



2025 Candidate Information Packet

If you have any questions regarding the documents contained in this packet please contact:

Michelle Kellogg
City Recorder/Election Official
at 435-615-5007 or
michelle.kellogg@parkcity.org

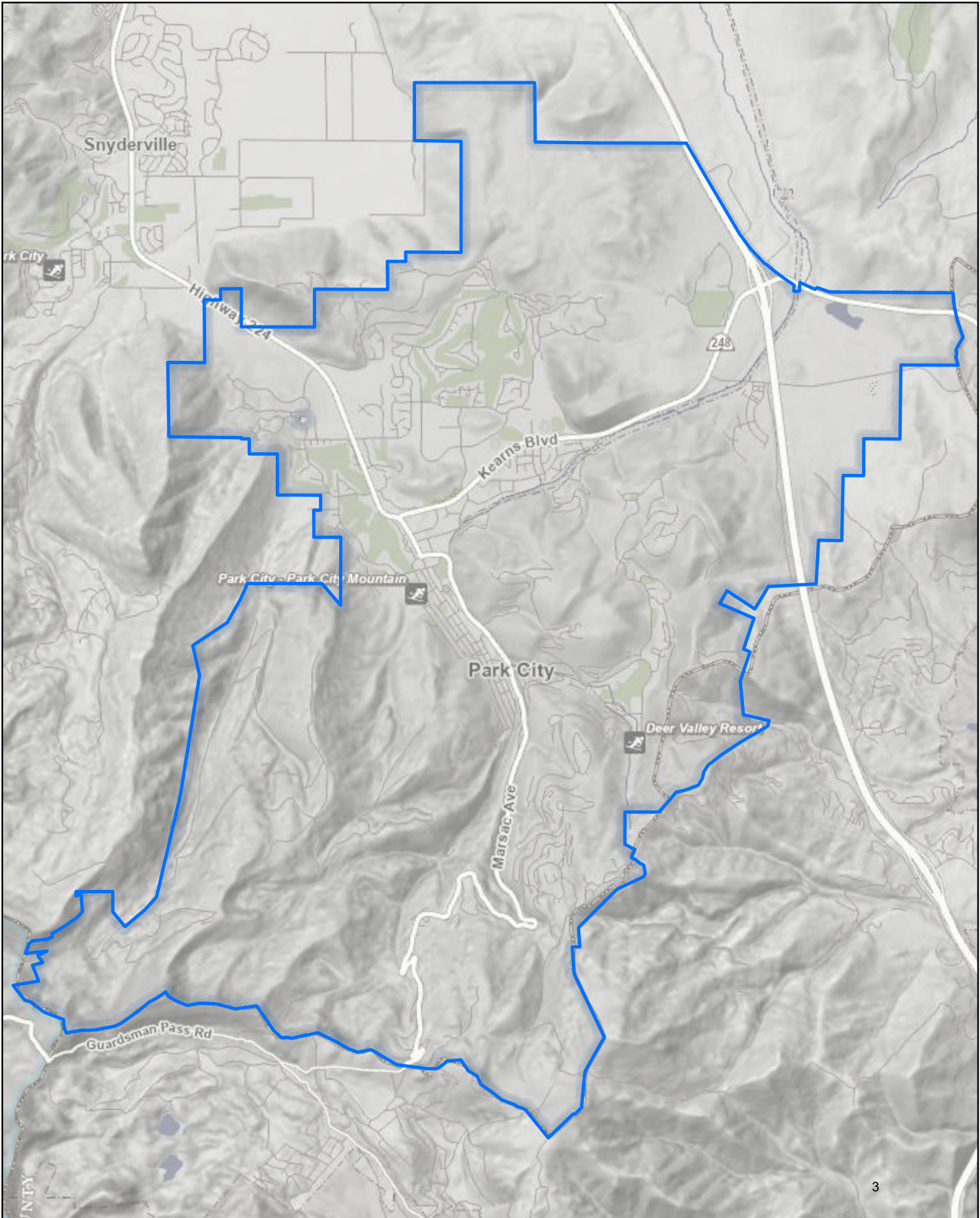
Matt Dias, City Manager
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** If you have questions regarding elections, please contact Michelle or Margaret. If you would like to schedule time with a department manager or for time with Matt, please contact Marissa Marleau at marissa.marleau@parkcity.org

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MAYOR AND CITY COUNCIL CANDIDATE DATES TO REMEMBER

June 2-6: Candidate Declaration Period

June 10: Candidate Orientation – City Council Chambers, 5:30 p.m.

June 27: Deadline to submit a Candidate Profile to Lt. Governor's website by 5:00 p.m.

July 22: Primary Ballots Mailed to Voters

August 1: Voter registration deadline for Primary Election. (voter can register and vote on Election Day at the polling location)

August 5: Campaign Financial Disclosure due to City Recorder by 5:00 p.m. (for transactions made 1.1.25 – 7.31.25)

August 12: Primary Election Day

September 5: Deadline to submit a Candidate Profile to Lt. Governor's website by 5:00 p.m.

September 11: (*For those eliminated from at the Primary*) Post-Primary Campaign Financial Disclosure due to City Recorder by 5:00 p.m. (remaining transactions)

October 7: Campaign Financial Disclosure due to City Recorder by 5:00 p.m. (for transactions made 8.1.25 – 10.2.25)

October 14: Ballots Mailed to Voters

October 24: Voter registration deadline for Primary Election. (voter can register and vote on Election Day at the polling location)

October 28: Campaign Financial Disclosure due to City Recorder by 5:00 p.m. (for transactions made 10.3.25 – 10.23.25)

November 4: General Election Day

December 4: Campaign Financial Disclosure due to City Recorder by 5:00 p.m. (for remaining transactions)

If you have any questions regarding the documents in this packet, please contact Michelle Kellogg, City recorder/Election Official at 435-615-5007 or michelle.kellogg@parkcity.org



2025 MUNICIPAL ELECTION INFORMATION

Park City Municipal Corporation

Elected Officials – OPEN SEATS:

Mayor – 1 Seat (4-year term)
Council - 2 Seats (4-year term)

ELECTION DATES:

A General Municipal Election will be held November 4, 2025, for the offices of Mayor and City Council seats.

Pursuant to State Law, if more than twice the number of candidates file than are to be elected, a Municipal Primary Election must be held on August 12, 2025 (*Utah State Code Section 20A-9-404*).

- In the event 3 or more candidates file for the Mayoral seat, the top 2 vote getters will continue to the November General Municipal Election ballot.
- In the event 5 or more candidates file for the City Council seats, the top 4 vote getters will continue to the November General Municipal Election ballot.

HOW TO BECOME A CANDIDATE:

Each person seeking to become a candidate for a municipal office must file a Declaration of Candidacy *in person* with the Election Official, Michelle Kellogg, between June 2, 2025, and June 6, 2025, during regular office hours, 8:00 a.m. to 5:00 p.m., in the Executive Office of the Marsac Building, 445 Marsac Avenue, Park City, Utah (*Utah State Code Section 20A-9-203*).

Filing Fee:

A filing fee will be assessed at the time of declaration of candidacy as follows:

- Candidates for Mayor will pay a \$150 filing fee.
- Candidates for Council will pay a \$100 filing fee.
- The filing fee will be waived if candidates bring 100 signatures of registered Park City voters at the time of filing on a nomination petition form provided by the City Recorder. Candidates with fewer than 100 valid signatures will not be allowed to participate in the election.

Candidate Qualifications:

- 1) Candidates must be a United States citizen at time of filing for candidacy.
- 2) Candidates must be at least 18 years of age at the time of the next municipal election.

- 3) Candidates must be a legal resident of the municipality, or a resident of the recent annexed area, for 12 consecutive months immediately preceding the date of the election.
- 4) Candidates must be a registered voter of the municipality.
- 5) Pursuant to Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute.

Candidate Requirements:

- Candidates can declare candidacy with formal names such as Jr., Sr., III, but cannot put any titles on declaration such as Dr., Esq., Ph D., etc.
- Candidates can add a legal middle name or common derivative, or a commonly used nickname in place of the legal first name if the candidate submits an affidavit signed by 5 county residents (non-family members) stating that the candidate is generally known by acquaintances in the county by that name (*Utah State Code Section 20A-6-109*).
- The name written on the declaration will be the name printed on the ballot, and if elected, on name plates and council correspondence.
- Candidates must fill out a conflict of interest form at the time they file for candidacy (*Utah State Code Section 10-3-301.5*). This is the same conflict of interest form that is filled out annually by elected officials. The form will be posted with their declarations of candidacy on the city website.

REGISTERED VOTERS:

There are approximately 5,628 active voters and 861 inactive voters in the City limits.

VOTE BY MAIL:

The Primary and General Elections will be entirely by mail. Ballots will be mailed on or before July 22nd for the Primary and October 14th for the General Election. There will be drop boxes set up at Park City Library and The Market at Snow Creek Plaza, and ballots can be deposited there or any drop box in Summit County before or on Election Day. If voters mail their ballots, the ballots need to be received by the Summit County Clerk's Office on Election Day in order to be counted.

There will be a polling center at the City Offices on Election Day. Those who have lost their ballots or did not receive their ballots may come in to vote on another ballot.

There will not be automated voting machines. All votes will be cast on paper and deposited into the drop boxes or mailed, and they'll be processed at the Summit County Clerk's Office. If two ballots from the same voter are received, only the first ballot that was scanned will count, the other ballot will be rejected.

MISCELLANEOUS INFORMATION:

Master Ballot Position List

1 B	8 A	15 L	22 V
2 Z	9 J	16 F	23 H
3 C	10 Y	17 T	24 I
4 W	11 M	18 X	25 Q
5 R	12 K	19 P	26 D
6 E	13 S	20 U	
7 N	14 G	21 O	

Candidate Withdrawal. Any person who filed a declaration of candidacy, and any person who was nominated, may withdraw by filing a written affidavit with the City Recorder (*Utah State Code Section 20A-9-207*).

Campaign Finance Disclosures

Candidates are required to fill out Campaign Finance Disclosure forms and these will be posted on the City website. All monetary and in-kind donations and all expenditures used in the campaign need to be recorded on the disclosure form. Candidates are not allowed to accept/keep anonymous donations. If an anonymous donation is received and the donor cannot be located, it will need to be donated to the City, County, or a charitable organization.

City Council Meetings and Board Assignments. Being a Council member requires a very substantial time commitment. City Council meets on scheduled Thursdays. Work sessions are usually held in the afternoon before the regular meeting and usually begin at 2:00 p.m. Regular meetings follow the work sessions after a brief break and begin at 5:30 p.m. Both work sessions and regular meetings are held in the City Council Chambers, located on the lower level of the Marsac Building, 445 Marsac Avenue, Park City Utah.

A meeting packet is prepared containing the agenda, reports and documents relative to each agenda item. The City Council meeting packet is available for review on the City's [website](#).

Council members are assigned to be liaisons or co-liaisons for 5-10 boards/organizations and alternate liaisons for 5-7 other boards/organizations.

Annual Mayor and Council Compensation

Mayor's Wages	\$53,862.12
Council's Wages	\$27,823.97
Health Benefits (or cash in-lieu)	\$23,529.48

The Mayor and Council each receive family medical insurance, which can be received as cash in-lieu of insurance coverage. They do not receive retirement contributions.



CAMPAIGN SIGN/ELECTIONEERING REGULATIONS AND GUIDELINES

Park City Municipal Code Title 12 and Utah State Code Regulations

1. Posting on City or Public Property and/or within City or Public Right-of-Way.

The City prohibits Candidates from posting campaign signs or handbills on any City or public property or in any City or public right-of-way.

Posters, fliers, or signs may not be tacked up to the exterior of any building or to telephone/utility poles. Posters or fliers may not be tacked upon to the exterior of any building nor upon any sidewalk, crosswalk, curb, curbstone, street light post, hydrant, tree, shrub, parking meter, garbage can or dumpster, automobile, electric light, power or telephone wire pole, or wire appurtenance thereof, fire alarm or hydrant, street furniture, park benches or landscaping, any lighting system, public bridge, drinking fountain, statue, life saving equipment, street sign or traffic sign or on door steps.

Posters or signs may not be posted within the public right-of-way next to public streets or corners.

Handbills or signs found posted upon any public property contrary to the provisions of this section, may be removed by the Police Department, Public Works Department, Recreation Department, Code Enforcement, or any other City staff.

2. Park City Municipal Code Title 12 – in part.

A. Definition

SIGN, CAMPAIGN. A Temporary Sign on or off-premises, announcing, promoting, or drawing attention to a candidate seeking public office in a forthcoming election; or signs announcing political issues, for or against. *Park City Municipal Code Section 12-2-1(U)(43)*

B. Signs Exempt from Permit Requirement

Campaign signs are exempt from obtaining permits as long as the sign is in compliance with the regulations as stated in Section 12-10-2(H). *Municipal Code Section 12-8-1(L)*.

C. Sign Regulations

Campaign signs do not require a Sign permit, as issued by the Planning Department, but shall comply with the following regulations:

➤ **SIZE.** Campaign signs shall not exceed three square feet (3 sq. ft.) of area on the exposed sign face.

➤ **HEIGHT LIMIT.** The maximum height of a campaign sign is six feet (6') above finished grade.

➤ **SETBACK AND ORIENTATION.** Campaign signs are permitted in any zone, provided that they are located a minimum of ten feet (10') back from the edge of the curb, or edge of pavement where there is no curb, of the street on which the sign fronts. If this ten-foot (10') distance would be within a structure, the sign may be within three feet (3') of the front of the structure. Signs may not be positioned in the side yard. Signs may be displayed through windows or other glass areas subject to the restrictions of Section 12-9-2 (L), which states fliers or posters may be displayed on the inside of windows of businesses, provided all window signs do not exceed thirty percent (30%) of window area and the owner of the business approves of the placement.

➤ **ZONING RESTRICTIONS.** Campaign signs are allowed in all zoning districts.

➤ **ILLUMINATION.** Illumination of campaign signs is prohibited.

Municipal Code Section 12-10-2(H)

3. Utah State Code Regulations. Applies to General Municipal Elections, Primary Municipal Elections, and Early Voting Polling locations.

(Effective 2/27/23)

Utah State Code Section 20A-3a-501. Prohibited conduct at polling place -- Other prohibited activities.

(1) As used in this section:

(a) "electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and

(b) "polling place" means the physical place where ballots are cast and includes the physical place where a ballot drop box is located.

(2) (a) An individual may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:

(i) do any electioneering;

(ii) circulate cards or handbills of any kind;

(iii) solicit signatures to any kind of petition; or

(iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.

(b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.

(3) (a) An individual may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.

(b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest an individual creating an obstruction.

(4) An individual may not solicit any voter to show the voter's ballot.

(5) (a) An individual may not knowingly possess or control another individual's voted manual ballot, unless:

(i) the individual is an election official or postal worker acting in the capacity of an election official or postal worker;

(ii) the individual possesses or controls the voted ballot in accordance with Section 20A-3a-301, relating to emergency ballots;

(iii) the possession or control is authorized in order to deliver a military-overseas ballot in accordance with [Chapter 16, Uniform Military and Overseas Voters Act](#);

(iv) subject to Section 20A-3a-208, the individual is authorized by a voter to possess or control the voter's voted ballot if the voter needs assistance delivering the ballot due to the voter's age, illness, or disability; or

(v) the individual resides in the same household as the voter.

(b) A violation of Subsection (5)(a) does not invalidate the ballot.

(6) An individual who violates any provision of this section is, in addition to the penalties described in Subsections 20A-1-609(2) and (3), guilty of a class A misdemeanor.

(7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

4. General Guidelines

- Permission to post a campaign sign on private property must be obtained from the property owner before posting. A property owner may remove a campaign sign from their property at any time.
- It is recommended that there be no more than three (3) campaign signs per candidate posted at one location.
- It is respectfully requested candidates remove their campaign signs within a few days following a municipal election, with the exception successful Primary election candidates may leave their signs up until after the November general municipal election. Signs can be expensive and candidates may wish to store them for use in a future election, or donate them to other candidates.



CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS

Immediately following a candidate's decision to run for public office, all campaign contributions and expenditures must be disclosed in sworn campaign contribution and expenditure finance statements. A campaign bank account should be opened so that campaign funds do not mingle with personal funds. Campaign finance statements must be prepared and filed at certain times during the election period as explained below.

Immediately following the financial disclosure filing deadlines, media representatives normally request copies of all campaign finance statements and may report findings in the local newspaper and radio. The statements are public records and any interested person is allowed to review and obtain copies. State law requires all statements to be posted on the City's website or provided to the Lt. Governor's office.

No anonymous donations can be accepted by candidates. If this type of donation is received and the donor cannot be located, the money must be given to the City, County, or a 501(c)(3) charity of the candidate's choice. Campaign funds cannot be used to pay family members working on the campaign or for personal use. Campaign funds can be used for the candidate's childcare costs while campaigning or performing office duties. All donations, whether monetary or in-kind, and all expenses must be itemized on the disclosure form.

WHERE TO FILE STATEMENTS: Please email the statement **prior** to the deadline, to the attention of the Election Official: Michelle Kellogg, michelle.kellogg@parkcity.org.

STATEMENT DEADLINES:

All Primary Election Candidates

If there is a Primary Election on August 12, 2025, all candidates shall file a **sworn campaign finance statement** with the Election Official one week prior to the election. **Filing Deadline: 5:00 p.m., Tuesday, August 5, 2025.**

Candidates **Eliminated in Primary Election – Final Statement**

If there is a Primary Election on August 12, 2025, a **final sworn campaign finance statement** is due thirty (30) calendar days following the Primary election. **Filing Deadline: 5:00 p.m., Thursday, September 11, 2025.**

All General Municipal Election Candidates

A **sworn campaign finance statement** is due at least twenty-eight (28) calendar days before the General Municipal Election on November 4, 2025. **Filing Deadline: 5:00 p.m., Tuesday, October 7, 2025.**

A **sworn campaign finance statement** is due at least seven (7) calendar days before the General Municipal Election on November 4, 2025. **Filing Deadline: 5:00 p.m., Tuesday, October 28, 2025.**

All General Municipal Election Candidates – Final Statement

A **final sworn campaign finance statement** is due thirty (30) calendar days following the General Election. **Filing Deadline: 5:00 p.m., Thursday, December 4, 2025.**

AMENDED STATEMENT: In the event a candidate receives a monetary or non-monetary contribution or makes an expenditure after the candidate's final campaign statement has been submitted to the election officer, he or she must file an amended final sworn campaign statement with the election official within five (5) days of receipt of the contribution or expenditure.

FAILURE TO FILE STATEMENT: If a candidate fails to file a campaign finance statement before the municipal election by the deadline:

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

The Election Official shall disqualify a candidate and inform the County Clerk that the candidate is disqualified if the candidate fails to file a campaign finance statement within 24 hours after the deadline for filing the report. The candidate's name shall be removed from the ballot if practical. If it is not practical, the voters will be informed by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted.

DISPOSITION OF SURPLUS CAMPAIGN FUNDS:

Surplus campaign funds held by the candidate or the candidate's committee must be disbursed at the end of the campaign. Disposition is normally accomplished by returning contributed monies or other tangible contributions to the contributor, or donating the contributions to a non-profit organization. The disposition of any surplus campaign funds must be reported in the Final Campaign Financial Disclosure Statement. Municipal Code *Section 3-3-6*

STATEMENT FORMS:

An electronic spreadsheet will be sent to each candidate to use, however, a personally prepared statement form may be used as long as all the components required by Municipal Code Title 3, Chapter 3, are included. Please contact Michelle Kellogg (435) 615-5007 if you have any questions or need a hard copy of the disclosure form.



Links to Important Documents on the City Website:

General Plan: <https://www.parkcity.org/departments/planning/general-plan>

2025 Budget Guide:

<https://www.parkcity.org/home/showpublisheddocument/76672/638735724332230000>

Budget: <https://www.parkcity.org/departments/budget-debt-grants>

Park City Vision 2020: <https://www.parkcity.org/departments/community-engagement/community-visioning/park-city-vision-2020>



Open and Public Meetings Act: A Summary of Key Provisions

May 2024

The Open and Public Meetings Act (OPMA) requires that members of a public body be provided with annual training on the requirements of OPMA. This document is intended to facilitate legislative compliance with that requirement and to help legislators understand OPMA. This summary is prepared for a legislative audience and does not attempt to explain or apply OPMA to other public bodies. Key terms are defined at the end of the document.

Declaration of Public Policy (Section [52-4-102](#))

The Legislature finds and declares that the state, its agencies, and political subdivisions exist to aid in the conduct of the people's business. The Legislature intends for these entities to take their actions openly and conduct their deliberations openly.

