative

Summary Recommendations:

Staff recommends Council authorize the City Manager to execute an Amendment to the Park Avenue Pathways 2015 Construction Agreement with B. Jackson Construction, in a form approved by the City Attorney, as Change Orders No. 2, for an increase to the contract in an amount not to exceed **\$137,869.22**, in a total contract amount not to exceed \$1,184,920.04.

Executive Summary

The Park Avenue Pathways 2015 project encompasses pathway construction on the west side of Park Avenue, including replacement of water lines and gas lines within the Park Avenue right-of-way, and pathway improvements on the east side of Park Avenue.

This staff report includes a recommendation for an amendment to the existing construction agreement with B. Jackson Construction for Change Orders No.2. These change orders address extra work costs associated with site conditions along the west side of Park Avenue differing from those included in the construction plans and construction agreement. Changed conditions include the discovery of previously unknown water lines and several existing utilities varying significantly from expected locations. These conditions require additional water system improvements and the rerouting of water lines to avoid conflicts with existing utilities. Additionally, several landscaping items were redesigned and addressed as part of the overall project.

Acronyms and Abbreviations:

No. Number
SR State Route

Background:

On May 14, 2015 Council authorized the City Manager to execute a Construction Agreement with B. Jackson Construction, in the amount of **\$960,411.80**, to construct Park Avenue walkability, water system, fiber, and gas line improvements. The work consists of approximately 1,800 feet of pathway improvements with water and gas line replacements along the west side of Park Avenue from the intersection of SR-224/SR-248 to Silver King Drive.

On September 17, 2015, staff presented to council amendment number one in the amount of \$86,644.00, bringing the contract total to \$1,047,055.80. This change order was for additional costs that were incurred due to changes in anticipated conditions including the discovery of previously unknown water lines and several existing utilities varying significantly from expected locations. These conditions required additional water system improvements and the rerouting of water lines to avoid conflicts with existing utilities.

Work on the west side of Park Avenue has been completed, except for minor landscape improvements within the buffer are between the pathway and the road. Pathway work on the east side of Park Avenue and Deer Valley Drive, between Homestake and Bonanza Drive, is scheduled to begin in mid to late April, weather dependent. This work includes the replacement of the existing gas line and widening of the pathway but does not include any waterline work.

Proposed Contract Changes:

As with the initial change order, during construction several differing site conditions have been encountered. These change orders address the extra work required by the Contractor to address each issue. The existing conditions and proposed changes are coordinated with the Contractor through the Engineer's Field Representative (Horrocks Engineers) in conjunction with Sustainability staff, the Water Project Manager, and Water crews input and efforts. Changes to the construction agreement are described below:

Proposed Change Order 3: Total Amount, \$137,869.22

The proposed change order contains the following extra work:

1. Storm Drain Repair and Upgrades: During Construction, two existing storm drain catch basins needed to be modified in order to allow the construction of the water line and gas line improvements. The condition of the storm drain pipe in this area was also found to be in need of replacement. The pipe had multiple issues including heavy corrosion that created holes in the pipe causing loss of water. **\$20,412.77**
2. Additional Fire Hydrant and Connections: Water department requested the installation of a fire hydrant on the corner of Empire Avenue and Park Avenue due to an out of service existing fire hydrant that had multiple leaks along a long service line. This new hydrant eliminated the long service line, and kept all existing fire hydrant coverage's. Another hydrant was also requested to be installed near Iron Horse Drive for operation and maintenance. **\$24,140.65**
3. Kearns Blvd Water Connection: A critical water connection between Park Avenue and Kearns Blvd was missed during the design phase of the project. The existing connection location was used to connect the existing Kearns Blvd pipeline to the new water line. **\$14,201.87**
4. Miscellaneous water service and backflow: During design a water service and backflow preventer for Cole Sport was missed. Cost included reconnecting the service and rebuilding the vault with required backflow device for irrigation. **\$4,923.78**

5. Remove Large Trees: Although several trees were shown on the plans to be removed, this item of work was missed in the bid. In addition, due to the berm design being changed during construction, several more trees needed removed. **\$3,980.40**
6. Removal of Small Trees: Some of the trees were smaller and easier to remove, thus the contractor provided a separate bid price for this item. **\$2759.85**
7. Temporary Paving: Temporary paving was installed within the transit area to create a safe traversable surface for the winter. **\$2926.26**
8. Tree Spading: Staff employed the services of a tree spade, in efforts to relocate four mature trees within the transit stop area. **\$3,200.00**
9. New Conifer: According to the design, all the conifers installed would have only been 6 feet tall. Most of these were increased to 8'-14' tall to improve the aesthetics of the entry corridor and overall project. **\$6,624.00**
10. Steel wall materials: The initial steel retaining walls were designed at quarter inch thickness. After installing two of the retaining walls, it became very clear that the thickness and design of the walls were insufficient to retain the mounds of dirt. New steel walls were ordered at a thickness of one half inch. **\$10,405.20**
11. Miscellaneous landscaping materials and labor- Steel Walls, Mulch, Split Rail Fence. Several landscaping items were modified during the project, including the type and design of the rocks which support the steel walls, the addition of wood mulch as a final landscape treatment to conserve water use and a split rail fence which was part of the final easement agreement between the City and Park Avenue Condominiums Home Owners Association. **\$44,294.44**
12. Project Completion Date: The original contract with B.Jackson had a completion date of November 15, 2015. Due to many of the utility impacts noted above and in the first change order, the project was 'stopped' on November 15th for the winter so as not to impact the community in the 'high' season. A stop work order was provided to the contractor. Work is scheduled to begin again in mid-April and staff is recommending a completion date of **July 1, 2016** for the contract.

Analysis:

The Contractor's records and breakdown of the costs associated with each change order item have been reviewed by the Project Engineer (Horrocks Engineers), the Water Project Manager, and Sustainability. Detailed information for each change order item is available and on file with Sustainability. Staff has determined that the extra work is consistent with construction industry practices and that the amount is a fair value for the proposed construction. In total, these conflicts have delayed the project more than three weeks. Additionally, with the delays noted in the first and second change orders amounting to almost eight weeks in delays, staff was very concerned that should the contractor start work scheduled for the east side it would continue into the late fall and winter and cause significant impacts to the businesses along the corridor, in addition to adding additional costs associated with cold weather work to the project. Thus, the owner requested this delay and subsequent contract extension.

Proposed Change Orders No. 2, absent the associated detail information, is provided as Exhibit A to the Staff Report. Staff recommends approval of Change Orders No. 2.

Department Review:

This report has been reviewed by representatives of Sustainability, Public Utilities, the City Attorney's Office, and the City Manager's Office and their comments have been integrated into this report.

Alternatives:

A. Approve:

Council could approve the staff recommendation.

B. Deny:

Council could deny staff's recommendation. Installation of the new water line has required sections of the existing water line to be removed. Denying the changes will require installation of the new water line to be terminated and connections, at additional costs, to be made to the remaining existing water line. Installation of the gas and fiber line will also be impacted due to conflicts with the existing waterline. Sections of waterline not replaced will remain at the current level of service which is susceptible to failure and interruption of service to customers.

