



THE BEST MANAGED RESORT TOWN IN AMERICA

PARK CITY

FISCAL YEAR

2013 BUDGET

CITY COUNCIL ADOPTED BUDGET

ADJUSTED BUDGET FISCAL YEAR 2012
ANNUAL BUDGET FISCAL YEAR 2013
ANNUAL PLAN FISCAL YEAR 2014

Volume 1:

Executive Summary

PREPARED BY:
PARK CITY BUDGET DEPARTMENT
TOM BAKALY - CITY MANAGER
JED BRIGGS - BUDGET OPERATIONS MANAGER
NATE ROCKWOOD - CAPITAL BUDGET, DEBTS, AND GRANTS MANAGER
JENNIFER DANOWSKI - BUDGET AND PERFORMANCE MEASUREMENT ANALYST

PARK CITY MUNICIPAL CORPORATION
445 Marsac Ave, P. O. Box 1480,
Park City, Utah 84060

MAYOR AND CITY COUNCIL
AS OF JULY 1, 2012

Mayor Dana Williams
2384 Doc Holiday Drive
Park City, Utah 84060
Office Phone: (435) 615-5010
Email: dana@parkcity.org
Term 1/02 - 1/14

Alex Butwinski
23 Ashley Court
Park City, Utah 84060
Cell: 435-640-3498
Email: alex.butwinski@parkcity.org
Term 1/10 – 1/14

Liza Simpson
PO Box 1468
Park City, Utah 84060
Cell: (435) 729-0652
Email: liza@parkcity.org
Term 1/08 - 1/16

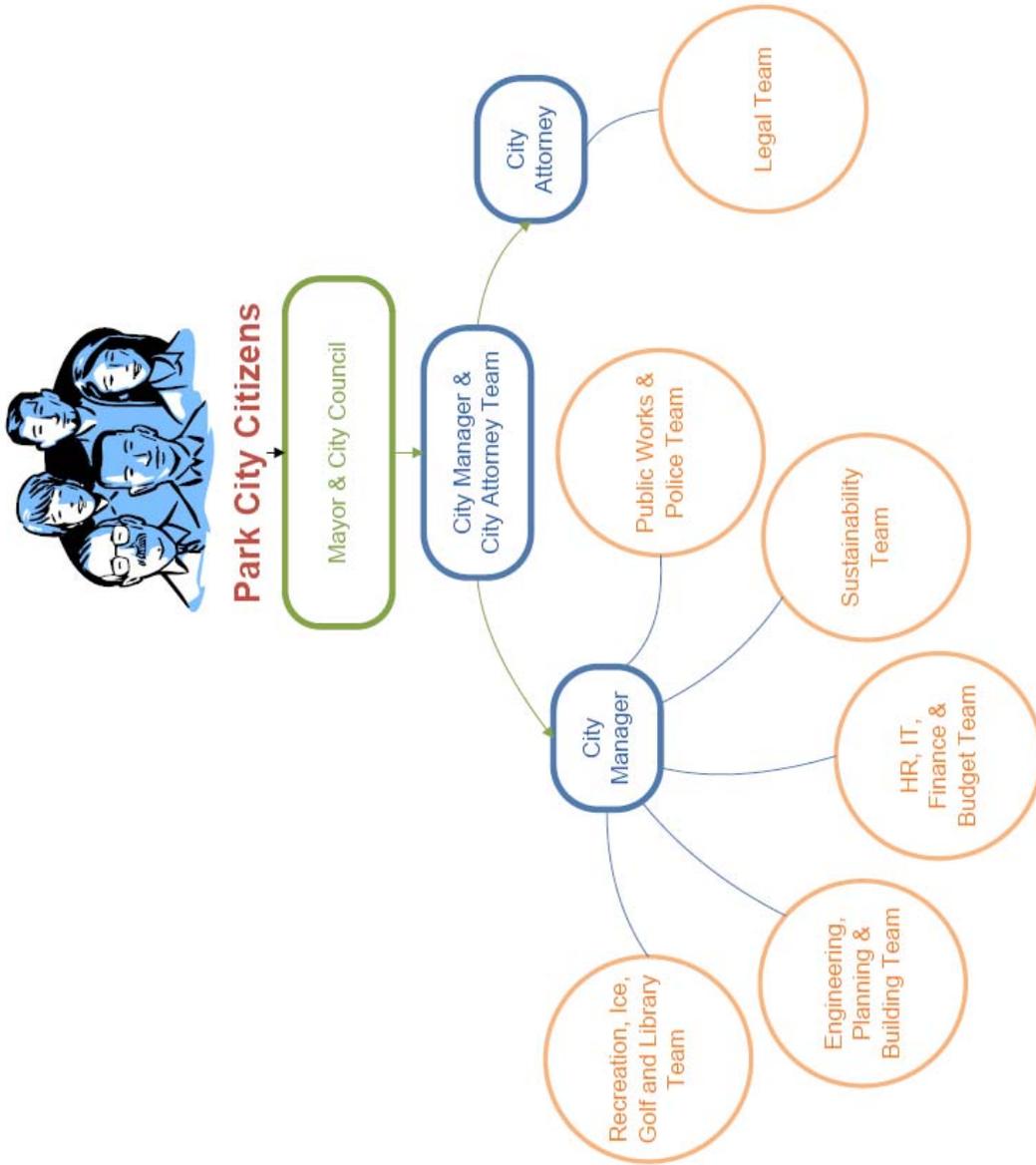
Andy Beerman
310 Park Avenue
PO Box 1570
Park City, Utah 84068
Cell: (435) 731-8366
Email: andy@parkcity.org
Term 1/12 – 1/16

Cindy Matsumoto
2816 Silver Cloud Drive
PO BOX 1468
Park City, Utah 84060
Home: (435) 901-8085
Email:
cindy.matsumoto@parkcity.org
Term 1/10 - 1/14

Dick Peek
750 River Birch Court
Park City, Utah 84060
Home: 435-649-7325
Cell: 435-901-3011
Email: richard.peek@parkcity.org
Term 4/11 – 1/16

Tom Bakaly - City Manager
Mark Harrington - City Attorney
Jed Briggs - Budget Operations Manager
Nate Rockwood- Capital Budget, Debt, and Grant Manager

GUIDE TO THE BUDGET DOCUMENT



GUIDE TO THE BUDGET DOCUMENT

Park City Municipal Corporation's Budget Document is divided into three documents each geared toward a certain reader:

Volume I: Executive Summary is intended for City Council and outlines the process, policies, and important issues of the FY 2013 & 2014 financial plan for Park City Municipal Corporation. The principal objective of Volume I is to clearly describe the City's budget process and highlight proposed changes to the budget. City Council can then use this tool to provide policy direction during the budget process.

Volume II: Technical Data displays Park City's budget in a much more detailed fashion than Volume I. The first half of the document shows information organized by municipal function and department. Function organizational charts, department descriptions, and performance measures are all included here. The second half presents the data by fund. The data in Volume II is intended for City Council and staff, but is available for those in the general public who may be interested.

The Citizen's Budget was designed to inform the general public about Park City's financial plan. The document seeks to answer two basic questions: (1) How is the City funded? (2) How are those funds spent? The information in the Citizen's Budget is quite intentionally lean on figures, charts, and technical jargon as it seeks to give those of a casual interest a general understanding of what the City does.

VOLUME I: EXECUTIVE SUMMARY

INTRODUCTION

Foreword and brief explanation of basic concepts necessary to grasp the contents of the document. This section outlines Park City's goals and objectives as well as the process by which the budget puts those goals into action.

City Manager Message.....	1
Park City Mission Statement.....	3
Goals & Targets for Action.....	3
Budget Process.....	3
Distinguished Budget Award.....	5

BUDGET OVERVIEW

Highlights of this year's most significant budget issues, a tentative schedule for Council consideration of those issues, and a high-level synopsis of the proposed budget.

Budget Issues.....	8
Budget Calendar.....	2)
Budget Summaries.....	2*

REVENUES

An in-depth discussion of the City's most significant revenue sources, including past and current figures, revenue projections, tax law, and other issues influencing the City's resources.

Property Tax.....	3)
Sales Tax.....	3+
Other Revenue.....	1 €

GUIDE TO THE BUDGET DOCUMENT

EXPENSES

An in-depth discussion of the City's expenses by type. This section considers historical trends in spending, issues influencing current expenditure levels, as well as future requirements.

Operating.....	4(
Personnel.....	4(
Material, Supplies, and Services.....	í F
Capital.....	5&
Debt Service.....	5*

ECONOMIC OUTLOOK

General financial, demographic, and statistical data that paints a picture of the historical evolution and current standing of Park City's economy. Also included is a brief look at future issues facing Park City.

About Park City.....	5-
Park City Economy.....	î €
City Sales Trends.....	6&
City Financial Health Indicators.....	6(
Demographic Information.....	7(

POLICIES & OBJECTIVES

Park City's policies addressing budget organization, revenue management, fees and rates, investments, capital financing and debt management, reserves, capital improvement management, human resource management, and public service contracts. These policies govern the stewardship of public funds.

Budget Policy.....	7*
Revenue Management.....	8+
Capital Improvements.....	9*
Internal Service Policy.....	F€F
Contract & Purchasing Policy.....	10,
Other Policies.....	1&1

SUPPLEMENTAL

Additional information related to this year's budget process. This information is intended to provide background information and facilitate discussion during the Budget Hearings.

Fund Structure.....	13+
Park City Pay Plan.....	138
Staffing Summary.....	142



CITY MANAGER MESSAGE

May 3, 2012

To the Mayor, City Council, and Residents of Park City:

Pursuant to §10-6-109, Utah Code Annotated, the following budgets: Fiscal Year 2012 Adjusted Budget, Fiscal Year 2013 Budget, and Fiscal Year 2014 Plan, have been prepared for Park City Municipal Corporation using budgetary practices and techniques recommended by the Governmental Accounting Standards Board (GASB) and the Governmental Finance Officers Association (GFOA). As required by State law, the proposed budget is balanced.

The proposed budget presented herein has been compiled with goals and objectives outlined by City Council during Council visioning as guiding principles.

This year the City has moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization. BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating Strategic Plans or Outcome Areas and then receiving offers from City departments decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs.

Despite these difficult economic times it is anticipated that the proposed budget will allow City staff to carry out Council's goals and high levels of service without a recommended property tax increase in the FY 2013 Budget or FY 2014 Plan. Staff's commitment to administering municipal services and managing the capital program with a high degree of efficiency at a minimum cost to residents and taxpayers affirms that the City is maintaining a sound financial footing.

Once again, I present the City Manager Recommended Budget for FY 2013 to City Council, residents of Park City, and other interested stakeholders for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Bakaly".

Thomas B. Bakaly
City Manager
Park City Municipal Corporation

INTRODUCTION

PARK CITY MISSION STATEMENT

Through high quality service to our community and guests, we will provide a memorable and unique experience while preserving and enriching Park City's heritage, diversity and environment.

PARK CITY GOALS & TARGETS FOR ACTION

When the City Council met in February, 2012 at its annual visioning workshop, the Mayor and Council reaffirmed their long-range vision for Park City and updated their annual action plan. At that time Council reviewed and re-approved seven goals for Park City which are highlighted below:

1. Preservation of Park City Character
2. World Class, Multi-Seasonal Resort Community
3. Effective Transportation
4. Water and Natural Environment
5. Recreation, Open Space and Trails
6. Regional Collaboration and Partnerships
7. Open and Responsive Government to the Community

The budget process is a way to link Council's policy goals to the day-to-day management operations of the City. These longer-term goals are taken into account when department managers must identify which Council goals will be met when requesting budget operating and capital options. Furthermore, to ensure that Council's goals are carried out, department managers must also identify them when making departmental performance measures (or short-term goals). Performance measures can be found in Budget Volume II. Finally, through the budget process, Council will adopt a budget and fiscal plan to accomplish its action targets and work towards the City's goals.

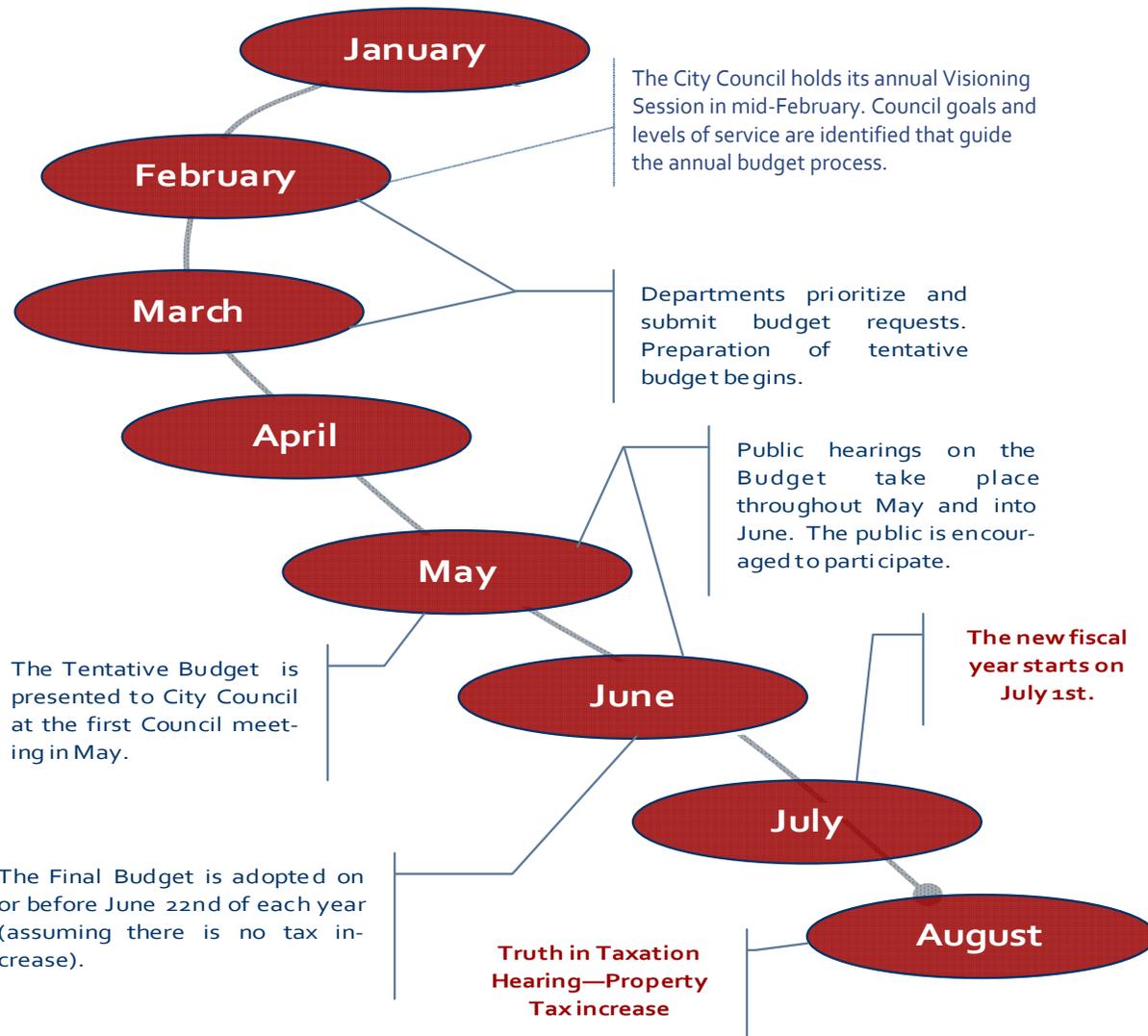
BUDGET PROCESS

The budget process is an essential element of financial planning, management, control, and evaluation for the City. It provides the opportunity for the citizens paying for governmental services to be heard by their elected representatives. This budget season will be the first-year of the current budget biennium. Between January and the June adoption, Staff has been working on adjusting the FY 2012 budget and developing the FY2013 budget and FY 2014 plan.

Typically, the Budget Process begins with Council Visioning, which took place in February. Usually, staff would present position papers which usually had some impending budget impacts, where Council would weigh in and give direction. However, this year the City has moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization (as opposed to

INTRODUCTION

the default chronological prioritization in a base-budget). BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating Strategic Plans or Outcome Areas and then receiving offers from City departments (and potentially other possible service providers) decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs. The BFO process is discussed in more detail in the Budget Overview section of this document.



Utah State law requires that the City Manager present to Council a balanced budget at the first regularly scheduled Council meeting in May. A balanced budget is defined by Utah Code: “The total of the anticipated revenues shall equal the total of appropriated expenditures.”¹ The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. Between the first City Council meeting in May and the presentation of the Final Budget on June 14, the Council has the opportunity to review the proposed budget, consider public comment, and finally, adopt a balanced budget. Before June 22

¹ Utah State Code Title 10-6-110 (2)

INTRODUCTION

the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget in August.

Budgetary control of each fund is managed at the department level. Department managers play an active and important role in controlling the budget. The City Council may amend the budget by motion during the fiscal year; however, increases in overall fund budgets (governmental funds) require a public hearing. Enterprise fund budgets may be increased by the City Council without a public hearing. Expenditures may not legally exceed appropriations at the overall department level.

DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to Park City Municipal Corporation, Utah for its annual budget for fiscal years beginning July 1, 1991 and 1992; and the bienniums beginning 1993, 1997, 1999, 2001, 2003, 2005, 2007, 2009 and most recently, 2011.