Public Notice and Agenda (Section [52-4-202](#))

A public body must provide public notice of a meeting at least 24 hours before the meeting. The public notice must:

- include the meeting agenda, date, time, and place;
- include an agenda that reasonably specifies the topics the public body will consider;
- be posted on the Utah Public Notice Website and the public body's official website.

A public body may discuss a topic raised by the public that is not listed on the agenda but may not take final action on the topic at the meeting.

Minutes and Recordings (Section [52-4-203](#))

- A public body is required to keep written minutes and a recording of all meetings unless the meeting is a site visit or traveling tour where no vote or action is taken.

2024 AMENDMENTS TO OPMA

[H.B. 36](#), Open and Public Meetings Act Amendments, which modifies definitions, including "anchor location," "electronic meeting," and "meeting." Repeals language relating to posting a written notice of an electronic meeting.

[H.B. 298](#), Homeless Services Amendments, which exempts the executive committee of the Utah Homeless Services Board from OPMA.

[H.B. 494](#), Funds Administration Modifications, which permits a public body that administers a fund to hold a closed meeting to discuss the sale or purchase of securities.

- A recording of the open portions of the meeting must be posted on the Utah Public Notice Website within three business days after the public meeting.
- Draft minutes are required to be made available to the public within 30 days after the meeting.
- The approved minutes and any public materials distributed at the meeting must, within three business days after their approval, be:
 - posted on the Utah Public Notice Website; and
 - made available at the public body's office.



Closed Meetings

(Section [52-4-204](#) and [52-4-205](#))

A public body may hold a closed meeting only for certain purposes, including to discuss:

- a person's character, competence, or health;
- pending or imminent litigation;
- certain matters regarding acquisition or sale of real property, including water rights or shares;
- the deployment of security personnel, devices, or systems;
- an investigation of alleged criminal conduct;
- the receipt or review of an ethics complaint if the public body is the Independent Legislative Ethics Commission;
- certain matters under the jurisdiction of a legislative ethics committee;
- certain deliberations and decision-making involved in the procurement process; and
- A discussion of the board of the Point of the Mountain State Land Authority regarding the potential tenant of point of the mountain state land.

A public body may close a meeting only by a two-thirds vote with a quorum present, except that a majority vote is sufficient for closing a meeting of:

- the Health and Human Services Interim Committee to review a fatality review report;
- the Child Welfare Legislative Oversight Panel to review a fatality review report or review and discuss an individual case; or

- an ethics committee of the Legislature to receive legal advice or deliberate on a complaint.

No vote is required to close a meeting of the Independent Legislative Ethics Commission to review an ethics complaint if the publicly distributed agenda for the meeting states that the meeting will be closed.

A public body that closes a meeting is required to announce and record in the minutes the reasons for closing the meeting.

A public body may not close a meeting to discuss filling a midterm vacancy or temporary absence for an elected position, or to discuss a person whose name was submitted to fill a midterm vacancy or temporary absence for an elected position.

A public body may not take a vote in a closed meeting except for a vote on a motion to end the closed portion of the meeting

Emergency Meetings

(Section [52-4-202](#))

A public body may hold an emergency meeting and is not required to give 24-hour notice if unforeseen circumstances arise that require the public body to consider matters of an emergency or urgent nature. However, a public body may not hold an emergency meeting unless it attempts to notify all members of the public body and a majority of its members approve the meeting.

Any member of a legislative public body may attend an emergency electronic meeting by electronic means, and the public body may conduct an emergency electronic



meeting of the legislative public body remotely.

Electronic Meetings

(Section [52-4-207](#))

An anchor location is a physical location where a public body conducting an electronic meeting normally conducts meetings or a location reasonably accessible to the public as the anchor location.

An electronic location is a meeting where some or all public body members attend through an electronic video or audio connection.

A public body may conduct a meeting that allows members of the public body to attend through an electronic video or audio connection. A public body may not hold an electronic meeting unless it has adopted procedures to govern electronic meetings, including how a remote member will be included in calculating a quorum. Electronic meetings must comply with OPMA, including giving public notice of the electronic meeting in accordance with Section [52-4-202](#).

A public body that conducts an electronic meeting must provide space and facilities at an anchor location for the public. A public body may conduct an electronic meeting without an anchor location if:

- the chair of the public body determines that conducting the meeting from an anchor location presents a substantial risk to the health or safety of those who are present or would otherwise be present at the anchor location;
- the public notice for the meeting or the chair during the meeting provides the chair's determination and a summary of

the facts upon which the determination is made; and

- includes in the public notice for the meeting information on how the public may view or make comment at the meeting; or
- all members of the public body attend the meeting remotely through an electronic video or audio, unless the public body receives a written request, at least 12 hours before the scheduled meeting time, to provide for an anchor location for members of the public to attend in person.

If an electronic meeting is held without an anchor location, a public body must provide means by which the public can view and hear the open portions of the meeting and provide comments electronically.

Application to Legislative Public Bodies (Section [JR1-4-402](#))

A member of a legislative public body may attend a meeting remotely by electronic means only if the member has a specified reason and notifies the chair of the public body. The chair must conduct an electronic meeting of the legislative public body from the anchor location.

When a member of a legislative public body attends a meeting by electronic means, the member's attire and appearance must be consistent with the attire and appearance that would be expected if the member were attending the meeting in person. The member's location should also reflect the dignity of the meeting, particularly if the member is attending via video conference.

A member of a legislative public body may not attend a meeting by electronic means while engaging in any activity that would be



abnormal or prohibited if the member were attending the meeting in person, including operating a motor vehicle.

Penalties

(Section [52-4-302](#) and [52-4-305](#))

Open Meetings – Any final action taken in a meeting that is in violation of certain provisions of OPMA is voidable by a court.

Closed Meetings – It is a class B misdemeanor to knowingly or intentionally violate the closed meeting provisions of OPMA.

DEFINITIONS

“Meeting”

A gathering:

- a) of a public body or specified body;
- b) with a quorum present; and
- c) that is convened:
 - i. by an individual:
 - A. with authority to convene the public body or specified body; and
 - B. following the process provided by law for convening the public body or specified body; and
 - ii. for the express purpose of acting as a public body or specified body to:
 - A. receive public comment about a relevant matter;
 - B. deliberate about a relevant matter; or
 - C. take action upon a relevant matter.

“Legislative Public Body”

A public body that is governed by legislative rules.

“Public Body”

An administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

- is created by the Utah Constitution, state statute, rule, ordinance, or resolution;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.

Public body does not include a political party, political group, or a political caucus. It does not include a conference committee, rules committee, sifting committee, or an administrative staff committee of the Legislature.

“Specified Reason”

Illness or injury or health or safety concerns of a member or a member's relative, emergency travel, an emergency work-related issue, an emergency child care-related issue, a mandatory action day or a special circumstance day (see [63A-17-111](#)), or a circumstance similar to the circumstances described above.

Park City Municipal Code (as of May 1, 2025)

Title

[3 Ethics](#)

[3-1 Code Of Ethics For Officials And Employees; Responsibility Of Public Officials](#)

[3-2 Disclosure; Conflicts Of Financial Interest](#)

[3-3 Campaign Disclosure](#)

[3-4 Written Advisory Opinions](#)

[3-5 Enforcement; Penalties](#)

[3-1 Code Of Ethics For Officials And Employees; Responsibility Of Public Officials](#)

[3-1-1 Declaration Of Policy](#)

[3-1-2 Fair And Equal Treatment](#)

[3-1-3 Agents Of Public Purpose](#)

[3-1-4 Gifts; Use Of Office For Personal Benefit Prohibited](#)

[3-1-5 Use Of Public Property](#)

[3-1-6 Ex Parte Communications](#)

[3-1-7 City Allegiance And Proper Conduct](#)

[3-1-8 Avoidance Of Impressions Of Corruptibility](#)

[3-1-9 Political Activity Of Municipal Officer Or Employee](#)

[3-1-10 Later Case Interest; Future Employment](#)

[3-1-1 Declaration Of Policy](#)

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all City officials and employees, whether elected or appointed, paid or unpaid.

The purpose of this Chapter is to establish ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City and by directing the disclosure by such officials and employees of private financial or other interests in matters affecting the City.

The provisions of this Chapter and such rules and regulations as may be established are hereby declared to be in the best interest of the City and for the protection of the public health, safety and welfare of its citizens.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-1-2 Fair And Equal Treatment

- A. **INTEREST IN APPOINTMENTS**. The canvassing of members of the City Council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to municipal service, shall disqualify the candidate for appointment except with reference to positions filled by appointment by the City Council or the Mayor with the consultation of the City Council.
- B. **DISCRIMINATION IN APPOINTMENTS**. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
- C. **OBLIGATIONS TO CITIZENS**. No City officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-1-3 Agents Of Public Purpose

City officers and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold and impartially carry out federal, state and City laws. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-1-4 Gifts; Use Of Office For Personal Benefit Prohibited

- A. No City officer or employee shall knowingly accept any economic benefit tantamount to a gift which creates a conflict of financial interest and is given by any person, firm or corporation which to his or her knowledge it interested, directly or indirectly, in any manner whatsoever in business dealings with the City. No City officer or employee shall accept any economic benefit tantamount to a gift regardless of amount, retainer or compensation that is contingent upon a specific action by the City Council, a City commission, board or committee, or a City agency.
- B. No City employee who has procurement decision making authority and is engaged in the procurement process, or the process of administering a contract, or his or her family members, may knowingly receive anything of value including, but not limited to gifts, meals, lodging, or travel from anyone who is

seeking or has a contract with the City. "Anything of value" excludes hospitality gifts valued at less than \$10, and is not over \$50 annually from the same individual.

C. As used in this section, an "economic benefit tantamount to a gift" includes:

1. A loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and
2. Compensation received for private services rendered at a rate substantially exceeding the fair market value of the services.

D. It is an offense for an elected or appointed officer or City employee to:

1. disclose or improperly use private, controlled, or protected information acquired by reason of his or her official position or in the course of official duties in order to substantially further the officer's or employee's personal economic interest or to secure special privileges or exemptions for himself or others;
2. use or attempt to use his or her official position to:
 - a. substantially further the officer's or employee's personal economic interest; or
 - b. secure special privileges for himself or herself or others; or
3. knowingly receive, accept, take, seek, or solicit, directly or indirectly, for himself or another a bribe, gift of substantial value, or a substantial economic benefit tantamount to a gift that:
 - a. would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties; or
 - b. the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken.

E. **EXCEPTIONS.** Subsection (D)(3) does not apply to:

1. an occasional nonpecuniary or hospitality gift having a value of less than \$10, and is not over \$50 total annually from the same individual;
2. an award publicly presented in recognition of services;
3. any bonafide loan made in the ordinary course of business;
4. a political campaign contribution; or
5. any gift which would have been offered or given to a person if he or she were not a City officer or employee.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [2018-28](#) on 6/26/2018

3-1-5 Use Of Public Property

No City officer or employee shall request or permit the use of City-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official City business.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001

3-1-5 Ex Parte Communications

- A. No City officer or employee who has the power to act on a pending quasi-judicial matter shall encourage, make or accept any ex parte or other unilateral application or communication that includes the interests of other parties in a quasi-judicial matter under consideration when such application or communication is designed to influence the official decision or conduct of the officer or other officers, employees or agencies in order to obtain a more favored treatment or special consideration to advance the personal or private interests of him or herself or others. The purpose of this provision is to guarantee that all interested parties to any quasi-judicial matter shall have equal opportunity to express and represent their interests.
- B. Any written ex parte communication received by an official or employee in matters where all interested parties should have an equal opportunity for a hearing shall be made a part of the record by the recipient.
- C. Any oral ex parte communication received under such conditions should be written down in substance by the recipient and also be made a part of the record.
- D. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001

3-1-6 City Allegiance And Proper Conduct

- A. INCOMPATIBLE EMPLOYMENT.** No City officer or employee shall engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible with proper discharge of his or her official duties or would tend to impair his or her independence or judgment or action in the performance of those duties unless otherwise permitted by law.
- B. REPRESENTING PRIVATE INTEREST BEFORE THE CITY AGENCIES.** No City officer or employee shall appear on behalf of any private person, other than himself, his spouse or minor children before any City agency. However, a member of the City Council may appear before City agencies on behalf of his

constituent in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-1-8 Avoidance Of Impressions Of Corruptibility

City officer and employees, whether appointed or elected, full time or part time, paid or unpaid, should conduct their official and private affairs so as not to give a reasonable basis for the impression that any such officer or employee can be improperly influenced in the performance of his or her public duties. Such officers or employees should so conduct themselves as to maintain public confidence in their performance of the public trust in the government they represent. All City officials and employees should avoid even the appearance of conflict between their public duties and private interests.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-1-9 Political Activity Of Municipal Officer Or Employee

- A. For purposes of this section, "hours of employment" means occurring at a time when a City officer or employee is acting within the course and scope of employment, but excludes a lunch break afforded to the officer or employee.
- B. Except as otherwise provided by federal law:
 - 1. the partisan political activity, political opinion, or political affiliation of an applicant for a position with a municipality may not provide a basis for denying employment to the applicant;
 - 2. a City officer or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, or dismissal;
 - 3. A City officer or employee may not engage in political campaigning or solicit political contributions during hours of employment;
 - 4. A City officer or employee may not use City equipment while engaged in political activity;
 - 5. A City officer or employee may not directly or indirectly coerce, command, or advise another City officer or employee to pay, lend, or contribute part of the officer or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes; and
 - 6. A City officer or employee may not attempt to make another officer or employee's personnel status dependent on the officer or employee's support or lack of support of a political party, affiliation, opinion, committee,

organization, agency, or person engaged in political activity.

C. A City employee who has filed a declaration of candidacy may:

1. be given a leave of absence for the period between the primary election and the general election; and
2. use any vacation or other leave available to engage in campaign activities.

D. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.

E. Nothing in this Chapter may be construed to:

1. prohibit a City officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
2. permit a City officer or employee partisan political activity that is prohibited under federal law.

F. No officer or employee shall orally, by letter or otherwise solicit or participate in soliciting any assessment, subscription or contribution to any political party during working hours on the premises of any governmental property owned by the City.

G. No officer or employee, whether elected or appointed, shall promise any appointment to any position with the City as a reward for any political activity.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

[3-1-10 Later Case Interest; Future Employment](#)

It is improper for any former City officer or employee, after the termination of service or employment with the City, to appear as a compensated representative before the City Council, or any of its agencies, in connection with any case or matter in which such former officer or employee was duly connected or personally participated in a policy-making capacity or managerial capacity while an officer or employee of the City during the period of his service or employment, or which was under his active consideration.

Such former officer or employee may be released from the obligation imposed by the provisions of this section upon the submission of a written request to the Council in advance of his or her proposed appearance and a certification that, while an officer or employee of the City, took no action or obtained no information which would prejudice his or her conduct or presentation, either at the time he or she was an officer or employee, or at the time of the presentation.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

[3-2 Disclosure; Conflicts Of Financial Interest](#)

[3-2-1 Purpose](#)

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[3-2-7 Public Contracts](#)

[3-2-8 Exceptions To Chapter](#)

[3-2-9 Compensation For Assistance In Transaction Involving City - Public Disclosure And Filing Required](#)

[3-2-10 Interest In Business Entity Regulated By Municipality - Disclosure Statement](#)

[3-2-11 Complaints Charging Violations - Procedure](#)

[3-2-1 Purpose](#)

The purpose of this Chapter is to establish standards of conduct for municipal officers and employees and to require these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

[3-2-2 Conflict Of Interest Code](#)

With regard to conflicts of financial interests, this Chapter shall be deemed the 'Conflicts of Interest Code' of Park City Municipal Corporation.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

[3-2-3 Definitions](#)

- A. **APPOINTED OFFICER.** Any person appointed to any statutory office or position or any other person appointed to any position of employment with the City. Appointed officers include, but are not limited to, persons serving on special, regular, or full-time committees, agencies, or boards whether or not such persons are compensated for their services. The use of the word 'officer' in this part is not intended to make appointed persons or employees 'officers' of the City.
- B. **ASSIST.** Means to act, or offer or agree to act, in such a way as to help, represent, aid, advise, furnish information to, or otherwise provide assistance to a person or business entity, believing that such action is of help, aid, advice, or assistance to such person or business entity and with the intent to assist such person or business entity.

- C. **BUSINESS ENTITY.** A sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business.
- D. **CITY EMPLOYEE.** A person who is not an elected or appointed officer who is employed on a full or part-time basis by the City.
- E. **CITY OFFICER.** Any appointed or elected officer. Shall include the Mayor, City Council, all Mayor-appointed City officials and the members of City agencies, boards, committees, and commissions.
- F. **COMPENSATION.** Anything of economic value, however, designated, which is paid, loaned, granted, given, donated, or transferred to any person or business entity by anyone other than the governmental employer for or in consideration of personal services, materials, property or any other thing whatsoever.
- G. **ELECTED OFFICER.** Any person elected or appointed to the office of Mayor or City Council.
- H. **IMPROPER DISCLOSURE.** Disclosure of private, controlled, or protected information to any person who does not have both the right and the need to receive the information.
- I. **INTEREST.** Direct or indirect pecuniary or material benefit accruing to a City officer or employee as a result of an official act or action by or with the City, except for such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this Chapter, an appointed or elected officer or City employee shall be deemed to have an interest in the affairs of:
1. any person related to him by blood or marriage in a degree closer than the fourth degree of consanguinity or affinity, determined by the civil law method, and a divorce or separation between spouses shall not be deemed to terminate any such relationship;
 2. any person or business entity with whom a contractual relationship exists with the elected or appointed officer, or City employee;
 3. any business entity in which the appointed or elected officer or City employee is an officer, director, or member having a financial interest in, or employed by;
 4. any business entity in which the stock of, or legal or beneficial ownership of, in excess of five percent (5%) of the total stock or total legal and beneficial ownership, is controlled or owned directly or indirectly by the City officer or employee.
- J. **MUNICIPAL BODY.** Any public board, commission, committee, or other public group organized to make public policy decisions or to advise persons who make public policy decisions.
- K. **OFFICIAL ACT OR ACTION.** Any specific decision or action on a question, matter, cause, suit, proceeding or controversy, whether it be a legislative, administrative, appointive or discretionary act or decision that is pending or may by law be brought before any City officer or employee of the City or any agency, board, committee or commission thereof.

- L. **POLITICAL PURPOSE.** An act done with intent or in such a way as to influence or tend to influence, directly or indirectly, the election of a candidate or the disposition of any issue on the ballot at a municipal election.
- M. **PRIVATE, CONTROLLED, OR PROTECTED INFORMATION.** Information classified as private, controlled, or protected under Utah State Code Title 62G, Chapter 2, Government Records Access and Management Act, as amended, or other applicable provision of law.
- N. **SUBSTANTIAL INTEREST.** Ownership, either legally or equitably, by an individual, his or her spouse, or his or her minor children, of at least ten percent (10%) of the outstanding shares of a corporation or ten percent (10%) interest in any other business entity.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

Amended by Ord. [2018-28](#) on 6/26/2018

[3-2-4 Conflict Of Interest Disclosure In Legislative Action](#)

- A. Every City officer who is an officer, director, agent, or employee or the owner of a substantial interest or has any personal interest or investment in any business entity which does or anticipates doing business with the City, shall publicly disclose to the members of the body in which he or she is a member or by which he or she is employed immediately prior to any proposed action or discussion by such body concerning matters relating to such business entity, the nature of his or her interest in that business entity.
- B. Any personal interest or investment by a City officer or employee which creates a conflict between the employee's or official's personal interests and his public duties shall be disclosed in open meeting to the members of the municipal body.
- C. The disclosure statement shall be entered in the minutes of the meeting.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

[3-2-5 Preacquisition Of Interest; Interest In Contract Or Transaction](#)

No City officer or employee with respect to any contract or transaction which is or may be subject to an official act or action of the City shall acquire an interest in such contract or transaction at a time when the City officer or employee believes or has reason to believe that it will directly or indirectly be affected by an official act of the City.

Regardless of whether he or she abstained from participating in the City decision to award or enter into a contract, no elected or appointed City officer, or employee having the power or duty to perform an official act or action, related to a contract or transaction, shall:

- A. have or thereafter acquire an interest in such contract or transaction; or

- B. have an interest in any business entity representing advising or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction; or
- C. have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction;
- D. have solicited, accepted or granted a present or future gift, favor, service or thing of value from or to a person involved in such contract or transaction; or
- E. have encouraged, made or accepted any ex parte or unilateral applications or communication where a determination is to be made after a public hearing and such public employee fails to make the contents of the communication a part of the record.