C. Modify:

Council could modify the staff recommendation. This would delay the project and depending on the modifications it could result the failure to complete the west side pathway improvements this year.

D. Continue the Item:

Delay could impact the item. Due to the time of the year, this would likely result in the failure to complete the west side pathway improvements this year.

E. Do Nothing:

Staff does not recommend this alternative. Doing nothing with the request will have the same outcome as denying the request.

Significant Impacts:

	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 
Comments:	

Funding Source:

Funding for the water system improvements is from water service fees and is part of the proposed 5-year Water CIP. Water’s total participation portion of the contract, including the proposed change order amounts, is within existing budget amounts.

To date, the following breakdown of funding has been applied to the project:

Water: \$288,811.04

Walkability: \$434,415.37

Proposed Change Order in this report:

Water: \$58,755.29

Walkability: \$79,113.93

Consequences of not taking the recommended action:

The changes are critical to completion of the project infrastructure. Not taking the recommended action could result in the sections of waterline which are not replaced remaining at the current level of service which is susceptible to failure and interruption of service to customers.

Recommendation:

Staff recommends Council authorize the City Manager to execute an Amendment to the Park Avenue Pathways 2015 Construction Agreement with B. Jackson Construction, in a form approved by the City Attorney, as Change Orders No. 2, for an increase to the contract in an amount not to exceed **\$137,869.22**, in a total contract amount not to exceed \$1,184,920.04.

Exhibits:

Exhibit A – Change Orders No.2.

Monthley Pay Estimate Breakdown
Park Avenue Pathways Project 2015
 B Jackson Construction