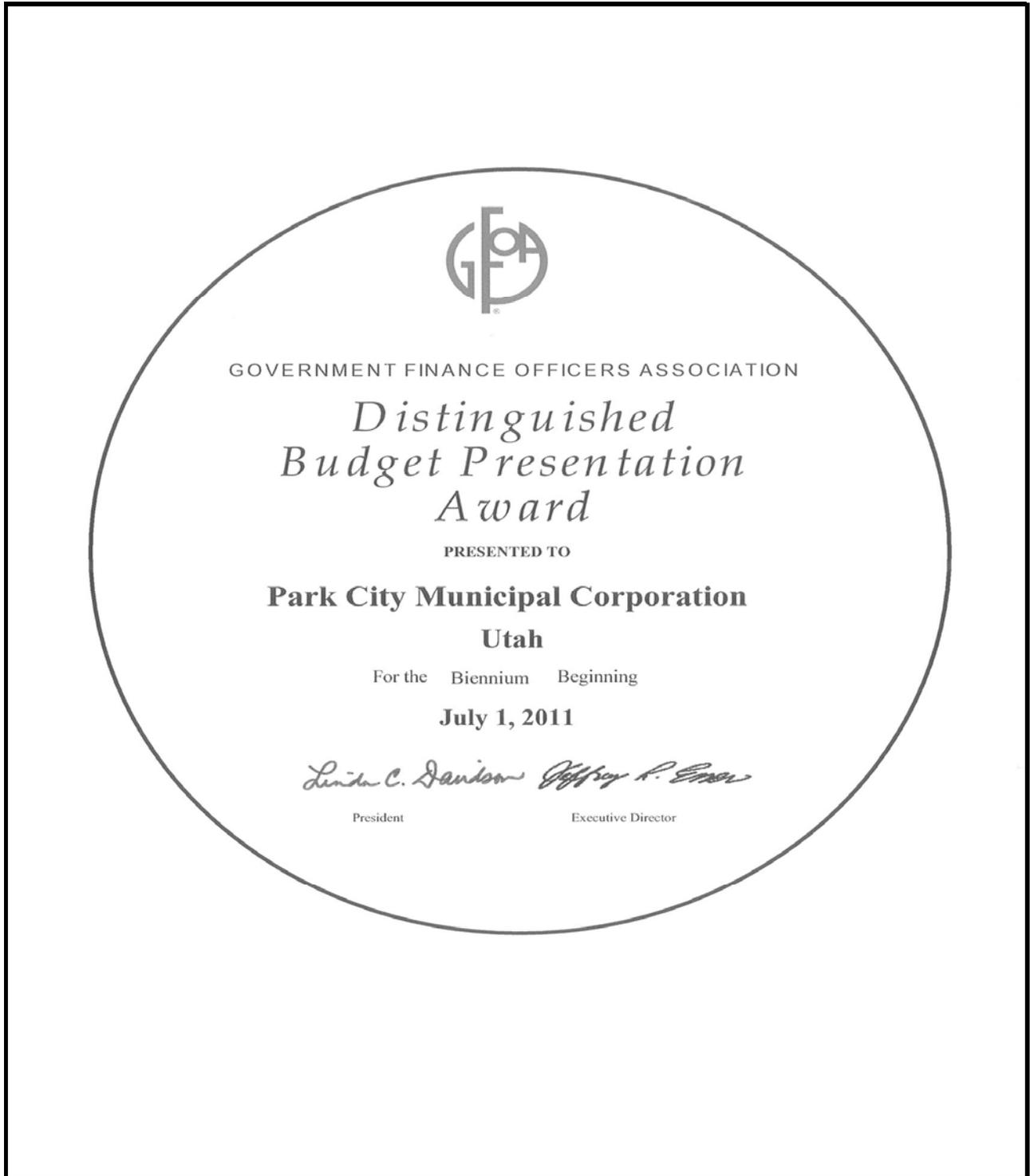
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan, and communication device.

A portion of the Park City's Policies and Objectives were included in the GFOA Best Practices in Public Budgeting in the 2001 Edition Narratives and Illustrations on CD-ROM.

The award is valid for a period of two years. We will continue to strive to achieve the level of excellence that is signified in receiving this award.

INTRODUCTION

Submitted by:
Thomas B. Bakaly, City Manager



BUDGET OVERVIEW

This year's budget process is the beginning of a two-year budget cycle. This year the City has moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization. BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating Strategic Plans or Outcome Areas and then receiving offers from City departments decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs. The following are a few of the more significant issues to be discussed with City Council during the budget hearings in May and June. For each of the budget hearings, Council will receive a staff report providing thorough details of all the issues that are expected to be discussed.

The FY 2012 Adjusted Budget reflects a .65% increase from the FY 2012 Original Budget and an overall 3% increase from FY 2011 actual expenses (with capital excluded). This is mostly due to a \$300k interfund transfer to the Water Fund from the General Fund as well as \$235 for the Transit Fund to pay for the PC-SLC Connect.

The FY 2013 Budget increased to \$50.2 million from the FY 2012 Adjusted Budget—approximately 5.19%. Most of the increase has come from inflationary components such as health insurance and retirement, as well as BFO increases centered largely on technology. Most of the BFO requests this year had to be offset with an increase in revenues or it had to be funded within existing funds. The City Manager is recommending very minimal budget cuts which are least impactful to City services and those which would less likely result in personnel impacts.

The FY 2014 Plan is increasing to \$50.5 million - up 5.8% from the FY 2012 Adj Budget. It must be noted, however, that the FY 2014 Plan does currently not include a health insurance and retirement (URS) increase, since it's very difficult to project those out. Much of the increase is due to the 2% across-the-board increase to budgeting positions.

The FY 2012 Adjusted Budget reflects a marginal increase in personnel expenses of 0.33% from the FY 2012 Original Budget, due to an increase for Destination Tourism, which is tied to personnel costs. The FY 2013 Budget shows an 8% increase in personnel from the FY 2012 Adjusted Budget due to personnel additions as well as health insurance, retirement, Pay Plan increases. More detail on changes in personnel budgets is given in the Expenses Section. The table below shows citywide expenditures by major object.

BUDGET OVERVIEW

Expenditure Summary by Major Object - All Funds

	FY 2009	FY 2010	FY 2011	FY 2012 Ori Bud	FY 2012 Adj Bud	FY 2013 Budget	FY 2014 Plan
Personnel	20,553,234	21,098,681	20,907,343	22,934,003	23,007,735	25,112,990	25,598,173
Materials, Supplies & Services	11,052,483	10,942,094	12,142,544	13,616,513	14,285,411	15,163,641	14,925,532
Capital Outlay	41,569,011	64,609,845	32,548,625	27,288,203	84,917,803	17,874,359	30,290,169
Debt Service	9,834,751	12,176,557	13,263,748	10,426,416	10,422,156	10,480,443	10,467,536
Contingencies	0	0	21,850	440,000	440,000	345,000	330,000
Actual Budget	\$83,009,480	\$108,827,176	\$78,884,110	\$74,705,135	\$133,073,104	\$68,976,432	\$81,611,410
Budget Excluding Capital	\$41,440,469	\$44,217,332	\$46,335,485	\$47,416,932	\$48,155,302	\$51,102,073	\$51,321,241
Interfund Transfers	32,800,255	14,840,021	9,898,612	6,957,143	9,177,643	6,594,188	6,587,463
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	26,794,774	22,182,970	23,220,415
Subtotal	\$127,138,669	\$88,709,415	\$78,276,022	\$36,683,801	\$35,972,417	\$28,777,158	\$29,807,878
Grand Total	\$210,148,148	\$197,536,591	\$157,160,132	\$111,388,936	\$169,045,521	\$97,753,590	\$111,419,287

le B01 – Expenditure Summary by Major Object

BUDGET ISSUES

FINANCIAL IMPACT ASSESSMENT REPORT (FIAR)

In February 2012, the Budget Department presented an update of the Financial Impact Assessment Report (FIAR) to the City Council at its annual Visioning Session. This report was organized to forecast revenues and operating, capital, and debt service expenses for the General Fund. The information contained in the report was intended to inform decision makers in the upcoming budget process by illustrating the potential impacts of current financial decisions on the financial health of the City in both the near and distant future. The report is presented to Council at the Visioning Session each year and then updated in the City Manager's Recommended Budget to show the impact of the budget requests for the next two-year cycle. This will enable Council to see the estimated impacts of current budget decisions on future General Fund surpluses.

The table below is from the FIAR presented to Council in February. It has been updated to incorporate the City Manager's Recommended FY 2012 Adjusted Budget and the FY 2013 Proposed Budget, which changes trickle through having an effect on future projections. The figures below incorporate expenses and revenues from the General Fund as well as the Quinn's Recreation Fund, and are not designed to match the Budget Summaries which give a citywide accounting of all funds.

BUDGET OVERVIEW

Ten-year Financial Impact Forecast

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenue	\$26,351	\$28,003	\$29,155	\$30,192	\$31,103	\$32,025	\$32,925	\$33,797	\$34,673	\$35,572	\$36,500
Op. Expenses	\$23,367	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667	\$23,667
Inflationary Growth	\$0	\$763	\$1,551	\$2,365	\$3,206	\$4,075	\$4,973	\$5,901	\$6,859	\$7,849	\$8,872
Operating LOS Growth	\$0	\$302	\$608	\$917	\$1,231	\$1,549	\$1,871	\$2,198	\$2,529	\$2,864	\$3,203
CIP Expenses	\$2,650	\$3,036	\$3,048	\$2,828	\$2,518	\$2,268	\$2,092	\$2,092	\$2,092	\$2,092	\$2,092
Debt Service	\$180	\$181	\$181	\$180	\$183	\$179	\$178	\$181	\$182	\$0	\$0
Total Expenses	\$26,197	\$27,949	\$29,054	\$29,957	\$30,806	\$31,738	\$32,782	\$34,038	\$35,328	\$36,472	\$37,834
Rev/Exp	\$155	\$55	\$101	\$234	\$297	\$287	\$144	-\$241	-\$656	-\$900	-\$1,334
Proposed Tax Increases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rev/Exp w/ Tax Increase	\$155	\$55	\$101	\$234	\$297	\$287	\$144	-\$241	-\$656	-\$900	-\$1,334

Aggregate Surplus/(Shortfall) - w/o Tax Increase

(\$703)

Aggregate Surplus/(Shortfall) - w/ Tax Increase

(\$703)

Table B02 – Ten-year Financial Impact Forecast

Operating expense projections are now made using the service level associated with the 2012 Adjusted Budget as the base level. Table B02 shows the FY 2012 service level projected over ten years using the growth rate identified in the 2010 Service Level Assessment Committee (SLAC) update. The projected surpluses (or deficits) for each year are shown in the following graph.

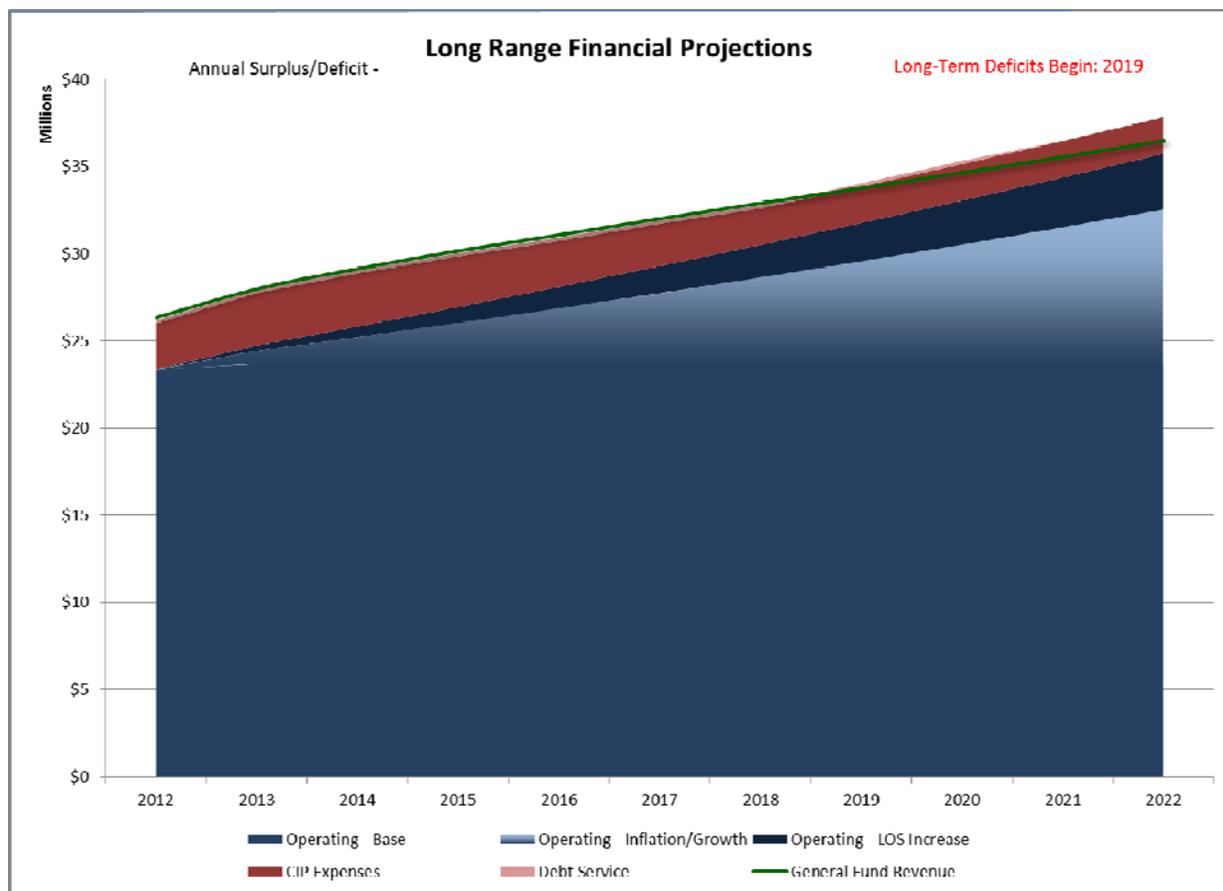


Figure B03 – Forecasted Revenues and Expenditures

Two recommendations were put forth in the FIAR in February: 1) All increases in operating level of service should be accompanied by an offset (revenue increase or expenditure cut) and 2)

BUDGET OVERVIEW

the budget department recommends that Council re-evaluate the current revenue and taxation policy and adjust as necessary to establish a sustainable approach to the long-term financing of services and projects. It is expected that council will discuss the recommendations during the budget process.

For more detailed explanations of projection methodology and long-range financial planning, please consult the February 2012 FIAR document, a copy of which can be obtained from the Budget Department.

BUDGETING FOR OUTCOMES

This budget season will be the first-year of the current budget biennium. Between January and the June adoption, Staff has been working on adjusting the FY 2012 budget and developing the FY2013 budget and FY 2014 plan.

Historically, Park City has employed an incremental style of budgeting. In this format, the budget from the prior year is basically assumed to be appropriate and serves as a starting point, or base budget. Any changes, or increments, to the base budget (whether they be an addition to or subtraction from the budget) are captured in a “budget option” and described. Typically, these budget options are the focus of budget discussions in any given year.

However, this year the City has moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization (as opposed to the default chronological prioritization in a base-budget). BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating Strategic Plans or Outcome Areas and then receiving offers from City departments (and potentially other possible service providers) decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs.

In order to facilitate this process, staff has prepared two teams. The first is a Technical Team comprised of personnel from throughout the organization who have helped with revenue forecasting, which is integral to the BFO process. The second is a Results Team made up of representatives from each of the self-managed teams. Last year, this team prepared the original Outcome Areas. This year, they performed the initial recommended prioritization of offers.

Staff focused on eight community (Council) goals this year:

- Preservation of Park City Character
- World Class, Multi-Seasonal/Resort Community
- Effective Transportation System
- Water and Natural Environment
- Recreation, Open Space, and Trails
- Regional Collaboration and Partnership
- Open and Responsive Government to the Community
- Public Safety*

BUDGET OVERVIEW

* This was added due to the large amount of services provided by the City in this area that were distinct enough from the other Council Goals that it made sense to separate them out.

The BFO process is broader than any previous budget development effort, which has taken representatives from every team to help better define community goals. The Results Team wore citizen hats and tried to focus their thinking and efforts on what residents want from their government. By doing this, they were able to flesh out the Council goals into the Desired Outcomes approved by Council during Visioning. Staff was encouraged to look for opportunities to find cost savings in our current operations as well as to think creatively and collaborate with others to identify ways that we can achieve the same or better results at lower costs.

The Results Team evaluated service proposals (bids) for programs and activities in each outcome area. Ultimately, the Results Team made their prioritization recommendations to the City Manager, which he weighed in on with some minor changes. His recommendation along with the Results Team is what is being presented to City Council. We are confident BFO provides us with the tools we need to build a budget that reflects our city's values and needs. This budget process will help us do this by focusing on outcomes that matter to our residents and others who have a stake in this community.

Objectives

Last year, the Results Team used many sources to create the Outcome Areas including the City's Mission and Vision, Council's goals and Action Plan, and Community Visioning to identify the types of activities that will best achieve the desired outcome.

A proposal (or bid), submitted in response to a Strategic Plan or Outcome Area, describes what a service, program, or activity will do to help achieve the Desired Outcomes approved by Council in Visioning. In turn, the Strategic Plans outline what kinds of proposals that Council believes would produce their Desired Outcomes.

Process

Bids or offers can be submitted by one department or multiple departments working in partnership/collaboration with each other. A proposal describes a service or program that is intended to address one or more Desired Outcomes described in the Strategic Plans, how much it will cost, and what metrics (performance measures) will be used to measure its success.

Ranking of Proposals by Results Teams

1. Proposals were reviewed and ranked independently by each Results Team member for the corresponding Council goal. Proposals were scored in relationship to how well they do or do not meet the criteria. Below is an example of the criteria that the Results Team used:

BUDGET OVERVIEW

BFO Prioritization Rubric:

Each criteria category will get a rating on a 1-5 scale with “5” being the most supportive/effective/true Program rating.

Criteria	Weight*
1. Vision – Meets the vision of the current City Council/Community 5 points – Program has a positive and swift impact on a City/Community Vision 4 points – Program positively impacts a City/Community Vision 3 points – Program positively impacts a City/Community Vision 2 points – Program has a partial impact on a City/Community Vision 1 point – Program has no impact on a listed City/Community Vision	1.00
2. Necessity – Program is a “need to have” verses a “nice to have” 5 points – “Need to Have”; Absolutely required to provide a CORE City service 4 points – n/a 3 points – Program has a positive impact towards a City service or interest with some limited frills 2 points – n/a 1 point – “Nice to Have”; Not required to keep the City running, but has some enhancement value	1.25
3. Efficiency and Value – “Bang for the Buck” - Program provides highest value at the current cost estimate 5 points – For the current cost estimate the value is at the highest level (seems like a great deal) 4 points – For the current cost estimate the value is at a high level (seems like a good deal) 3 points – For the current cost estimate the value is at a moderate level (seems like an ok deal) 2 points – For the current cost estimate the value is at a low level (seems like a bad deal) 1 point – For the current cost estimate the value is at the lowest level (seems like a horrible deal)	1.00
4. Desired Outcomes – Program provides rationale addressing the Desired Outcomes in the Biennial Strategic Plan 5 points – Bid includes concise justification on how it addresses the Desired Outcomes 4 points – Bid includes good justification on how it addresses the Desired Outcomes 3 points – Bid includes average justification on how it addresses the Desired Outcomes 2 points – Bid includes some justification on how it addresses the Desired Outcomes 1 point – Bid includes bad or no justification on how it addresses the Desired Outcomes	1.25
5. Cost Savings/Innovation/Collaboration – Program demonstrates ability to find savings or innovate 5 points – Major cost savings or efficiencies are gained 4 points – Obvious cost savings or efficiencies are gained 3 points – Some cost savings or efficiencies are gained 2 points – Little cost savings or efficiencies are gained 1 point – No cost savings or efficiencies are gained	.25
5. Effectiveness of Proposal – Program demonstrates meaningful measures to gauge effectiveness 5 points – Program includes meaningful and effective performance measures 4 points – Program includes reasonable performance measures 3 points – Program includes adequate performance measures 2 points – Program includes below average performance measures 1 point – Program includes bad or no performance measures	1.00

BUDGET OVERVIEW

2. The Results Team met to compile their individual rankings and arrive at a composite score. This provided the ranking of proposals within each Council goal.
3. The Results Team identified questions or gaps in specific proposals and requested additional information from the proposal owner, including potential implications of level of service adjustments or suggesting additional collaboration.
4. Based on the additional information, the Results Team did a second round of ranking for all of the proposals using the same point system, while considering the new information, legal mandates, etc. Decisions on budget enhancements or decreases were based on the scoring of each BFO program, as well as the manager's insight and availability of resources. The prioritization of the BFO programs was the start of the discussion on where to fund it—not the end. The Results Team discussed their overall rankings and rationale for budget enhancements or decreases and prepared a final recommendation to the City Manager.