HISTORY

*Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001*

3-2-6 Disclosure Of Information

No City officer or employee with respect to any contract or transaction which is or may be the subject of an official act or action of the City shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, or use such information to advance the financial or other interests of himself or others.

HISTORY

*Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001*

3-2-7 Public Contracts

No City officer or employee shall enter into any contract with the City or participate in the making of a contract in which he or she has a direct or indirect private pecuniary interest, if in his or her capacity as a City employee or officer:

- A. he or she participated in the making of the contract; or
- B. he or she performed in regard to that contract some function requiring the exercise of discretion on his or her part, unless:
 1. the contract is awarded through a process of public notice and competitive bidding; or
 2. the City Attorney determines that it is the best interest of the City to do so.

HISTORY

*Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [2018-28](#) on 6/26/2018*

3-2-8 Exceptions To Chapter

It shall not be deemed a violation of the standards of this Chapter if the interest of a City officer or employee, as a person or business entity, is:

- A. a contractual obligation of less than five hundred dollars (\$500.00), which has not been preceded by any other obligation, discharged or existing, between the parties, and which is not the first in a series of two or more loans or debts which either of the parties is under the obligation to make or incur; or
- B. a commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of this state to engage in the making of such loans ; or
- C. a contract for a commercial retail sale, even though over the value of five hundred dollars (\$500.00).

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

Amended by Ord. [2018-28](#) on 6/26/2018

3-2-9 Compensation For Assistance In Transaction Involving City - Public Disclosure And Filing Required

Refer to Utah Code Section 10-3-1305, hereby incorporated.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-2-10 Interest In Business Entity Regulated By Municipality - Disclosure Statement

Refer to Utah Code Section 10-3-1306, hereby incorporated.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-2-11 Complaints Charging Violations - Procedure

- A. Any complaint against a person who is under the merit system, charging that person with a violation of this Chapter, shall be filed and processed in accordance with the provisions of the merit system.
- B. If the person charged with the violation is not under any merit system, then the complaint shall be filed with the Mayor or City Manager. The Mayor or City Manager shall investigate the complaint and shall give the person an opportunity to be heard. A written report of the findings and the recommendation of the Mayor or City Manager shall be filed with the governing body. If the governing body finds that the person has violated this part, it may dismiss, suspend, or take such other appropriate action with respect to the person.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-3 Campaign Disclosure

3-3-1 Purpose

3-3-2 Definitions

3-3-3 Separate Bank Account Required

3-3-4 Contributions To Candidates - Limitations

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

3-3-6 Disbursement Of Surplus Campaign Funds

3-3-7 Failure To File Campaign Finance Statement

3-3-8 Notification By Election Official

3-3-9 Public Inspection

3-3-10 Civil Action

3-3-1 Purpose

It is the intent of this section to encourage candidates for the office of Mayor or Council member to follow the basic principles of decency, honesty, and fair play in order that there be fairly conducted campaigns and that the citizens of Park City may exercise their constitutional right to vote, free from dishonest and unethical practices.

Candidates are encouraged to conduct their campaigns openly and publicly, discussing the issues as they see them, presenting their record and policies with sincerity and frankness, and criticizing without fear or disfavor the record and policies of their opponents or political parties which merit such criticism.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-3-2 Definitions

- A. **CAMPAIGN STATEMENT**. Sworn election campaign contribution and expenditure statement prepared and executed by a candidate.
- B. **CAMPAIGN COMMITTEE**. A committee of citizens formed to campaign for a specific candidate.
- C. **CANDIDATE**. Any person who:
 - 1. files a declaration of candidacy for an elected office of the City; or
 - 2. receives contributions, makes expenditures, or gives consent for another person to receive contributions or make expenditures to bring about the person's nomination or election to such office; or
 - 3. causes on his or her behalf, any written material or advertisement to be printed, published, broadcast, distributed or disseminated which indicates an intention to seek such office.
- D. **CONTRIBUTION**.
 - 1. Any of the following when done for political purposes:

- a. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value, or on behalf of a candidate, or a candidate's election committee.
 - b. An express, legally-enforceable contract, promise, or agreement to make a gift, subscription, donation, loan, advance, or deposit of money or anything of value to or on behalf of a candidate, or a candidate's election committee.
 - c. Any transfer of funds from a political committee, a party committee, another candidate, an officeholder, or a campaign committee to a candidate, or a candidate's election committee.
 - d. Compensation paid by any person or committee, other than the candidate, or the candidate's election committee, for personal services rendered for, but without charge to, the candidate or the candidate's election committee;
 - e. Goods or services provided at less than fair market value to, or for the benefit of a candidate, or a candidate's election committee.
- 2. For the purposes of this Chapter, contributions other than money or its equivalent shall be deemed to have a value equivalent to the fair market value of the contribution.
- 3. 'Contribution' does not include:
 - a. services provided without compensation by an individual or individuals volunteering their time on behalf of a candidate, or a candidate's election committee;
 - b. money lent to a candidate or a candidate's election committee, at market rate, in the ordinary course of business.
- E. **DISBURSEMENT**. Monies, transfers, or other withdrawals from a fund for any purpose.
- F. **EXPENDITURE**.
 - 1. Any disbursement from contributions, receipts or from the separate bank account required by this Chapter;
 - 2. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value, made by or on behalf of a candidate or a candidate's election committee for political purposes;
 - 3. An express, legally-enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value, by or on behalf of a candidate or the candidate's election committee for political purposes;
 - 4. A transfer of funds between political or party committees and a candidate's election committee; or
 - 5. Goods or services provided to or for the benefit of another candidate or another candidate's election committee for political purposes at less than fair market value.

6. Expenditure does not mean services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate.
- G. **ELECTION OFFICIAL**. The City Recorder or designee.
- H. **FINANCIAL STATEMENT**. A statement disclosing contributions, expenditures, receipts, donations, or disbursements that is required by this Chapter.
- I. **POLITICAL PURPOSE**. An act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate for public office at any primary or general election.
- J. **REPORTING DATE**.
 1. Seven (7) days before a primary, twenty-eight (28) days before the municipal general election, and seven (7) days before the municipal general election for a campaign finance statement to be filed.
 2. A final campaign finance statement is required to be filed no later than thirty (30) days after a municipal primary for the eliminated candidates or general election for all candidates.
- K. **CASH REPORTING LIMIT**. \$50.
- L. **SURROGATE**. Any committee, party, organization, or other person or group who holds or maintains a fund for the benefit of an elected official.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
 Amended by Ord. [95-38](#) on 7/27/1995
 Amended by Ord. [01-26](#) on 7/12/2001
 Amended by Ord. [07-31](#) on 5/31/2007
 Amended by Ord. [09-12](#) on 3/12/2009
 Amended by Ord. [2023-25](#) on 5/11/2023

[3-3-3 Separate Bank Account Required](#)

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

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
 Amended by Ord. [95-38](#) on 7/27/1995
 Amended by Ord. [01-26](#) on 7/12/2001

[3-3-4 Contributions To Candidates - Limitations](#)

- A. No person shall make cash contributions, the total of which exceeds fifty dollars (\$50.00), during any one campaign, to any candidate or his or her authorized

election campaign committee, with respect to any election for City office; however, there shall be no limit as to the amount contributed by a person or entity to an election committee or candidate if that contribution is made in the form of a personal or certified check, bank draft, or electronic funds transfer.

- B. The acceptance of anonymous contributions is prohibited. Any anonymous contribution received by a candidate or election committee shall be transmitted to the City Treasurer for deposit in the general fund within 30 days after receiving the contribution.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

Amended by Ord. [2023-25](#) on 5/11/2023

[3-3-5 Campaign Contributions And Expenditures To Be Reported](#)

Each candidate or election campaign committee must file a sworn campaign contribution and expenditure finance statement, that reports all of the candidate's itemized and total campaign contributions, including in-kind and other non-monetary contributions, and campaign expenditures, as of the reporting date, as follows:

A. SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT - CONTENT.

The campaign finance statements shall include a detailed listing of each monetary and service contribution received and expenditure made, as follows:

1. **Contributions.** A list of campaign contributions more than fifty dollars (\$50.00) received by, or on behalf of, the candidate or his/her election committee, including:
 - a. the name and address of the contributor;
 - b. the date contribution was received;
 - c. dollar amount contributed or fair market value of service contributed; and
 - d. a net balance of contributions for the period.
2. **Contributions Fifty Dollars (\$50.00) or Less.**
 - a. For all individual contributions or public service assistance \$50 or less, a single aggregate figure may be reported without separate detailed listings.
 - b. Two (2) or more contributions from the same source that have an aggregate total more than \$50 may not be reported in the aggregate, but shall be reported separately per section (1) above.
3. **Expenditures.** A list of expenditures made and obligations incurred as a part of the campaign effort shall include:

- a. the name and address of every recipient to whom disbursement was made;
 - b. the amount expended or for each non-monetary expenditure, the fair market value of the expenditure;
 - c. the date of payment; and
 - d. a net balance of expenditures for the period.
4. **Statements Balances.** Each campaign statement shall include the net balance from the previous statement, if any, and show a net balance from the last statement plus all receipts minus all expenditures.

B. REPORTING SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT IN THE EVENT OF A PRIMARY ELECTION – DEADLINE.

In the event a Primary Election is required, each candidate running for the office of Mayor or City Council shall file an initial campaign statement with the Election Official no later than seven (7) days preceding the date of the primary election. See criteria outlined in Section (A).

C. REPORTING FINAL SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT BY CANDIDATE(S) ELIMINATED IN PRIMARY - DEADLINE.

Those candidates eliminated in the primary election must file a final campaign finance statement with the Election Official within thirty (30) days after the primary election reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A) above. The final campaign finance statement shall contain a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported as of the date the statement is executed, and that there are no bills or obligations outstanding and unpaid except as set forth in that report. Refer to Section 3-3-6 below concerning disposition of surplus campaign funds.

D. REPORTING SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT PRECEDING MUNICIPAL GENERAL ELECTION - DEADLINE.

Following the primary election, each candidate who is not eliminated for the office of Mayor or City Council in the general election shall file a campaign finance statement with the Election Official no later than twenty eight (28) days before the day on which the municipal election is held; and seven (7) days before the day on which the municipal election is held, reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A). If there is no primary election, these deadlines apply to each candidate who participates in the race for the office of Mayor or City Council

- E. **REPORTING FINAL SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT**. All candidates in the general election must file a final campaign finance statement with the Election Official no later than thirty (30) days after the general election reporting campaign contributions, including in-kind and other non-monetary contributions received before the close of the reporting date, and campaign expenditures made through the close of the reporting date, pursuant to criteria outlined in Section (A) above. The final campaign finance statement shall contain a paragraph signed by the candidate certifying that, to the best of the candidate's knowledge, all receipts and all expenditures have been reported as of the date the statement is executed, and that there are no bills or obligations outstanding and unpaid except as set forth in that report. Refer to Section 3-3-6 below concerning disposition of surplus campaign funds.
- F. **AMENDED FINAL SWORN ELECTION CAMPAIGN CONTRIBUTION AND EXPENDITURE FINANCE STATEMENT**. In the event a candidate or candidate's campaign committee receives a contribution or makes an expenditure after the candidate's final campaign finance statement has been submitted to the Election Official, an amended final sworn campaign finance statement must be filed with the Election Official within five (5) days of receipt of the contribution or expenditure. A campaign finance statement required under this section is considered filed if it is received in the City Recorder's office by 5 p.m. on the date that it is due.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [02-05](#) on 5/9/2002
Amended by Ord. [07-31](#) on 5/31/2007
Amended by Ord. [09-12](#) on 3/12/2009
Amended by Ord. [2023-25](#) on 5/11/2023

3-3-6 Disbursement Of Surplus Campaign Funds

Surplus campaign funds held by the candidate or the candidate's committee must be disbursed at the end of the campaign. Disbursement is normally accomplished by returning contributed monies or other tangible contributions to the contributor, or donating the contributions to a non-profit organization.

The disbursement of any surplus campaign funds must be reported in the final campaign finance statement.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [07-31](#) on 5/31/2007

3-3-7 Failure To File Campaign Finance Statement

- A. If a candidate fails to file a campaign finance statement before the municipal election by the deadline specified in Municipal Code Section 3-3-5:
 - 1. The Election Official may send an electronic notice to the candidate that states:
 - a. that the candidate failed to timely file the campaign finance statement; and
 - b. that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
 - 2. may impose a fine of \$50 on the candidate.
- B. The Election Official shall disqualify a candidate and inform the County Clerk that the candidate is disqualified if the candidate fails to file a campaign finance statement within 24 hours after the deadline for filing the report.
- C. If a candidate is disqualified, the Election Official:
 - 1. shall, if practical, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to the voters; or
 - 2. if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
 - 3. may not count any votes for that candidate.
- D. Notwithstanding Section (A) above, a candidate who files a campaign finance statement seven (7) days before a municipal general election is not disqualified if the statement details accurately and completely the information required under Section 3-3-5(A), except for inadvertent omissions or insignificant errors or inaccuracies; and the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [07-31](#) on 5/31/2007
Amended by Ord. [2023-25](#) on 5/11/2023

3-3-8 Notification By Election Official

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

- A. The provisions of this Chapter and Utah Code. Section 10-3-208(9) governing the disclosure of campaign contributions and expenditures;

- B. The dates when the candidate's campaign finance statement is required to be filed; and
- C. The penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.

HISTORY

Adopted by Ord. [07-31](#) on 5/31/2007

Amended by Ord. [2023-25](#) on 5/11/2023

3-3-8 Public Inspection

- A. The Election Official shall make each campaign finance statement filed by a candidate available for public inspection and copying no later than one (1) business day after the statement is filed, and
- B. The Election Official shall make the campaign finance statement filed by a candidate available for public inspection by:
 - 1. posting an electronic copy of the contents of the statement on the City's website no later than seven (7) business days after the statement is filed; and verifying that the address of the City's website is provided to the Utah Lieutenant Governor pursuant to the requirements of Utah Code Section 20A-11-103(5), as amended; or
 - 2. submitting a copy of the statement to the Lieutenant Governor under Utah Code Section 20A-11-103, as amended, no later than seven (7) business days after the statement is filed.

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

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

Amended by Ord. [09-12](#) on 3/12/2009

Amended by Ord. [2023-25](#) on 5/11/2023

3-3-9 Civil Action

- A. Any private party in interest may bring a civil action in district court to enforce the provisions of this Chapter.
- B. In a civil action filed under Subsection (A), the court may award costs and attorney's fees to the prevailing party.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

Amended by Ord. [07-31](#) on 5/31/2007

Amended by Ord. [2023-25](#) on 5/11/2023

3-4 Written Advisory Opinions

Where any Council member, official, or employee has a doubt as to the applicability of any provision of this Title to a particular situation, or as to the definition of terms used herein, he or she may apply to the City Attorney for a written advisory opinion. The officer or employee shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the title before such advisory opinion is made. Such opinion, until amended or revoked, shall be binding on the City, the City Council, and the City Attorney in any subsequent actions concerning the Council member, official, or employee who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion.

Any written advisory opinion prepared by the City Attorney shall be made public. However, the name of the person requesting the opinion and the names of all persons or business entities mentioned in the opinion shall be deemed confidential information and shall not be disclosed by the City Attorney unless the City officer or employee waives such confidentiality or where the City Attorney deems the public official to have failed to act in good faith in requesting the opinion or in conforming with the opinion or to have failed to act in conformance with the opinion.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

Amended by Ord. [95-38](#) on 7/27/1995

Amended by Ord. [01-26](#) on 7/12/2001

3-5 Enforcement; Penalties

3-5-1 Enforcement

3-5-2 Penalties

3-5-1 Enforcement

The City Attorney shall have the primary responsibility for the enforcement of this Title. He shall have the power to investigate any complaint, to initiate any suit, and to prosecute any criminal or civil action on behalf of the City where such action is appropriate. The City Council may direct the City Attorney to investigate or prosecute any apparent violation of the Title or it may employ or appoint any qualified attorney to investigate or prosecute any violation or series of violations by one or more persons of this Title. Any person who believes that a violation of any portion of Title 3 has occurred may file a complaint with the City Attorney.

The City Attorney shall have the power, where a violation of the provisions of this Title is threatened or has occurred, to bring an action or proceeding at law or in equity for a judgment enjoining a violation of the provisions of this Title or requiring a relinquishment of any prohibited interest or the voiding of any contract or transaction, taking into account the interests of the attorney and any third persons who may be injured thereby.

HISTORY

Adopted by Ord. [91-22](#) on 12/19/1991

*Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001*

[3-5-2 Penalties](#)

In addition to any other penalties or remedies provided by law, any violation of the provisions of this Title shall result in the following:

- A. A cause for suspension, removal from office or dismissal from employment, or other disciplinary action after notice and hearing conducted by the appropriate appointed authority, or in the case of the Council, a majority of the City Council;
- B. Any contract or subcontract entered into pursuant to that transaction without returning any part of the consideration received by the City may be rescinded or void.

HISTORY

*Adopted by Ord. [91-22](#) on 12/19/1991
Amended by Ord. [95-38](#) on 7/27/1995
Amended by Ord. [01-26](#) on 7/12/2001
Amended by Ord. [2018-28](#) on 6/26/2018*

Effective 7/1/2024

10-3-208 Campaign finance disclosure in municipal election.

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

- (i) a person acting on behalf of a candidate at the direction of the reporting entity;
- (ii) a person employed by a candidate in the candidate's capacity as a candidate;
- (iii) the personal campaign committee of a candidate;
- (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
- (v) a political consultant of a candidate.

(b) "Anonymous contribution limit" means for each calendar year:

- (i) \$50; or
- (ii) an amount less than \$50 that is specified in an ordinance of the municipality.

(c)

(i) "Candidate" means a person who:

- (A) files a declaration of candidacy for municipal office; or
- (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(d)

(i) "Contribution" means any of the following when done for political purposes:

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
- (C) any transfer of funds from another reporting entity to the candidate;
- (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
- (E) a loan made by a candidate deposited to the candidate's own campaign; and
- (F) an in-kind contribution.

(ii) "Contribution" does not include:

- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
- (B) money lent to the candidate by a financial institution in the ordinary course of business; or
- (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

- (i) with the candidate's prior knowledge, if the candidate does not object;
- (ii) by agreement with the candidate;
- (iii) in coordination with the candidate; or
- (iv) using official logos, slogans, and similar elements belonging to a candidate.

(f)

- (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
 - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
 - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
 - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
 - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
 - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or
 - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
 - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
 - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
- (h)
 - (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
 - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
 - (A) has already been paid, with money or other consideration;
 - (B) expects to be paid in the future, with money or other consideration; or
 - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
 - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
- (j) "Reporting entity" means:
 - (i) a candidate;
 - (ii) a committee appointed by a candidate to act for the candidate;
 - (iii) a person who holds an elected municipal office;
 - (iv) a party committee as defined in Section 20A-11-101;
 - (v) a political action committee as defined in Section 20A-11-101;
 - (vi) a political issues committee as defined in Section 20A-11-101;
 - (vii) a corporation as defined in Section 20A-11-101; or
 - (viii) a labor organization as defined in Section 20A-11-1501.
- (2)

- (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (7).
- (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
- (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (7).
- (3) Each candidate:
 - (a) shall deposit a contribution in a separate campaign account in a financial institution; and
 - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4)
 - (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).
 - (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
 - (i) 28 days before the day on which the municipal general election is held;
 - (ii) seven days before the day on which the municipal general election is held; and
 - (iii) 30 days after the day on which the municipal general election is held.
 - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.
- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
 - (a) 28 days before the day on which the municipal general election is held;
 - (b) seven days before the day on which the municipal general election is held; and
 - (c) 30 days after the day on which the municipal general election is held.
- (6) Each campaign finance statement described in Subsection (4) or (5) shall:
 - (a) except as provided in Subsection (6)(b):
 - (i) report all of the candidate's itemized and total:
 - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
 - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
 - (ii) identify:
 - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
 - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
 - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (7) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:

- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
 - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (8)
- (a) A municipality may, by ordinance:
 - (i) provide an anonymous contribution limit less than \$50;
 - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
 - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
 - (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (8)(a) if:
 - (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
 - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (9).
- (9) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
 - (b) the dates when the candidate's campaign finance statement is required to be filed; and
 - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (10) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
 - (b) make the campaign finance statement filed by a candidate available for public inspection by:
 - (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the day on which the statement is filed; and
 - (ii) in order to comply with the requirements of Subsection 20A-11-103(4)(b)(ii), providing the lieutenant governor with a link to the electronic posting described in Subsection (10)(b)(i) no later than two business days after the day on which the statement is filed.
- (11)
- (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
 - (i) may send an electronic notice to the candidate that states:
 - (A) that the candidate failed to timely file the campaign finance statement; and
 - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
 - (ii) may impose a fine of \$50 on the candidate.
 - (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.