Pay Application NO. 5

B Jackson				Current Pay App - Pay App 5											
Base Bid ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL AMOUNT	Pay Estimate (To Date)	Pay Value (To Date)	Pay App 1	Pay App 2	Pay App 3	Pay App 4	Current Pay App	Walkability Responsibility	Questar Responsibility (See Notes Below)	Water Dept Responsibility (Red denotes a 28% of total)
1	Mobilization and Demobilization	1	LS	\$40,000.00	\$40,000.00	0.9	\$36,000.00	\$10,000.00	\$20,000.00	\$6,000.00					
2	Traffic Control	1	LS	\$75,000.00	\$75,000.00	0.85	\$63,750.00	\$18,750.00	\$37,500.00	\$7,500.00					
3	SWPP Plan Requirements	1	LS	\$8,470.00	\$8,470.00	0.85	\$7,199.50	\$2,117.50	\$4,235.00	\$847.00					
4	Construction Surveying	1	LS	\$6,500.00	\$6,500.00	0.85	\$5,525.00	\$1,625.00	\$3,250.00	\$650.00					
5	Clearing & Grubbing	0.47	AC	\$17,240.00	\$8,102.80	0.35	\$6,034.00	\$3,620.40	\$2,413.60						
6	Site Grading, Shaping and Recompaction	1200	CY	\$7.50	\$9,000.00	2560.17	\$19,201.28		\$4,500.00	\$3,000.00	\$9,918.75	\$1,782.53	\$695.18	\$588.23	\$499.11
7	Hauling/Disposing of Contaminated Material	500	CY	\$75.00	\$37,500.00		\$37,500.00								
8	Hauling/Disposing of Excess (Uncontaminated) Material	750	CY	\$19.00	\$14,250.00	3355	\$63,745.00		\$9,614.00	\$39,292.00	\$12,122.00	\$2,717.00	\$1,059.63	\$896.61	\$760.76
9	Remove Existing Asphalt Pavement	1800	SY	\$5.40	\$9,720.00	139.61	\$753.89								
10	Remove Existing Concrete Curb and Gutter, All Types	500	LF	\$5.80	\$2,900.00	1309.5	\$7,595.10	\$1,131.00	\$817.80	\$4,999.60	\$646.70	\$323.35	\$323.35		
11	Remove Existing Concrete Curb Wall	50	LF	\$5.90	\$295.00										
12	Remove Existing Concrete Sidewalk, All Widths	15600	SF	\$0.70	\$10,920.00	9985	\$6,989.50	\$2,856.00	\$3,116.40	\$885.50	\$131.60				
13	Remove Existing Block Retaining Wall	125	LF	\$1.80	\$225.00	120	\$216.00		\$216.00						
14	Remove and Reinstall Existing Rock Retaining Wall	60	LF	\$66.00	\$3,960.00										
15	Remove Existing Park City Traffic Sign	2	EA	\$76.00	\$152.00	1	\$76.00			\$152.00		(\$76.00)	(\$76.00)		
16	Relocate Existing Traffic Sign (w/New Base)	10	EA	\$595.00	\$5,950.00	10.14	\$6,033.30					\$6,033.30	\$6,033.30		
17	Furnish and Install New Traffic Sign	3	EA	\$935.00	\$2,805.00	3	\$2,805.00					\$2,805.00	\$2,805.00		
18	Furnish and Install New Park City Entrance Sign	2	EA	\$5,270.00	\$10,540.00										
19	Remove and Replace Existing Light Post and Light	1	EA	\$11,270.00	\$11,270.00										
20	Adjust Existing Manhole to Grade, All Types	3	EA	\$965.00	\$2,895.00	1	\$965.00			\$965.00					
21	Adjust Existing Water Valve Box To Grade	1	EA	\$660.00	\$660.00										
22	Adjust Existing Telecom Pedestal/Box to Grade	10	EA	\$355.00	\$3,550.00										
23	Adjust Existing Traffic Signal Vault to Grade	5	EA	\$355.00	\$1,775.00										
24	Furnish and Install 6" Asphalt Pavement	2000	SF	\$8.80	\$17,600.00	670.63	\$5,901.54				\$5,901.54				
25	Furnish and Install 5.5" Thick Concrete Pathway/Sidewalk	29000	SF	\$5.70	\$165,300.00	16546.75	\$94,316.48			\$28,956.00	\$45,105.53	\$20,254.95	\$20,254.95		
26	Furnish and Install 7" Concrete Bus Stop Pavement	170	SY	\$62.00	\$10,540.00	176	\$10,912.00				\$10,912.00				
27	Furnish and Install Concrete High-Back Curb and Gutter	500	LF	\$36.00	\$18,000.00	1309.5	\$47,142.00		\$3,996.00		\$4,014.00	\$4,014.00	\$4,014.00		
28	Furnish and Install Concrete Curb Wall (6")	15	LF	\$29.00	\$435.00	61.5	\$1,783.50				\$1,464.50	\$319.00	\$319.00		
29	Furnish and Install Concrete Curb Wall (6" x 12")	10	LF	\$44.00	\$440.00										
30	Furnish and Install Concrete Pedestrian Ramp	13	EA	\$1,250.00	\$16,250.00	7	\$8,750.00				\$5,000.00	\$3,750.00	\$3,750.00		
31	Furnish and Install Rock and CorTen Steel Retaining Wall	1500	SF	\$32.00	\$48,000.00	1740	\$55,680.00			\$40,800.00	\$16,800.00	(\$1,920.00)	(\$1,920.00)		
32	Furnish and Install Pavement Markings	1	LS	\$2,470.00	\$2,470.00										
33	Furnish and Install 6" Steel Bollard	4	EA	\$1,510.00	\$6,040.00										
34	Furnish and Install Bus Stop Bollard	1	EA	\$1,650.00	\$1,650.00										
35	Furnish and Install Bus Stop Bench	1	EA	\$11,770.00	\$11,770.00	0.5	\$5,885.00					\$5,885.00	\$5,885.00		
36	Furnish and Install Bus Stop Bike Rack	1	EA	\$660.00	\$660.00	0.5	\$330.00					\$330.00	\$330.00		
37	Furnish and Install Bus Stop Trash Receptacle	1	EA	\$1,120.00	\$1,120.00	0.5	\$560.00					\$560.00	\$560.00		
38	Furnish and Install 6" PVC Fiber Optic Conduit	1900	LF	\$6.80	\$12,920.00	2084	\$14,171.20	\$3,964.40	\$3,923.60	\$5,487.60	\$795.60				
39	Furnish and Install Type II Polymer Concrete F.O. J-Box	3	EA	\$1,460.00	\$4,380.00	5	\$7,300.00				\$4,380.00	\$2,920.00			
40	Franchise Utilities	1	LS	\$10,000.00	\$10,000.00	0.5755	\$5,755.00		\$5,000.00			\$755.00	\$755.00		
41	Relocate Electrical Transformer	1	LS	\$1,680.00	\$1,680.00										
42	Relocate Existing Fire Hydrant	2	EA	\$2,370.00	\$4,740.00										
43	Furnish and Install 10" D.I. CL-350 Water Line (Segment A)	460	LF	\$96.25	\$44,275.00	445	\$42,831.25	\$42,831.25							
44	Furnish and Install 10" D.I. CL-350 Water Line (Segment B)	640	LF	\$95.00	\$60,800.00	640	\$60,800.00	\$13,110.00							
45	Furnish and Install 10" D.I. CL-350 Water Line (Segment C)	810	LF	\$91.00	\$73,710.00	805	\$73,255.00			\$6,825.00	\$66,430.00				
46	Water Line Connection A	1	LS	\$2,230.00	\$2,230.00										
47	Water Line Connection B	1	LS	\$7,030.00	\$7,030.00	1	\$7,030.00		\$7,030.00						
48	Water Line Connection C	1	LS	\$7,880.00	\$7,880.00	1	\$7,880.00				\$7,880.00				
49	Water Line Connection D	1	LS	\$7,030.00	\$7,030.00	1	\$7,030.00				\$7,030.00				
50	Water Line Connection E	1	LS	\$7,030.00	\$7,030.00	1	\$7,030.00				\$7,030.00				
51	Water Line Connection F	1	LS	\$4,670.00	\$4,670.00	1	\$4,670.00				\$4,670.00				
52	Topsoil	530	CY	\$38.00	\$20,140.00	528	\$20,064.00				\$17,784.00	\$2,280.00	\$2,280.00		
53	Perennial Plants and Grasses	22	EA	\$13.00	\$286.00										
54	Shrubs	292	EA	\$38.00	\$11,096.00	68	\$2,584.00				\$2,470.00	\$114.00	\$114.00		
55	Stacked Landscape Rocks	50	SF	\$27.00	\$1,350.00										
56	Deciduous Trees	32	EA	\$240.00	\$7,680.00	23	\$5,520.00				\$5,280.00	\$240.00	\$240.00		
57	Coniferous Trees	30	EA	\$490.00	\$14,700.00	26	\$12,740.00				\$12,740.00				
58	Sod/Seeding	1030	SY	\$4.00	\$4,120.00	313.25	\$1,253.00				\$555.60	\$697.40	\$697.40		
59	Wildflower/Seeding	800	SY	\$1.50	\$1,200.00						\$6,600.00	\$16,500.00			
60	Landscape Irrigation Restoration/Modification	1	LS	\$33,000.00	\$33,000.00	0.7	\$23,100.00								
61	Rock/Mulch	25	CY	\$70.00	\$1,750.00										
62	Bid Allowance	1	LS	\$50,000.00	\$50,000.00										
	Change Order No. 1	1	LS	\$86,639.02	\$86,639.02	1	\$86,639.02		\$86,639.02						
	Change Order No. 2 - Storm	1	LS	\$20,412.77	\$20,412.77	1	\$20,412.77					\$20,412.77			\$20,412.77
	Change Order No. 3 - Hydrants/Connections	1	LS	\$24,140.65	\$24,140.65	1	\$24,140.65					\$24,140.65			\$24,140.65
	Change Order No. 4 - Remove Large Tree	8	LS	\$497.55	\$3,980.40	8	\$3,980.40					\$3,980.40	\$3,980.40		
	Change Order No. 5 - Remove Small Tree	9	LS	\$306.65	\$2,759.85	9	\$2,759.85					\$2,759.85	\$2,759.85		
	Change Order No. 6 - Tree Spading	4	LS	\$800.00	\$3,200.00	4	\$3,200.00			\$3,200.00					
	Change Order No. 7 - New Conifer	1	LS	\$6,624.00	\$6,624.00	1	\$6,624.00					\$6,624.00	\$6,624.00		
	Change Order No. 8 - Kearns Blvd Tie-in	1	LS	\$14,201.87	\$14,201.87	1	\$14,201.87					\$14,201.87	\$14,201.87		\$14,201.87
	Change Order No. 9 - Misc water service, backflow	1	LS	\$4,923.78	\$4,923.78	1	\$4,923.78					\$4,923.78	\$2,680.28		\$2,243.50
	Change Order No. 10 - Paved	1	LS	\$0.00	\$0.00										
	Change Order No. 11 - Temp Paving	1	LS	\$2,926.26	\$2,926.26	1	\$2,926.26					\$2,926.26	\$2,926.26		
	Change Order No. 12 - Steel Wall Mod., Mulch, etc	1	LS	\$44,294.44	\$44,294.44	1	\$44,294.44					\$44,294.44	\$44,294.44		
	Change Order No. 13 - Thicker Steel Wall	1740	SF	\$5.98	\$10,405.20	1740	\$10,405.20					\$10,405.20	\$10,405.20		
	TOTAL				\$1,184,920.04	TOTAL	\$985,670.78	\$98,874.55	\$243,083.62	\$246,568.90	\$211,286.61	\$185,857.09	\$121,790.24	\$1,808.19	\$62,258.66
	Total Change Orders				\$224,508.24										
	MATERIALS ON HAND (80% VALUE)														
	GRAND TOTAL						\$985,670.78	\$185,493.69	\$156,464.48	\$246,568.90	\$211,286.61	\$185,857.09	\$121,790.24	\$1,808.19	\$62,258.66
	less retained						\$49,283.54	\$9,274.68	\$7,823.22	\$12,328.45	\$10,564.33	\$9,292.85	\$6,089.51	\$90.41	\$3,112.93
	PAYMENT DUE:						\$936,387.24	\$176,219.00	\$148,641.26	\$234,240.46	\$200,722.28	\$176,564.24	\$115,700.73	\$1,717.78	\$59,145.72