Takeaways

The Budgeting for Outcomes (BFO) process is meant to prioritize budget needs by Council goals. Staff believes that ultimately this process was successful in doing just this—aligning Council goals with the current operating budget changes. In addition, since the Results Team had to work within the confines of the Tech Team's revenue projections, the Results Team was forced into a very realistic and succinct final recommendation.

Conversely, the time factor definitely took a toll on not only the Results Team, but all managers submitting bids. It's estimated that the Results Team met for about 45 hours, which doesn't include time associated with scoring, reading, and understanding bids as well as working with managers. Also, the technological hurdles of separating out department budgets into BFO programs and then having those changes filter into each bid was somewhat cumbersome. Hopefully, the acquisition of new budgeting software will mitigate this issue.

Lastly, this was the first time that staff has been intricately involved with the decision-making process of the operating budget. There was definitely a learning curve to the new budget process for the Results Team, but by the end each member had become fairly proficient at understanding the “big picture” of budgeting for an entire City. By having staff work together a budget synergy was created that resulted in a better and more cost-effective outcome.

LONG TERM BUDGET STRATEGY

The City Manager's Recommended Budget was constructed drawing upon Council input and direction received during Visioning. During the visioning session, Council was presented with the FIAR projection of the City's revenues over the next ten years. The 10 year revenue and expenditure projection was shown graphically with the Capital Planning Model. The Capital Planning Model is an interactive model containing the current City Manager's recommended operating and capital budget and has the ability to show proposed unfunded capital projects and new potential revenue sources.

BUDGET OVERVIEW

During Visioning Council discussed the idea of matching potential new revenue sources with new projects. The intent being that projects could be funded with revenue sources which closely match the targeted users or general beneficiaries of the project. For example resort sales tax or a transient room tax might be matched to downtown enhancement projects which would benefit businesses and visitors in the historic downtown area; while property tax might be used to fund core infrastructure projects such as street improvements, storm drain improvements, etc.

It was the intent of the capital planning study session on April 26th to use the Model to discuss possible capital projects and new potential funding sources. Potential new or increased revenue sources which could fund projects and were included in the Capital Planning Model are Resort Sales Tax, Transient Room Tax, General Levy Property Tax, General Obligation Bonds, and Fees such as Building, Planning, Engineering, Recreation, Special Events and other fees. It was the intent of the April 26th study session to provide an understanding of these revenue sources in order that Council might have a better framework for the capital budget hearings on May 17th and 24th.

Projects Currently Unfunded

Due to the large cost and uncertain funding sources, the projects listed below totaling an estimated \$38 - \$54 million are currently not included in the City Manager's Recommended Budget. These projects will be discussed in more detail during the budget hearings as more information becomes available. Brief summaries of these projects are listed below:

Old Town Improvement Study (OTIS) Projects

In 2002 the City conducted a study of street reconstruction needs in the Old Town area. To date, the City has carried out 7 of the 22 projects identified in the 2002 study. The Study was updated in 2011 and a revised cost estimate and schedule have been presented to Council. It is anticipated that the remaining projects will require approximately \$9 - \$10 million over the next 10-12 years (including water infrastructure estimated costs are \$13 - \$14 million).

Storm Drain Capital Projects

As the Storm Drain master plan is nearing completion, capital improvement projects have been identified to keep the system at a functional level. Over the next ten years, the master plan anticipates an expenditure of \$7 - \$10 million to fix and maintain our existing systems. These repairs include replacing a collapsed section of pipe in Deer Valley Drive and replacing sections of the Park Avenue storm drain, which is the heart of our system and in an extremely deteriorated condition.

Open Space Endowment

On March 29, 2012 City Council and staff discussed the possibility of an open space endowment for Summit Land Conservancy for the ongoing stewardship and monitoring of Park City's conservation easements. The currently proposed endowment would consist of 3 annual contributions of \$500,000 starting in FY2013 and ending in FY2015 for a total endowment of \$1,500,000.

BUDGET OVERVIEW

Additional Open Space

City Council has continued to evaluate available open space acquisitions. While specific property has not yet been specifically targeted for purchase, it is reasonable to assume that open space acquisitions could range from \$10 - \$15 million.

Recreation Capital Projects

PCMC, PCSD and Basin Recreation recently completed a technical needs assessment for local recreation priorities. The findings will be supplemented with a community wide phone survey. We anticipate recommendations for at least one major facility with a minimum budget of \$5M that could be shared between the parties. Likely candidates may be a pool or an indoor recreation facility.

Historic Park City/ Main Street Projects

The HPCA/Main Street Improvement projects include the construction and re-construction of a number of plaza, sidewalks, bulb-outs, walkways, crosswalks, dumpster enclosures and streetscape elements on Main Street, Swede Alley, Heber Avenue and a small portion of Park Avenue. It is anticipated that there will be projects with short, mid and long term completion or goals. A committee of staff, architects and HPCA members are currently in the process of developing conceptual plans and cost estimates for the proposed improvements. Based on funding, the project(s) scope may range from \$5 - \$12 million and be completed over 5 to 10 years. The scope will need to be further defined to produce accurate budgets.

Quinn's Sports Complex Phase III

Construction of one multi-purpose field (softball & rectangular field), an additional softball field, scoreboards, and approximately 100 parking spaces, field lights for two fields, paved trails, sidewalks, associated utilities and landscaping. The project may also include additional restrooms, locker rooms, and additional field lights. These improvements are estimated at approximately \$2.7 million. This project was originally funded through the CIP Budget and intended to be built in FY 10. It was defunded to prioritize the Park City Heights project.

OPERATING BUDGET

Pay Plan

The Pay Plan Committee convened this year to evaluate compensation benchmarks for the City's budgeted positions. The Pay Plan Committee typically meets biennially to review these benchmarks and provide a recommendation for the City Manager. The Pay Plan Committee meets in the first year (on-year) of the budget biennium. This benchmarking process is done in an effort to ensure the uniform and equitable application of pay in comparison to the Utah and Colorado municipal employee market. Job positions are compared with similar positions or "benchmarks" to determine market pay for any given position. Council reviewed and decided on the metrics that determine how salaries should be set on January 6, 2011. The changes to the Pay Plan philosophy that Council agreed to are listed below:

Changes Effective January 6, 2011:

BUDGET OVERVIEW

- a) Create broader bands of pay grades with an approximate salary spread of 50% per grade
- b) Decrease the amount available for salary increases from 10% annually to 5% annually
- c) Increase the amount of time it takes a position to move to the top of the grade range to three years
- d) Caps would be placed on the salary offered to employees at the time of hire. Salary offers for initial hires could not exceed 65% of the grade range without prior approval of the City Manager.
- e) Employees meeting expectations on performance evaluations would have the ability to move to 80% of the grade range
- f) Employees would have to exceed expectations in review goals and objectives and consistently demonstrate excellence in job duties and standards for two consecutive annual reviews before being allowed to move from 80% of their grade range towards to top of the range
- g) Rescind the 2% increase to grade ranges contemplated in FY 2012
- h) Increase the amount of pay at risk performance bonuses from 4% to 7% annually

Changes Made for FY 2013

- i) Change from the average of the top 5 to the average of the top 7, disregarding the city in the #1 position and the #7 position.
- j) Redraw the pay grades to minimize positions jumping ahead of the market.
- k) Reinstate the 2% off-year increases to the re-drawn pay grades beginning in FY 2014. This is necessary to keep the pay grades themselves relevant. It is not intended as a COLA or an inflationary component to employee pay. An alternative to this method would be to redraw the pay grades each year.

With the new parameters the Pay Plan committee made a recommendation to the City Manager on whether or not positions should move. The net result was a \$393k increase across all funds in FY13 and with an additional \$410k in FY14 for the 2% increase for all positions.

Health Insurance Costs

The Human Resources Department negotiated renewal to the City's existing health insurance plan which mostly preserves current coverage and benefits at a budgeted cost increase just under 12%—this could have been much more. This would, for the most part, maintain the current coverage provided to employees with no additional costs passed on to them, outside of a small increase to copays.

Retirement Expense

During FY 2012, URS required a 13.77% contribution for general municipal employees (27.07% for sworn police officers). However, the state will begin requiring 16.04% (30.45% for sworn officers) on July 1, 2012. This has resulted in a \$295k increase to the entire City for FY13.

BUDGET OVERVIEW

CAPITAL BUDGET

Being the first year of a budget biennium, the CIP Committee performed a full reprioritization of the 5 Year Capital Plan. This means that all projects, even those which have been awarded funding in previous years, were reviewed and prioritized along with new projects.

Unlike prior budget years, the City did not have a declared budget shortfall this year. At the time of prioritization, projections showed a general fund transfer to the CIP fund of approximately \$2 million for FY 2013 and 2014 and approximately \$900K from the general fund for equipment replacement. This being the case, the Committee did not have a targeted budget cut to achieve this year as it had in past years. Nonetheless, due to the long-term projections which show lack of available operating surpluses, the amount of scrutiny involved in this process was heightened.

Ultimately, the Committee set a goal to fund projects requiring operating surplus to the tune of \$3.2 million in the current fiscal year and \$3 million in FY 2013 and 2014. The recommended project totals then taper from just under \$3 million in FY 2014 to \$2 million in FY 2017. The Committee recommendation which went to the City Manager was consistent with that goal. Unfortunately, as the level of surplus funding required for ongoing capital investment, such as asset management, equipment replacement, pavement management, etc., is just over \$2 million annually, the Committee really only had about \$1 million in each year to fund new projects. More expensive project requests which lacked a designated revenue source, such as the Downtown Enhancement Projects and OTIS, were recommended to be taken to Council as a policy discussion outside of this prioritization process as they would require significant debt funding and possibly adjustments to revenue to even be feasible. This discussion began with visioning and was continued in March with the Capital Preview and in April with the Capital Funding Study Session.

Consistent with the Committee's recommendation, the City Manager's Recommended Budget does not currently contain funding for the Downtown Enhancements Project or funding for OTIS in FY 2013. Following Council discussion during the budget hearings in 2011, these projects and their funding were removed from the five year capital improvement plan and the FY 2012 budget.

The total proposed CIP budget (includes all funds) for FY 2012 Adjusted Budget is \$86.4 million (\$38.8 million original budget and \$47.5 million carryforward budget). The proposed FY 2013 CIP budget is \$19.4 million. The proposed FY 2014 Plan includes \$28.1 million for capital. The General Fund surplus required to fund projects in FY 2013 will be approximately \$3 million—the majority of which is dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. Projects in these categories include Pavement Management, Trails Master Plan Implementation, Traffic Calming, Asset Management, Walkability Maintenance, Irrigation Controller Replacement, Public Art, Information System Enhancement/Upgrades, Storm Water Improvements, China Bridge Improvements & Equipment, Deer Valley Drive Reconstruction and Spriggs Barn Stabilization.

The surplus needed for FY 2014 is also \$3 million including the ongoing replacement projects and funding for the Soils Repository, Trails Master Plan Implementation, City-Wide Signs, ADA

BUDGET OVERVIEW

Implementation, Cemetery Improvements and Historic Preservation. Funding for the ongoing projects was adjusted or added for Public Art, Computer Equipment Replacement, Aquatic Equipment Replacement and Economic Development.

The list below details each of the new projects recommended for funding in the 5-Year CIP for the first time this year:

New Projects Recommended in 5-Year CIP							
CIP #	Project Name	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
New 13-05	Fuel Trailer	-	7,500	-	-	-	-
New 13-08	Storm Water Utility Study	-	25,000	-	-	-	-
New 13-09	Stair Removal at Marsac	-	40,000	-	-	-	-
New 13-17	PCMR Transit Center	-	-	-	1,500,000	-	-
New 13-18	Ironhorse Solar Array	585,000	-	-	-	-	-
New 13-20	Ironhorse Electronic Access Control	72,000	72,000	72,000	-	-	-
New 13-21	Ironhorse Seasonal Housing	1,875,000	-	-	-	-	-
New 13-22	Transit Signal Priority	142,385	-	-	-	-	-
New 13-23	Ironhorse Transit Facility Asset Management	180,000	180,000	180,000	180,000	180,000	180,000
New 13-24	APP Development	65,000	20,000	-	-	-	-
New 13-25	Memorial Wall	15,000	15,000	-	-	-	-
New 13-26	Cemetery Improvements	-	65,000	35,000	-	-	-
New 13-27	Aquatics Equipment Replacement	10,000	10,000	10,000	10,000	10,000	10,000
New 13-29	Parking System Software	-	98,000	-	-	-	-
New 13-31	Spriggs Barn	-	23,312	-	-	-	-
New 13-32	Police Solar PV Array	113,500	-	-	-	-	-
New 13-35	Staff Interactive Budgeting Software	200,000	-	-	-	-	-
New 13-36	Parking Wayfinding	30,000	30,000	30,000	-	-	-
New 13-37	Historic Preservation	300,000	-	400,000	-	-	-
New 13-38	Raw Water Line and Tank	-	258,750	-	-	-	-
New 13-39	Irrigation Screening Facility	-	517,500	2,785,185	3,991,384	-	-
New 13-40	Scada and Telemetry System Replacement	-	-	-	-	-	950,149
New 13-41	Deer Valley Drive - Water Infrastructure	-	776,250	803,419	-	-	-
New 13-42	Empire Tank Replacement	-	-	-	554,359	803,266	-

Figure B09 – Recommended New CIP Amounts

The following figure shows proposed new projects that were not recommended for funding in the 5-Year CIP:

New Projects Not Recommended in 5-Year CIP							
CIP #	Project Name	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
New 13-01	Arson Inspection Equipment (Operating Request)	-	5,000	-	-	-	-
New 13-02	McPolin Farm Shed (Asset Management)	15,000	-	-	-	-	-
New 13-03	EDEN Permits Mobile Web Extensions (IT Budget)	-	6,200	900	900	900	900
New 13-04	Overhead Doors Fleet Shop (Asset Management)	-	95,000	-	-	-	-
New 13-07	Engineering Incubator (streets will cover one time snow melt)	-	8,000	-	-	-	-
New 13-10	Monument Reestablishment	-	10,000	-	-	-	-
New 13-12	Historic Wall on Hillside	-	75,000	-	-	-	-
New 13-14	Side Walk Plow (adj. cp0074) 2012 Snow Removal Savings	-	140,000	-	-	-	-
New 13-15	Jet Vac Truck (adj. cp0074)	-	-	340,000	-	-	-
New 13-16	Dumpster Screening (Covered by cp0047 & cp0263)	-	60,000	-	-	-	-
New 13-19	Mobile Command Post (MCP)	-	50,000	50,000	35,000	-	-
New 13-28	Update Ice Arena Security System (Asset Management)	25,000	-	-	-	-	-
New 13-33	Main Street Wireless	-	50,000	50,000	-	-	-
New 13-34	Bonanza Park RDA - Internet Upgrades	-	50,000	50,000	-	-	-

Figure B10 – Not Recommended New CIP Amounts

Many of the projects not recommended for funding are recommended for funding through other sources such as Asset Management, operating budgets, or other CIP projects.

BUDGET OVERVIEW

Update on Major Projects

Old Town Improvement Study (OTIS) Projects

In 2002 the City conducted a study of street reconstruction needs in the Old Town area. The study resulted in a slate of projects to be completed over the next 10-15 years. Previous Councils have accepted that plan and implemented early phases of OTIS in the budget. Many of the projects were carried out with surplus operating funds in the peak economy years between 2005-2008. To date, the City has carried out 7 of the 22 projects identified in the 2002 study without issuing any debt specifically for OTIS.

However, progression of these projects has slowed due to lack of operating surplus and the uncertainty surrounding future bonding. During the 2011 Visioning, staff presented long-range financial projections to Council which showed approximately \$20 M of bonding needs for the remaining OTIS projects (based on estimates from the 2002 study adjusted for inflation) which would swell the City's debt service paid from operating surplus from \$180,000 to over \$2.3 M annually. Staff recommended at that time that the OTIS study be updated to get better cost estimates, new prioritization and timing recommendations, and cheaper options.

In March 2011, a consultant was hired to re-evaluate two elements of the Old Town Infrastructure Study (OTIS). The consultant updated the construction cost estimates for the remaining road and water projects and then re-prioritized the road and water projects based on Public Works, Water and Engineering input and needs.

The attached spreadsheet provides a comparison of the anticipated costs in 2002 along with the updated costs. The re-prioritized remaining projects in order are as follows:

1. Empire Avenue
2. Sullivan Road
3. Chambers Avenue (water only)
4. Hillside Stairs (Stairs only)
5. 8th Street
6. 10th Street
7. 11th Street
8. 14th Street
9. Rossi Hill Drive
10. McHenry Street
11. Deer Valley Loop Road (water Only)
12. Swede Alley
13. 9th Street
14. 12th Street
15. Silver King Road
16. Ridge Avenue
17. Lowell Avenue (8th Street to 13th Street)

BUDGET OVERVIEW

The 2002 estimate of construction cost for Empire Avenue was \$1,927,000 (\$3.3 M adjusted at 8% inflation) and included road reconstruction, waterline replacement, curb and gutter replacement, sidewalks installation and dry conduit installation. The updated construction cost estimate is \$4,062,000 (\$1,725,000 for road reconstruction, curb and gutter replacement and sidewalk installation, \$1,730,000 for waterline replacement and \$607,000 for dry conduit installation).