- (c) If a candidate is disqualified under Subsection (11)(b), the election official:
 - (i) shall:
 - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
 - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
 - (C) post notice of the disqualification on a public website; and
 - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
 - (ii) may not count any votes for that candidate.
- (12) An election official may fulfill the requirements described in Subsection (11)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
 - (a) informing the voter that the candidate is disqualified; or
 - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (13) Notwithstanding Subsection (11)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
 - (a) the statement details accurately and completely the information required under Subsection (6), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (14) A candidate for municipal office who is disqualified under Subsection (11)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (15) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (16)
 - (a) A private party in interest may bring a civil action in a court with jurisdiction under Title 78A, Judiciary and Judicial Administration, to enforce the provisions of this section or an ordinance adopted under this section.
 - (b) In a civil action under Subsection (16)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter 158, 2024 General Session

Budget, Debt, and Grants

Jed Briggs

Budget and Strategic Planning Director

435-640-8022 | jbriggs@parkcity.org

Core Functions of the Budget, Debt, and Grants

- Operating and capital budget preparation, coordination, and monitoring
- Debt Management
- Revenue Projections/Resource Management
- Procurement
- Grant Administration
- Financial Analysis

FY26 Operating Budget

Personnel - \$899,378; Materials & Supplies - \$54,200; **Total - \$953,578**

Employees

Grant Herdrich - Procurement Manager

Hans Jasperson - Grants and Contracts Coordinator

Jed Briggs - Budget and Strategic Planning Director

Jessica Morgan - Senior Financial Analyst

Penny Frates - Assistant Budget Director

Robbie Smoot - Senior Financial and Data Analyst

Focus Areas

- Continue progressing long-term projects that may span several iterations of City Council, Mayor, Leadership and other staff
- While we work with nearly every department to set goals, and carry out Council's projects and priorities, currently, we are heavily involved with Transportation and Traffic Mitigation, Recreation, Water, Golf, Bonanza Park and Public Service Contracts (a grant program we overhauled in FY25).
- Solidifying direction and funding of major projects across the City.
- Maintaining core services while facing inflationary pressures and increased demand for public services.
- Balancing competitive compensation and benefits with our desire to fund other requests and invest in community priorities.

Other Resources

- [FY25 Budget Guide](#)
- parkcity.org/departments/budget-debt-grants

Building Department

Dave Thacker

Chief Building Official/Fire Code Official

435- 615-5115 | dave.thacker@parkcity.org

Core Functions of the Building Department

- Building permitting, plan review and inspections
- Code Enforcement
- Business License Inspections
- Fire permitting, plan review and inspections
- Fire Investigations (support of PCFD)
- Special Event plan review, permitting and inspections

Budget

The building department's operating budget is \$3,065,446, of which \$2,867,596 is personnel services. The department is primarily funded by building/fire permit and plan review fees.

Employees

The Building Department is made up of 19 FTEs. 18 positions are currently filled: 6 Building Inspectors (one vacancy), 3 Code Enforcement Inspectors, 3 Permit Technicians, 2 Plan Check Coordinators, a Business License Inspector, a Fire Marshal, an Assistant Building Official, and the Chief Building Official/Fire Code Official.

Top Issues

- Code Enforcement processes/compliance
- Permitting processes and improvements
- Building Inspection Staffing
- Existing Building Code interpretations
- Regulatory roles and enforcement priorities

Other Resources

- <https://www.parkcity.org/departments/building-department>

City Attorney's Office

Margaret D. Plane

City Attorney

435-615-5031 | margaret.plane@parkcity.org

Core Functions of the City Attorney's Office

The City Attorney's Office serves as legal advisor to the City and its elected officials, departments, boards, commissions, and agencies. With seven full-time and two part-time employees, the team handles a wide variety of legal issues that affect municipal government including land use, water, contracts, procurement, construction, free speech, housing, transit, recreation, public safety, open government, ordinances, and evaluation of pertinent state and federal legislation. The office also manages incident reports and claims filed against the City and represents the City in civil litigation, administrative proceedings, and misdemeanor prosecutions.

Budget

Department: \$1,974,652

Employees

Cate Brabson - Deputy City Attorney

Mark Harrington - Senior City Attorney

Luke Henry - Assistant City Attorney

Tricia Lake - Prosecutor and Assistant City Attorney

Jazmin Perez and Lisa Roadfuss - Paralegals

2 Part-time law clerks

Top Issues

- Planning and Annexation/Development Agreement issues
- Regulatory and transactional matters regarding affordable housing
- Regional interlocal issues in Summit County and Wasatch County
- Providing legal advice on all matters of City government, including contracts, procurement, employment, special events, governance, and risk management matters

Other Resources

- [City Attorney's Office | Park City, UT](#)

Community Engagement

Linda Jager

Community Engagement Manager

435-615-5189 | linda.jager@parkcity.org

Core Functions of Community Engagement

- Develop and implement robust two-way communications programs between the City and community, businesses and resident groups, which includes community events (in-person/virtual), direct stakeholder outreach; social media, digital communications, and interactive web platforms;
- Create community outreach events for elected officials and staff to connect with stakeholders and foster civic engagement;
- Design and conduct stakeholder outreach and engagement programs for City departments, initiatives, infrastructure, and capital projects; and
- Media relations, emergency communications, website content management, branding and graphic design of City collateral.
- Provide professional communications and outreach support across all City departments. Responsibility for these departments is distributed among three team members, each of whom serves as a subject matter expert for their assigned departments.

Budget

The operating budget for Community Engagement in FY25 is \$867,493.00

Team

- Linda Jager - Community Engagement Manager
- Emma Prysunka - Strategic Outreach Specialist
- Tanzi Propst - Digital Communications Coordinator
- Clayton Scrivner - Communications Manager

Top Issues

- Redesign of City website and transition to .gov domain
- Designing and implementing proactive, accurate and concise communications/outreach programs to inform stakeholders of City issues, initiatives and impacts;
- Ensuring accuracy of media coverage of City programs, issues, and initiatives; and
- Implementing a stakeholder CMS and notification platform (text/email) that will allow the City to target messaging to specific groups (neighborhoods, businesses, HOAs, etc.)

Other Resources

- [2024 Year in Review](#)
- [Connect with Park City Municipal](#)

Economic Development & Housing

Chris Eggleton

Director of Economic Development & Housing

chris.eggleton@parkcity.org | 435.615.5154

Core Functions

Economic Development

- Develop and implement the City's long-range economic strategy to support municipal operations, policies, program development, and the local economy.
- Research, Analysis & Reporting: Conducts economic and demographic research to inform policy and program development, including analyzing data to identify potential areas for economic opportunity. Prepares reports to track progress and inform future economic development efforts for the City Council, stakeholders, media, and the public.
- Project Development & Partnership Management: Manages specific economic development projects, including public-private partnerships. Identifies and pursues opportunities to attract new businesses and work with existing businesses to foster growth and retention.
- Community Engagement: Builds relationships with local businesses, community organizations, and other stakeholders to promote economic development efforts.
- Participates in the City's financial team and supports the Capital Improvement Committee and Pay Plan Committee. It also supports the City's debt portfolio and strategy, including the use of public infrastructure districts (PID), infrastructure financing districts (IFD), community reinvestment areas (CRA), and other increment financing.

Housing

- Develop and implement housing strategies that align with community needs and the City's affordable housing priorities.
- Regulatory Compliance: Ensure all projects deeded to the City's benefit (300 units) comply with local policies, state/federal regulations, financing requirements, deed restrictions, and covenants.
- Project Development: Identify, secure, and manage the development of new affordable housing projects, including ground-up construction, acquisition, and rehabilitation of existing properties.
- Relationship Management: Build and maintain strong relationships with various stakeholders, including developers, lenders, community organizations, and government agencies.
- Community Engagement: Collaborate, educate, and provide outreach with community groups to understand housing needs and ensure projects meet those needs.
- Policy: Provide policy recommendations and strategic guidance to City Council on affordable housing.
- Participates in the City's financial team and supports the Capital Improvement Committee.
- Track and analyze housing trends to inform long-term policy decisions
- Provides oversight of city's employee housing program (49 units)

Budget

The Economic Development & Housing Department is a combined budget. The budget for the fiscal year 2025 was \$989,648 for personnel and \$282,615 for materials, supplies, and services.

- Economic Development operations are funded through the City's General Fund operations budget, and the capital improvement fund finances economic development projects.
- The Housing Department's operations are funded through the Community Development Administration budget. Housing Maintenance & Development is funded through the capital improvement fund.

Employees

Economic Development and Housing Departments are staffed by four full-time regular employees, two shared full-time regular employees, and one vacant full-time position. Chris Eggleton oversees five full-time employees in other programs/departments, including Special Events and Environmental/Land Regulatory programs.

Economic Development currently has two full-time employees:

- Chris Eggleton serves as the Director
- Matthew Lee serves as Project Manager

The Housing Department currently has two full-time employees:

- Rhoda Stauffer serves as the Housing Program Manager
- Sara Wineman serves as the Housing Development Coordinator
- E. Roman is an Admin and is shared with and reports to the Planning Department

Additionally, Eggleton has the following Department employee oversight:

- Ryan Blair, Environmental & Regulatory Manager
- Chris Phinney, Special Event Manager
 - Special Event Coordinators: Aaron Archie, Rachel Roadfuss
 - Stephanie Valdez is shared as the admin of Special Events, Economic Development, Public Arts Advisory Board (PAAB), Trails, Communications, and Sustainability.

Top Issues

Economic Development

- Supporting and sourcing development opportunities and public-private partnerships.
- Preparing and advising the annual capital improvement project committee
- Supporting community groups and business districts with sales revenue insights and trends.
- Navigating the various 2034 Winter Olympics and Paralympics impacts across various sectors, including tourism, jobs, and infrastructure.

Housing

- Meeting the City Council's Critical Priority goal of 800 new affordable/attainable units within City limits by 2026.
- Utilizing public/private partnerships as the City's top strategy to increase housing stock while reducing the City's per-unit financial contribution
- Threats of state legislation removing the ability of municipalities to create/enforce inclusionary housing policy
- Evaluating possible changes to the Land Management Code as it relates to accessory dwelling units (ADUs)
- Ongoing uncertainty around LIHTC (Low Income Housing Tax Credits) and other federal funding sources could reduce the feasibility of future projects.
- Rising construction costs and interest rates.
- Increase in HOA fees are making some affordable and attainable for-sale units financially unsustainable, threatening long-term affordability.

Other Resources

Housing

[2023 Park City Affordable Housing Analysis](#)

[Amended Five-Year Moderate Income Housing Plan \(2022\)](#)

[2021 Housing Needs Assessment](#)

[05-21 Housing Resolution](#)

[Affordable Housing Department Website](#)

[Clark Ranch Affordable Housing Website](#)

[EngineHouse Affordable Housing Website](#)

Emergency Management

Mike McComb

Emergency Program Manager

435-615-5185 | mike.mccomb@parkcity.org

Core Functions of the Emergency Program Manager

- Develop, organize, and manage the Emergency Management Program for Park City Municipal Corporation, a key public safety function.
- Coordinate City Emergency Management activities with Federal, State, County, and local agencies, other City departments, local businesses, private organizations, and volunteer groups.
- Chair the Building Security Committee and oversee City facility security measures.
- Chair the Citywide Safety Committee for workplace safety policy, compliance with Federal and State occupational safety and health laws, insurance standards compliance, and staff training.

Budget

The Emergency Management, Security, and Safety programs receive funding through a combination of Federal grants, operating accounts, and Capital Improvement Project (CIP) funds, for a FY-25 total of \$306,842. In FY-21 the Emergency Contingency budget was increased from \$90K to \$500K to address unexpected contingency expenses associated with the City's response to COVID-19. That funding line has subsequently returned to pre-2020 levels and is expected to be further reduced in a more austere budget environment.

Employees

The Emergency Manager is organizationally located within the Police Department, reporting to the Special Operations Bureau Captain, and is staffed by one full-time regular employee.

Top Issues

- Community Preparedness and Resilience
- Disaster Mitigation, Response, and Recovery
- Special Event Security and Safety
- City Staff Safety and Security

Other Resources

- www.bereadyparkcity.org
- www.parkcityalerts.org
- www.bereadyutah.org

Engineering Department

John Robertson

City Engineer

435- 615-5075 | john.robertson@parkcity.org

Administrative Assistant – Stormie Dawn

Core Functions of Engineering:

Regulatory Engineering – Becky Gutknecht, William Popp, Steve Taylor

Engineering is responsible for reviewing and approving all proposed infrastructure modifications within the City's right-of-way. Coordinates with Building and Planning to review and approve all development projects.

- Manages the Neighborhoods First – Streets Program (NFSP)
 - Address citizens' complaints concerning speeding, cut-through traffic, regulatory signs, etc.
 - Oversee various pilot projects related to neighborhood improvements
- Participate as a representative of the Forestry Board
- Regulatory duties within the City Right-of-Way (ROW)
 - Review and ensure City standards are incorporated into construction plans
 - Review and provide conditions of approval for planning applications
 - Issue Work in the ROW permits to developers and franchised utilities
 - Issue Roadway/Sidewalk closures and ensure consistency with MUTCD standards
 - Issue Small Wireless Facility installation permits
 - Issue Encroachment Agreements
- Master Planned Developments
 - Provide technical assistance related to MPDs
 - Snow Park Parking Lot Development
 - 5 Acre Parcel Development
 - Yarrow Property Development
 - Perform technical review and sign technically correct plats
- Coordinate Rocky Mountain Power and other franchisees with projects within the City right-of-way.
- Reviews and prepares conditions of approval for all Planning permitted projects.
- Attend the Planning Commission and City Council when required.
- Flood Plain Manager – City Engineer
 - Ensures compliance with the City's participation in the National Flood Insurance Program.

Capital Projects – Steven Dennis, Philip Adams, Dave Gustafson, Matt Twombly

Engineering works (assisting or leading) on projects with other City departments to deliver new infrastructure for the City and residents.

Projects in Construction:

Transportation/Roads

- Thaynes Canyon Dr. Multi-Purpose Trail and sidewalk
- Homestake Rd. Roadway & Trail Improvements

- Ability Way Roadway & Trail Improvements
- 10th Street Retaining Wall

Transit

- Shortline Electric Bus Charger Installation
- Bus Chargers for New Gillig Buses

General Building Improvements

- City Hall Minor Modifications
- MARC Pool Improvements

Projects in Design/Planning:

Transportation/Roads

- Munchkin/Woodside Roadway & Trail Improvements
- Snow Creek/SR248 Pedestrian Tunnel
- Park Avenue Striping from Heber to Deer Valley Drive
- Police Parking Lot Improvements
- Kearns Multi-Use Path

Transit

- Bus Barn Electrical Study
- Citywide Bus Stop Improvements Phase II

General Building Improvements

- Community Center Construction
- Santy Auditorium ADA Lift

Housing

- Clark Ranch Connection

Parking

- China Bridge Maintenance Schedule

Sustainability

- Undergrounding of high voltage lines – Prospector Area

O&M Budget

The Engineering Department's FY24 budget is \$1,591,524

Employees

Engineering has nine full-time employees:

City Engineer – John Robertson

Administrative Assistant – Stormie Dawn

Public Improvements Engineer – Becky Gutknecht

Staff Engineer – William Popp

Public Improvements Inspector – Steve Taylor

Capital Projects Manager/Engineering – Steven Dennis

Senior Project Managers – Dave Gustafson, Philip Adams, Matt Twombly

Top Issues

- Delivering road/transportation/recreation/housing capital projects promptly and efficiently.

- Review and assess processes/procedures to improve and ensure consistency throughout the organization and customer service.
- Ensuring that all private developments meet the City's transportation and transit goals.

Other Resources

- www.parkcity.org/departments/engineering-division
- www.parkcity.org/departments/engineering-division/neighborhoods-first

Environmental Services and Property Department

Ryan Blair

Property and Environmental Services Manager

385-290-7703 | ryan.blair@parkcity.org

Core Functions of the Environmental Regulatory

- Administers Park City's [Soil Ordinance](#), and insures compliance internally with City departments and externally with the community.
- Project Manager for Operable Unit 4 (OU4) of the Richardson Flats CERCLA site.
- Represents Park City before regulatory agencies, regional environmental initiatives, professional associations, conferences, seminars and workshops.
- Maintains expert knowledge of the Clean Water Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, Toxic Substance Control Act, Clean Air Act, Utah Mine Reclamation law, and other environmental laws.
- Conducts due diligence on potential property acquisitions by managing Phase I and II ESAs. Oversees Utah DEQ clean up programs and ensures compliance with state laws.

Core Functions of Property

- Supports city development projects across multiple departments including parks, recreation, economic development, housing, open space.
- City property management; facilitates communication between citizens and the City Council on City property requests.
- Leads policy discussions and crafts City ordinances to manage City property.

Budget

Operating budget: Approximately \$135k dedicated directly to environmental regulatory projects and cleanups.

Capital project budget: Approximately \$2 million dedicated to regulatory projects and cleanups.

Employees

Ryan Blair - Property and Environmental Services Manager (Full-time)

Top Issues

- Ensure compliance on City projects with all applicable local, state, and federal rules.
- Conducts community conversations around legacy mining history in Park City and the impact today.
- Finishing up a clean up program at the Gordo site, anticipated completion is Summer 2025.
- Responsible for environmental clean up efforts at the 5 acre Bonanza Park site.

Other Resources

- Read more about the program here:
<https://www.parkcity.org/departments/environmental-regulatory-affairs>

Environmental Sustainability

Luke Cartin

Director of Lands and Sustainability
435-615-5204 | luke.cartin@parkcity.org

Core Functions of the Environmental Sustainability

- Provide leadership and guidance for the City's goal of net-zero carbon and 100% renewable electricity by 2030. The carbon goal is one of the most ambitious set by a municipality in the world.
- Track city and community footprint. This includes energy use, vehicles miles traveled, and carbon sequestration.
- Monitor, intervene, and build relationships with key stakeholders including Rocky Mountain Power, Office Of Energy Development, municipalities, non-profits (local to international level)
- Engage with the community on key sustainability issues. This includes tree plantings, plastic bag ban, and other community-identified issues.

Budget

Operating budget: Approximately \$165k dedicated directly to environmental sustainability programs. Other funds shared with Environmental Regulatory Department for overhead (travel, supplies, etc.).

Employees

Luke Cartin - Environmental Sustainability Manager (full-time)
Celia Peterson - Environmental Project Manager (full-time)

Top Issues

- Goal of net-zero carbon and 100% renewable electricity by 2030 community-wide
- Work with other municipalities and utility to provide pathway for 100% renewable electricity, including implementation of Utah House Bill 411: Community Renewable Energy Act (passed 2019 Legislature and signed by Governor). This bill provides pathway for Utah communities to get to 100% net renewable electricity by 2030. Park City was a key author of legislation.
- Create a pathway for zero waste program for Park City.
- Complete feasibility of potential geothermal heating district systems

Other Resources

- Read about the goals at <https://www.parkcity.org/departments/sustainability/environmental-sustainability>

Executive Department

Matthew Dias

City Manager

435-565-0617

matt.dias@parkcity.org

Jodi Emery

Deputy City Manager

435-659-4163

jodi.emery@parkcity.org

Heather Sneddon

Deputy City Manager

801-560-8932

heather.sneddon@parkcity.org

Core Functions

- By the authority delegated by the Mayor and Council, we direct and administer the delivery of all municipal services, and appoint and supervise the municipal workforce;
- Provide the City Council with a variety of operational, community and stakeholder information, and implements Council's public policies;
- Provide all City Teams with basic administrative support including coordination and guidance of City operations, programs, budgets, and projects; and is a focal point for the coordination of multi-departmental topics and community responses;
- Administer Mayoral and City Council elections; City Council and Boards and Commission meeting administration, including informational materials, virtual meeting access when possible, and minutes;
- Propose, update, and maintain official ordinances and resolutions; oversee agreements, contracts, and plats, and records retention management; and
- Coordinate freedom of information requests (GRAMA); organizational development and training; and official public notices to meet State requirements.