Dept Breakdown	Total To Date	Total Change Orders (Amount Included in Total to Date)	Previous Payments	This Invoice
Total:	\$936,387.24	\$224,508.24	\$759,823.00	\$176,564.24
Water Department:	\$367,924.97	\$145,394.31	\$308,779.25	\$59,145.72
Questar:	\$75,291.57	\$79,113.93	\$73,573.79	\$1,717.78
Walkability:	\$493,170.66		\$377,469.93	\$115,700.73

Note:
 Questar 1/3 Responsibilities shall be for items related to utility trench construction in areas ONLY where Questar lines are being constructed
 Cost of water pipe and installation (S35) has been backed out of items 43-45 prior to the 1/3 cost assessment.
 Questar lines are located in all of the trench for Pay Request 3
 Questar shall share 50% curb and gutter responsibilities starting at Pay Item 2.
 Items that are over original Bid Quantity
 Unapproved Change Orders



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

City Council should appoint at-large members to the Citizens Open Space Advisory Committee (COSAC) for a three year term.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager



City Council Staff Report

Subject: Citizens Open Space Advisory Committee (COSAC) Appointments
Author: Heinrich Deters
Department: Sustainability Department
Date: February 11, 2016
Type of Item: Appointments

Summary Recommendations:

Council should review and approve the at-large nominations to COSAC V for a three year term.

Executive Summary

Council has the ability to create and appoint board members to help Council reach specific goals. Examples of these committees include the Recreation Advisory Board (RAB), the Public Art Advisory Board (PAAB) and COSAC.

Park City has a long standing commitment to the preservation of recreational open space. The City has sponsored three open space initiatives, a cumulative total of \$40 million of voter approved measures. For each bond measure, 1998, 2002 and 2006, Council established a citizen’s advisory committee, COSAC I, II, III and IV respectively, made up of local stakeholders and at large participants. Each committee established a mission statement and evaluation criteria for parcel prioritization, as well as, reviewed previous committee purchases.

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	<ul style="list-style-type: none"> + Accessible and world-class recreational facilities, parks and programs + Balance between tourism and local quality of life + Multi-seasonal destination for recreational opportunities + Internationally recognized & respected brand 	<ul style="list-style-type: none"> + Abundant preserved and publicly-accessible open space + Managed natural resources balancing ecosystem needs + Reduced municipal, business and community carbon footprints 	<ul style="list-style-type: none"> + Community gathering spaces and places - Residents live and work locally 	<ul style="list-style-type: none"> + Engaged and informed citizenry
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Very Positive 	Very Positive 	Positive 	Positive
Comments: Preservation of open space continues to be of great importance to the Park City Council and community. Given City Council's Critical Priority of Housing and the City Council's interest in maintaining a vibrant community, it is important to balance the need for open space with the need for affordable, attainable and middle income housing				

Background:

COSAC IV members served a three year term, which commenced in February 2013 and finished in February 2016. Under the previous Committee, the Stoneridge, Clark Ranch and Sommer properties were acquired, in addition to, the adoption of preservation easements on the Risner Ridge and Gambel Oak parcels.

Analysis:*COSAC Role and Mission*

COSAC's role is purely advisory to City Council and is not in any way mandated by law or ordinance. Members serve at the discretion of Council and are traditionally appointed for a three year term.

COSAC's mission is to make timely recommendations to City Council on acquiring and permanently preserving public open spaces by wisely leveraging public funds and other resources as available and entering into appropriate partnerships.

Code of Ethics and Disclosure Affidavit

Selected members of the committee will be required to review and familiarize themselves with the City's a code of ethics, in addition to signing a disclosure affidavit.

Public Notice

Notice of Council's desire to appoint at-large committee members was posted in the Park Record on January 30th, February 3rd, 6th and 10th, posted on Utahlegals.com and posted on the City website.

Staff received nine applications via email. A selection committee, consisting of Council's open space liaisons Andy Beerman (primary liaison) and Cindy Matsumoto (alternate liaison), the City's Planning Director and the Trails and Open Space Project Manager met to provide final nominations to the full Council. The selection committee focused on the nominee's submitted interests in serving on the Committee and any specific skills and qualities that they could bring to the group.

COSAC Stakeholder and At-Large Nominees

Per prior Council direction, all members of COSAC, whether a stakeholder or at-large nominee were voting members. Stakeholder alternates will only participate and vote when the primary member from that organization is absent. Alternates to At-Large Nominees may attend all meetings, but may only participate and vote when an At-Large Nominee is absent. Stakeholder Representatives, as nominated by each respective organization:

- Mountain Trails Foundation (MTF)- *Charlie Sturgis*
- Summit Land Conservancy (SLC)- *Cheryl Fox*
- Utah Open Lands (UOL) *Wendy Fisher*
- Basin Open Space Advisory Committee (BOSAC)- *Tyler Dustman*
- Park City Chamber of Commerce & Visitors Bureau-*Rhonda Sideris*

- Park City Board of Realtors- *Suzanne Sheridan*
- Recreation Advisory Board (RAB)-*Meisha Lawson*
- Park City Planning Commission-*Steve Joyce*
- Park City Council- *Andy Beerman/Cindy Matsumoto (non-voting)*

At-Large Nominees:

- 1. Cara Goodman**
- 2. Brooke Hontz**
- 3. Bill Cunningham**
- 4. Jan Wilking**
- 5. Carolyn Frankenburg**

At-Large Alternates

1. Marion Crosby
2. Kathy Kahn

Department Review:

This report has been reviewed by members of the Sustainability, Legal and Executive Departments and their comments have been included.

Alternatives:

A. Approve:

Council should review and approve at-large nominations to COSAC V and approve the attached resolution creating the Committee. **Staff Recommendation**

B. Deny:

Council could choose not to form the Committee or approve one or all of the recommended nominees.

C. Modify:

Council could choose to modify the resolution or the Committee nominees

D. Continue the Item:

Council could continue the item

E. Do Nothing:

Same as continuance

Funding Source:

No funding is required for this item

Consequences of not taking the recommended action:

Council may choose not to establish the advisory committee and instead evaluate and designate open space acquisitions without a public committee.

Recommendation:

Council should review and approve the at-large nominations to COSAC V for a three year term.



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Appoint Jane Campbell to fill the unexpired term of Becca Gerber on the Recreation Advisory Board. The term will expire on July 1, 2017.

Respectfully:

Michelle Kellogg, City Recorder



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Each week during the 2016 Legislative Session, staff attempts to provide a brief overview of the most recent legislative actions and committee meetings that took place. In this regard, staff also provides Council with a list of legislative bills and actions that it is tracking, recommends an initial City position, and then receives Council direction and reaffirmation each week. The recommendations of staff, consistent with recently adopted 2016 Legislative Platform, generally support local control and financial independence.

Staff will provide the first iteration of the list of legislative bills we are tracking during the Council meeting.

Respectfully:

Matt Dias, Asst City Manager



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

In 2013, the Line Condos HOA Manager requested a preliminary Request for Elevated Level of Service (RELS) for the City to clear the snow from the sidewalk that lies on the north side of the road from 545 Deer Valley Drive to the intersection of Sunnyside Drive and Deer Valley Drive.