The completion period for the remaining OTIS road and water projects was anticipated to be nine years before this update. Many of the smaller projects above can be combined so the time period remains the same, or the time period for completion could be stretched longer if so desired. The final report will include the number of years to complete the remaining road and water projects.

The total cost of the remaining projects is now expected to be \$13 M (\$4 M for the Water Fund portion). The remaining OTIS projects have been removed from the City Manager's Recommended CIP budget. Staff has put together alternate options for the remaining projects which would eliminate certain aspects of projects (sidewalks, landscape, etc) in order to reduce the cost. The details of the Otis project will be discussed on May 24.

Water Projects

Water quality and delivery continue to be a top priority for Park City. With the rate of development that occurred over the past few years, water needs have been identified and the cost of these improvements is being developed to be fairly distributed between users and new development. CIP changes to the Water Fund are also reflective of the City's continuing commitment to secure Park City's water needs through improvements to the City's water infrastructure. The current water projects in the CIP reflect one of many options currently being considered as part of the necessary water improvements, these projects are subject to change as the best infrastructure options become clear. The water fund financial model currently sets the rates and projects based on the best possible water system solutions. The option currently selected will allow for the most flexibility while maintaining the lowest possible costs.

Walkability Projects

To date, twenty seven of the thirty six Walkability projects have been completed. These projects include the Comstock and Bonanza underpasses, pathway projects along Comstock Drive, Little Kate Road and Holiday Ranch Loop, as well as, smaller traffic calming, wayfinding and connectivity projects. Nine projects remain outstanding. The following three projects have significant budget identified by (WALC); the Dan's [The Market at Park City] to Jan's project (\$4,000,000), Wyatt Earp Way Traffic Calming (\$400,000) and the widening of existing spine pathways such as the Poison Creek Trail (\$555,280). It was the direction of Council that the remaining GO walkability bonds should not be issued until there is a more definitive cost on the remaining projects.

The following is the estimated timeline for each project:

Dan's to Jan's: design 2012-2013 - construction 2013-2014

BUDGET OVERVIEW

Wyatt Earp Way: design complete - construction 2013
Widening of Pathways: construction 2012 - 2013

SPECIAL SERVICE CONTRACTS

Two year Special Service Contracts were awarded in FY 2012 as part of the two year budget process. Now that the two year budget process is being flipped making FY 2013 the first of the two year cycle, Special Service Contract awards are out of sync with the budget. Rather than redoing the current contracts, the contracts will remain in effect for FY 2013 (the second year of the contracts) and then a one year award process will occur for FY 2014 followed by the typical two year process in FY2015 and 2016.

CHANGES BETWEEN THE PROPOSED AND ADOPTED BUDGET

The following list details the changes made to the City Manger's Recommended Budget between the time it was presented in early May up until the final adoption of June 21. These changes have resulted from either 1) direction from Council for adjustment, 2) a request for adjustment from the City Manager and/or staff, or 3) a technical adjustment necessitated by changing projections, correction of previous errors, etc. Changes in the first two categories have been discussed with Council during the budget hearings. The last category is largely inconsequential from a policy standpoint. Nonetheless, significant technical adjustments are included in the list below.

- **Police Records / Communications:** The police department is proposing changes to the organizational structure of the Police Records Department and the Communications Division. The reason for the reorganization request of the current structure is driven by the retirement of the Records Coordinator and a look at how to better meet the needs of both divisions. The recommendation is that the Records Coordinator (non-exempt 09) position be eliminated and that those job duties be absorbed by the current Communications Supervisor, and Full and Part time dispatchers. It is recommended that some work duties be reassigned from the Communications Supervisor to the current Dispatchers also, and that an additional full time regular Dispatcher I (non-exempt 7) position as well as a part time Dispatcher I to absorb those duties. The total cost savings recommended would be \$526.00. The reorg also allows for much greater flexibility in dispatch scheduling, which has been an ongoing problem.
- **Sustainability:** Due to the promotion of the Environmental Sustainability Manager to the position of Deputy City Manager, some changes are recommended to the Sustainability function. Open Space acquisition and land management functions will be transferred to the current Trails and Open Space Manager (exempt 05) position, and a reclass is recommended for these additional assignments to an exempt grade 06. The environmental regulatory function will be assigned to the Deputy City Manager outside of the Sustainability function, so the Environmental Sustainability Manager (exempt 10) will be reduced to an exempt grade 07. Some additional responsibilities absorbed by all sustainability managers will create additional stress to department resources which can be

BUDGET OVERVIEW

relieved by the addition of a department intern. Total cost savings to the City would be \$6,192.

- **Water Fund: Water Quality and Treatment Manager**
This is a new (full-time equivalent) FTE who will oversee and direct all water quality and treatment related activities (\$92,572 increase). This position will supervise the Treatment Facilities Superintendent (see below) and provide oversight of treatment processes. This position will also be responsible for further developing the water quality program, research and funding opportunities, water quality regulation, and distribution water quality. This position will report directly to the Water Manager.
- This position will be partially offset by eliminating the current contract position, Water Quality Program Manager, which is funded from the CIP budget. However, staff recommends only partially offsetting this expense in order to leave enough money in the water quality program budget to implement improvements including research collaboration efforts currently being studied.
- **Treatment Facilities Superintendent**
This is a new FTE who will oversee the day to day operations of Spiro WTP, QJWTP, all chlorination facilities, and mine maintenance (\$99,581). This position will coordinate maintenance plans, schedules, staffing, day to day treatment, upgrades and expansions, and other tasks related to keeping these facilities in top form. This person will report directly to the Water Quality and Treatment Manager.
- **Water Worker IV**
This position is currently a Water Worker III and part of the treatment group. Due to the technical requirements of this position, staff is recommending that this position be increased to a Water Worker IV position (\$7,815 increase). This position will report directly to the Treatment Facilities Superintendent.
- **Conservation Coordinator**
Staff is recommending that an Analyst IV (non-exempt—hourly) be reclassified to Conservation Coordinator (exempt—salary) to better reflect the duties of the position (\$1,284 increase). This change stems from turnover of this position as of June 8, 2012 and is unrelated to the changes to address operations.
- **Miscellaneous Items:** Several interfund transfer line-items were changed and/or corrected based off the Finance Manager's direction.
- Increase of \$300k in Self-Insurance Fund due to a dwindling fund balance in FY12. It's anticipated that the Budget Dept will carry out a study to look at reinstating regular

BUDGET OVERVIEW

interfund transfers (IFTs) from all operating funds in the next fiscal year. The Self-Insurance Fund is an internal service fund that pays for Surety Bonds and worker's compensation claim reimbursement as well as outside legal expenses.

- Vacancy Factor (budget vs. actuals) was distributed to the departments from its non-departmental budget. This is a zero-sum change within the General Fund.
- The city has been working closely with Sundance institute to address issues related to the festival. We recommend adding \$12,800 in Sustainability's budget to increase the level of service in Code enforcement.
- Increase the Park's Department budget for immediate downtown projects this summer by \$16,000. This increase includes O&M funding for the Egyptian Walkway, the sidewalk on Swede Alley from the Egyptian theatre up to the Brew Pub lot, and for textured pavement sidewalks on Swede Alley. As more projects come online we'll increase O&M as necessary through the budget process. At this time, we are not recommending an enhanced level of service for snow removal. The HPCA is comfortable with this recommendation.
- Increase of \$83,500 in the General Fund for Lower Main Redevelopment Agency (RDA) operations in FY12. This is offset with an increase of the interfund transfer (IFT) from the Redevelopment Agency Lower Park CIP fund in the same amount. Accounting rules will not allow operating expenditures within the RDA CIP account, which is why they are paid out of the General Fund with an IFT to cover costs.
- An increase of just over \$100,000 to pay for utility (electric, gas, sewer, etc.) cost increases within the Water Fund for FY13.
- Increase of \$37,500 in the Fleet Fund for FY13 to pay for anticipated fuel cost increases and materials and supplies.
- A number of revenues have been adjusted slightly to match actuals. Major notable adjustments in revenues include adjustments to the recreation budget in the amount of \$350,000 and adjustment to ice revenues in the amount of \$87,600.

FUTURE ISSUES

The following issues may have a significant impact on the City's budget.

- Multiparty agreement to build a new repository for development waste.
- Progress of OTIS, Downtown Projects, and other major capital projects.
- Future open space and environmental efforts, including the discussion on the Treasure Hill project.
- Park City Heights private/public venture to shape development at Quinn's.
- Redevelopment projects in the Lower Park RDA and Bonanza Park.

BUDGET OVERVIEW

In the State of Utah, beer tax funds (formerly known as “alcohol funds” are distributed to eligible cities and counties. For FY2013, Park City will receive approximately \$60,000 in funding from beer taxes. This year, several changes were made to how these funds are distributed and accounted for. Park City has already been following established guidelines, and will continue to monitor how these funds are used to ensure compliance with this statute. Additionally, Park City will now be submitting an annual plan to the Utah Substance Abuse Advisory Council regarding how these funds will be used.

State legislative actions continue to pose a major fiscal risk to the City’s ability to deliver high-quality services in the future. State action is anticipated to continue to focus on efforts to redistribute tax revenues from wealthier towns and school districts to poorer ones. Several efforts were defeated this year with active City involvement, but it is likely these efforts will continue and intensify. The State Legislature is likely to consider the following issues in 2013:

- **Sales Tax Redistribution:** A bill was filed in 2011 to remove an additional quarter of our municipal general fund sales taxes and distribute them to other cities based on population counts. The effect of this would require over a million dollars in service cuts and/or tax adjustments to balance the City’s budget. Although a similar bill was not drafted during the last session, similar bills are expected during future sessions.
- **Property Taxes:** Legislation to redistribute school property taxes was defeated in 2011, but is also anticipated to return during a future session. The effect of numerous cumulative state efforts to weaken public education through funding of homeschooling, charter schools, and continued redistribution of revenues from wealthy districts to poorer districts will put significant upward pressures on school property tax rates for our school district. A major redistribution bill passage for school property taxes would drastically impact our school district, triggering large service cuts and tax increases. It is uncertain how the Park City public will respond to those impacts in relation to how they would view future City bond proposals and operating tax rate adjustments. The total tax bill would be much higher, putting a downward pressure on the City’s tax rate.

BUDGET OVERVIEW

BUDGET CALENDAR

May 3

Work Session

- Presentation of the Tentative Budget
- Budget Overview & Timeline
- Update of Financial Impact Report (FIAR)
- Revenue/Expenditure Summary

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 17

Work Session

- CIP Budgets
 - CIP Alternative Matrix
 - OTIS Update
 - Downtown Projects
- Revenue & Taxation Policy

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 24

Work Session

- Continuation of CIP Budgets
- Operating Expenditures
- Strategic Plan Team Presentations

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 31

Work Session

- Operating Expenditures
- Strategic Plan Team Presentations
- Benefits
 - Pay plan
 - URS-Retirement
 - Health Insurance

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

June 7

Work Session

- Personnel Policies and Procedures (P&P) Manual
- Fee Changes
- Administrative Interfund Transfers
- Special Event Fees
- Other Fees

City Fee Resolution

Council Compensation

Budget Policies

Outstanding Budget Issues

Adopt CEMP update by resolution

Regular Meeting

Adoption of the Personnel P&P Manual by Resolution

[Public Hearing on the Tentative Budget](#)

Adoption of the Tentative Budget

[Public Hearing on the City Fee Schedule](#)

Adoption of the City Fee Schedule by Resolution

[Public Hearing on Council Compensation](#)

Adoption of Council Compensation Resolution

Adopt CEMP update by resolution

June 14

Work Session

Outstanding Budget Issues (if necessary)

Regular Meeting

[Public Hearing on the Final Budget](#)

June 21

Work Session

- Presentation of the Final Budget
- Outstanding Budget Issues

Regular Meeting

[Public Hearing on the Final Budget](#)

Adoption of the Final Budget by Resolution

Redevelopment Agency Meeting

[Public Hearing on the RDA Budgets](#)

Adoption of the RDA Budgets by Resolution

Municipal Building Authority Meeting

[Public Hearing on the MBA Budget](#)

Adoption of the MBA Budget by Resolution

* Schedules and topics subject to change

Resources & Requirements - All Funds Combined												
Description	2009 Actual	2010 Actual	2011 Actual	2012 Original Budget	2012 Adj Budget	2013 Budget	Change - 2011 to 2012		2014 Plan	Change - 2012 to 2013		
							Increase (reduction)	%		Increase (reduction)	%	
RESOURCES												
Sales Tax	11,027,464	11,601,845	12,492,244	12,313,000	13,043,000	12,914,000	(129,000)	-1%	16,503,000	3,589,000	28%	
Planning Building & Engineering Fees	5,044,383	1,287,132	1,464,715	1,962,187	1,811,327	2,136,751	325,424	18%	2,422,667	285,916	13%	
Charges for Services	9,129,312	9,497,866	10,167,015	10,994,471	11,339,161	12,819,556	1,480,395	13%	13,979,464	1,159,908	9%	
Intergovernmental Revenue	3,058,819	7,324,484	6,408,589	3,341,000	13,186,545	3,344,000	(9,842,545)	-75%	3,817,200	473,200	14%	
Franchise Tax	2,720,272	2,774,320	2,906,981	3,160,000	3,087,000	3,275,000	188,000	6%	3,419,000	144,000	4%	
Property Taxes	13,213,009	15,790,260	17,043,800	16,703,315	17,872,904	17,924,873	51,969	0%	18,192,989	268,116	1%	
General Government	457,582	459,311	583,030	573,082	679,535	701,288	21,753	3%	726,235	24,947	4%	
Other Revenues	10,850,156	16,200,738	10,415,652	11,836,758	13,729,266	6,249,161	(7,480,105)	-54%	6,288,300	39,139	1%	
Total	\$55,500,997	\$64,935,955	\$61,482,026	\$60,883,813	\$74,748,738	\$59,364,629	(\$15,384,109)	-21%	\$65,348,855	\$5,984,225	10%	
REQUIREMENTS (by function)												
Executive	7,449,017	7,801,370	7,404,256	8,695,350	8,438,325	9,669,614	1,231,289	15%	9,467,960	(201,655)	-2%	
Police	3,726,449	3,859,148	4,001,064	4,343,823	4,275,726	4,611,072	335,347	8%	4,687,282	76,210	2%	
Public Works	13,603,552	13,635,067	14,531,805	16,403,226	16,901,305	18,660,672	1,759,367	10%	18,940,064	279,392	1%	
Library & Recreation	3,834,719	3,699,326	3,762,925	4,322,374	4,153,204	4,511,902	358,698	9%	4,573,067	61,165	1%	
Non-Departmental	2,631,084	2,697,864	3,011,637	2,335,743	3,074,586	2,373,370	(701,216)	-23%	2,363,331	(10,038)	0%	
Special Service Contracts	360,896	348,000	338,200	450,000	450,000	450,000	0	0%	492,000	42,000	9%	
Contingency	0	0	21,850	440,000	440,000	345,000	(95,000)	-22%	330,000	(15,000)	-4%	
Capital Outlay	327,443	214,453	183,936	427,676	439,000	519,823	80,823	18%	443,748	(76,075)	-15%	
Total	31,933,160	32,255,228	33,255,673	37,418,192	38,172,146	41,141,454	2,969,308	8%	41,297,453	155,999	0%	
REQUIREMENTS (by type)												
Personnel	20,553,234	21,098,681	20,907,343	22,934,003	23,007,735	25,112,990	2,105,255	9%	25,598,173	485,183	2%	
Materials, Supplies & Services	11,052,483	10,942,094	12,142,544	13,616,513	14,285,411	15,163,641	878,230	6%	14,925,532	(238,109)	-2%	
Contingency	0	0	21,850	440,000	440,000	345,000	(95,000)	-22%	330,000	(15,000)	-4%	
Capital Outlay	327,443	214,453	183,936	427,676	439,000	519,823	80,823	18%	443,748	(76,075)	-15%	
Total	31,933,160	32,255,228	33,255,673	37,418,192	38,172,146	41,141,454	2,969,308	8%	41,297,453	155,999	0%	
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS												
	\$23,567,837	\$32,680,728	\$28,226,353	\$23,465,621	\$36,576,592	\$18,223,176	(18,353,417)	-50%	\$24,051,402	5,828,227	32%	
OTHER FINANCING SOURCES (uses)												
Bond Proceeds	24,477,505	6,092,682	0	11,800,000	16,800,000	5,000,000	(11,800,000)	-70%	17,300,000	12,300,000	246%	
Debt Service	(9,834,751)	(12,176,557)	(13,263,748)	(10,426,416)	(10,422,156)	(10,480,443)	(58,287)	1%	(10,467,536)	12,907	0%	
Interfund Transfers In	32,800,255	14,840,021	9,898,612	6,957,143	9,177,643	6,594,188	(2,583,455)	-28%	6,587,463	(6,725)	0%	
Interfund Transfers Out	(32,800,255)	(14,840,021)	(9,898,612)	(6,957,143)	(9,177,643)	(6,594,188)	2,583,455	-28%	(6,587,463)	6,725	0%	
Capital Improvement Projects	(41,241,569)	(64,395,392)	(32,364,689)	(26,860,527)	(84,478,802)	(17,354,536)	67,124,266	-79%	(29,846,421)	(12,491,885)	72%	
Total	(26,598,814)	(70,479,267)	(45,628,437)	(25,486,943)	(78,100,958)	(22,834,979)	55,265,980	-71%	(23,013,957)	(178,979)	1%	
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS AND OTHER SOURCES (uses)												
	(\$3,030,978)	(\$37,798,539)	(\$17,402,084)	(\$2,021,322)	(\$41,524,366)	(\$4,611,803)	36,912,563	-89%	\$1,037,445	5,649,248	-122%	
Beginning Balance	97,369,362	111,667,935	85,779,493	31,747,990	68,319,141	26,794,774	(41,524,367)	-61%	22,182,970	(4,611,804)	-17%	
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	26,794,774	22,182,970	(4,611,804)	-17%	23,220,415	1,037,445	5%	