Budget & Personnel

The operating budget, including personnel and materials, supplies, and contractual services, is approximately \$1.8M per year. This includes seven full-time employees, including the City Manager, two Deputy City Managers, Mayor/Manager Executive Assistant, City Recorder, Deputy City Recorder, and the Resident Advocate. In addition to our labor costs, our budget consists of departmental supplies, equipment, membership fees, and contractual services such as Federal and State lobbying services and software.

Top Issues

- Supporting the Mayor and City Council to create informed public policy decisions and the implementation associated with organizational policies, programs, initiatives, and capital projects;
- Creating the annual organizational Operating, Capital, and Enterprise budgets;
- Economic forecasting, revenue and expenditure controls, and coordinating external relationships (communications, community engagement, and intergovernmental);
- Organizational leadership and coordination include:
 - City Manager – City Council, Legislature, Public Safety, Transportation, Public Utilities, Budget, Communications, Golf, Library, and intergovernmental affairs (lobbying, Federal, State delegation and regulators);
 - Deputy City Manager #1 - Internal Services Administration: Executive, Procurement, IT, Finance, Human Resources, Risk Management, Public Works, and Sustainability and Lands;

- Deputy City Manager #2 – Community Development Administration: Building, Planning, Housing, Engineering, Economic Development, Public/Private Partnerships, Recreation, and Ice Arena;
- Administration of individual resident/business concerns, Leadership Park City Program, Sister City - Courchevel, and the McPolin Farm.

Other Resources

Executive Department Website: <https://www.parkcity.org/departments/executive>

Finance Department

Mindy Finlinson

Finance Manager

435-615-5227 | mindy.finlinson@parkcity.org

Core Functions of the Finance Department

- Safeguard and manage City cash and debt, including State and Federal compliance and preparation of the Annual Comprehensive Financial Report.
- Accounts Payable (approximately 7,600 checks).
- Accounts Receivable (approximately 60,000 payments (including electronic payments)).
- Payroll Processing (approximately 13,000 payroll payments), including W-2's (approximately 1,000 forms) and other required tax filings.
- Business Licensing, renewals (approximately 3,400) new licenses (approximately 400 annually), and management of Title 4 in the Municipal Code.

Budget

Our largest expense is personnel to provide the above internal and external services, approximately \$1M annually. Another major expense to our department is the required annual compliance and financial audit, approximately \$50,000 annually.

Employees

Currently the Finance Department has seven (7) full-time employees.

Top Projects

- Spearheading a major ERP Implementation Project: Leading the transformation of financial systems by replacing a 19-year-old legacy software with a modern ERP platform, aimed to streamline data synchronization across departments and the entire city. Phase 1, focused on core financial functions, went live on April 1, 2025. Subsequent phases covering Utility Billing, Permitting & Licensing, Payroll/HR, and Asset Management will be implemented over the next 1-2 years.
- City Treasurer's Investment Services Overhaul: Managed an extensive RFP process to modernize and optimize the city's investment services, ensuring better financial returns and more transparent investment practices.
- Preparation for the annual audit and the financial statements for fiscal year ending June 30, 2025. This will continue until mid-December 2026.

Other Resources

- [Annual Comprehensive Financial Report from fiscal year ended June 30, 2024](#)
- Finance and Accounting Website: <https://www.parkcity.org/departments/finance-accounting>

Park City Golf Club

Vaughn Robinson

Golf Course Manager

801-631-2556 | vrobinson@parkcity.org

Core Functions of the Park City Golf Club

- Open Space
- Recreation amenity for Residents and Employees
- Tourism draw for Park City, many of the visitors stay 1-3 months during the summer
- Course is used for Nordic skiing during the winter months

Budget

The Golf Course is an Enterprise fund and is sustained by user fees. We have an operating budget of around \$1,900,000.

Employees

The golf shop has two full-time employees, 20-24 part-time and 15 volunteer employees. Golf Maintenance has three full-time employees (one of which is split between Golf and Parks) and around 15-20 full-time or part-time seasonal employees.

Top Priorities

- Needed renovation to golf course irrigation system (piping-3-6 years away, at a cost between \$8-10 million)
- Offsetting new water rates with revenues
- Balancing tee time availability between daily fee play, league play, and tournaments/advance bookings, while prioritizing Park City Residents
- Optimizing revenue sources other than just green fee increases
- Capital Improvement plan, implementation

Other Resources

Park City Golf Club Website: <https://www.parkcity.org/departments/park-city-golf-club>

Human Resources Department

Sarah Mangano

HR Director

435-615-5241 | sarah.mangano@parkcity.org

Core Functions of the HR Department

- Ensure the right people, in the right place, at the right time through recruitment, retention and development.
- Ensure a fair and equitable employee experience through compensation, benefits, communication and recognition.
- Compliance with federal, state and local laws and policies.

Budget

The HR Department's operating budget, including personnel and materials, supplies, and contractual services, is \$1,470,000 per year.

Employees

Six full-time regular employees. Positions: HR Director, HR Business Partners, Compensation and Benefits, HR Assistant and People Learning & Development Manager.

Top Issues

- Recruitment, benefits, and compensation in a competitive market that is further impacted by a highly competitive housing market.
- Changing staffing needs brought about by changing market conditions and constituent demands.
- Training and upskilling our workforce, especially in soft skills.

Other Resources

Human Resources Department Website: <https://www.parkcity.org/departments/human-resources>

Ice Arena

Amanda Angevine

Ice Arena General Manager

435-615-5706 | amanda.angevine@parkcity.org

Core Functions of the Ice Arena

- Provide a variety of programming that engages the community in ice sports.
- Provide supplementary off-ice programming to promote the development of well-rounded athletes.
- Sell ice to local User Groups, residents, and visitors for private use.

Budget

Operational Budget Summary:

	Park City Ice Arena Financial Summary			
	Expenses	Revenues	Subsidy	Cost Recovery
2006	\$ 321,326	\$ 161,313	\$ 160,013	50%
2007	\$ 631,680	\$ 407,766	\$ 223,914	65%
2008	\$ 765,285	\$ 403,641	\$ 361,644	53%
2009	\$ 809,901	\$ 457,582	\$ 352,319	56%
2010	\$ 689,737	\$ 459,311	\$ 230,426	67%
2011	\$ 779,222	\$ 597,030	\$ 182,192	77%
2012	\$ 826,081	\$ 687,932	\$ 138,148	83%
2013	\$ 848,861	\$ 648,237	\$ 200,624	76%
2014	\$ 868,714	\$ 785,764	\$ 82,950	90%
2015	\$ 854,227	\$ 770,736	\$ 83,491	90%
2016	\$ 848,720	\$ 753,837	\$ 94,883	89%
2017	\$ 907,307	\$ 824,721	\$ 82,586	91%
2018	\$ 896,345	\$ 837,788	\$ 65,852	93%
2019	\$ 922,124	\$ 845,330	\$ 76,794	92%
2020	\$ 882,361	\$ 700,731	\$ 181,630	79%
2021	\$ 902,239	\$ 640,490	\$ 261,749	71%
2022	\$ 1,078,468	\$ 859,006	\$ 219,462	80%
2023	\$ 1,202,424	\$ 953,653	\$ 248,771	79%
2024	\$ 1,292,042	\$ 1,072,117	\$ 219,925	83%
2025 Budget	\$ 1,412,827	\$ 1,285,197	\$ 127,630	91%

The facility's operating budget for Fiscal Year 2025 is \$1,412,827 with budgeted revenues of \$1,285,197. Beginning in Fiscal Year 2025, the facility has a 70% cost recovery goal. The staff strives to maintain 70% cost recovery, or higher, while providing exceptional programming and a world-class facility while maintaining a high level of service.

The facility has high utilization, and it is a challenge to concurrently maintain the aging infrastructure and maintain affordable fees. It is rare for a single-sheet ice facility to be profitable, particularly when owned by a municipality. We have made strides in this endeavor but do not anticipate becoming profitable with consistently increasing expenses and a low tolerance for increasing fees.

The Ice Arena was built jointly between the Snyderville Basin Special Recreation District (Basin) and the City. The City owns and operates the Ice Arena, and the Basin provides an annual payment to the Capital Reserve Replacement Fund (CRRF). Beginning in Fiscal Year 2018, the Ice Arena requested additional funding from both entities to support aging infrastructure and in more recent years, the cost of inflation.

In Fiscal Year 2022, the City increased its annual contribution to \$66k and provided a one-time \$275k payment to the CRRF. The Basin remains committed to the \$50k annual contribution to the CRRF and has recently offered to increase it to \$66k. Before accepting the \$16k increase, City Council is awaiting the results of a facility condition assessment which will provide more accurate replacement timelines and costs. The increase is needed to secure sufficient funding for capital needs moving forward.

Employees

The Ice Arena currently has 55 employees consisting of five full-time staff with the remaining part-time. The Ice Management Team includes the General Manager, Program Supervisor, Head of Operations, Cleaning and Maintenance Coordinator, Front Desk Team Leader (who also serves as Hockey Academy Director), and Skating Academy Director (PT). Part-time positions include Front Desk Customer Service Representatives, Rink Operators, Scorekeepers, and instructors for Skating Academy, Hockey Academy, off-ice classes, and curling.

Top Issues

- Acquiring sufficient funding for the Capital Budget through 2033
- Maintaining the aging infrastructure of a highly utilized facility
- Competing demand for ice.
 - Limited ice for facility run programming (interest is at an all time high)
 - Limited ice for user group rental (local hockey program rents ice in Salt Lake as well)
 - Difficult to fulfill private rental requests with available ice.
- Offering sufficient ice time and support amenities for developing high-level local athletes.

Other Resources

- Website: www.parkcityice.org

Information Technology & GIS

Scott W. Robertson

Director IT

801-560-8466 | srobertson@parkcity.org

Core Functions of the Information Technology Department

IT provides a combination of services and infrastructure-related functions, including:

- Managing network communications, security, and systems infrastructure
- Supporting computers, phones, web, audio-visual, and software applications
- Providing GIS platform for geospatial analysis, web and application services

Budget

The IT operating budget is \$3M/year, providing services and technology solutions to 24 departments across dozens of facilities and thousands of devices.

Employees

IT comprises twelve full-time regular employees, supporting Helpdesk, GIS, Systems, Network (cybersecurity), and administration with part-time support staff.

Top Issues

- Meeting evolving cybersecurity threats
- Adopting, integrating, and supporting new technologies
- Aligning technology value with operational requirements

Park City Library

Adriane Herrick Juarez

Executive Director

435-615-5605

adriane.juarez@parkcity.org

Core Functions of the Library

- Mission: Empower Minds, Inspire Imagination, Connect Community
- Vision: To Be Our Community's Living Room of Knowledge, Opportunity, and Innovation
- We offer dynamic print and electronic collections.
- We develop engaging programs for all ages.
- We provide inspirational spaces for meetings, learning, and exploration.
- We offer 21st Century Library services.
- We foster lifelong learning for the entire community.
- We support early literacy, intellectual pursuits, and reading for a lifetime.
- Our strategic plan supports exemplary experiences, inclusivity, community relationships, and lifelong learning.

Budget

The Library's operating budget is \$2.3M.

Employees

The Library has 10 full-time employees, 13 part-time employees, and 5 subs.

Top Issues

- The Library has served 1.8 million+ people since the building renovation in June 2015.
- Librarians are constantly working to create new and innovative programs and collections to keep up with demand.
- Library technology is continuously changing, requiring upgrades and training to provide cutting-edge resources for the community, including AI.
- We serve as an essential community gathering space for groups of all kinds.
- Lifelong learning for everyone in the community includes developing special services for Children, Teens, Adults, Students, Spanish speakers, Seniors, People of all Abilities, and others.
- The building is beginning to show wear and tear due to the high volume of visitors.

Other Resources

- Library Website <https://parkcitylibrary.org/>
- Annual Report <https://parkcitylibrary.org/wp-content/uploads/2025/01/Annual-Report-FY-2024-1.pdf>
- Park City Library Board <https://parkcitylibrary.org/about/library-board/>
- Guiding Principles & Strategic Plan <https://parkcitylibrary.org/principles/>
- Calendar of Events <https://parkcity.events.mylibrary.digital/>
- Databases <https://parkcitylibrary.org/online-research-database/>

Planning Department

Planning Director

Rebecca Ward

385-290-0789 | rebecca.ward@parkcity.org

Core Functions

The Planning team works with residents, property owners, businesses, non-profits, and others on long-range planning, including implementation of [the General Plan](#), reviewing land use applications for compliance with [the Land Management Code](#), and providing land use resources to the community. The team is available Monday through Friday from 8:00 a.m. – 5:00 p.m.

2025 initiatives include the creation of a new Bonanza Park Mixed-Use District to implement [the Bonanza Park Small Area Plan](#) and completion of [a comprehensive update to the General Plan](#), scheduled for potential adoption in the summer.

The team:

- Works with the [Planning Commission](#), [Historic Preservation Board](#), [Board of Adjustment](#), and [Appeal Panel](#)
- Manages [Land Management Code amendments](#)
- Processes Master Planned Developments, Affordable Master Planned Developments, Conditional Use Permits, Historic District Design Reviews, and other land use applications
- Leads the Development Review Committee to coordinate internal department and district reviews of land use applications
- Oversees [the City's Historic Sites Inventory](#) with over 400 Significant and Landmark Sites and [the City's Historic District Grant Program](#)
- Coordinates with the Building and Engineering Departments to review building permits for conformance with the Land Management Code and to inspect development for compliance with approved plans
- Collaborates with the Finance and Building Departments to review business licenses for Land Management Code compliance

Budget

The annual operating budget is \$2,505,972.

Team

A Planning Director, an Executive Office Administrator, a Senior Planner, two Planner 3s, a Planner 2, three Planner 1s, and one full-time and one part-time Planning Technician.

Other Resources

[Planning Department Webpage](#)

Police Department

Wade Carpenter

Chief of Police

435- 659-8556 | wade.carpenter@parkcity.org

[Police Department Website](#)

Core Functions of the Police Department

- Protection of life and property
- Prevention and detection of criminal activity
- Provide quality police services to enhance our community's quality of life
- Reduce crime by engaging employees, residents, & business partners in collectively addressing factors contributing to the community's crime & disorder
- Engage with the community to collaboratively reduce crime, address concerns between police and community members

Budget

Budgeting can be challenging depending on the level of service needed for different special events or Council initiatives. We monitor our budget closely and present multiple options to Council when additional service levels are desired.

Employees

- 6 full-time civilian personnel/ 2 part-time civilian personnel
- 36 full-time sworn personnel
- 11 part-time sworn personnel (reserve officers)
- 14 volunteer/chaplain personnel

Top Issues

- Increased staffing/competitive compensation needs for special events and peak ski traffic safety concerns
- Community outreach to serve and integrate with all demographics in our community
- Enhance current Community Oriented Policing programs and continue to approach community collaboration in innovative and collaborative ways

Other Resources

PCPD Visions & Values acronym which is in line with the City's cultural values:

"P.A.I.R."

- Professionalism – We achieve excellence through continually using and increasing our knowledge, skills, and abilities.
- Accountability – We hold ourselves responsible and answer for our actions and decisions.
- Integrity – We exhibit strong ethical principles through courage, sound conduct, and a commitment to justice.
- Respect – We treat all with consideration, compassion, and dignity.

Police Department Community Outreach

Danielle Snelson, Lieutenant

Personnel Overview

- 3 Full-Time Civilian Staff
- 2 Part-Time Civilian Staff
- 2 Full-Time Sworn Officers
 - We currently employ one full-time School Resource Officer (SRO). In accordance with the requirements outlined in the new House Bill, we would like to add an additional SRO position.

Division & Position Responsibilities

Records Division

- Maintain and manage all police records
- Process and track all GRAMA (Government Records Access and Management Act) requests, including:
 - Video and audio recordings
 - Police reports
- Serve as the Terminal Agency Coordinator (TAC), responsible for:
 - Managing department user access
 - Monthly National Crime Information Center (NCIC) validations
 - Uniform Crime Reporting (UCR)
 - Biennial compliance audits
- Ensure accurate coding and completion of all police reports
- Compile and organize data for the department's annual report
- Process expungement orders and background check requests
- Provide customer service and assistance to the public

School Resource Officer (SRO)

- Maintain a safe and secure school environment
- Respond to incidents occurring on school grounds
- Provide drug and alcohol education to students, parents, and teachers
- Organize and oversee school-related active shooter drills
- Serve as a mentor and positive role model for students

Community Outreach Social Media Specialist

- Monitor and manage the department's social media platforms
- Create and distribute social media content
- Monitor news media coverage related to the department
- Safeguard and manage body-worn camera footage
- Ensure the lawful and policy-compliant dissemination of video recordings

Community Technical Specialist – Latino Outreach

- Support youth and community engagement programs such as:
 - Police Explorer Program
 - Citizens Academy
 - Latino Academy
- Provide Spanish translation services
- Assist with planning and delivering community presentations and events
- Support the department's Social Equity Outreach efforts
- Provide logistical planning for department events and functions
- Review, copy, and redact body-worn camera footage as needed

Community Outreach Officer

- Develop and maintain strong relationships with:
 - Community leaders
 - Local businesses
 - Faith-based organizations
 - School district personnel
- Respond to and address community concerns
- Lead and coordinate community events and initiatives, including:
 - Citizens Academy
 - Police Explorer Program
- Work with the Social Media Specialist on outreach and media content
- Deliver public presentations on crime prevention, safety, and related topics
- Contribute to media outlets on topics relevant to public safety
- Create and distribute outreach materials, such as brochures and handouts
- Serve as a liaison to city departments and community partners

Public Utilities

Clint McAfee

Public Utilities Director

435-615-5339 | clint.mcafee@parkcity.org

Core Functions

- Development and management of water rights and water sources for City
- Water treatment at Quinn's Junction, 3Kings, and Creekside Water Treatment Plants
- Transmission, storage, and distribution of water to customers
- Supply water for irrigation for snowmaking, golf courses, parks, and agricultural
- Manage surface water and local creek flows
- Customer service, utility billing, and water conservation program
- Water and Storm Water asset management, capital projects, and engineering
- Municipal Separate Storm Sewer System (MS4) permit compliance coordination

Budget

- Revenue:
 - Water Enterprise Fund revenue: \$27,000,000
 - Storm Water Enterprise Fund revenue: \$2,000,000
- Expense:
 - Water operations budget: \$14,000,000
 - Storm Water operations budget: \$1,200,000 (shared with Public Works)
 - Capital: varies year to year

Employees

- Full Time Regular - 32; Seasonal and Contract - 5

Top Issues

- Water Rate Update
- Water loss mitigation (leaks, meter inaccuracies, etc)
- Long term asset replacement program
- PFAS management
- Regional Water Supply

Other Resources

- <https://www.parkcity.org/departments/public-utilities>

Public Works – Divisions of Streets, Stormwater, Fleet, Building Maintenance, and Park Maintenance

Troy Dayley

Public Works Director

435-615-5637 | troy@parkcity.org

Core Functions of Public Works

- Street Department
 - Pavement Maintenance and Repair
 - Street Lighting and Signs
 - Striping and Pavement Markings
 - Snow Removal
 - Event Support
- Stormwater Maintenance Department
 - Spring runoff program
 - Stormwater System Operation and Maintenance
 - Illicit Discharge Detection and Elimination (IDDE) of pollutants into MS4 (Municipal Separate Storm Sewer System)
- Fleet Services
 - Repair and Maintenance of all city vehicles and equipment
 - Fuel Island operations and maintenance
 - Procurement and Replacement of city vehicles and equipment
- Parks Department
 - Maintain all parks, school fields and Quinn's Sports Facility
 - Town beautification: hanging baskets, holiday lighting, flowers, banners, trees
 - In town trail & sidewalk maintenance including winter snow removal
 - Cemetery maintenance and interments
- Building Maintenance
 - Repair and maintenance of City owned facilities, and facility cleaning

Budget

- Streets Department
 - Operations and Maintenance- \$3,825,616
 - Capital Improvement - \$3,531,373
- Stormwater Maintenance (Shared Budget with Public Utilities)
 - Operations and Maintenance- \$1,337,413
- Fleet Department
 - Operations and Maintenance - \$4,018,859
 - Fleet Capital Budget - \$2,768,978
- Parks, Cemetery & Fields Department
 - Operations and Maintenance - \$3,061,500
 - Capital Improvement - \$1,105,728
- Building Maintenance
 - Operations and Maintenance -\$2,208,505
 - Capital budgets – \$1,461,211

Employees

- Parks & Fields Department, 12 Full-time, 20 (10.88 FTE) summer/winter seasonal staff
- Building Maintenance 9 Full-time
- Streets Maintenance, 11 Full-time, 5 Full-time shared with Parks, 6 winter seasonals
- Stormwater Maintenance, 2 Full-time, 2 Part-time seasonal
- Fleet Maintenance, 9 Full-time

Top Issues

- Increased home values and corresponding property taxes have led to rising expectations for improved city services and infrastructure.
- Continue to face difficulties in procuring vehicles and equipment, with unprecedented lead times and uncertainty with pricing influenced by ongoing tariff threats.
- Deployment of a new series of electric buses has required substantial training for Fleet Staff to ensure proper operation and maintenance.
- Despite recent snowpack, water conservation in our parks and cemetery continue with removal of turf grass and installation of xeriscaping where possible.
- As vacant lots across town are developed, we are losing key areas for snow storage, thus increasing the need to haul snow.
- Provide high-quality parks and sports facilities to meet the needs of our citizens and special events groups.
- Protect and maintain aging infrastructure, i.e. city buildings.
- Increase environmental stewardship; promote green practices in our parks, and building facilities.
- Provide a higher level of sidewalk snow removal service to meet growing community expectations.