Staff recommends that City Council deny the RELS request related to the snow removal of the sidewalk on the north side of Deer Valley Drive between 545 Deer Valley Drive and Sunnyside Drive. This request would have an estimated budget increase of \$2,423.

Respectfully:

Steven Arhart,

City Council Staff Report

Subject: RELS Request Snow Removal of Sidewalk in Front of Line Condos, Deer Valley Drive
Author: Steven Arhart, NTMP Manager
Department: Engineering
Date: February 11, 2016
Type of Item: Administrative (NTMP, RELS Request)

Summary Recommendations:

Staff recommends that City Council deny the RELS request related to the snow removal of the sidewalk on the north side of Deer Valley Drive between 545 Deer Valley Drive and Sunnyside Drive. This request would have an estimated budget increase of \$2,423.

Executive Summary:

In 2013 the Line Condos HOA Manager requested a preliminary Request for Elevated Level of Service (RELS) for the City to clear the snow from the sidewalk that lies on the north side of the road from 545 Deer Valley Drive to the intersection of Sunnyside Drive and Deer Valley Drive.

Staff is recommending a denial of this request due to the very low student utilization of the school bus stop served by this sidewalk, the potential cost in a good snow year and due to the difficulty in snow removal and snow storage at this site. Staff is also concerned that this could set a bad precedent of the City plowing sidewalks that are not part of the pedestrian Spine System Sidewalks.

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	<ul style="list-style-type: none"> + Safe community that is walkable and bike-able + Balance between tourism and local quality of life 		<ul style="list-style-type: none"> - Physically and socially connected neighborhoods 	<ul style="list-style-type: none"> - Well-maintained assets and infrastructure - Fiscally and legally sound
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Neutral 	Neutral 	Neutral 
<p>Comments: Staff does not believe that the benefits of plowing this section of sidewalk outweigh the negatives of setting a bad precedent of the City plowing sidewalks that are not part of the pedestrian Spine System Sidewalks. Additionally, the cost of plowing this section of sidewalk in a good snow year could be significant.</p>				

Acronyms

RELS – Request for Elevated Level of Service

Background:

The Line Condos is an affordable housing unit built in 2004. The sidewalk is not currently maintained by the property owners as it is not part of the Park City Snow Removal Guide. The sidewalk section in discussion is 530 feet in length and connects to a school bus stop located on the northwest corner of Deer Valley Drive and Sunnyside Avenue. A City bus stop is located on the northeast corner of the same intersection and a bus stop is located just west of the Line Condos. This can be seen in Exhibit A, Snow Removal Line Condos.

As mentioned, in 2013 Staff received the preliminary RELS request to plow this section of sidewalk. The requestor was notified that a petition with five signatures was needed to proceed with the request. Staff received a petition with seven signatures in April 2015 and a community meeting was held on May 26, 2015, to discuss the issue and potential solutions.

Analysis:

This area of sidewalk has limited snow storage areas because it is surrounded by retaining walls, bus stops, and the road. Furthermore, the equipment used to plow the sidewalk has limitations to where the snow is moved to. In this case the snow would either go into the street, where it will pile up into a berm in the gutter; or it will be pushed to the west end of the sidewalk past a driveway, fire hydrant, and bus stop. **As the area at the west end is limited in space this could cause snow storage issues, increasing the amount that it has to be hauled off. In other words, in a good snow year, the snow hauling could be much more than the estimated costs below.** The breakdown of the yearly costs as a Tier I (priority II) is as follows:

Plowing (\$2.08 per linear foot, not including salt)	\$1,040.00
Snow (\$300.00 per snow haul off, estimated 4 times)	\$1,200.00
<u>Salt/de-icer (total estimate)</u>	<u>\$ 183.00</u>
Total Amount	\$2,423.00

Section 14-4-9 of the Municipal Code discusses the sidewalks to be cleared as a three tiered system. This section of sidewalk is currently a Tier III, in which snow removal is not required of the owner or the City. The requestor asks that it be listed in the Park City Snow Removal Guide as a Tier I; such that Park City Municipal Corporation will do snow removal depending on the priority of the sidewalk. However, an alternative is to label this as a Tier II, in which the property owner must remove snow within eight (8) hours of each storm.

Staff reached out to the Park City School District to determine school bus ridership. In May, 2014 it was determined that averages of two students are picked up for the high school, zero for the elementary school, and five for the middle school. Currently, for the fall of 2015, there are three students for the high school, zero for the elementary school,

and one for the middle school. These students are picked up on the north side of Deer Valley Drive in the morning hours on the way out of Deer Valley. The students are dropped off on the Rossi Hill (south) side on the way into Deer Valley in the afternoon hours. In 2014, it was determined that only one of the students originated from the Line Condos complex.

Discussions with Transit and Parks verified that Park City Municipal Corporation does not plow City nor school bus stops unless they are located along the pedestrian Spine System Sidewalks and are plowed as part of the Park City Snow Removal Guide. When the resources are available Transit will clear snow around the bus stops that have large snow piles, berms, or force pedestrians to stand away from the bus stop or in the street. Also, it is the Parks Departments intent to plow to a point of interest or create a circular path so that pedestrians are not forced into the street or other unsafe or un-cleared areas.

As mentioned, staff received a final petition with the names of six different residents in April 2015 and a community meeting was held in May 2015. Notifications of this community meeting were delivered to the 22 affordable housing units at the Line Condos, 609 Sunnyside Drive, and 601 Sunnyside Drive. Only one person showed up to the community meeting.

Ordinance No. 04-46 amended “Section 14 – 4 – Snow Removal” of the Municipal Code and states, “it is the goal of the snow removal program to establish strategies to maximize the benefits of a comprehensive snow removal program, and in no way relieves the property owners of their responsibility to remove snow and ice from the sidewalk or path adjacent to their properties” The succeeding paragraph states, “in order to provide the greatest efficiency and cost effective method for removing snow from sidewalks and paths and to provide the greatest benefit for the largest number of residents and guests, criteria is established to designate City provided snow removal.”

During the design of Deer Valley Drive Phase I discussion centered around providing a pedestrian spine system on the north side of Deer Valley Drive along with crosswalks at each and every bus stop. At the end of the day, the design team elected to augment the south side pedestrian spine system with consistent 8 foot wide sidewalks and lighting. The existing spattering of sidewalks along the north side of Deer Valley Drive were replaced during construction (roundabout east to Snow Park Lodge) but were not widened or connected. None of these sidewalks are required to have snow removal by the City or the residents.

As mentioned previously, an alternative to approving or denying the RELS request would be to reclassify this section of sidewalk as a Tier II sidewalk.

Tier II

It shall be the duty of a property owner to clear the sidewalks and stairways at the perimeter of his/her property within eight (8) hours from the end of each storm if the sidewalks and stairways do not receive City services and are

identified as critical to pedestrian movement in the Park City Snow Removal Guide. It shall be unlawful for a property owner under a duty to remove snow to permit an accumulation of more than eight inches (8") of snow to remain on the sidewalks or stairs for more than eight (8) hours at a time.