BUDGET SUMMARIES

BUDGET OVERVIEW

Resources & Requirements - All Funds Combined												
Description	Budget (FY 2012)				Budget (FY 2013)				Plan (FY 2014)			
	Original	Adjusted	Change from Original		Original	Adjusted	Change from Original		Original	Adjusted	Change from Original	
			Total	%			Total	%			Total	%
RESOURCES												
Sales Tax	12,313,000	13,043,000	730,000	6%	12,313,000	12,914,000	601,000	5%	12,313,000	16,503,000	4,190,000	34%
Planning Building & Engineering Fees	1,962,187	1,811,327	(150,860)	-8%	1,962,187	2,136,751	174,564	9%	1,962,187	2,422,667	460,480	23%
Charges for Services	10,994,471	11,339,161	344,690	3%	10,994,471	12,819,556	1,825,085	17%	10,994,471	13,979,464	2,984,993	27%
Intergovernmental Revenue	3,341,000	13,186,545	9,845,545	295%	3,341,000	3,344,000	3,000	0%	3,341,000	3,817,200	476,200	14%
Franchise Tax	3,160,000	3,087,000	(73,000)	-2%	3,160,000	3,275,000	115,000	4%	3,160,000	3,419,000	259,000	8%
Property Taxes	16,703,315	17,872,904	1,169,589	7%	16,703,315	17,924,873	1,221,558	7%	16,703,315	18,192,989	1,489,674	9%
General Government	573,082	679,535	106,453	19%	573,082	701,288	128,206	22%	573,082	726,235	153,153	27%
Bond Proceeds	11,800,000	16,800,000	5,000,000	42%	11,800,000	5,000,000	(6,800,000)	-58%	11,800,000	17,300,000	5,500,000	47%
Other Revenues	11,836,758	13,729,266	1,892,508	16%	11,836,758	6,249,161	(5,587,597)	-47%	11,836,758	6,288,300	(5,548,458)	-47%
Sub-Total	\$72,683,813	\$91,548,738	\$18,864,925	26%	\$72,683,813	\$64,364,629	(\$8,319,184)	-11%	\$72,683,813	\$82,648,855	\$9,965,042	14%
Interfund Transfers In	6,957,143	9,177,643	2,220,500	32%	6,957,143	6,594,188	(362,955)	-5%	6,957,143	6,587,463	(369,680)	-5%
Beginning Balance	31,747,990	68,319,141	36,571,151	115%	31,747,990	26,794,774	(4,953,216)	-16%	31,747,990	22,182,970	(9,565,020)	-30%
Total	111,388,946	169,045,522	57,656,576	52%	111,388,946	97,753,591	(13,635,355)	-12%	111,388,946	111,419,288	30,342	0%
REQUIREMENTS (by function)												
Executive	8,695,350	8,438,325	(257,025)	-3%	8,695,350	9,669,614	974,264	11%	8,695,350	9,467,960	772,610	9%
Police	4,343,823	4,275,726	(68,097)	-2%	4,343,823	4,611,072	267,249	6%	4,343,823	4,687,282	343,459	8%
Public Works	16,403,226	16,901,305	498,079	3%	16,403,226	18,660,672	2,257,446	14%	16,403,226	18,940,064	2,536,838	15%
Library & Recreation	4,322,374	4,153,204	(169,170)	-4%	4,322,374	4,511,902	189,528	4%	4,322,374	4,573,067	250,693	6%
Non-Departmental	2,335,743	3,074,586	738,843	32%	2,335,743	2,373,370	37,627	2%	2,335,743	2,363,331	27,588	1%
Special Service Contracts	450,000	450,000	0	0%	450,000	450,000	0	0%	450,000	492,000	42,000	9%
Contingency	440,000	440,000	0	0%	440,000	345,000	(95,000)	-22%	440,000	330,000	(110,000)	-25%
Capital Outlay	427,676	439,000	11,324	3%	427,676	519,823	92,147	22%	427,676	443,748	16,072	4%
Sub-Total	\$37,418,192	\$38,172,146	\$753,954	2%	\$37,418,192	\$41,141,454	\$3,723,262	10%	\$37,418,192	\$41,297,453	\$3,879,261	10%
Debt Service	10,426,416	10,422,156	(4,260)	0%	10,426,416	10,480,443	54,027	1%	10,426,416	10,467,536	41,120	0%
Capital Improvement Projects	26,860,527	84,478,802	57,618,275	215%	26,860,527	17,354,536	(9,505,991)	-35%	26,860,527	29,846,421	2,985,894	11%
Interfund Transfers Out	6,957,143	9,177,643	2,220,500	32%	6,957,143	6,594,188	(362,955)	-5%	6,957,143	6,587,463	(369,680)	-5%
Ending Balance	29,726,658	26,794,774	(2,931,884)	-10%	29,726,658	22,182,970	(7,543,688)	-25%	29,726,658	23,220,415	(6,506,243)	-22%
Total	111,388,936	169,045,521	57,656,585	52%	111,388,936	97,753,590	(13,635,346)	-12%	111,388,936	111,419,287	30,352	0%
REQUIREMENTS (by type)												
Personnel	22,934,003	23,007,735	73,732	0%	22,934,003	25,112,990	2,178,987	10%	22,934,003	25,598,173	2,664,170	12%
Materials, Supplies & Services	13,616,513	14,285,411	668,898	5%	13,616,513	15,163,641	1,547,128	11%	13,616,513	14,925,532	1,309,019	10%
Contingency	440,000	440,000	0	0%	440,000	345,000	(95,000)	-22%	440,000	330,000	(110,000)	-25%
Capital Outlay	427,676	439,000	11,324	3%	427,676	519,823	92,147	22%	427,676	443,748	16,072	4%
Sub-Total	\$37,418,192	\$38,172,146	\$753,954	2%	\$37,418,192	\$41,141,454	\$3,723,262	10%	\$37,418,192	\$41,297,453	\$3,879,261	10%
Debt Service	10,426,416	10,422,156	(4,260)	0%	10,426,416	10,480,443	54,027	1%	10,426,416	10,467,536	41,120	0%
Capital Improvement Projects	26,860,527	84,478,802	57,618,275	215%	26,860,527	17,354,536	(9,505,991)	-35%	26,860,527	29,846,421	2,985,894	11%
Interfund Transfers Out	6,957,143	9,177,643	2,220,500	32%	6,957,143	6,594,188	(362,955)	-5%	6,957,143	6,587,463	(369,680)	-5%
Ending Balance	29,726,658	26,794,774	(2,931,884)	-10%	29,726,658	22,182,970	(7,543,688)	-25%	29,726,658	23,220,415	(6,506,243)	-22%
Total	111,388,936	169,045,521	57,656,585	52%	111,388,936	97,753,590	(13,635,346)	-12%	111,388,936	111,419,287	30,352	0%

Expenditure Summary by Fund and Unit									
Expenditures	2009	2010	2011	2012 Budget		2013 Budget		2014 Budget	
		(actual)		(original)	(adj)	(budget)	% of Total	(budget)	% of Total
Park City Municipal Corporation									
011 General Fund	28,242,933	28,283,748	28,330,700	29,196,884	31,599,351	31,274,687	32%	32,311,653	29%
012 Quinns Recreation Complex	(509,509)	(986,649)	(1,252,975)	(1,683,519)	(1,501,227)	(1,805,635)	-2%	(2,124,686)	-2%
021 Police Special Revenue Fund	22,722	25,072	27,082	0	29,082	29,082	0%	29,082	0%
022 Criminal Forfeiture Restricted Account	10,791	9,454	4,265	(0)	10,176	10,176	0%	10,176	0%
031 Capital Improvement Fund	78,907,419	61,976,558	37,966,230	16,898,677	51,309,469	4,038,613	4%	15,503,270	14%
038 Equipment Replacement Fund	2,497,816	1,540,205	1,773,653	953,625	2,134,319	1,100,521	1%	1,100,521	1%
051 Water Fund	23,341,099	38,610,649	28,399,133	18,852,547	20,671,654	19,975,072	20%	23,166,663	21%
055 Golf Fund	1,753,465	2,723,621	2,472,834	2,445,810	2,448,227	1,943,689	2%	1,671,338	2%
057 Transportation & Parking Fund	20,296,388	26,000,636	26,950,496	19,335,716	33,952,824	19,405,797	20%	21,105,452	19%
062 Fleet Services Fund	2,131,322	2,150,163	2,606,825	2,731,826	2,839,294	2,924,696	3%	2,984,226	3%
064 Self Insurance Fund	3,086,499	2,520,754	2,784,992	2,012,727	2,371,103	1,736,802	2%	1,102,501	1%
070 Debt Service Fund	4,352,316	3,949,794	5,385,536	4,180,753	4,150,539	3,453,288	4%	3,438,438	3%
071 Sales Tax Rev Bonds Debt Svc Fund	26,680,966	12,922,018	5,096,492	5,032,309	5,075,064	5,052,311	5%	5,020,019	5%
Park City Municipal Corporation Total	\$190,814,227	\$179,726,023	\$140,545,264	\$99,957,354	\$155,089,874	\$89,139,099	91%	\$105,318,653	95%
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	9,874,209	10,885,398	9,340,588	8,266,718	10,206,811	6,049,424	6%	3,942,549	4%
034 Redevelopment Agency Main St	2,645,503	3,120,765	2,986,471	2,400,800	2,984,751	2,044,183	2%	1,886,683	2%
072 RDA Main Street Debt Service	0	0	0	0	0	0	0%	0	0%
076 RDA Lower Park Ave Debt Service	2,568,492	1,480,668	3,143,791	(0)	(0)	(0)	0%	(0)	0%
Park City Redevelopment Agency Total	\$15,088,205	\$15,486,830	\$15,470,850	\$10,667,518	\$13,191,562	\$8,093,607	8%	\$5,829,232	5%
Municipal Building Authority									
035 Municipal Building Authority Fund	4,174,252	2,252,273	1,144,018	764,064	764,085	520,884	1%	271,403	0%
Municipal Building Authority Total	\$4,174,252	\$2,252,273	\$1,144,018	\$764,064	\$764,085	\$520,884	1%	\$271,403	0%
Park City Housing Authority									
036 Park City Housing Authority	71,465	71,465	0	0	0	0	0%	0	0%
Park City Housing Authority Total	\$71,465	\$71,465	\$0	\$0	\$0	\$0	0%	\$0	0%
GRAND TOTAL	\$210,148,148	\$197,536,591	\$157,160,132	\$111,388,936	\$169,045,521	\$97,753,590	100%	\$111,419,287	100%
<i>(Less)</i>									
Interfund Transfer	32,800,255	14,840,021	9,898,612	6,957,143	9,177,643	6,594,188	7%	6,587,463	6%
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	26,794,774	22,182,970	23%	23,220,415	21%
TOTAL EXPENDITURE BUDGET	\$83,009,480	\$108,827,176	\$78,884,110	\$74,705,135	\$133,073,104	\$68,976,432	71%	\$81,611,410	73%

Expenditure Summary by Fund and Major Object (FY 2012 Adjusted Budget)									
Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	15,030,657	5,984,632	295,816	0	340,000	21,651,105	4,023,872	5,924,374	31,599,351
012 Quinns Recreation Complex	641,300	353,195	10,000	0	0	1,004,495	1,200	(2,506,922)	(1,501,227)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	10,176	10,176
031 Capital Improvement Fund	0	0	50,174,897	0	0	50,174,897	134,366	1,000,206	51,309,469
038 Equipment Replacement Fund	0	0	1,938,798	0	0	1,938,798	0	195,521	2,134,319
051 Water Fund	1,471,100	2,545,045	10,564,189	3,205,433	100,000	17,885,767	1,112,738	1,673,149	20,671,654
055 Golf Fund	710,366	457,460	471,968	32,644	0	1,672,438	133,600	642,189	2,448,227
057 Transportation & Parking Fund	4,540,879	1,172,013	15,370,155	0	0	21,083,047	2,313,892	10,555,886	33,952,824
062 Fleet Services Fund	613,432	1,724,766	5,000	0	0	2,343,198	0	496,096	2,839,294
064 Self Insurance Fund	1	838,300	0	0	0	838,301	0	1,532,802	2,371,103
070 Debt Service Fund	0	0	0	2,258,838	0	2,258,838	0	1,891,701	4,150,539
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,679,040	0	4,679,040	0	396,024	5,075,064
Park City Municipal Corporation Total	\$23,007,735	\$13,075,411	\$78,830,823	\$10,175,955	\$440,000	\$125,529,923	\$7,719,668	\$21,840,283	\$155,089,874
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	5,201,412	0	0	6,006,412	507,975	3,692,424	10,206,811
034 Redevelopment Agency Main St	0	405,000	885,568	0	0	1,290,568	950,000	744,183	2,984,751
076 RDA Lower Park Ave Debt Service	0	0	0	0	0	0	0	(0)	(0)
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$6,086,980	\$0	\$0	\$7,296,980	\$1,457,975	\$4,436,607	\$13,191,562
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	246,201	0	246,201	0	517,884	764,085
Municipal Building Authority Total	\$0	\$0	\$0	\$246,201	\$0	\$246,201	\$0	\$517,884	\$764,085
GRAND TOTAL	\$23,007,735	\$14,285,411	\$84,917,803	\$10,422,156	\$440,000	\$133,073,104	\$9,177,643	\$26,794,774	\$169,045,521

Expenditure Summary by Fund and Major Object (FY 2013 Budget)									
Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	15,993,463	6,461,626	380,639	0	245,000	23,080,729	2,294,647	5,899,311	31,274,687
012 Quinns Recreation Complex	661,482	376,605	6,000	0	0	1,044,087	1,200	(2,850,921)	(1,805,635)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	10,176	10,176
031 Capital Improvement Fund	0	0	3,458,977	0	0	3,458,977	134,366	445,270	4,038,613
038 Equipment Replacement Fund	0	0	905,000	0	0	905,000	0	195,521	1,100,521
051 Water Fund	2,228,073	2,922,871	9,042,821	3,942,998	100,000	18,236,763	654,000	1,084,309	19,975,072
055 Golf Fund	732,429	457,460	206,005	39,357	0	1,435,251	138,600	369,838	1,943,689
057 Transportation & Parking Fund	4,858,238	1,172,013	534,917	0	0	6,565,168	1,995,000	10,845,630	19,405,797
062 Fleet Services Fund	639,304	1,724,766	5,000	0	0	2,369,070	0	555,626	2,924,696
064 Self Insurance Fund	1	838,300	0	0	0	838,301	0	898,501	1,736,802
070 Debt Service Fund	0	0	0	1,569,714	0	1,569,714	0	1,883,575	3,453,288
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,678,893	0	4,678,893	0	373,418	5,052,311
Park City Municipal Corporation Total	\$25,112,990	\$13,953,641	\$14,539,359	\$10,230,962	\$345,000	\$64,181,951	\$5,217,813	\$19,739,335	\$89,139,099
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	3,232,500	0	0	4,037,500	426,375	1,585,549	6,049,424
034 Redevelopment Agency Main St	0	405,000	102,500	0	0	507,500	950,000	586,683	2,044,183
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$3,335,000	\$0	\$0	\$4,545,000	\$1,376,375	\$2,172,232	\$8,093,607
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	249,481	0	249,481	0	271,403	520,884
Municipal Building Authority Total	\$0	\$0	\$0	\$249,481	\$0	\$249,481	\$0	\$271,403	\$520,884
GRAND TOTAL	\$25,112,990	\$15,163,641	\$17,874,359	\$10,480,443	\$345,000	\$68,976,432	\$6,594,188	\$22,182,970	\$97,753,590

Expenditure Summary by Fund and Major Object (FY 2014 Plan)									
Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	16,247,343	6,194,837	304,564	0	230,000	22,976,744	2,295,047	7,039,862	32,311,653
012 Quinns Recreation Complex	672,202	367,095	6,000	0	0	1,045,297	1,200	(3,171,183)	(2,124,686)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	10,176	10,176
031 Capital Improvement Fund	0	0	14,471,165	0	0	14,471,165	134,366	897,739	15,503,270
038 Equipment Replacement Fund	0	0	905,000	0	0	905,000	0	195,521	1,100,521
051 Water Fund	2,351,075	2,962,386	11,507,636	3,944,253	100,000	20,865,350	654,000	1,647,313	23,166,663
055 Golf Fund	744,631	456,135	131,005	39,356	0	1,371,127	138,600	161,611	1,671,338
057 Transportation & Parking Fund	4,934,108	1,172,013	1,399,799	0	0	7,505,920	1,995,000	11,604,533	21,105,452
062 Fleet Services Fund	648,813	1,724,766	5,000	0	0	2,378,579	0	605,647	2,984,226
064 Self Insurance Fund	1	838,300	0	0	0	838,301	0	264,200	1,102,501
070 Debt Service Fund	0	0	0	1,563,113	0	1,563,113	0	1,875,325	3,438,438
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,671,333	0	4,671,333	0	348,686	5,020,019
Park City Municipal Corporation Total	\$25,598,173	\$13,715,532	\$28,730,169	\$10,218,055	\$330,000	\$78,591,929	\$5,218,213	\$21,508,511	\$105,318,653
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	1,445,000	0	0	2,250,000	419,250	1,273,299	3,942,549
034 Redevelopment Agency Main St	0	405,000	115,000	0	0	520,000	950,000	416,683	1,886,683
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$1,560,000	\$0	\$0	\$2,770,000	\$1,369,250	\$1,689,982	\$5,829,232
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	249,481	0	249,481	0	21,922	271,403
Municipal Building Authority Total	\$0	\$0	\$0	\$249,481	\$0	\$249,481	\$0	\$21,922	\$271,403
GRAND TOTAL	\$25,598,173	\$14,925,532	\$30,290,169	\$10,467,536	\$330,000	\$81,611,410	\$6,587,463	\$23,220,415	\$111,419,287