Other Resources

Public Works Website: <https://www.parkcity.org/departments/public-works#ad-image-0>

Recreation Department

Ken Fisher

Recreation Director

(435) 615-5411

ken@parkcity.org

Core Functions of the Recreation Department

- Responsible for the operation & programming of the PC MARC. The facility consists of 11 tennis courts, 4 pickleball courts, 2 pools, spa, gymnasium, fitness & cardio, 3 group fitness studios, game area, bouldering and pro shop.
- Responsible for youth & adult sports, camps, tournaments that happen at the PC MARC as well as other locations (City Park Building & Fields).
- Responsible for the reservations of park pavilions and athletic fields.
- Responsible for the administration and record keeping of the Park City Cemetery.

Budget

Recreation, PC MARC & Racquet Sports has an operating budget of \$4.6 million. The department recovers about 70% of its expenditures through fees. In addition to the operating budget the department has several CIP Funds for equipment and facility improvements.

Employees

The department has 19 full-time staff, roughly 100 part-time staff that increases to 175 in the summer.

Top Issues/Challenges

- Balancing competing user groups that want to access the same facilities (Pickleball & Tennis access to the bubble courts)
- As new recreation facilities are built (PC MARC Pools & City Park Community Center) a priority is to develop programming and operational protocols to meet the needs of the community.
- Interagency cooperation and communication between PCMC, PCSD & SBSRD.

Other Resources

- Recreation Department Website: www.parkcityrecreation.org
- Past Recreation Studies can be found at <https://www.parkcity.org/government/document-central/-folder-411>

Special Events

Chris Phinney

Special Events Manager

435-615-5194 | chris.phinney@parkcity.org

Core Functions of the Special Event Department

- The Special Events Department plays a vital role in supporting a vibrant, well-balanced mountain resort community where residents and visitors can live, work, and play. We are committed to cultivating the character and energy of Park City through thoughtful coordination and management of special events within city limits.
- As a public-facing department, we serve as the key liaison between event organizers and various City Departments. Our responsibilities include issuing event permits, coordinating with neighborhoods and regional jurisdictions, and ensuring that events align with community values and standards. We work closely with our partners to schedule appropriate mitigation measures, manage potential impacts, and support successful events throughout the city.
- Events are an important part of our community, both culturally and economically. From arts and recreation, sun to snow, and international to local, Park City has a diverse event calendar that offers something for everyone.
- The department regulates approximately 80 special events annually. These range in size and scope, from large-scale events like the Sundance Film Festival, community traditions such as the 4th of July Celebration, to smaller gatherings like the Peace House Domestic Violence Walk.
- The department also negotiates and manages professional service agreements for Park City's major events, including the Sundance Film Festival, Kimball Arts Festival, Park Silly Sunday Market, 4th of July Celebration, and Miners Day.

Department Budget

The Special Events Department operates with an annual budget of \$734,580, which includes \$561,911 allocated for personnel. Both budget components are funded through the General Fund.

Employees

The Special Events Department has four full-time employees. Including:

- Special Events Manager;
- Two Special Event Coordinators; and,
- Administrative Assistant to five departments (Special Events, Trails, Environmental Sustainability, Economy, and Community Engagement).

Top Issues

- Balancing and managing the year-round Special Events Calendar, with attention to:
 - Maintaining the balance between authentic local culture and the impacts of increased visitation; and,

- Effectively managing staffing resources and event-related costs for both the City and event applicants.
- While the Special Events Department does not directly lead any of the City's Critical Priorities, we have significantly increased event mitigation efforts to support the community's key goals, particularly in Transportation. We also actively contribute to priorities related to:
 - Environmental Leadership;
 - Social Equity; and,
 - Community Engagement.

Other Resources

Department Webpage: <https://www.parkcity.org/departments/special-events-facilities>

Park City Municipal Code: [Special Events 4A](#)

Trails & Open Space Department

Luke Cartin

Director of Lands and Sustainability
435-615-5204 | luke.cartin@parkcity.org

Logan Jones

Trails and Open Space Project Manager
logan.jones@parkcity.org

Who We Are

The Trails & Open Space Department is the steward of Park City's natural landscapes and the trails that weave through them. We manage over 5,000 acres of open space and 170 miles of trails – preserving critical habitat, maintaining public access, and ensuring these lands remain a defining feature of our community for generations to come.

What We Do

- **Protect and Maintain Open Space:** From scenic meadows to forested slopes, we care for the City's protected lands to ensure they remain healthy, accessible, and resilient.
- **Manage the Trail System:** Our world-class backcountry trails and groomed winter routes are maintained through strategic partnerships, most notably with Mountain Trails Foundation who holds the current backcountry trail and winter grooming contract.
- **Oversee Trailheads and Access Points:** We manage key gateways to open space across the city, ensuring safe, welcoming, and sustainable access. In summer 2025, we're rolling out a paid parking program in the Bonanza Flat Conservation Area in partnership with the Parking and Transit departments, aimed at reducing congestion, supporting trailhead infrastructure, and improving the visitor experience.
- **Fight Invasive Weeds:** We lead the charge on noxious weed control to preserve native plant communities and reduce wildfire risk.
- **Wildfire Resilience:** Proactive mitigation is a top priority. We plan, fund, and implement fuel reduction projects across City-owned lands to protect life, property, and ecosystems.

Budget

The department operates with an annual personnel and operating budget of \$810,203. Additional capital projects are supported by the Trails Master Plan Fund and Open Space Maintenance Fund.

Employees

- 4 full-time staff
- 2 part-time staff
- Our team brings together land management, recreation, ecology, and public engagement expertise.

Key Challenges

- Scaling up wildfire mitigation in a warming climate
- Addressing the spread of noxious weeds
- Balancing recreation, conservation, and quality of life as outdoor use and tourism continue to grow.

Other Resources

- Department website: <https://www.parkcity.org/departments/trails-open-space>

Transportation Department – Transit, Parking, Transportation Planning and Peak Traffic Mitigation

Timothy Sanderson

Transportation Director

435-615-5373 | timothy.sanderson@parkcity.org

Core Functions

- To provide safe, year-round day to day transportation options to support a thriving, inclusive, and healthy mountain community
- Implement innovative transportation projects, programs, and services that address Park City's existing and long range transportation needs
- To support transportation priorities of Park City and serve as city ambassadors by engaging and building relationships with the community of residents, business owners, and visitors--via an approachable, fair, and education-first customer service approach to transportation demand management.
- Develop a transportation network that is easy to use, convenient, safe, and provides multimodal options
- Balance the use and demand on finite parking resources within Park City throughout Old Town neighborhoods and business districts.

Budget

Transit Department = \$18,863,209

Transportation Planning Department = \$1,405,169

Parking Department = \$1,942,337

Employees

Transit- 78 Full Time Employees, 14 Part Time Employees, and 54 Winter Seasonal Employees

Parking- 2 Admin, 6 Parking Officers, 1 Lead, and 1 Supervisor (All Full Time)

Transportation Planning – 6 Full Time and 1 Part Time Seasonal Employees

Goals and Guiding Principles from Park City Forward (adopted in 2022)

Goals: Access, Include, Sustain, and Transform

Guiding Principles

- Develop a Park Once community
- Collaborate with regional partners on long-range transportation solutions
- Identify, manage, and mitigate traffic during peak conditions
- Expand our world class biking and walking infrastructure
- Proactively review and analyze disruptive transportation and transit ideas and innovation
- Continue to develop and improve the internal Park City Transit system
- To support all critical priorities of Park City and serve as city ambassadors by engaging and building relationships with the community of residents, visitors, and business owners--via an approachable, fair, and education-first customer service approach.

Top Issues

- Successfully incorporating new mobility concepts including park and ride services and expanding local services
- Managing peak day traffic operations
- Advance transformative capital projects on gateway corridors and key intersections
- Effectively working with the planning department on existing and upcoming development projects within Park City limits
- Be a leader in regional transportation discussions
- Managing the community's expectations for timely, financially and technologically feasible transportation solutions
- Maintaining and improving intergovernmental relationships
- Ensuring a safe and comfortable biking and walking environment
- Applying dynamic and appropriate pricing parking rate structures to incentivize alternative transportation modes
- Collecting and maintain parking occupancy, duration, and turnover data for more detailed metrics and efficient operations.

Other Resources

- Park City Transit <https://www.parkcity.org/departments/transit-bus>
- Park City Transportation Planning <https://www.parkcity.org/departments/planning>
- Park City Parking <https://www.parkcity.org/departments/parking>

Park City Municipal Corporation **2025 BUDGET GUIDE**

A GUIDE TO UNDERSTANDING THE
FISCAL YEAR 2025 MUNICIPAL BUDGET



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WELCOME TO THE PARK CITY 2024 BUDGET GUIDE!

This guide is your roadmap to understanding Park City Municipal's budget. It provides a clear and concise overview of our budget process, funding sources, and how funds are allocated. Here's what you'll find:

BUDGET BASICS: We'll explain how we operate on a fiscal year (July 1 - June 30) and how the current budget (Fiscal Year 2025) was adopted.

FUNDING AND ALLOCATION: Learn about our revenue sources and how they are allocated across different areas of City services.

LOOKING FOR MORE DETAILS?

Comprehensive information and budget documents are available on the [Budget Department](#) webpage or at City Hall (445 Marsac Ave).

HAVE QUESTIONS?

The Budget, Debt, & Grants Department is happy to help!

Contact us at 435.615.5000 | budget@parkcity.org



PARK CITY AT-A-GLANCE

**6,500' -
10,000'**

ELEVATION
RANGE (FEET)



RESIDENTIAL REAL ESTATE BREAKDOWN

PRIMARY
RESIDENTIAL

28%

NON-PRIMARY
RESIDENTIAL

72%



8,396

PERMANENT
POPULATION
(2022)

**MARCH
15, 1884**

CITY INCORPORATION



\$20,718,717,321

TOTAL ASSESSED VALUE



\$132,215

MEDIAN HOUSEHOLD
INCOME (2022)



\$2 MILLION

MEDIAN VALUE OF
PRIMARY RESIDENTS

450

MILES OF TRAILS

41.6

MEDIAN
AGE (2022)



**20.36
SQUARE
MILES**

CITY SIZE

2024 MAYOR AND CITY COUNCIL



MAYOR NANN WOREL

📞 435.615.5010

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THE BUDGET PROCESS ENABLES RESIDENTS TO OFFER INPUT AND IMPACT HOW PARK CITY PROVIDES SERVICES.

While there are many opportunities for public participation throughout the year, the formal budget process begins in February when the City Council holds its annual retreat. Council uses this time to prioritize community goals and services to help departments formulate their budget requests. To learn more, visit [our meeting information page](#).

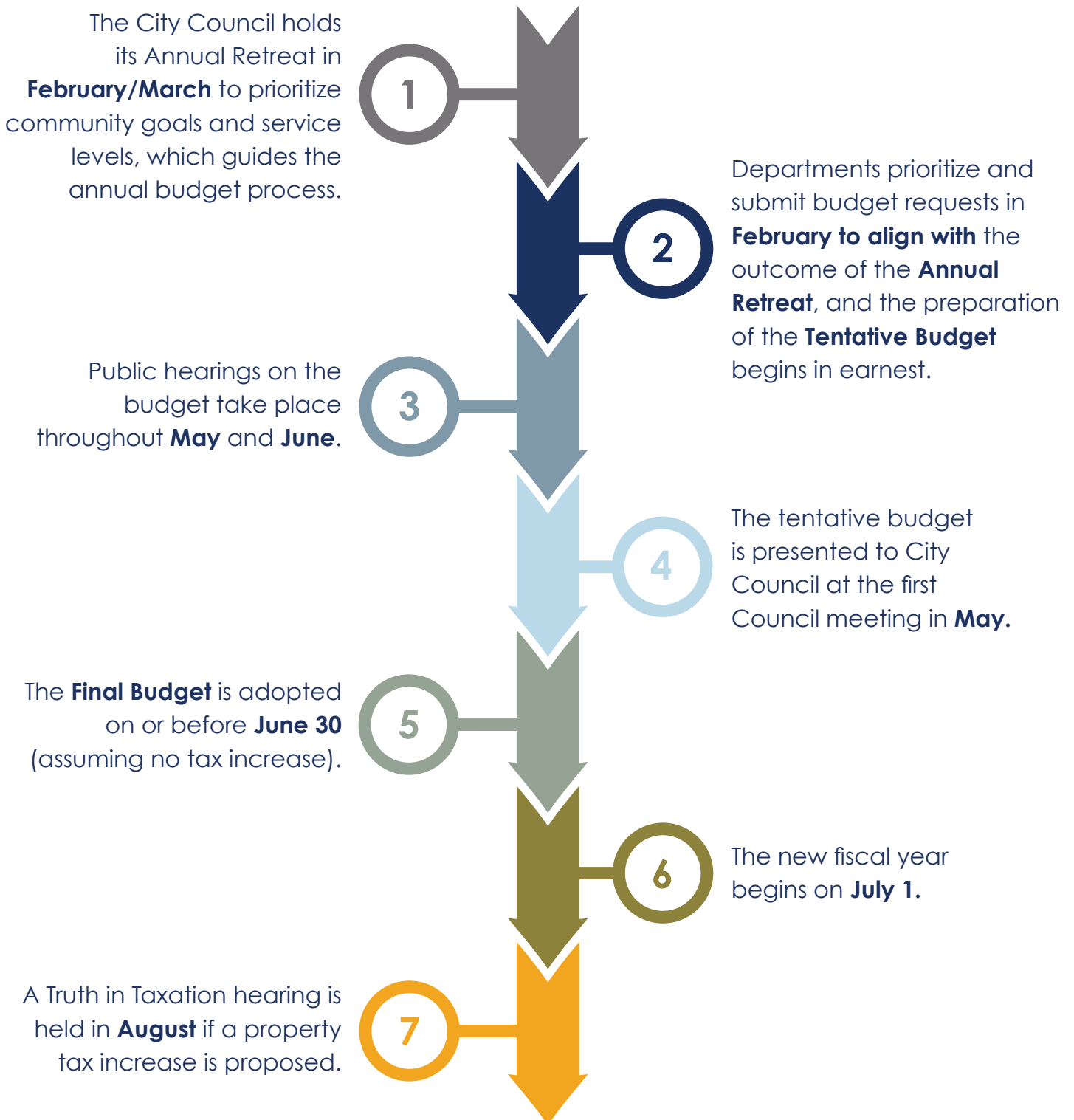
The City Council is presented a Tentative Budget each year at the first Council meeting in May, as State law requires. Public hearings begin in May and continue through June, and are noticed in the local media and open to everyone. We are required to adopt a balanced budget by June 30 for the fiscal year that begins July 1.

For more information, please contact:

Budget, Debt, & Grants Department

435.615.5000 | budget@parkcity.org

BUDGET PROCESS TIMELINE



THE NATIONAL COMMUNITY SURVEY

A VALUABLE BUDGETING REFERENCE

In November 2022, PCMC participated in the National Community Survey (NCS), a comprehensive survey that allows municipalities to assess resident opinions about their community and local government. PCMC also uses the survey to gauge the performance of its services and as a reference during the budget process. This is the fifth time PCMC has participated in the NCS since 2011. The full survey report is available [here](#). Under the Comparisons Tab on the Final Report, data can be sorted and reviewed under a variety of demographic categories, including age, length of residency in Park City, housing type, and more.



Over 500 communities participate in the NCS, allowing PCMC to compare ratings to municipalities nationwide. For the 2022 survey, PCMC also requested custom benchmarks with 32 resort communities facing similar community dynamics.



The NCS results give a comprehensive look at the City's strengths, areas of improvement, and residents' priorities. This year, results show that residents provided positive ratings (% reflecting excellent or good) to overall quality of life (88%), safety (95%), recreation and natural environment (95%), and transportation (76%).



Areas of improvement include the availability of quality affordable housing (13%), affordable quality childcare and preschool (25%), ease of public parking (24%), and traffic flow on major streets (25%).



Governance areas receiving higher than national benchmark ratings include welcoming resident involvement (68%), the value of services for taxes paid (69%), and public information services (83%). However, resident sentiments regarding the direction of Park City comes in at (41%), which is lower than the national benchmark.



In total, Park City received higher than benchmark ratings in 51 areas, including opportunities to volunteer (#1), transit use, carpool (#1,) walk instead of driving, and fitness and recreation opportunities (#2). In addition, community involvement activities, including attending a local public meeting, contacting elected officials to express an opinion, and opportunities to participate in community matters, were ranked among the top 5 nationally.

HOW IS PARK CITY MUNICIPAL FUNDED?

Though funded by multiple revenue sources, property and sales tax provide nearly half our revenue.

SALES TAX: Sales taxes and rates are levied by the State, County, and City. Of the 9.05% tax on general purchases, Park City Municipal only levies 2.9% of the total.

SALES TAX RATES	
SALES AND USE TAXES	EFFECTIVE JULY 1, 2024
STATE OF UTAH	
General Sales & Use Tax	4.85%
SUMMIT COUNTY	
County Option Sales Tax	0.25%
Recreation, Arts, and Parks Tax	0.10%
Transportation Tax	0.25%
Mass Transit Tax	0.25%
Transportation Infrastructure Tax	0.25%
Transit Capital Expenses	0.20%
PARK CITY	
Local Option Sales Tax	1.00%
Resort City Sales Tax	1.60%
Mass Transit Tax	0.30%
TOTAL PARK CITY “BASE”	9.05%
OTHER TAXES	
Countywide Restaurant Tax	1.00%
Countywide Motor Vehicle Rental Tax	2.50%
Countywide Transient Room Tax	3.00%
Statewide Transient Room Tax	0.32%
Park City Transient Room Tax	1.00%

UNDERSTANDING PARK CITY PROPERTY TAXES

WHAT IS PROPERTY TAX?

Property taxes are paid by property owners based on the assessment of the property's value. Summit County is responsible for assessing properties in Park City; additional information is available on the [Summit County website](#).

Several property tax collecting entities exist in Park City. Summit County assesses taxable property value and collects all property tax.

Park City Municipal's certified tax rate is 0.001018%. Primary residences are only taxed at 55% of their assessed value, while secondary residences and commercial properties are taxed at 100%.

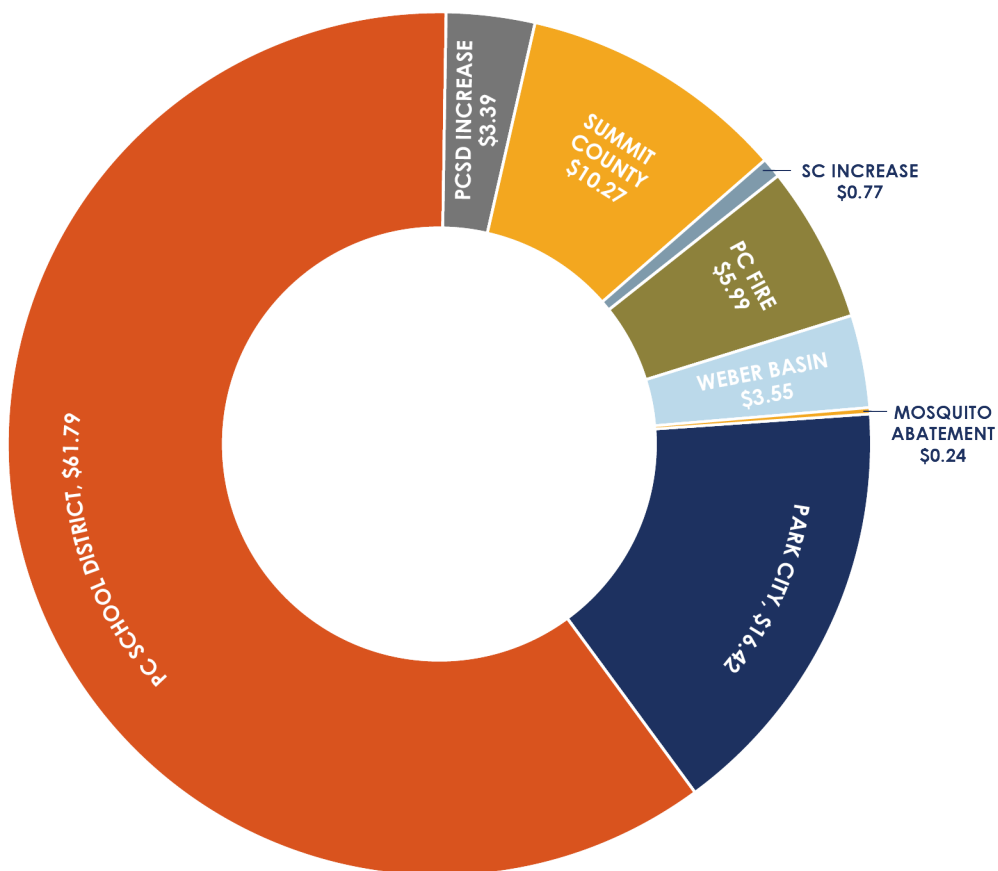
Excluding General Obligation Bonds, Park City Council has not proposed a property tax increase in modern history, and the FY25 Budget was once again adopted with no increase.