This reclassification would have positive and negative effects. The positive would be the clear sidewalks and connectivity to the Sunnyside crosswalk. The negative is that the landowners adjacent to this section of sidewalk would now be required to remove the snow after within eight (8) hours of a storm. Additionally, the financial responsibility for snow removal will be on the property owners. Currently as a Tier III sidewalk, the residents are not required to remove the snow.

Provided below is a summary list of the pro's and con's of adding this section of sidewalk to the Park City Snow Removal Guide as a Tier II.

Pros

- Removal of snow would allow better pedestrian access from the Line Condos to the intersection of Sunnyside Drive and Deer Valley Drive where the school (west) and City (east) bus stops are located,
- Removal of snow would better connect the Line Condos to a crosswalk at Sunnyside Drive and Deer Valley Drive, which provides access to the pedestrian spine system along the south side of Deer Valley Drive,
- Removal of snow would provide an economic value to the affordable housing complex.

Cons

- This sidewalk is not part of the pedestrian Spine System and is not supported by the snow removal program goals,
- The City's snow removal crews avoid plowing sections of sidewalk that do not lead to a point of interest or could eventually force people into the street because of the lack of pedestrian facilities,
- Lack of snow storage could result in increased snow removal costs or berming of snow in front of and compromising access to the bus stop, nearby driveways, or fire hydrants,
- This opens the door to possible future requests along other section along Deer Valley Drive and in other parts of town, where access to school or City bus stops are difficult during the winter months, and
- This could set a precedent of the City plowing sidewalks that are not identified as part of the pedestrian Spine System Sidewalks

Department Review:

This report has been reviewed by City Manager, Sustainability, Budget, Public Utilities, Parks, and Legal. All issues have been resolved.

Alternatives:

A. Deny the RELS Request:

This is Staff's recommendation.

B. Approve the RELS request:

With the RELS request approval, staff will provide a budget increase of \$2,423 this coming budget season for additional removal services along the north side of Deer Valley Drive. Additionally, staff will update the Park City Snow Removal Guide to reflect this section of sidewalk to be a Tier I sidewalk.

C. Approve the Alternative:

If the Council chooses to approve this alternative it will be reclassified as a Tier II. The Park City Snow Removal Guide will also be updated to reflect this change.

D. Continue the Item:

If the Council needs more information the item can be continued, but this could delay the ability to resolve the issue before the budget season starts and budget requests need to be submitted for consideration

E. Do Nothing:

This option would have the same result as denying the request.

Consequences of taking the recommended action:

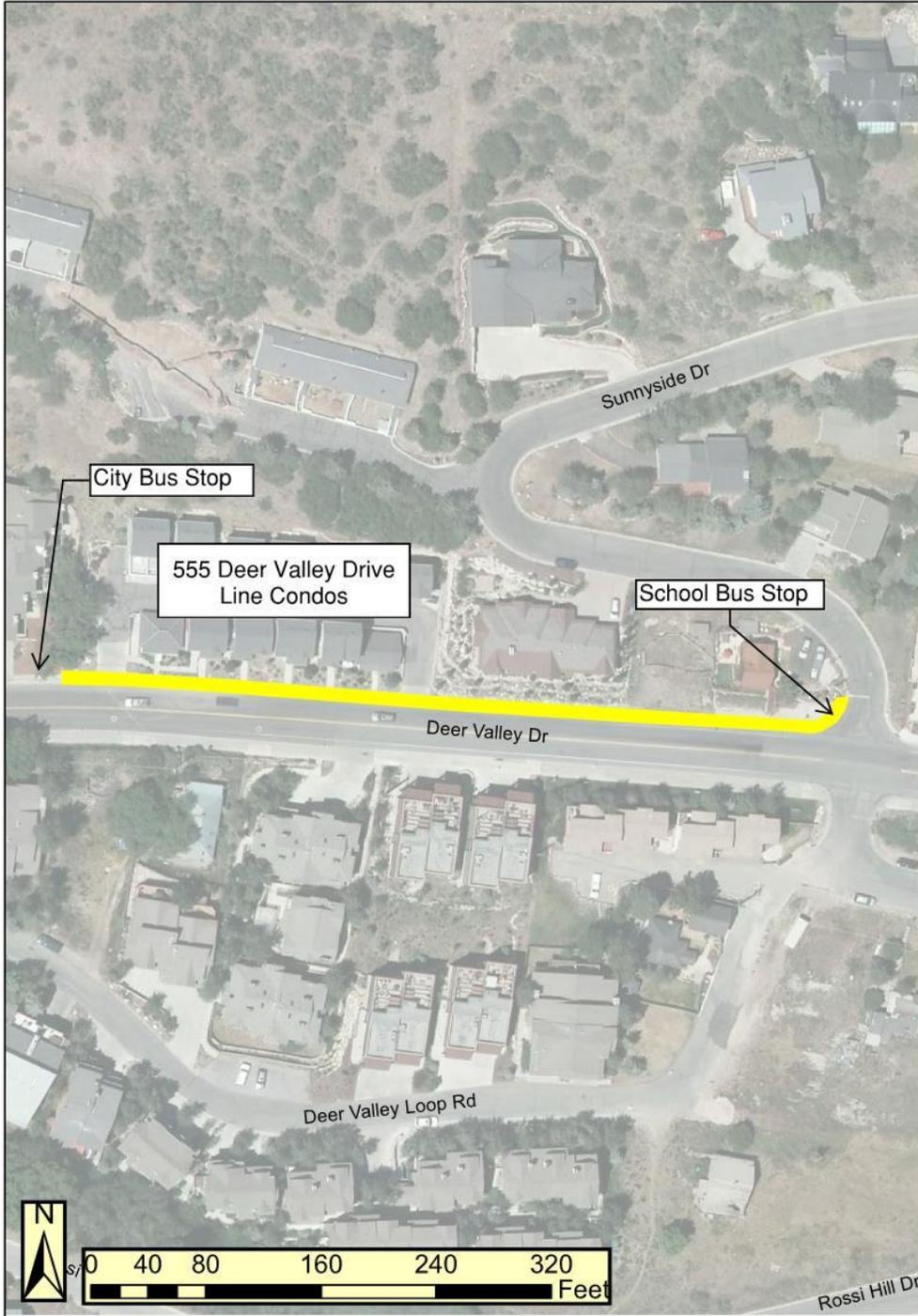
By denying this RELS Request the City will not do snow removal of the sidewalk along the north side of Deer Valley Drive between Sunnyside Drive and the Line Condos.

Recommendation:

Staff recommends that City Council deny the RELS request related to the snow removal of the sidewalk on the north side of Deer Valley Drive between 545 Deer Valley Drive and Sunnyside Drive. This request has an estimated budget cost of \$2,423.

Exhibit – A. Section of sidewalk to be cleared

Exhibit A Snow Removal Line Condos





DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

City Council should approve the Shared Lane Markings Policy and designate the Neighborhood Traffic Management (NTMP) Committee as the body to approve or deny implementation of requests by the community on city streets and/or on city projects.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council Staff Report

Subject: Shared Lane Markings ‘Sharrows’ Update
Author: Heinrich Deters
Department: Sustainability
Date: February 11, 2016
Type of Item: Administrative

Summary

Recommendations:

Staff recommends Council approve the Shared Lane Markings (Sharrows) policy on public roadways within city limits and designate the Neighborhood Traffic Management Committee the ability to implement the markings on a case by case scenario. (Attachment I).