All Funds Combined									
Revenue	2009	2010	2011	2012		2013		2014	
		(actual)		(original)	(adj)	(budget)	% of Total	(plan)	% of Total
RESOURCES									
Property Taxes	13,213,009	15,790,260	17,043,800	16,703,315	17,872,904	17,924,873	18%	18,192,989	16%
Sales Tax	11,027,464	11,601,845	12,492,244	12,313,000	13,043,000	12,914,000	13%	16,503,000	15%
Franchise Tax	2,720,272	2,774,320	2,906,981	3,160,000	3,087,000	3,275,000	3%	3,419,000	3%
Licenses	1,172,040	1,253,143	1,284,053	1,381,000	1,489,000	1,217,000	1%	1,226,000	1%
Planning Building & Engineering Fees	5,044,383	1,287,132	1,464,715	1,962,187	1,811,327	2,136,751	2%	2,422,667	2%
Other Fees	13,799	49,221	17,707	17,000	25,000	12,000	0%	13,000	0%
Intergovernmental Revenue	3,058,819	7,324,484	6,408,589	3,341,000	13,186,545	3,344,000	3%	3,817,200	3%
Charges for Services	9,129,312	9,497,866	10,167,015	10,994,471	11,339,161	12,819,556	13%	13,979,464	13%
Recreation	2,588,326	2,280,322	1,916,305	2,189,000	2,682,000	2,906,000	3%	2,927,000	3%
Other Service Revenue	101,177	105,644	94,798	105,000	103,000	105,000	0%	106,000	0%
Fines & Forfeitures	527,991	669,476	730,938	754,000	750,200	703,803	1%	704,488	1%
Misc. Revenue	3,223,604	6,233,985	3,462,265	6,956,777	6,827,734	1,126,446	1%	1,129,989	1%
Interfund Transfers In	32,800,255	14,840,021	9,898,612	6,957,143	9,177,643	6,594,188	7%	6,587,463	6%
Special Revenue & Resources	3,223,219	5,608,948	2,909,585	433,981	1,852,332	178,912	0%	181,823	0%
Bond Proceeds	24,477,505	6,092,682	0	11,800,000	16,800,000	5,000,000	5%	17,300,000	16%
Beginning Balance	97,369,362	111,667,935	85,779,493	31,747,990	68,319,141	26,794,774	28%	22,182,970	20%
Total	209,690,537	197,077,282	156,577,101	110,815,864	168,365,987	97,052,303	100%	110,693,053	100%

Change in Fund Balance												
Fund	2009 Actual	2010 Actual	2011 Actual	2012 Adjusted	Change - 2011 to 2012		2013 Budget	Change - 2012 to 2013		2014 Plan	Change - 2013 to 2014	
					Increase (reduction)	%		Increase (reduction)	%		Increase (reduction)	%
Park City Municipal Corporation												
011 General Fund	5,165,031	5,678,978	6,320,932	5,924,374	(396,558)	-6%	5,899,311	(25,063)	0%	7,039,862	1,140,551	19%
012 Quinns Recreation Complex	(1,445,959)	(1,850,004)	(2,187,227)	(2,506,922)	(319,695)	15%	(2,850,921)	(343,999)	14%	(3,171,183)	(320,262)	11%
021 Police Special Revenue Fund	22,522	24,872	27,082	29,082	2,000	7%	29,082	0	0%	29,082	0	0%
022 Criminal Forfeiture Restricted Account	9,455	3,775	4,176	10,176	6,000	144%	10,176	0	0%	10,176	0	0%
031 Capital Improvement Fund	51,656,557	33,954,635	26,823,812	1,000,206	(25,823,606)	-96%	445,270	(554,936)	-55%	897,739	452,469	102%
038 Equipment Replacement Fund	895,151	900,756	1,267,319	195,521	(1,071,798)	-85%	195,521	0	0%	195,521	0	0%
051 Water Fund	13,010,035	6,941,202	6,663,470	1,673,149	(4,990,321)	-75%	1,084,309	(588,840)	-35%	1,647,313	563,004	52%
055 Golf Fund	489,077	1,342,519	1,165,727	642,189	(523,538)	-45%	369,838	(272,351)	-42%	161,611	(208,227)	-56%
057 Transportation & Parking Fund	11,902,704	13,945,235	13,703,979	10,555,886	(3,148,093)	-23%	10,845,630	289,744	3%	11,604,533	758,903	7%
062 Fleet Services Fund	171,968	178,226	409,894	496,096	86,202	21%	555,626	59,530	12%	605,647	50,021	9%
064 Self Insurance Fund	2,212,435	1,730,992	1,867,103	1,532,802	(334,301)	-18%	898,501	(634,301)	-41%	264,200	(634,301)	-71%
070 Debt Service Fund	1,924,529	1,822,996	1,881,265	1,891,701	10,436	1%	1,883,575	(8,126)	0%	1,875,325	(8,250)	0%
071 Sales Tax Rev Bonds Debt Svc Fund	686,335	420,157	408,246	396,024	(12,222)	-3%	373,418	(22,606)	-6%	348,686	(24,732)	-7%
Park City Municipal Corporation Total	\$86,699,839	\$65,094,338	\$58,355,777	\$21,840,283	(\$36,515,494)	-56%	\$19,739,335	(\$2,100,948)	-10%	\$21,508,511	\$1,769,176	9%
Park City Redevelopment Agency												
033 Redevelopment Agency Lower Park Ave	5,283,466	5,634,431	7,823,811	3,692,424	(4,131,387)	-53%	1,585,549	(2,106,875)	-57%	1,273,299	(312,250)	-20%
034 Redevelopment Agency Main St	844,425	1,728,313	1,679,751	744,183	(935,568)	-56%	586,683	(157,500)	-21%	416,683	(170,000)	-29%
076 RDA Lower Park Ave Debt Service	877,945	884,729	(0)	(0)	0	0%	(0)	0	0%	(0)	0	0%
Park City Redevelopment Agency Total	\$7,005,836	\$8,247,473	\$9,503,562	\$4,436,607	(\$5,066,955)	-61%	\$2,172,232	(\$2,264,375)	-51%	\$1,689,982	(\$482,250)	-22%
Municipal Building Authority												
035 Municipal Building Authority Fund	561,274	527,583	518,071	517,884	(187)	0%	271,403	(246,481)	-48%	21,922	(249,481)	-92%
Municipal Building Authority Total	\$561,274	\$527,583	\$518,071	\$517,884	(\$187)	0%	\$271,403	(\$246,481)	-48%	\$21,922	(\$249,481)	-92%
Park City Housing Authority												
036 Park City Housing Authority	71,465	0	0	0	0	0%	0	0	0%	0	0	0%
Park City Housing Authority Total	\$71,465	\$0	\$0	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
Notes and Explanations of Change in Fund Balance:												
<ul style="list-style-type: none"> - Fund Balance refers to the amount of revenues on hand in a given year that are not used for expenditures in that year. It is closely related to the concept of a balanced budget, where beginning fund balance (the amount of revenues on hand at the beginning of a year) and the revenues received that year are equal to the the expenditures for that year and the ending fund balance (or the amount of revenues remaining on hand at the end of the year). Fund balance is comprised of elements of reserves, funds dedicated to capital projects, and other earmarked funds. For budget purposes, fund balance is calculated on a cash basis and is not to be confused with the net assets or fund balance numbers presented in the Comprehensive Annual Financial Report. - Figures shown are the ending balance (or balance as of June 30) for each fiscal year. The beginning balance for any given year is the ending balance from the previous year. - Capital projects funds (Funds 31, 33, 34, 35, 36, 38) tend to show large decreases in fund balance between the prior year actual and current year adjusted budget. This is explained by the fact that much of fund balance in these funds is reserved for capital expenses which were budgeted in previous years. Unexpended capital budgets are rolled forward each year as part of the adjusted budget. So funding for capital projects shows up in fund balance <i>actual</i> figures, but disappears in the current year adjusted budget because there is an offsetting budgeted "carryforward" expense. This same phenomenon generally explains large decreases in fund balances for proprietary funds (such as Fund 51, 55, and 57). - The Water Fund shows a large decrease in fund balance in FY 2011 due to capital infrastructure improvements which are funded with accumulated impact fees. This will also result in a slow decrease in fund balance in the forthcoming fiscal years. - The Fleet Fund is an internal service fund which is intended to run a zero or near-zero balance. As such, any change in fund balance will appear drastic when viewed as a percent change, but the changes are simply the product of the nature of the fund. 												

REVENUES

Property and sales taxes are the most significant sources of City revenue, representing an anticipated 48 percent in FY 2013 when Beginning Balance and Interfund Transfers are excluded. Intergovernmental Revenue, Charges for Service, Franchise Taxes, Licenses and Fees comprise the remaining portion of revenue. Figure R1 shows the makeup of Park City's anticipated revenues for FY 2013.

FY 2013 Projected Revenues

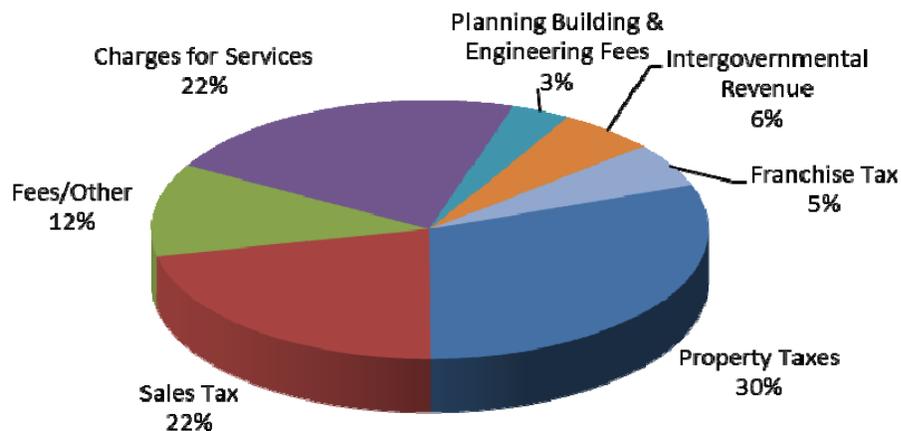


Figure R1 – Budgeted Revenue by Source

PROPERTY TAX

The Property Tax Act, Title 59, Chapter 2, Utah Code Annotated 1953, as amended, provides that all taxable property must be assessed and taxed at a uniform and equal rate on the basis of its "fair market value" by January 1 of each year. "Fair market value" is defined as "the amount at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of the relevant facts." Commencing January 1, 1991, "fair market value" considers the current zoning laws for each property. Section 2 of Article XIII of the Utah Constitution provides that the Utah State Legislature may exempt from taxation up to 45 percent of the fair market value of primary residential property.

During the 1995 legislative session, the exemption for primary residential property was increased from 29.5 percent to the constitutional maximum of 45 percent. The local effect of this action was to shift the burden of supporting education, public safety, and general government from primary residents to other classes of property, principally commercial property and vacation or second homes. A recent ruling by the Utah Supreme Court held this practice to be constitutional.

REVENUES

Summit County levies, collects, and distributes property taxes for Park City and all other taxing jurisdictions within the County. Utah law prescribes how taxes are levied and collected. Generally, the law provides as follows: the County Assessor determines property values as of January 1 of each year and is required to have the assessment roll completed by May 15. If any taxing district within the County proposes an increase in the certified tax rate, the County Auditor must mail a notice to all affected property owners stating, among other things, the assessed valuation of the property, the date the Board of Equalization will meet to hear complaints on the assessed valuation, the tax impact of the proposed increase, and the time and place of a public hearing (described above) regarding the proposed increase. After receiving the notice, the taxpayer may appear before the Board of Equalization. The County Auditor makes changes in the assessment roll depending upon the outcome of taxpayer's hearings before the Board of Equalization. After the changes have been made, the Auditor delivers the assessment roll to the County Treasurer before November 1. Taxes are due November 30, and delinquent taxes are subject to a penalty of 2 percent of the amount of such taxes due or a \$10 minimum penalty. The delinquent taxes and penalties bear interest at the federal discount rate plus 6 percent from the first day of January until paid. If after four and one-half years (May of the fifth year) delinquent taxes have not been paid, the County advertises and sells the property at a tax sale.

Utah State law requires that each year a certified property tax rate be calculated. The certified tax rate is the rate which will provide the same amount of property tax revenue as was charged in the previous year, excluding the revenue generated by new growth. If an entity determines that it needs greater revenues than what the certified tax rate will generate, statutes require that the entity must then go through a process referred to as "Truth in Taxation." Truth in Taxation requires an entity to go through a series of steps which include proper notification of the proposed tax increase to the tax payers and a public hearing.

Park City's certified property tax rate is made up of two rates: (1) General Levy Rate and (2) Debt Service Levy Rate. The two rates are treated separately. The general levy rate is calculated in accordance with Utah State law to yield the same amount of revenue as was received the previous year (excluding revenue from new growth). The debt service levy is calculated based on the City's debt service needs pertaining only to General Obligation bonds. Figure R2 below shows Park City's property tax levies since calendar year 2006.

Tax Rate	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
General Levy	0.001748	0.001493	0.001288	0.001087	0.001125	0.001327	0.001389
Debt Levy	0.000601	0.000490	0.000386	0.000316	0.000654	0.000821	0.000741
Total:	0.002349	0.001983	0.001674	0.001403	0.001779	0.002148	0.002130

Tax Collected	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012 (Est)
General	\$6,159,798	\$6,325,091	\$6,516,899	\$6,415,910	\$7,042,481	\$7,860,645	\$9,007,763
Debt	\$2,188,909	\$2,188,909	\$2,188,909	\$2,188,909	\$3,997,000	\$4,558,315	\$4,568,904
RDA Increment	\$3,527,898	\$3,776,412	\$3,928,305	\$4,064,425	\$4,040,075	\$3,877,316	\$3,804,000
Fee-In-Lieu	\$242,227	\$227,953	\$232,688	\$160,187	\$171,183	\$202,117	\$201,000
Delinq/Interest	\$351,802	\$226,115	\$414,909	\$383,579	\$539,521	\$596,321	\$401,000
Total:	\$12,470,634	\$12,744,480	\$13,281,710	\$13,213,009	\$15,790,260	\$17,094,714	\$17,982,667

Table R2 – Property Tax Rates and Collections

REVENUES

SALES TAX

Park City depends a great deal on sales tax revenue to fund City services. Sales tax also helps to fund the infrastructure to support special events and tourism. Of the 7.45 percent sales tax on general purchases in Park City, the municipality levies a 1 percent local option sales tax, a 1.10 percent resort community tax, and a 0.30 percent transit tax. Sales tax revenue growth has remained fairly consistent over the past several years. The City began using an econometric model to forecast and budget future sales tax revenues in recent year. This model uses factors such as visitor nights and quarterly historical trends in order to forecast sales tax revenue. Sales tax revenue has experienced a notable recovery since the 2009 economic downturn. 2012 has shown consistent growth when compared to 2011. Figure R3 shows actual sales tax amounts along with the forecasted amounts for FY 2012, 2013 and 2014.

As was seen in FY 2009 during the 2009-2010 recession sales tax revenue is considered a revenue source subject to national, state, and local economic conditions. These conditions fluctuate based on a myriad of factors. Using the econometric model to forecast sales tax revenue helps to smooth out larger fluctuations and conservatively budget the revenue source.

Sales tax revenue for the current fiscal year as well as FY 2013 is expected to grow when compared to FY 2011. While FY 2012 revenue is up, it has still not returned to the record high 2008 levels. FY 2013 and 2014 budgeted figures are from the econometric model.

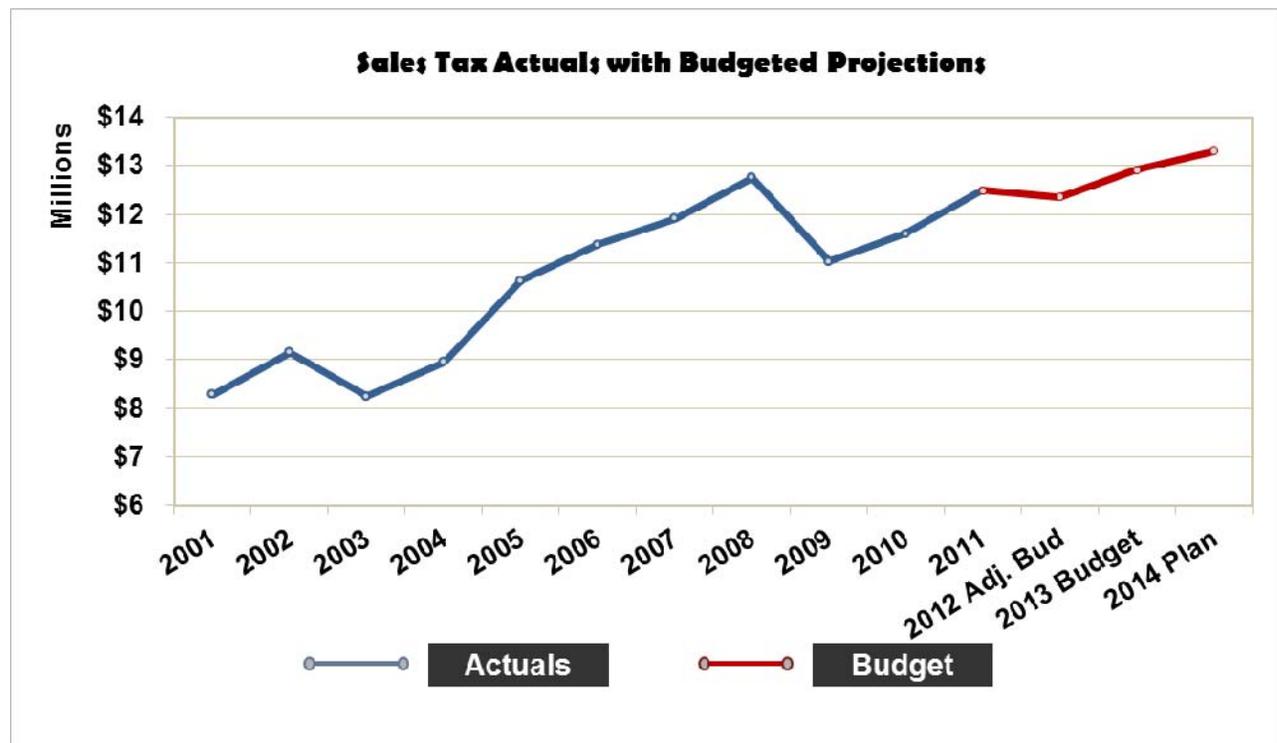


Figure R3- Sales Tax Actuals and Projections

REVENUES

Continued development of events and activities in the spring and summer months has helped to generate sales tax during the “off-season” months as well. Figure R6 displays the monthly sales tax revenue collections for FY 2012 in comparison with FY 2011 and a five-year historical average. Large growth is December and March is primarily due to increased lodging revenue associated with the opening of new hotels in the Deer Valley area.