WHY IS MY PROPERTY TAX BILL INCREASING?

Property tax payments generally increase for three reasons:

- Increased property valuation. Properties in Summit County are assessed each year, with a detailed review occurring every five years.
- A taxing entity increases its property tax rate or;
- A local government issues a voter-approved general obligation bond.

2024 PROPERTY TAX GRAPH



HOW IS MY PROPERTY ASSESSED?

The Summit County Assessor assesses each property according to market value, and Utah law requires that these assessments are within 95%-105% of market value. Sales of comparable homes in the area are the primary factor in determining your market value.

WHO IS INCREASING RATES?

The main factor driving changes is an increase in market value. Taxing authorities may raise tax rates through a process called “Truth in Taxation,” which allows residents to learn about and comment on proposed increases in property tax revenues. Apart from new growth, taxing authorities cannot collect more property tax revenues than the previous year, and calculations exclude inflation and service cost increases. The Utah Taxpayers Association suggests that taxing entities address inflation via Truth in Taxation every five to eight years. This system aims to prevent property taxes from rising solely due to higher property values. If a taxing entity sets a property tax rate above the certified rate, it must advertise this as a potential increase and hold a public hearing.

DOES PARK CITY RECEIVE MORE MONEY FOR INCREASED VALUATIONS?

No. When property values increase in an area, the tax rates decrease to compensate. That way, a taxing authority does not receive additional revenue just because values increased – unless they go through Truth in Taxation.

The City only receives additional tax revenue through a Truth in Taxation hearing process that the public would be invited to or through new development or renovations to an existing property.

AM I TAXED ON THE ENTIRE ASSESSED PROPERTY VALUE?

Primary residents are only taxed 55% of their assessed value, while secondary residents and commercial property owners are taxed 100%.

WHAT IS THE MONEY USED FOR?

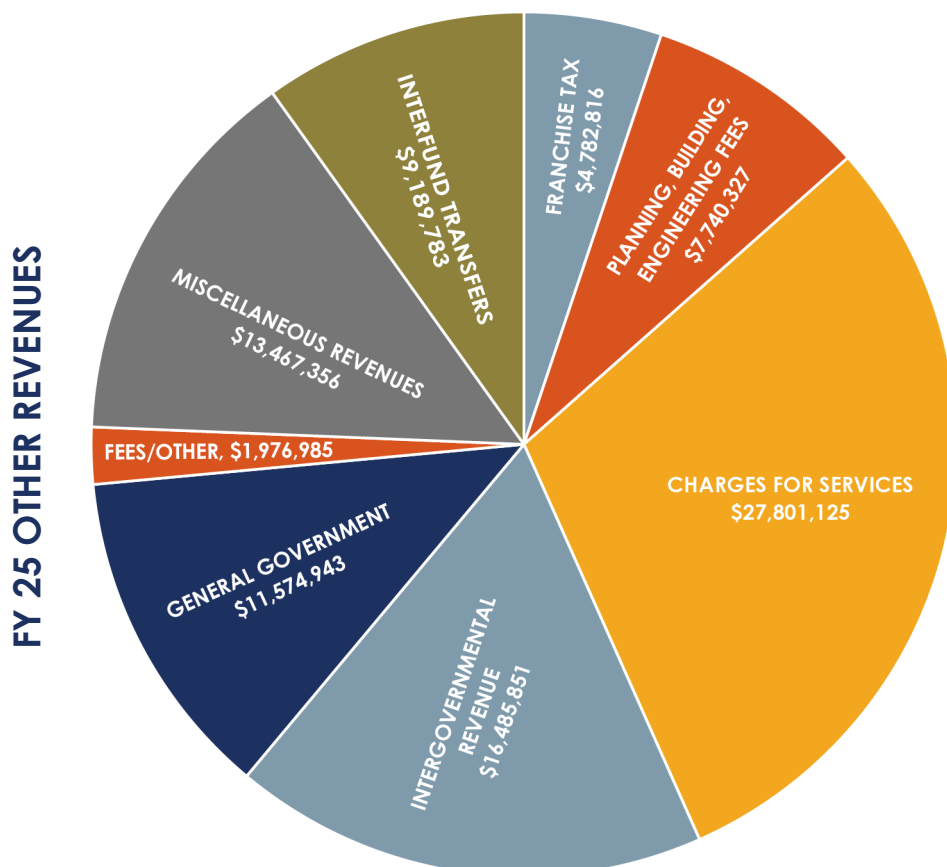
The money is collected by Summit County and distributed to the different taxing entities to pay for operations, maintenance, and infrastructure. Property taxes are also levied by schools, special districts, and state and local governments.

FY25 OTHER REVENUE

FEES: We assess fees associated with various services, such as business licensing, building permits, recreation programs, and water. All fees are levied based on the cost of providing those services, and are reviewed regularly and adjusted as necessary to cover inflation. A complete list of City Fees can be found [here](#).

GRANTS: We receive federal and state grants that provide funding for public safety, transit, and water projects.

MUNICIPAL BONDS: Many of our capital projects are funded through issuing debt. Our general obligation, or voter-approved bonds, are rated Aaa by Moody's and AA+ by S&P and Fitch, some of the highest ratings given to a city or town. Over the years, voters have approved debt issuance to acquire open space, improve water infrastructure, enhance the City's walkability and connectivity, and several other capital improvement projects.



IN UTAH, BUDGETS ARE “FUND” BASED:

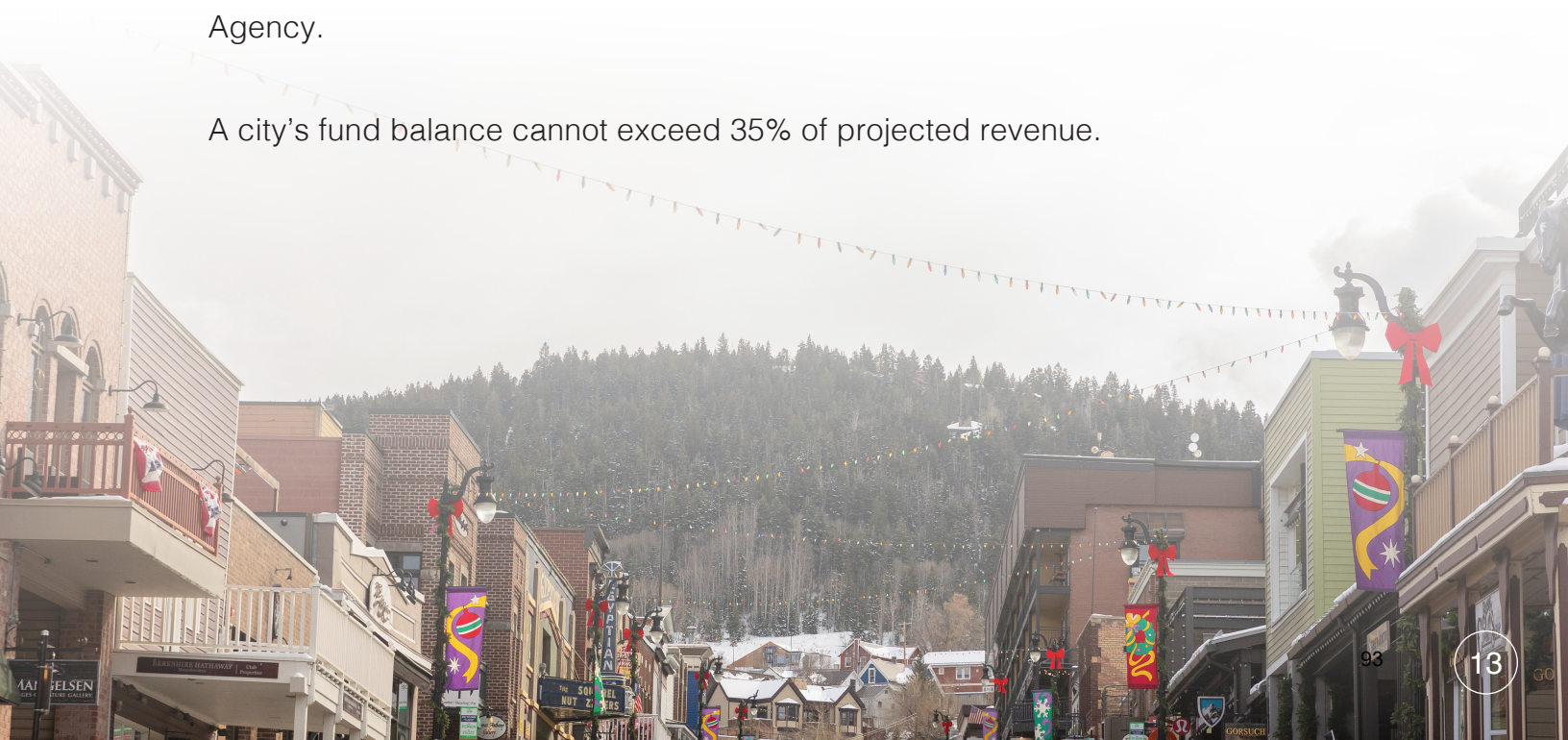
GENERAL FUND: Every city maintains a general fund. Unless specifically allocated for another fund, all revenues are assigned to the general fund. In the general fund, expenses must equal revenue.

ENTERPRISE FUNDS: Enterprise funds charge a fee for services and are expected to cover their expenses with those revenues. In some cases, the general fund may subsidize enterprise funds. Enterprise fund examples include golf courses and public utilities (water, sewer) and unlike the general fund, may show a profit or loss.

CAPITAL PROJECT FUND (CIP): Financial resources restricted or committed to expenditures for acquisition, construction, or improvement of major assets, facilities, or infrastructure. Unlike other funds, unused balances at the end of the year ‘roll forward’ to the following year, allowing for multi-year plans and projects.

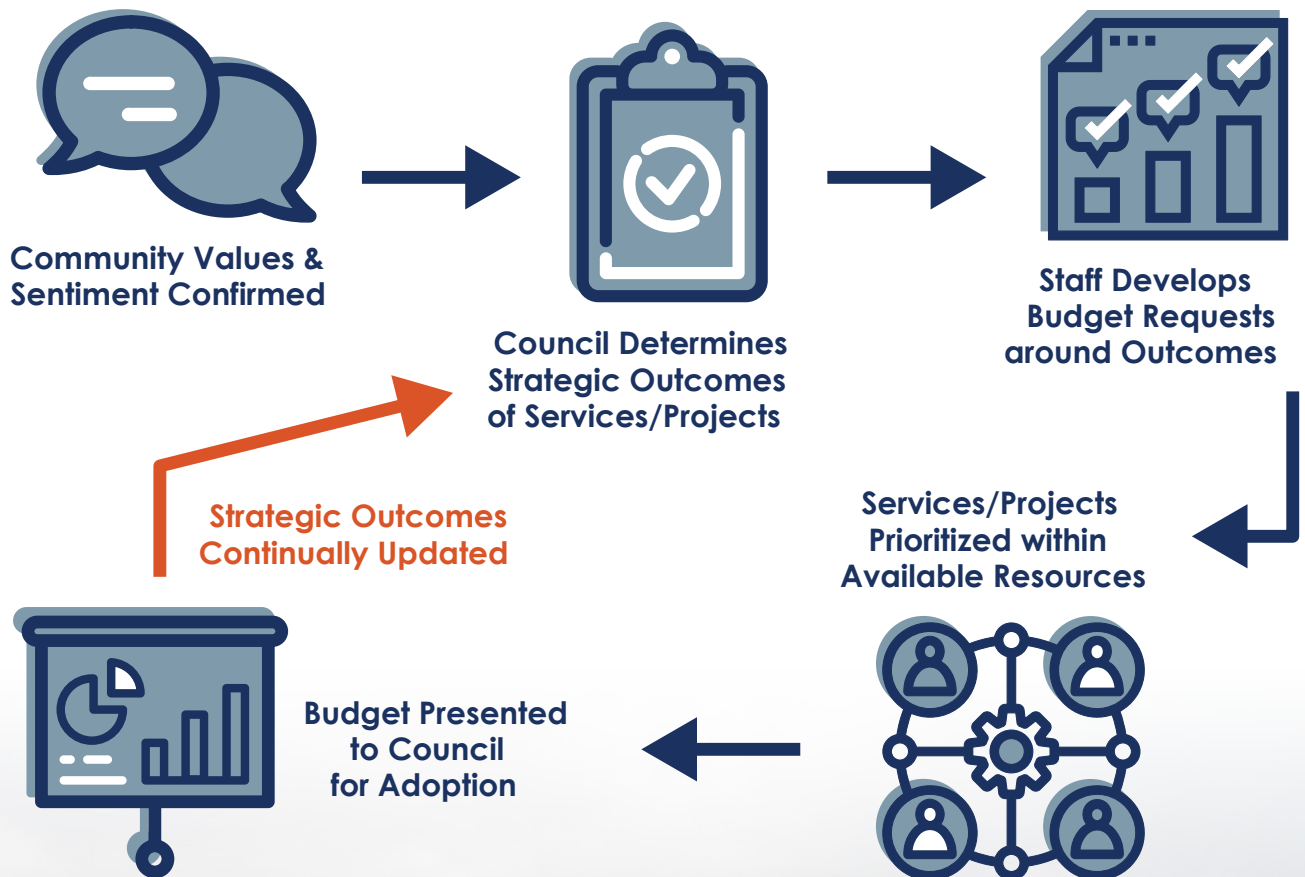
SPECIAL REVENUE FUND: These funds account for special revenue sources, such as grant funds or revenues legally restricted or committed to expenditures for specific purposes, such as our Lower Park Redevelopment Agency special revenue fund. This fund tracks the tax increment collected only by the Lower Park Avenue Redevelopment Agency.

A city’s fund balance cannot exceed 35% of projected revenue.



FY25 OPERATING BUDGET

BUDGET PROCESS



The FY25 Budget reflects months of collaborative work with the City Council, community input, and City departments. Below is a review of the key steps:

REVENUE PROJECTIONS: The Budget Department begins by forecasting the City's expected revenue for the upcoming fiscal year. The forecasting model incorporates local, national, and global economic trends. The model helps project revenues for ongoing operational expenses and capital initiatives;

DEPARTMENT REQUESTS: Managers, after working with the City Council's priorities and following the Annual Retreat, submit budget requests outlining any new or additional needs for the upcoming fiscal year;

RESULTS TEAM RECOMMENDATION: An internal committee of employees from across the City, known as the Results Team, reviews and scrutinizes operating and personnel requests to make recommendations to the Executive Team based on alignment with City Council and community goals;

CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE RECOMMENDATION: An internal committee of employees from across the City reviews and scrutinizes capital requests and makes recommendations to the Executive Team based on rigorous scoring and prioritizing;

EXECUTIVE TEAM REFINEMENT: The Executive Team receives the committees' recommendations and holistically reviews to ensure alignment with City Council and community goals and

COUNCIL REVIEW, DISCUSSION, AND ADOPTION: Draft budgetary information is presented to the City Council for review and modification over several months. Following refinements and scrutiny, the tentative and final budgets are adopted in May and June, respectively, as Utah law requires.

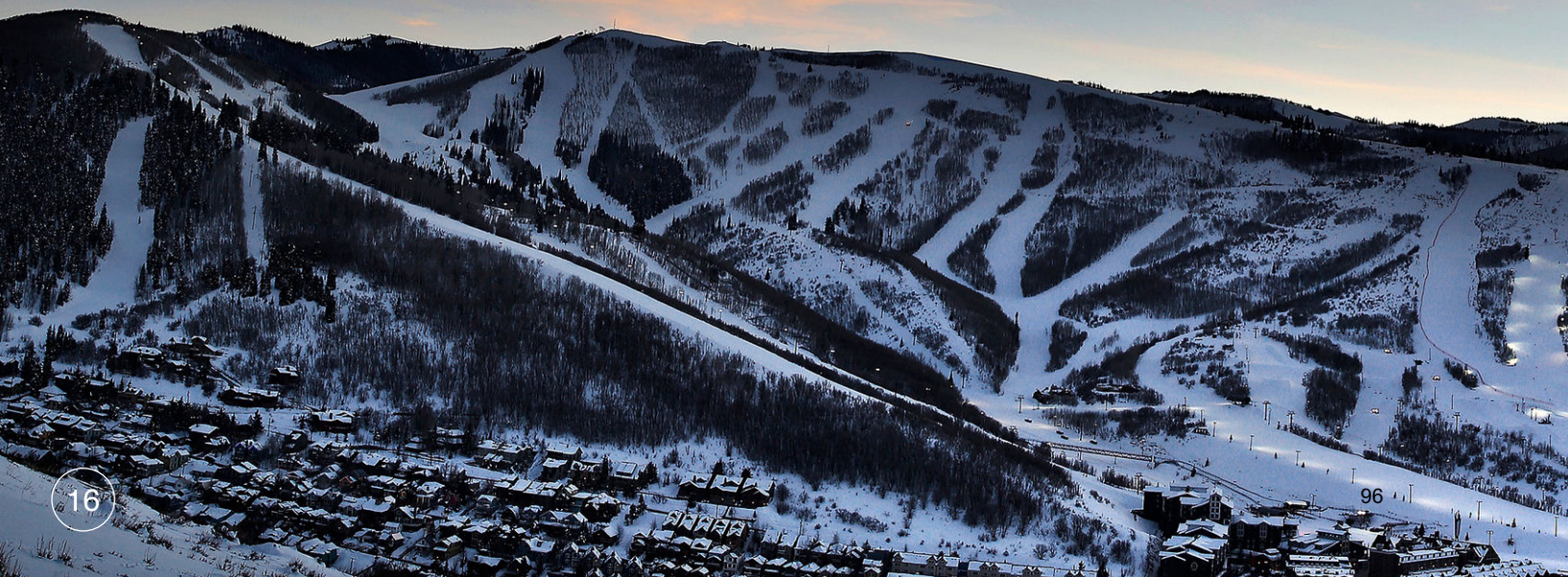
Park City's budget development process emphasizes transparency and collaboration and is considerably longer than that of peer communities.

FY25 BUDGET

The economic recovery from the COVID-19 pandemic led to several strong years of revenue growth, particularly in sales tax revenue. While Park City's economy remains strong, revenue growth began leveling in FY24. For FY25, we project revenue growth of over \$2M (4%) over FY24 in the City's General Fund. It is important to note that the budget process is built with economic ebbs and flows in mind. Park City's Budget Policies strive to maintain expenditure control in strong economic years to avoid significant service and personnel cuts during periods of economic challenges and operational efficiency.