Executive Summary:

City Council should review information associated with the evaluation of the Shared Lane Markings Pilot Project and approve the policy addressing the implementation of the markings on public roadways within city limits.

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessible and world-class recreational facilities, parks and programs + Safe community that is walkable and bike-able			+ Engaged and informed citizenry
Assessment of Overall Impact on Council Priority (<i>Quality of Life Impact</i>)	Very Positive 	(Select from List)	(Select from List)	Positive 
Comments:				

Acronyms in this Report:

(NTMP) The Neighborhood Traffic Management Program
 (SR) State Route

Background:

The Neighborhood Traffic Management Program (NTMP) is an internal staff committee, comprised of several City Departments, that addresses resident requests related to traffic management concerns and other administrative functions related to traffic, circulation, safety and transportation policy recommendations. Please click to review: [NTMP Policy and Manual](#)

In November of 2013, City Council received public comment from a Snyderville Basin resident, seeking information associated with the placement of shared lane markings or 'Sharrows' along a stretch of SR-224 (Park Avenue) from Kearns Blvd. to Empire Ave. Consistent with the NTMP process, staff presented the item at the December 10, 2013, meeting. The NTMP committee invited the resident to present his concern and discuss next steps. The decision was made to procure a study from a professional traffic engineering firm that would provide a holistic approach and policy direction on the implementation of 'sharrows'.

On July 10, 2014, City Council provided staff with direction to implement a Shared Lane Marking or 'Sharrows' pilot project. Consistent with criteria provided in the staff report and supported by certified traffic engineer. [InterPlan Sharrow Report 2014](#)

Staff recommended placing the symbol on the following streets:

- Prospector Drive
- Sidewinder Drive (Commercial area)

Council provided further direction to place the symbols on:

- Park Avenue, between Deer Valley Drive and Heber Avenue.

In June and July of 2015, after collecting baseline data on the roadways noted above, the Streets Department placed the markings (38 total) as part of the ongoing pavement management program.

The Transit Department has expressed concerns during the planning and implementation of the Sharrow program, that the symbols would delay transit routes, as the buses may become 'stuck' behind cyclists.

Analysis:*Policy*

A Shared Lane Marking policy is a good complement to existing transportation planning documents, as many similar cities have found them to be effective tools. Sharrows are important in executing contiguous bicycle networks, where existing infrastructure does not allow for more traditional practices.

Although many roadways may have characteristics which are suitable for Sharrows, not all are ideal candidates. When selecting for Sharrow locations, one should look for roadways which contain on-street parking, where there is danger for a cyclist

to collide with the open door of a parked car, or roadways with inadequate width to safely allow for parallel travel of a motor vehicle and a bicycle. When possible, traditional bike lanes are preferred as they allow for both bicycles and automobiles to travel unencumbered by each other.

In 2014, based on administrative criteria proposed by InterPlan and recommended by staff, a Sharrow may be incorporated into a roadway only:

- When consistent with existing corridor plans (SR-224 & SR-248);
- Where the speed limit does not exceed 25 mph;
- Where the average daily traffic volumes is less than 3,500; and
- Where the slope is less than 6 percent.

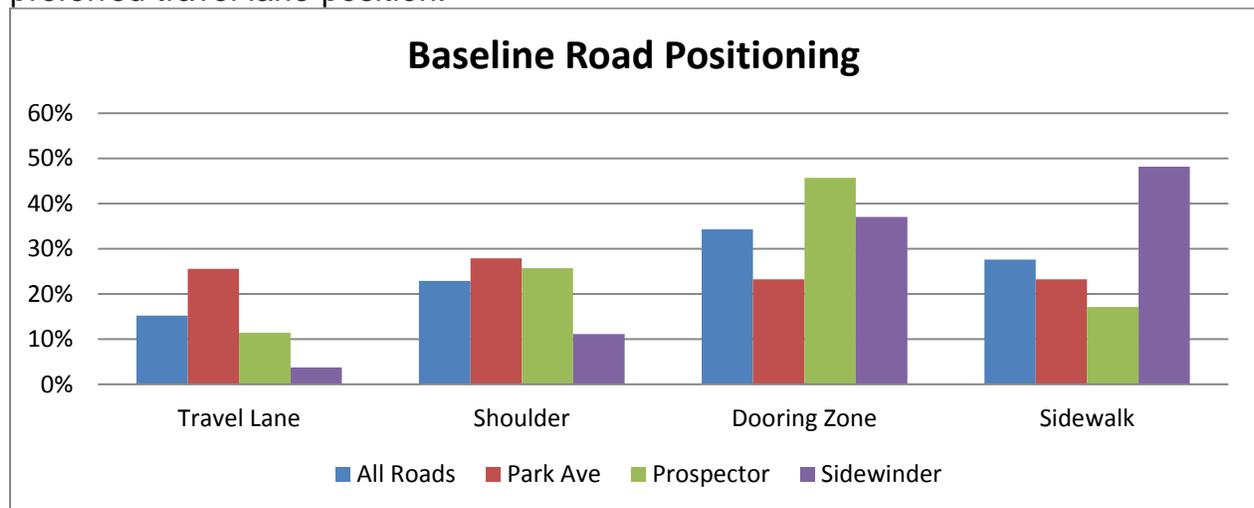
For sections of roadway where the slope exceeds 6 percent, Sharrows should only be applied on the downhill slope. These should be considered on a case-by-case basis.

Data Collection and Evaluation

After establishing a baseline the previous season, consultants did visual analysis of users on the roadways where the symbols were implemented. Additionally, an online survey was provided on the City’s website, which asked users for their sentiments regarding ‘sharrows’. Unfortunately, over the two months in which the survey was open, only one person participated and staff removed the survey analysis from the evaluation.

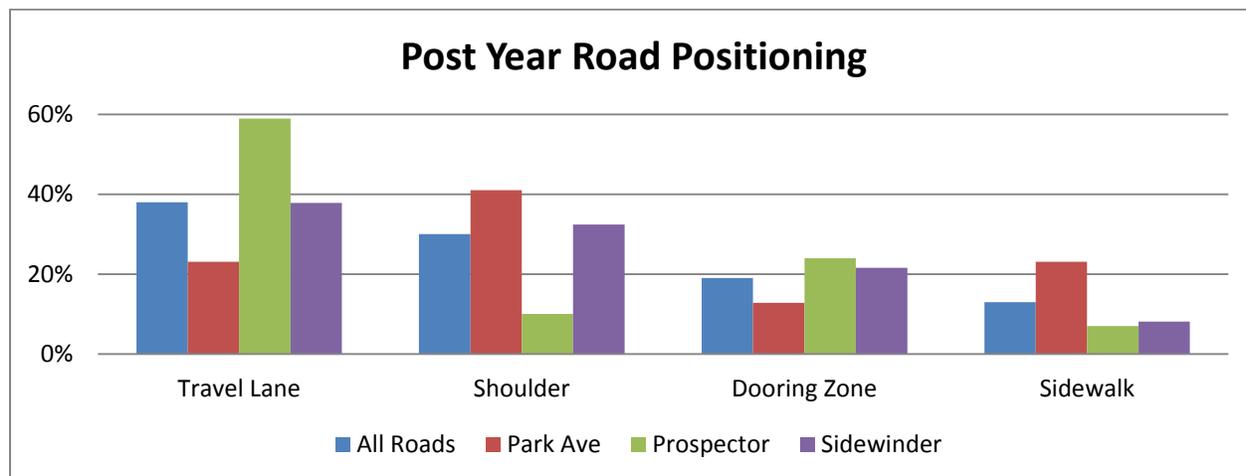
Staff has provided a link to the entire report.