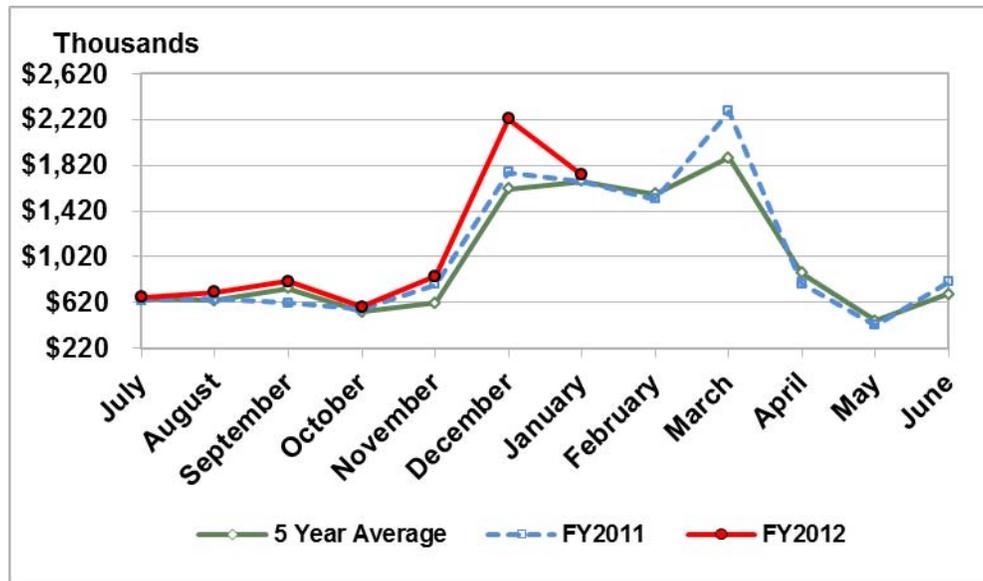


Figure R6 – Sales Tax for FY 2012 (Compared to a Five-year Average and FY 2011)

STATE LEGISLATION AND SALES TAX

As previously stated, Park City’s portion of sales tax is broken down into three components: local option (1%), resort community tax (1.1%), and transit tax (0.30%). Table R7 shows the current sales tax rate. Park City collects the full amount for the resort community and transit taxes, but the local option tax collection is affected by a State distribution formula. All sales taxes are collected by the State of Utah and distributed back to communities. Sales taxes generated by the local option taxes are distributed to communities based 50 percent on population and 50 percent on point of sale.

Sales Tax Rates

Tax	2012 Rate	
	Food Sales	Non-Food Sales
State Sales Tax	1.75%	4.70%
County Option Sales Tax	0.25%	0.25%
County RAP Tax	0.00%	0.10%
Local Option Sales Tax	1.00%	1.00%
Resort Community Tax	0.00%	1.10%
Mass Transit Tax	0.00%	0.30%
Total Sales Tax Rate:	3.00%	7.45%

Table R7 – Sales Tax Rates

REVENUES

For communities like Park City where the population is low in comparison to the amount of sales, the State distributes less than the full 1 percent levy. The State had in the past instituted a “hold harmless” provision to ensure that communities in this situation receive at least three quarters of the local option sales tax generated in the municipality. Due to this provision, Park City had always received around 75 percent of the 1 percent local option tax. During the 2006 Legislative Session, the State removed the “hold harmless” provision. As part of that same legislation, Park City, as a “hold harmless” community, was guaranteed by the State to receive at least the amount of local option sales tax that was distributed in 2005, or \$3,892,401.

Due to natural economic growth in the past, Park City had surpassed the 2005 sales tax revenue. This has in past years resulted in Park City receiving less than the 75 percent of the 1 percent local option sales tax. Park City currently receives around 64 percent of the 1 percent levy. However in FY 2009 and FY 2010, due to the economic downturn, the local option sales tax fell below the 2005 level and consequently Park City received local option sales tax at the 2005 level.

Figure R8 shows the percentage of the sales tax revenue lost in FY 2011 compared to the previous five year average before the legislative change. This amounts to an estimated loss of \$895,000 in sales tax revenue during FY 2011; due to the 2005 local option sales tax level provision (hold harmless) estimated loss for FY 2009 and FY 2010 were less significant. FY 2011 is displayed in the following table to reflect a non-recessionary year in which no hold harmless payments occurred.

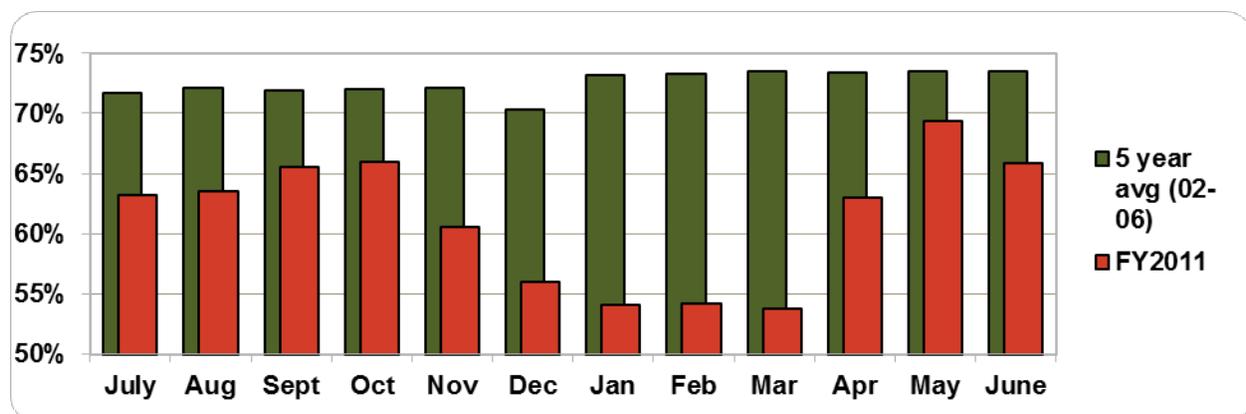


Figure R8 – Local Option Tax Distribution

The local option tax contributes a significant portion of the total sales tax revenue. Figure R9 shows the portions of total sales tax attributable to local option, resort community and transit taxes.

REVENUES

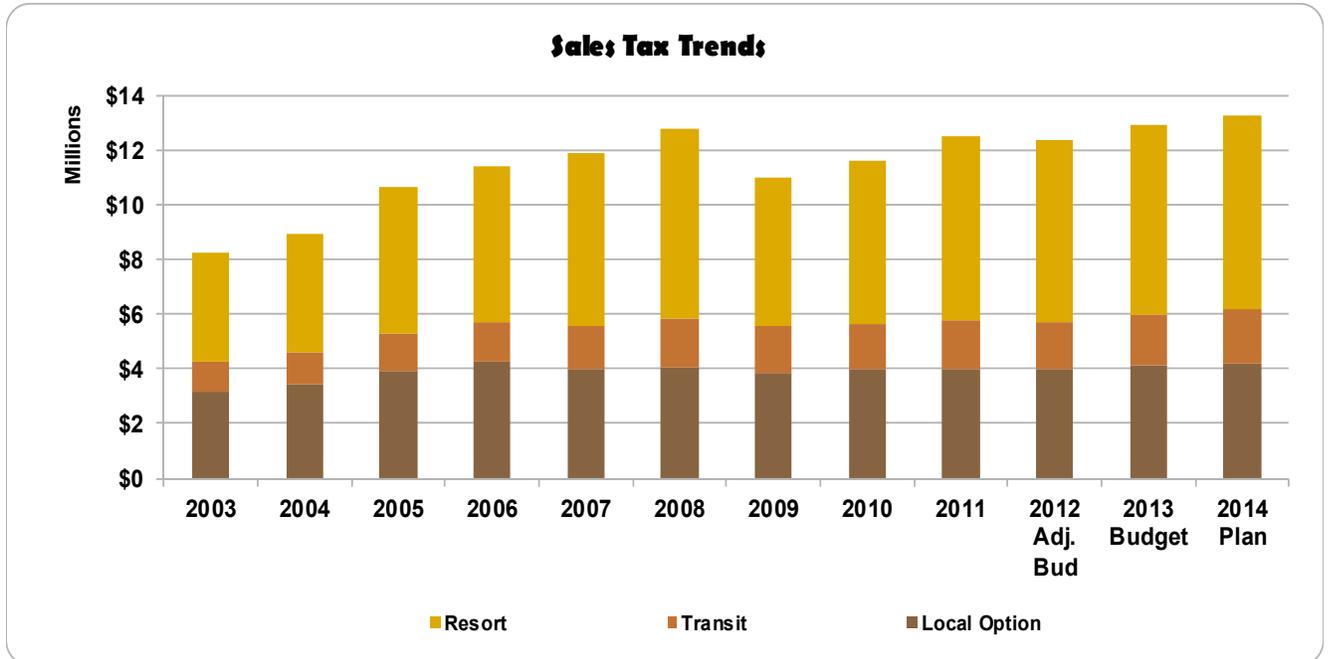


Figure R9 - Sales Taxes Breakdown

OTHER REVENUE

Revenue sources other than property and sales tax include fees, franchise taxes, grants, municipal bonds and other miscellaneous revenue. Total revenue from sources other than property and sales tax make up a large portion of the FY 2013 Budget. Other revenues are projected to amount to just over \$28 million in FY 2013. Figure R10 shows a projected breakdown of other revenue by type and amount.

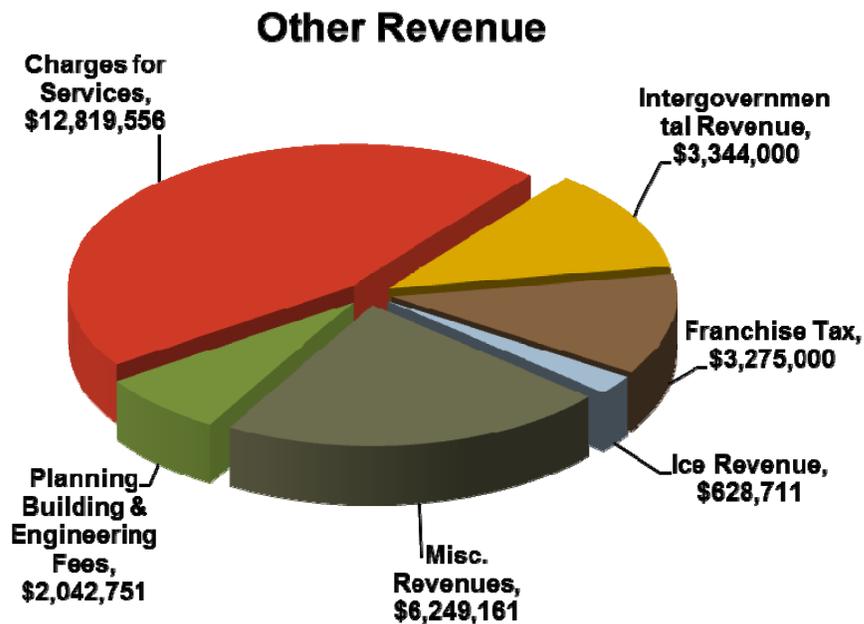


Figure R10 – Other Revenue Breakdown

REVENUES

The City has fees associated with business licenses, recreation, water, planning, engineering, and building services. The franchise tax is a gross receipts tax levied by the City on taxable utilities made within the City to various utility companies. The Fees/Other category consist of license revenue, fines & forfeitures, and miscellaneous revenues. With the exception of water fees, and charges for services, revenues such as fee revenue, business license revenue, and franchise taxes, are budgeted on a multi-year trend analysis and assume no significant changes in the local economy. These revenue sources are predicted using a linear trend model. FY 2013 budgeted revenues have been adjusted to account for the sluggish national economic recovery. Charges for services are projected using a logarithmic trend which has the forecasted revenue leveling off over time as the City approaches build-out. Water fees are calculated on a multi-year trend analysis based on previous water consumption, but also incorporate a new growth factor.

Park City receives additional revenue by collecting development impact fees. These fees include street impact fees, public safety impact fees, and open space impact fees. These fees reflect the calculated cost of providing city services to new, private development, projects. State law requires that collected impact fees are applied to the capital facilities plan within three years of the collection date. Impact fees fluctuate greatly year to year based on annual development levels. Impact Fees are projected for FY 2013 at \$124,000. As would be expected when building activity is significantly down, impact fees are down slightly from last year. Figure R11 shows the breakdown of estimated impact fees collected in FY 2013.

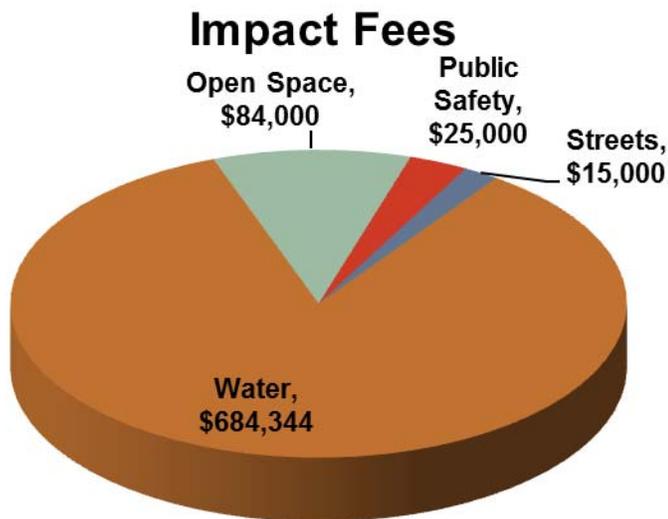


Figure R11 – Impact Fee Breakdown

The Park City Golf Club receives revenue from greens fees, cart rental, pro-shop sales, golf lessons, and other miscellaneous fees and services. The Park City Golf Club is an enterprise fund; all revenues collected from the golf club are used to fund golf course operating and improvement costs. The estimated revenue of the Park City Golf Club for FY 2012 is

REVENUES

\$1,263,500. The Golf course uses and fees remain relatively consistent year to year. It is expected that the Park City Golf Club will see similar revenues in FY 2013 as in FY 2012.

Park City also receives grants from the federal, state, and county governments to fund various capital projects. These projects include public safety, transit, and water delivery programs. Grant monitoring and reporting is done through the Budget, Debt, and Grants department. All grants are budgeted when they are awarded.

Municipal bonds are another way for Park City to fund capital projects and the redevelopment agencies on Main Street and Lower Park Avenue. In 2010 Moody's and Fitch increased their rating on Park City General Obligation debt to Aa1 and AA+ respectively. In 2008, Standard & Poor's increased their rating of Park City's General Obligation debt to AA. These are strong ratings compared to other resort communities, and are increasingly important in today's bond market due to the lack of credible bond insurers. Ultimately, these rating increases could save the City hundreds of thousands in bond interest over the years.

The State of Utah limits a city's direct GO debt to 4 percent of assessed valuation. The City's debt policy is more conservative, limiting total direct GO debt to 2 percent of assessed valuation. Park City's direct debt burden in 2011 was 0.65 percent or approximately one quarter of the City's 2 percent policy limits. For more information on Park City's debt management policies, see the Policies and Objectives section of this budget document.

EXPENSES

The FY 2012 Adjusted Budget reflects a .65% operating increase from the FY 2012 Original Budget and a 3% operating increase from FY 2011 actual expenditures. Most of the increase comes from two expenditures—a new interfund transfer from the General to the Water Fund to account for the water services that should be paid by the General Fund as well as a \$235k payment for the PC-SLC connect.

Expenditure Summary by Major Object - All Funds

	FY 2009	FY 2010	FY 2011	FY 2012 Ori Bud	FY 2012 Adj Bud	FY 2013 Budget	FY 2014 Plan
Personnel	20,553,234	21,098,681	20,907,343	22,934,003	23,007,735	25,112,990	25,598,173
Materials, Supplies & Services	11,052,483	10,942,094	12,142,544	13,616,513	14,285,411	15,163,641	14,925,532
Capital Outlay	41,569,011	64,609,845	32,548,625	27,288,203	84,917,803	17,874,359	30,290,169
Debt Service	9,834,751	12,176,557	13,263,748	10,426,416	10,422,156	10,480,443	10,467,536
Contingencies	0	0	21,850	440,000	440,000	345,000	330,000
Actual Budget	\$83,009,480	\$108,827,176	\$78,884,110	\$74,705,135	\$133,073,104	\$68,976,432	\$81,611,410
Budget Excluding Capital	\$41,440,469	\$44,217,332	\$46,335,485	\$47,416,932	\$48,155,302	\$51,102,073	\$51,321,241
Interfund Transfers	32,800,255	14,840,021	9,898,612	6,957,143	9,177,643	6,594,188	6,587,463
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	26,794,774	22,182,970	23,220,415
Subtotal	\$127,138,669	\$88,709,415	\$78,276,022	\$36,683,801	\$35,972,417	\$28,777,158	\$29,807,878
Grand Total	\$210,148,148	\$197,536,591	\$157,160,132	\$111,388,936	\$169,045,521	\$97,753,590	\$111,419,287

Table E1 – Expenditures by Major Object (All Funds Combined)

The FY 2013 Budget is increasing to \$50.2 million, which is a 5.2% increase from the FY 2012 Adjusted Budget, but still an 8.1% increase from FY 2011 actual expenses. Most of the increase has come from inflationary components such as health insurance and retirement, as well as BFO increases centered largely on technology. Any increases in the General Fund are largely offset with corresponding reductions in operating budgets or revenue enhancements. These changes are more fully discussed further in this section as well as in the Budget Issues section along with details on other committee recommendations, operating budget changes, and major capital requests.

Table E1 shows citywide expenditures by Major Object. The FY 2012 Adjusted Budget reflects a decrease in personnel expenses of 0.33% from the FY 2012 Original Budget. FY 2013 shows a 8% increase in personnel from the FY 2012 Adjusted Budget due primarily to personnel additions, health insurance, retirement, and a Pay Plan.

The Five-Year CIP has \$16.5 million of capital project funding scheduled for the FY 2013 Budget and \$17.1 million currently in the FY 2014 Plan. This year's budget continues to fund capital projects at an accelerated level. The Capital Improvement Plan (CIP) anticipates that General Fund contributions to the CIP will continue to be required to fund future projects as outlined in the Recommended Budget. Major changes to the CIP are highlighted in this document and will be discussed in greater detail with City Council beginning May 17, 2012.

EXPENSES

OPERATING BUDGET

The Operating Budget consists of Personnel, Materials, Supplies, and Services, Departmental Capital Outlay, and Contingencies for each department. Table E2 shows the total change to the Operating Budget from the FY 2012 Original Budget adopted by Council in June 2011.