EXPENDITURE SUMMARY - ALL FUNDS							
	ACTUALS FY 2021	ACTUALS FY 2022	ACTUALS FY 2023	YTD ACTUALS FY 2024	ORIGINAL BUDGET FY 2024	ADJUSTED BUDGET FY 2024	ORIGINAL BUDGET FY 2025
Personnel	\$37,530,863	\$41,409,399	\$50,290,017	\$51,152,267	\$56,060,298	\$56,217,999	\$61,521,762
Mat, Suppls, Services	\$22,851,721	\$22,169,453	\$25,774,813	\$22,863,495	\$31,485,557	\$32,200,057	\$33,132,685
Capital Outlay	\$429,591	\$526,103	\$853,785	\$919,875	\$1,172,832	\$1,291,658	\$818,127
Contingency	\$172,741	\$24,600	\$0	\$60,000	\$300,000	\$300,000	\$300,000
TOTAL	\$60,984,916	\$64,129,555	\$76,918,615		\$89,018,687	\$90,009,714	\$95,772,574
Capital	\$61,354,362	\$51,495,991	\$51,092,396	\$33,147,882	\$80,950,734	\$172,701,436	\$84,053,629
Debt Service	\$19,373,212	\$20,557,556	\$20,260,179	\$19,668,932	\$25,857,617	\$26,404,663	\$24,800,480
Interfund Transfer	\$19,689,126	\$23,094,790	\$23,504,884	\$20,129,508	\$21,181,296	\$23,672,793	\$21,152,180
Ending Balance	\$128,955,482	\$167,922,695	\$230,280,047	\$0	\$76,340,418	\$106,364,588	\$69,399,758
TOTAL	\$229,372,182	\$263,071,032	\$325,137,506		\$204,330,065	\$329,143,480	\$199,406,047
COMBINED TOTAL	\$290,357,098	\$327,200,587	\$402,056,121	\$-	\$293,348,752	\$419,153,194	\$295,178,621

* Note FY24 Actuals are not complete as the fiscal year has not officially closed. As such, ending balance is not known yet as well.



FY25 OPERATING BUDGET: PRIORITIZING WORKFORCE, EXISTING SERVICES, AND STRATEGIC INITIATIVES.

Unlike previous years, the FY25 Budget focused on sustaining the cost of maintaining current operations, keeping up with inflation, and advancing new critical projects.

MAINTAINING CORE PROGRAMS: The budget ensures the continuation of essential city services relied upon by residents daily;

HIGH LEVELS OF SERVICE: We remain committed to delivering excellent customer service and accountability across all departments;

INVESTING IN OUR WORKFORCE: Recognizing the importance of employees, the budget implements most of the recommendations from the third-party employee compensation study. It's important to note that this investment supports all eleven community priorities, as our workforce is a major component of each priority.



FY25 OPERATING BUDGET INITIATIVES

COMMUNITY, COMMUNITY DEVELOPMENT & PLANNING, NEIGHBORHOODS, HOUSING, AND EQUITY - \$1,465,427

These investments increase education and awareness around affordable and attainable housing, enhance and expand events mitigation, and improve neighborhood livability with enhanced trailhead parking, sidewalks, and bike lanes. It also emphasizes the importance of public-private partnerships and considers broader cost-of-living factors such as food insecurity, transportation, and expanding affordable childcare.

Ongoing Services:



Affordable Housing Programs and Property Development



Public Art



Community Outreach



Planning Commission



Neighborhood Development Plans



Bonanza Park
5-acre Site Development

HIGHLIGHTS:

PLANNING DEPARTMENT: The Planning Department will update the City's General Plan, a comprehensive guide to shape future growth, development, and historic preservation efforts. While this is an exciting community project, it will consume significant resources and additional professional staff time. We will continue the Small Area / Neighborhood Plans and Land Management Code updates. Funds were added for additional and elevated positions to ensure consistent and timely customer service and the high level of professionalism in the Planning Department that the community expects.

BUILDING, PLANNING, AND ENGINEERING FEE STUDY: Planning, Building, and Engineering plan to conduct a fee study, the first comprehensive study since 2010. An updated fee study will ensure construction and development fees adequately reflect the cost of providing the service. The study results will inform any recommended changes to the proposed Fee Schedule for FY26.

LIBRARY: The Library requested several same levels of service budget increases to maintain critical programs such as Libby Digital Resource, public printing services, wifi hot spots, and books and materials. The library will also upgrade its room reservation software to integrate with our other systems and offer users a seamless interface to reserve books and rooms in one place.

TRAFFIC MITIGATION: Continue providing high levels of traffic mitigation to protect neighborhoods and roadways during major events and peak periods. This continues the strategic coordination over peak periods, holidays, and weekends.

CORE SERVICES AND ORGANIZATIONAL CAPACITY - \$1,179,671

Core services are essential city services our residents and visitors rely upon daily, such as public safety, infrastructure, and public works. Organizational capacity ensures we maintain a culture of efficiency, accountability, and professionalism.

Ongoing Services:

-  Street Maintenance
-  Waste Removal
-  Public Safety
-  Traffic Mitigation
-  Public Utilities
-  Snow Removal
-  Road Construction Projects

HIGHLIGHTS:

PUBLIC WORKS: A new coordinator will improve the efficiency and value of its spending by coordinating hundreds of vendors and contracts to ensure the city gets the best possible quality and price for its services. The position will work closely with our procurement manager to ensure compliance with our updated Procurement Policies, promote better competition, and secure the best possible quality and price.

WATER/PUBLIC UTILITIES: While a rate study supported a 10% water rate increase to generate long-term revenue stability, it also indicated several alternatives beyond a

rate increase, such as reducing costs or tapping into other sources. For FY25 and after considerable deliberation, water ratepayers will only see a modest 4.5% increase. Additional resources from the General Fund and a pending grant were budgeted to supplement the Water Fund in FY25 and ensure we maintain infrastructure and high levels of customer service.

FY25 COMPENSATION STUDY, PERFORMANCE, AND ACCOUNTABILITY: A quality and motivated workforce is critical to Park City's success. By investing in our employees and ensuring competitive compensation and benefits, we can attract and retain quality professionals, allowing Park City to deliver exceptional programs and services our community and visitors expect. The pay plan will provide employees in good standing with an increase. Implementation caveats include employee performance and accountability.

FY25 OPERATING BUDGET INITIATIVES

TRANSPORTATION - \$249K

Provide residents, employees, and visitors access to destinations through safe, year-round, and convenient multi-modal transportation options.

Ongoing Services:

-  Free Public Transit
-  Parking Services / Enforcement
-  Road Construction Projects
-  Snow and Ice Removal
-  Special Event Traffic Control
-  Walkability
-  Other Mobility Improvements

HIGHLIGHTS:

IMPROVEMENTS: At Richardson Flat Park and Ride, increased community outreach and education around transit routes, service changes, and seasonal modifications. Funds have also been added to implement successful pilot programs in traffic management and virtual messaging signage.



ECONOMIC DEVELOPMENT - \$125,200

Ongoing Services:



Community Events



Fourth of July and Miners Day



Olympic Planning



Historic Preservation Grant Program

Create a sustainable and resilient economy by supporting local businesses, fostering innovation, and balancing growth with historic preservation.

HIGHLIGHTS:

OLYMPIC PLANNING: Support for elected official participation at key meetings with

relevant organizations and stakeholders, preparing long-term financial or operational plans, and public outreach.

SILVER KING MINE: The City received \$200,000 from the 2024 Summit County Restaurant Tax Grant to help restore the Silver King Mine. Working with the Friends of Ski Mountain Mining History as a co-applicant, the City will subgrant to restore the headframe building windows and interior cleanup with a qualified and experienced contractor.

RECREATION AND SUSTAINABILITY - \$263,155

Provide valuable programs, services, and facilities that positively impact the community and promote policies and practices that support clean energy, a healthy environment, and sustainable community resources.

Ongoing Services:



Golf



Parks and Trails



Recreation and Community Recreation Centers



Pools



Youth/Adult Recreation Programs



Recycling

HIGHLIGHTS:

GOLF: Investments in sand, topsoil, tee boxes and other improvements around the course. Reclass a part-time position to a full-time Assistant Superintendent to support pre and post season projects and ensure proper course maintenance year-round.

RECREATION: Additional operating funds for day camps, aquatics and summer leagues.

FY25 CAPITAL BUDGET HIGHLIGHTS

CAPITAL IMPROVEMENT PROJECTS (CIP)

The capital budget process focuses on collaboration and coordination between the City Council, project managers, community input, and the Budget and CIP Committee. Over the last few months, managers shared plans, projects, and initiatives shaping the FY25 capital budget requests (see [here](#) for a complete list).

Different than past years, we approached this using a zero-based budgeting lens. Thus, every capital project, new and old, was evaluated as if it had a budget of zero dollars and had to compete for funding as if it were a new project.

TRANSIT AND TRANSPORTATION PROJECTS

STATE ROAD 248/US 40 PARK & RIDE PROGRAM, \$5M: This project is split between the General Capital and Transportation Funds. Council approved a non-binding agreement with Deer Valley Resort for a potential regional, off-site parking and transportation facility intended to be located near SR 248. This new request is 1/3 of the total contribution to the public-private partnership. The remaining 2/3 is budgeted in the Transportation Fund. The total budget is \$15M.

BUS SHELTER IMPROVEMENT PROGRAM: Received a federal grant of \$7.4M to help fund the replacement of 72 bus stops throughout the City. This project is in the design phase and began phase I construction this summer.

HOMESTAKE ROADWAY & TRAIL IMPROVEMENTS, \$3.6M: The Homestake Road and Walkability Improvements Project creates essential bike and pedestrian connections and upgrades aging utilities to prepare for the redevelopment. Currently, the area has informal parking and minimal pedestrian and biking facilities, discouraging residents and visitors from using active transportation and prioritizing automobile travel.

TRAFFIC CALMING, \$150K: This funding is directed toward the Neighborhoods First program to obtain traffic studies, replace traffic calming features and signage, minor hardscape improvements, traffic warrants analysis, and public outreach efforts.

COMMUNITY DEVELOPMENT, RECREATION, AND PUBLIC ART

EMERGING COMMUNITY DEVELOPMENT PROJECTS, \$10M: This new capital project is for initiatives such as land acquisition, affordable housing, transportation, public-private partnerships, and potential infrastructure related to the 2034 Winter Olympics. This is not a request for new funding but consolidates approved funding from related projects such as housing public-private partnerships and downtown improvement and enhancement projects.

COMMUNITY AND RECREATION CENTER IN CITY PARK, \$15M (CARRY FORWARD FROM FY24 BUDGET): The new facility aims to provide a community hub that offers various amenities and programs, including indoor/outdoor event spaces, expanded day camp access, flexible multipurpose space, universal accessibility, and a new playground.

ABILITY WAY RECONSTRUCTION, \$100K: This is an additional request to a budget approved in FY24. Design services were advertised, and inflationary increases and improved cost estimates drove this additional allocation. This project will reconstruct the roadway and pathways on Ability Way between the Ice Arena and the National Ability Center. The improvements will respond to the elevated use of Round Valley trails and trailheads, the growth of Quinn's Junction Recreation, and a request from the NAC to coordinate their facility and access improvements. The integrated street design and trail connections reflect safe and complete street standards.

BONANZA PARK/RMP SUBSTATION MITIGATION, \$2.5M: This project has an existing budget of \$950k. It is intended to facilitate the potential undergrounding of the RMP electricity transmission line that bisects the cemetery and Bonanza Park.

MARC AQUATICS REPLACEMENT, \$1.5M: This request is for the full replacement and enhancements of the existing aquatics facility, including a new leisure, lap, and spa pool. \$6M was already approved in the FY24 budget, and the additional funding will cover inflationary increases and current cost estimates, bringing the total budget to \$7.5M.

PUBLIC ART, \$50K: This will fund the City's recurring commitment to the Public Art Advisory Board. The City Council has continuously funded public art over many years.

LED LIGHTING UPGRADE QUINN'S FIELDS, \$101K: This project will add field lights to the stadium field at Quinn's Junction. These will be comparable to the lights recently installed at City Park and other fields at Quinn's, and better mitigation of light pollution. This project utilizes existing funding of \$233k

SUPPLEMENTAL TABLE

RESOURCES & REQUIREMENTS - ALL FUNDS COMBINED			
	2023 ACTUALS	2024 ACTUALS	2024 ORIGINAL BUDGET
RESOURCES (REVENUES)			
Sales Tax	\$51,529,732	\$45,236,720	\$50,514,710
Planning Building & Engineering Fees	\$6,631,063	\$6,404,141	\$5,307,649
Charges for Services	\$22,597,215	\$22,975,307	\$24,801,929
Intergovernmental Revenue	\$19,208,932	\$7,241,031	\$21,993,743
Franchise Tax	\$4,368,710	\$3,641,199	\$3,591,845
Property Taxes	\$26,358,146	\$27,495,381	\$26,851,671
General Government	\$945,775	\$964,990	\$716,838
Other Revenues	\$23,699,973	\$13,549,279	\$14,452,870
TOTAL	\$155,339,546	\$127,508,048	\$148,231,255
REQUIREMENTS (EXPENDITURES BY FUNCTION)			
Executive	\$25,131,685	\$24,434,203	\$31,591,920
Police	\$8,811,379	\$9,104,330	\$8,976,724
Public Works	\$43,150,864	\$46,015,013	\$49,438,139
Library & Recreation	\$7,561,750	\$7,919,544	\$8,420,204
Non-Departmental	\$2,131,695	\$1,378,409	\$(317,602)
Special Service Contracts	\$541,275	\$871,425	\$1,733,500
Contingency	\$36,300	\$91,798	\$400,000
Capital Outlay	\$492,747	\$9,855	\$26,300
TOTAL	\$87,857,695	\$89,824,577	\$100,269,185
REQUIREMENTS (EXPENDITURES BY TYPE)			
Personnel	\$50,290,017	\$54,798,702	\$56,263,078
Materials, Supplies & Services	\$25,774,813	\$24,051,925	\$31,485,557
Contingency	\$-	\$60,000	\$300,000
Capital Outlay	\$853,785	\$923,162	\$1,189,360
TOTAL	\$76,918,615	\$79,833,789	\$89,237,995
EXCESS (Deficiency) OF RESOURCES OVER REQUIREMENTS	\$78,420,931	\$47,674,259	\$58,993,260
OTHER FINANCING SOURCES (USES)			
Bond Proceeds	\$-	\$-	\$42,477,367
Debt Service	\$(20,260,179)	\$(19,671,182)	\$(25,857,617)
Interfund Transfers In	\$23,504,884	\$20,129,508	\$21,181,296
Interfund Transfers Out	\$(23,504,884)	\$(20,129,508)	\$(21,181,296)
Capital Improvement Projects	\$(51,946,182)	\$(35,863,367)	\$(82,123,566)
TOTAL	\$(72,206,361)	\$(55,534,549)	\$(65,503,816)
EXCESS (Deficiency) OF RESOURCES OVER REQUIREMENTS AND OTHER SOURCES (Uses)	\$6,214,570	\$(7,860,290)	\$124,497,076
Beginning Balance	\$187,500,425		\$81,641,615
Ending Balance	\$230,280,047		\$76,340,418

2024 ADJUSTED BUDGET	CHANGE - 24 ORIG TO 25 ADJ \$ INCREASE (REDUCTION)	%	2025 BUDGET	CHANGE - 24 ADJ TO 25 \$ INCREASE	%
RESOURCES (REVENUES)					
\$50,514,710	\$-	0%	\$52,872,621	\$2,357,911	5%
\$5,307,649	\$-	0%	\$7,740,327	\$2,432,678	46%
\$26,334,464	\$1,532,535	6%	\$27,801,125	\$1,466,661	6%
\$27,132,915	\$5,139,172	23%	\$16,485,851	\$(10,647,064)	-39%
\$3,591,845	\$-	0%	\$4,782,816	\$1,190,971	33%
\$26,851,671	\$-	0%	\$30,959,830	\$4,108,159	15%
\$716,838	\$-	0%	\$1,276,867	\$560,029	78%
\$20,076,146	\$5,623,276	39%	\$25,742,417	\$5,666,271	28%
\$160,526,238	\$12,294,983	8%	\$167,661,854	\$7,135,616	4%
REQUIREMENTS (EXPENDITURES BY FUNCTION)					
\$29,251,085	\$(2,340,835)	-7%	\$31,787,976	\$2,536,891	9%
\$9,349,297	\$372,573	4%	\$9,731,148	\$381,851	4%
\$49,528,105	\$89,966	0%	\$53,445,606	\$3,917,501	8%
\$8,277,443	\$(142,761)	-2%	\$9,379,148	\$1,101,705	13%
\$2,338,503	\$2,656,105	-836%	\$769,625	\$(1,568,878)	-67%
\$1,733,500	\$-	0%	\$1,400,090	\$(333,410)	-19%
\$400,000	\$-	0%	\$300,000	\$(100,000)	-25%
\$26,300	\$-	0%	\$1,300	\$(25,000)	-95%
\$100,904,233	\$635,048	1%	\$106,814,893	\$5,910,660	6%
REQUIREMENTS (EXPENDITURES BY TYPE)					
\$56,217,999	\$(45,079)	0%	\$61,521,762	\$5,303,763	9%
\$32,200,057	\$714,500	2%	\$33,132,685	\$932,628	3%
\$300,000	\$-	0%	\$300,000	\$-	0%
\$1,291,658	\$102,298	9%	\$818,127	\$(473,531)	-37%
\$90,009,714	\$771,719	1%	\$95,772,574	\$5,762,860	6%
\$70,516,524	\$11,523,264	20%	\$71,889,280	\$1,372,756	2%
OTHER FINANCING SOURCES (USES)					
\$4,477,367	\$(38,000,000)	-89%	\$-	\$(4,477,367)	-100%
\$(26,404,663)	\$(547,046)	2%	\$(24,800,480)	\$1,604,183	-6%
\$23,674,793	\$2,493,497	12%	\$21,152,180	\$(2,522,613)	-11%
\$(23,674,793)	\$(2,493,497)	12%	\$(21,152,180)	\$2,522,613	-11%
\$(173,993,094)	\$(91,869,528)	112%	\$(84,871,756)	\$89,121,338	-51%
\$(195,920,390)	\$(130,416,574)	199%	\$(109,672,236)	\$86,248,154	-44%
\$(125,403,866)	\$(249,900,942)	-201%	\$181,561,516	\$306,965,382	-245%
\$230,280,047	\$148,638,432	182%	\$106,362,588	\$(123,917,459)	-54%
\$106,362,588	\$30,022,170	39%	\$69,397,758	\$(36,964,830)	-35%

GLOSSARY OF TERMS

ALLOCATE/ALLOCATION:

To set apart for a particular purpose.

ASSESSED VALUE:

Dollar value assigned to a property to calculate its property taxes.

BONDED DEBT: Debt issued by a government agency that guarantees payment of the original investment plus interest by a specified future date.

CIP: Capital Improvement Project/Program/Plan.

CONTINGENCY: Funds identified for unanticipated expenditures. The legislative body must approve the use of these funds for specific areas.

DEBT: Accumulated amount owed by the City in the future.

DEBT SERVICE: The annual payments (principal & interest) made by the city against its outstanding debt.

DEPRECIATION: A reduction in the value of an asset over time.

ENTERPRISE FUND: The Enterprise Funds are used to account for operations that are financed and operated like private businesses where the direct beneficiaries pay for costs of the fund through fees. This includes Water Fund, Transportation & Parking Fund, Golf Course Fund, and the Stormwater Fund.

GENERAL FUND: The General Fund is the principal fund of the City. The General Fund accounts for the normal recurring activities of the City (i.e., police, public works, community development, library, recreation, and general government). These activities are funded principally by user fees, and property, sales, and franchise taxes.

INTERFUND TRANSFER (IFT): Financial transactions between City funds.

INTERGOVERNMENTAL REVENUE: Funding received from another government.

FISCAL YEAR: a one-year period that an entity uses for financial reporting and budgeting. PCMC's fiscal year begins on July 1 and ends on June 30 of the following calendar year.

GENERAL OBLIGATION BOND (GO):

Debt issue secured by the full faith and credit of the city. These bonds must have been approved by an election of the citizenry, in which they have authorized the city to levy property tax sufficient to pay both the bonds' principal and interest.

LEVEL OF SERVICE (LOS):

The amount of goods or services that a local government entity provides for the general public.

LEVY: Impose a tax, fee, or fine.

MULTI-MODAL TRANSPORTATION:

A mix of different types of transportation, such as walking, cycling, carpooling, public transit, and personal automobile.

NET-ZERO CARBON: Achieving net-zero carbon dioxide emissions by balancing carbon emissions with carbon removal or offsets.

PCMC: Park City Municipal Corporation.

SERVICE POPULATION: Includes the permanent population, population estimate for secondary homeowners, and average daily visitors.

SPECIAL SERVICE CONTRACTS:

As part of the budget process, the City Council allocates funds to contract with nonprofit organizations offering services consistent with the needs and goals of the City.

TAXABLE VALUE:

After applying exemptions, caps, etc., the dollar amount of property tax.

TRANSIENT ROOM TAX (TRT):

Imposed by a county, City, or town on temporary lodging for stays of less than 30 consecutive days.



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