In the baseline observations, typical riding behavior was observed with most cyclists riding in the dooring zone (area along roadway where parked car doors may open into) and on the sidewalk. Overall only 15% of cyclists were in the preferred travel lane position.



The post year observations saw great improvements in lane positioning.

Positioning in the dooring zone and on the sidewalk was reduced by more than 50%, while positioning in the travel lanes increased to nearly 40%. This success was slightly tempered by Park Avenue, where positioning in the travel lane actually saw a slight decrease. The other two facilities both saw significant increases in travel lane positioning, highlighted by a near 6 fold increase on Prospector.



The decrease in travel lane positioning on Park Avenue is likely due to the relatively steep grades and higher traffic volumes found there. On roadways with these types of characteristics it is much more intimidating to take the lane as a cyclist, especially in the uphill direction. Although full bike lanes would be preferable on this type of roadway, space limitations exist. If possible, a configuration with one bike lane in the uphill direction and a Sharrow in the downhill direction would be helpful. This would allow the cyclists traveling at slower speeds uphill to have a space away from vehicle traffic, while limiting the space needed for bicycle infrastructure. Even so, the markings on Park Ave in their current state can still be considered a success, as they alert motorists to the presence of cyclists, empower and prioritize cyclists, and provide wayfinding to cyclists needing to find their way through the city.

Conclusion

The findings of this pilot reinforce the need for bicycle infrastructure along these corridors and confirm their effectiveness when applied appropriately. Before the markings were in place, cyclists preferred undesirable road positions in every case, with 62% of riders positioned in these areas. With the markings in place, this number was halved, with proper lane positioning peaking at nearly 60%. This success, however, is limited to Sidewinder Drive and Prospector Avenue, with the markings having little impact on Park Avenue. This reinforces the importance of the policy guiding the proper usage of these markings. People are generally uncomfortable sharing the travel lane with vehicles, and this fact is compounded with the steeper grades and higher traffic volumes found on Park Avenue. To effectively serve cyclists on Park Avenue, which sees the most cyclists of the three facilities, alternative infrastructure should be explored. For facilities that are similar to Sidewinder Drive and Prospector Avenue, and

which meet Park City's Policy for Shared Use Markings, this study indicates that the markings positively impact cycling behavior.

Transit Department Concerns and Recommendation

The Transit Department opposes the implementation of Shared Lane Markings (Sharrows) where they would encourage cyclists to ride in the travel lane and would pose a hindrance to traffic, particularly on busy and congested streets such as the southbound (uphill) side Park Avenue. On this street in particular, vehicle parking on the shoulder is permitted on both sides and the street itself is designated as no passing zone with double yellow center lane markings. This creates a situation where cyclists must ride in the travel lane and have no area to pull off to the side in order to allow vehicle traffic to pass. Buses travelling in this direction essentially become "stuck" behind cyclists and are limited to travelling at their speed without the ability to pass or go around them. In those instances where cyclists do impede bus traffic, it increases a typically three or four minute trip to ten minutes or more. This is counter-productive in that it discourages riders from continuing to use transit and potentially creates a traffic hazard where much slower cyclist traffic comes into conflict with higher speed vehicular traffic, or where impatient motorists attempt to pass slower cyclist / bus traffic into oncoming traffic.

Additionally, where the City and County are considering adding a Bus Rapid Transit lane in the future, it may be wise to avoid siting sharrows in the corridors where the Bus Rapid Transit is expected to run.

In our opinion, shared lane markings should be considered only where cyclist traffic can safely be directed out of the travel lane or where cyclist speeds do not delay vehicular traffic, such as on downhill slopes.

Department Review:

This report has been reviewed by the Transit Department, Streets Department, City Attorney's office and the Executive Department.

Alternatives:

A. Approve:

Council may approve the policy and direction of the NTMP Committee as the implementer of the policy

B. Deny:

Council may deny the use of the policy

C. Modify:

Council may wish to modify aspects of the policy

D. Continue the Item:

Council may ask staff to return with more information

E. Do Nothing:

Same as continuance

Funding Source:

Staff recommends painting the symbols twice per year as an appropriate level of service. The cost for painting each symbol twice a year is \$50. The symbols are spaced at 200 foot intervals. Funding for the future implementation of the markings will come from the Streets Department operations and maintenance budget. Staff recommends Council provide associated funding in the coming budget process, should they approve the measure.

Consequences of not taking the recommended action:

Adoption of criteria regarding the use of traffic control measures, allows the City and subsequent Departments the ability to make informed decisions about requests from the public and/or implementation of measures on City projects.

Recommendation:

Staff recommends Council approve the Shared Lane Markings (Sharrows) policy on public roadways within city limits and designate the Neighborhood Traffic Management Committee the ability to implement the markings on a case by case scenario.



DATE: February 11, 2016

TO HONORABLE MAYOR AND COUNCIL

Staff recommends City Council hold a public hearing and continue the public hearing on One Empire Pass Condominiums record of survey plat to February 25, 2016. This item was noticed for a February 11, 2016, City Council hearing; however on January 13th the Planning Commission continued the item to February 10th to allow time for the applicant to clarify proposed changes to the plat. A Conditional Use Permit application is also scheduled for review by the Planning Commission on February 10, 2016.

Respectfully:

Kirsten Whetstone, Senior Planner

**City Council
Staff Report**



Application #s: PL-15-03003
Subject: One Empire Pass Condominiums
Author: Kirsten Whetstone, MS, AICP- Senior Planner
Date: February 11, 2016
Type of Item: Legislative - Condominium Record of Survey Plat

Summary Recommendations

Staff recommends City Council hold a public hearing and continue the public hearing on One Empire Pass Condominiums record of survey plat to February 25, 2016. This item was noticed for a February 11, 2016, City Council hearing; however on January 13th the Planning Commission continued the item to February 10th to allow time for the applicant to clarify proposed changes to the plat. A conditional use permit application is also scheduled for review by the Planning Commission on February 10, 2016.

Description

Applicant: Guardsman Lodge, LLC, represented by Bill Fiveash, managing partner (East West Partners)
Location: 8910 Empire Club Drive- Pod A, Lot 15 Village at Empire Pass West Side Subdivision (Building 5)
Zoning: Residential Development (RD) District as part of the Flagstaff Annexation and Master Planned Development
Adjacent Land Uses: Deer Valley Resort, condominiums, townhouses, and other development parcels of the Village at Empire Pass Pod A.
Proposal: Request for a condominium record of survey plat for 27 residential condominium units.