**Total Operating Budget Enhancements by Fund
(Change from FY2012 Adopted Budget)**

	FY 2012 Adjusted Budget	FY 2013 Budget	FY 2014 Plan
Fund 11 General Fund	\$192,945	\$1,660,814	\$1,556,429
Fund 12 Quinn's Recreation Complex	-\$540	\$39,052	\$40,262
Fund 51 Water Fund	\$356,123	\$1,521,922	\$1,684,439
Fund 55 Golf Fund	\$0	\$30,339	\$41,216
Fund 57 Transportation Fund	\$235,000	\$502,359	\$578,229
Fund 62 Fleet Fund	-\$29,574	-\$3,702	\$5,807
Fund 64 Self Insurance Fund	\$0	\$0	\$0
Total	\$753,954	\$3,750,783	\$3,906,382

Table E2 – Operating Budget Options by Fund

The major increase from the FY 2012 Original Budget to the FY 2012 Adjusted Budget is found in the Water and Transit Funds. Almost 40% of the General Fund increases have a revenue offset, such as a grant or increased fees. Some of the major costs to the General Fund include personnel additions, technology upgrades, health insurance, retirement, and Pay Plan increases. The increase in the Water Fund has to do with the costs associated with maintaining a new water treatment facility. Also, much of the EPA expenses should not be ongoing for the General and Water Funds in FY14. Increases to the Transit Fund are due paying for the PC-SLC connect. Various other changes are happening in the General Fund in FY 2013, but these changes are extensive and difficult to summarize briefly. All of the BFO changes are detailed in the BFO bids found in Volume II.

PERSONNEL

Departments submitted personnel requests for the FY 2013 Budget and FY 2014 Plan. The impacts of all personnel budget options are shown for each fund in Tables E3(a)-(b).

**Total Personnel Options by Fund
(Change from FY2012 Adopted Budget)**

	FY 2012 Adj Budget	FY 2013 Budget	FY 2014 Plan
Fund 11 General Fund	\$74,272	\$1,068,923	\$1,322,803
Fund 12 Quinn's Recreation Complex	-\$540	\$19,642	\$30,362
Fund 51 Water Fund	\$0	\$756,973	\$879,975
Fund 55 Golf Fund	\$0	\$22,063	\$34,265
Fund 57 Transportation Fund	\$0	\$317,359	\$393,229
Fund 62 Fleet Fund	\$0	\$0	\$0
Fund 64 Self Insurance Fund	\$0	\$0	\$0
Total	\$73,732	\$2,184,959	\$2,660,634

(a)

EXPENSES

Departmental Personnel Requests by Fund

	FY 2012 Adj Budget	FY 2013 Budget	FY 2014 Plan
Fund 11 General Fund	\$0	\$77,267	\$82,496
Fund 12 Quinn's Recreation Complex	\$0	\$0	\$0
Fund 51 Water Fund	\$0	\$222,753	\$305,694
Fund 55 Golf Fund	\$0	-\$4,104	-\$4,165
Fund 57 Transportation Fund	\$0	\$35,879	\$36,481
Fund 62 Fleet Fund	\$0	\$0	\$0
Total	\$0	\$331,795	\$420,506

(b)

Tables E3 – Personnel Options by Fund

Three options that are effecting changes in personnel budgets are the health insurance increase, the Utah Retirement System (URS) increase, and the Pay Plan. These are all described in detail below:

Health Insurance Costs

In recent years, the cost of Park City's health insurance has risen dramatically between 8-15% per year. Depending on the year, the City done has absorbed some of these costs, modified their health plans to decrease coverage levels and reduce the total increase, and asked employees to pay more per month for family health insurance. These increases in costs and decreases in coverage design, while consistent with trends seen across the nation, are nonetheless alarming and indicate a different approach to providing this benefit may need to be explored more in the future.

Already the City has taken a proactive approach to maintaining benefits while keeping up with market trends. Two years ago medical benefits offerings changed from one low deductible health coverage option to two separate health plan options. The \$0 deductible plan was modified to a \$500 family deductible. The City also introduced a High Deductible Health Plan (HDHP) with a \$3,000 annual deductible and a \$10,000 per family maximum out-of-pocket spending limit along with the benefit of a Health Savings Account (HSA). The HSA also allows for the employer and the employee to contribute a certain amount monthly into the account which can then be used for various medical expenses. The advantage with the HSA is that any amount not spent out of the account can be kept by the employee in perpetuity, and used to buffer risk from year to year. This type of plan design encourages employees to "shop" their health coverage to keep costs low.

This year the Human Resources Department negotiated renewal to the City's \$500 deductible health insurance plan which mostly preserves current coverage and benefits at a budgeted cost increase just under 12%—this could have been much more. This would, with some increases to employee co-pays and a small decrease in provider network, maintain the current coverage provided to employees with no additional monthly premium passed on to them, but the increase in co-pays would increase employee costs as they utilized the benefit throughout the year.

This dual-track plan will be less expensive for the City in future years because it includes an HDHP option. The hope continues to be that employees will become more aware of and

EXPENSES

accountable for medical expenses. This could keep usage down, and lower usage should translate to more modest renewal rates.

Health Insurance Changes by Fund (Change from FY2012 Adopted Budget)

	FY 2013 Budget
Fund 11 General Fund	\$274,480
Fund 12 Quinn's Recreation Complex	\$10,943
Fund 51 Water Fund	\$30,459
Fund 55 Golf Fund	\$7,405
Fund 57 Transportation Fund	\$92,563
Fund 62 Fleet Services Fund	\$14,591
Total	\$430,442

Tables E4 – Health Insurance by Fund

Retirement Expense

As all public employees in Utah, full-time Park City employees are part of the Utah Retirement System (URS) defined benefit program. The City is required by statute to contribute a certain percentage of employee pay toward the URS pool annually.

URS was nearly fully funded and one of the healthiest pensions in the country until two years ago. The recent recession took a serious toll on the fund, and with payouts continuing as scheduled while investments lost value, the fund fell behind and is no longer fully funded. In order to remedy the situation, the state made several changes to the URS setup and increased the required contribution percentages.

During FY 2012, URS required a 13.77% contribution for general municipal employees (27.07% for sworn police officers). However, the state will begin requiring 16.04% (30.45% for sworn officers) on July 1, 2012. The budget impact for this change is detailed in the figure below.

URS Adjustments by Fund (Change from FY2012 Adopted Budget)

	FY 2013 Budget	URS
Fund 11 General Fund		\$209,256
Fund 12 Quinn's Recreation Complex		\$6,390
Fund 51 Water Fund		\$19,742
Fund 55 Golf Fund		\$4,598
Fund 57 Transportation Fund		\$47,063
Fund 62 Fleet Services Fund		\$8,510
Total		\$295,560

Tables E5 – URS Adjustment by Fund

Personnel Changes

Personnel is accounted for using a full-time equivalent (FTE) measure, where 1 FTE indicates the equivalent of a full-time position (2,080 annual work-hours), which could be filled by multiple bodies at any given time. Generally, one Full-time Regular employee is measured as 1 FTE, whereas a Part-time Non-benefited or Seasonal employee might account for a fraction of an

EXPENSES

FTE. Changes in FTE's per department for FY 2012 Adjusted Budget and FY 2013 Proposed Budget are found in Table E4 on the following page.

The Building Department is changing many of their positions, even though the net change is zero new FTEs. All changes or career developments are being offset within the department. A Senior Code Enforcement Officer is being replaced with a Building Plan Check Coordinator. A Senior Building Inspector is getting replaced with a Deputy Fire Marshall. A Building Office Assistant II is getting replaced with a Plan Tech – Building Office Assistant III. A Building Analyst III is getting replaced with a Building Analyst II.

The City Manager Department is increasing a part-time Executive Clerk FTE (.64) to a full FTE to help with possible changes in workload over the course of the next couple of years.

City Recreation is pulling out its City Recreation Office Assistant II and replacing it with a Recreation Coordinator position. This department is also increasing several part-time positions due to BFO enhancements, which can all be found in Volume II of the Budget Document. First off, City Rec is increasing a Recreation Worker II from .54 FTEs to 1.2 FTEs; increasing a Recreation Worker IV from 1.56 FTEs to 2.26 FTEs; decreasing a Recreation Worker I from 2.8 FTEs to 2.2 FTEs; and increasing a Recreation Instructor VII from .25 FTEs to .43 FTEs. Also the Tennis Dept is increasing a Tennis Recreation Instructor VII from 4.02 FTEs to 4.48 FTEs.

The McPolin Barn Department, which is being created for the FY13 fiscal year, is moving .25 of the Golf/Rec Analyst from the City Rec and Golf Depts to its own department. This is to better account for McPolin Barn events and activities.

The Human Resources Department is removing two positions: the Human Resources Coordinator and the Benefits Technician. They are replacing them with two Human Resources Generalists. This department is also decreasing the part-time pool from the Human Resources Intern I position of 3.86 FTEs and replacing it with 1.26 FTEs as well as an Analyst I FTR position. These changes have to do with the reorganization of the department following the passing of the Human Resource Manager last year.

The Budget Department has had the Budget Officer position removed and replaced with a Budget Operations Manager and a Capital Budget, Debt, and Grants Manager. The Capital Budget, Debt, and Grants Manager is split three ways between the General, Transit, and Water Funds.

The IT Department is adding a new IT Coordinator II position. This is consistent with BFO prioritization and more details of this position can be found in Volume II of the Budget Document.

The Water Department is adding two position (Water Worker III, Water Worker IV) due to the increased workload from the new Water Treatment Facility coming online recently.

EXPENSES

The Streets and Parks Departments are removing a split position (Streets/Parks III) and replacing it with a Streets/Parks IV. This is due to the completion of a professional development plan and has been offset with materials and supplies.

FTE Counts by Department							
Department	FY 2012 Original	FY 2012 Adjusted	FY 2012 Change	FY 2013 Budget	FY 2013 Change	FY 2014 Plan	FY 2014 Change
Budget, Debt, and Grants	2.00	2.00		1.33	(0.67)	1.33	(0.67)
Building	13.00	13.00		13.00		13.00	
Building Maint.	5.00	5.00		5.00		5.00	
City Manager	5.14	5.14		5.50	0.36	5.50	0.36
City Recreation	27.28	27.28		27.83	0.55	27.83	0.55
Communication Center (Dispatch)	10.00	10.00		10.00		10.00	
Drug Education	0.20	0.20		0.20		0.20	
Engineering	2.75	2.75		2.75		2.75	
Fields	2.00	2.00		2.00		2.00	
Finance	6.75	6.75		6.75		6.75	
Fleet Services	8.00	8.00		8.00		8.00	
Golf	5.49	5.49		5.43	(0.06)	5.43	(0.06)
Golf Maintenance	9.60	9.60		9.60		9.60	
Human Resources	6.86	6.86		5.26	(1.60)	5.26	(1.60)
Ice Facility	9.04	9.04		9.04		9.04	
Leadership	0.10	0.10		0.10		0.10	
Legal	7.75	7.75		7.75		7.75	
Library	11.37	11.37		11.37		11.37	
McPolin Barn				0.25	0.25	0.25	0.25
Parks and Cemetery	18.84	18.84		18.84		18.84	
Planning	7.00	7.00		7.00		7.00	
Police	33.95	33.95		33.95		33.95	
Self Insurance							
State Liquor Enforcement	1.30	1.30		1.30		1.30	
Street Maint.	17.47	17.47		17.47		17.47	
Economy	4.25	4.25		4.25		4.25	
Community & Environment	4.65	4.65		4.65		4.65	
Environmental Regulatory	0.80	0.80		0.80		0.80	
Technical and Customer Services	9.80	9.80		10.80	1.00	10.80	1.00
Tennis	7.39	7.39		7.85	0.46	7.85	0.46
Transportation	82.54	82.54		82.87	0.33	82.87	0.33
Water Billing	1.00	1.00		1.00		1.00	
Water Operations	17.55	17.55		19.88	2.33	20.88	3.33
Totals	338.86	338.86	0.00	341.81	2.95	342.81	3.95

Table E6 - FTE Changes by Department

EXPENSES

The following table shows the changes in FTEs by fund. The General Fund is increasing by 4.29 FTEs in FY 2012 from the FY 2011 Original Budget.

Fund	FY 2011 Actual	FY 2012 Original	FY 2012 Adjusted	FY 2013 Budget	FY 2014 Plan
General Fund	199.22	203.64	203.64	204.38	204.38
Quinn's Recreation Complex	11.04	11.04	11.04	11.04	11.04
Water Fund	18.50	18.55	18.55	22.88	23.88
Golf Fund	15.30	15.09	15.09	15.03	15.03
Transportation Fund	81.79	82.54	82.54	82.87	82.87
Fleet Services Fund	8.00	8.00	8.00	8.00	8.00
Self Insurance Fund	0.50	0.00	0.00	0.00	0.00
TOTAL	334.35	338.86	338.86	344.20	345.20

Table E7 - FTE Change by Fund

The following charts display Park City's personnel growth rates compared with national and state statistics reflecting employment totals for local governments. Figure E8 shows the percentage change in Park City's full-time regular (FTR) positions compared with the percentage change in employment for local government in the state of Utah. This type of graph is helpful as a benchmark to evaluate changes in employment levels. The unusually high percentage increase in full-time positions in FY 2007 is attributed to the change of several temporary bus driver positions to full-time status.

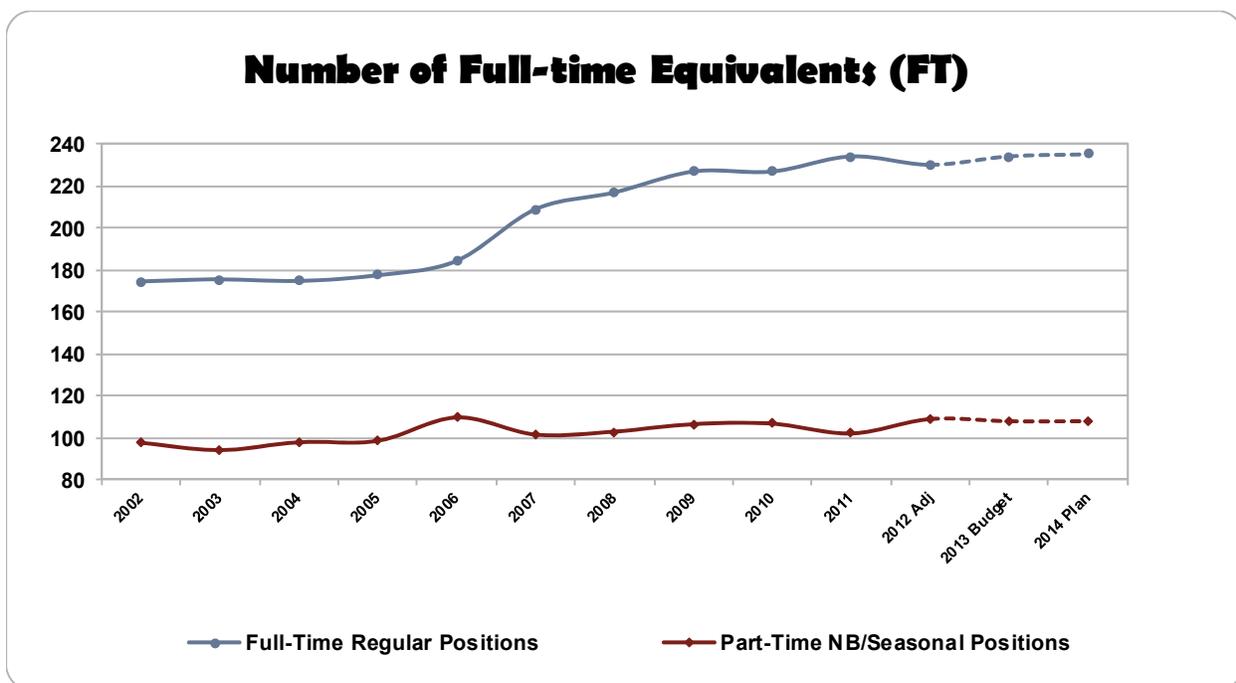


Figure E8 – FTR Totals

EXPENSES

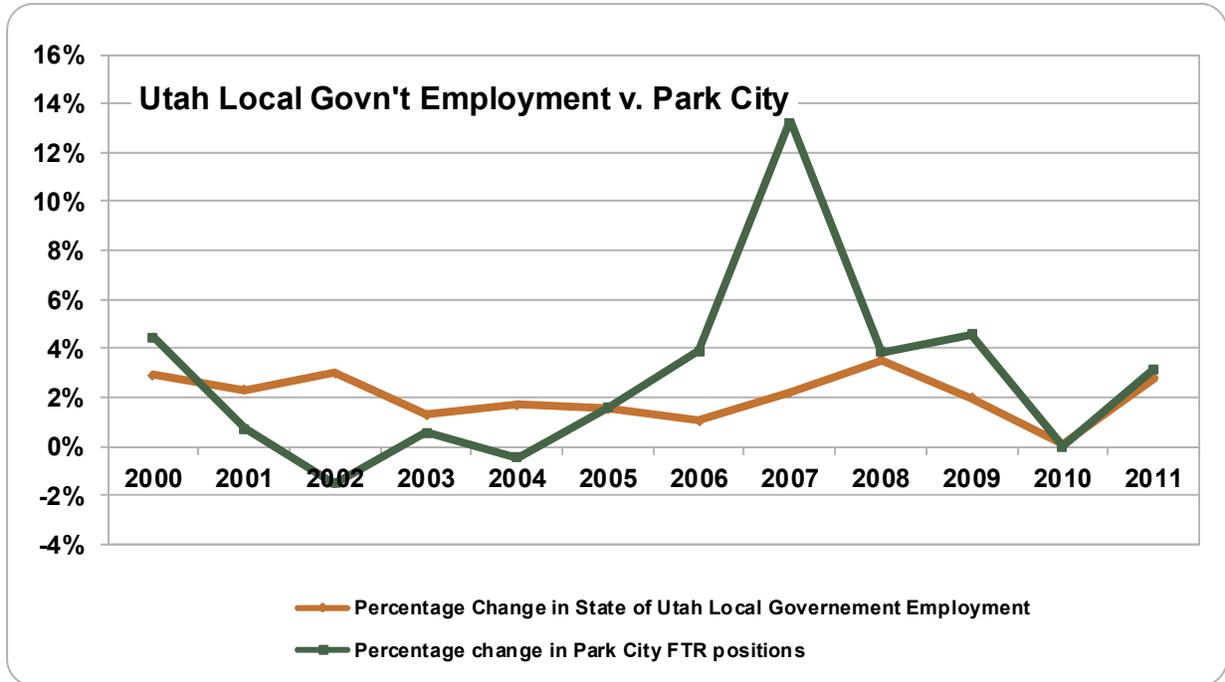


Figure E9 - Percentage Change in Park City and State Employment

The employment totals for Park City FTR positions and local government for the state of Utah are compared in Figure E9. Park City FTR positions saw an increase in FY 2007 after several years of remaining relatively stable. A comparative graph such as this can show whether or not a municipality is following a larger trend among similar local governments. Park City’s personnel appears to be growing at the same rate as other cities in Utah in recent years. This is largely due to the recent recession which curbed revenues.

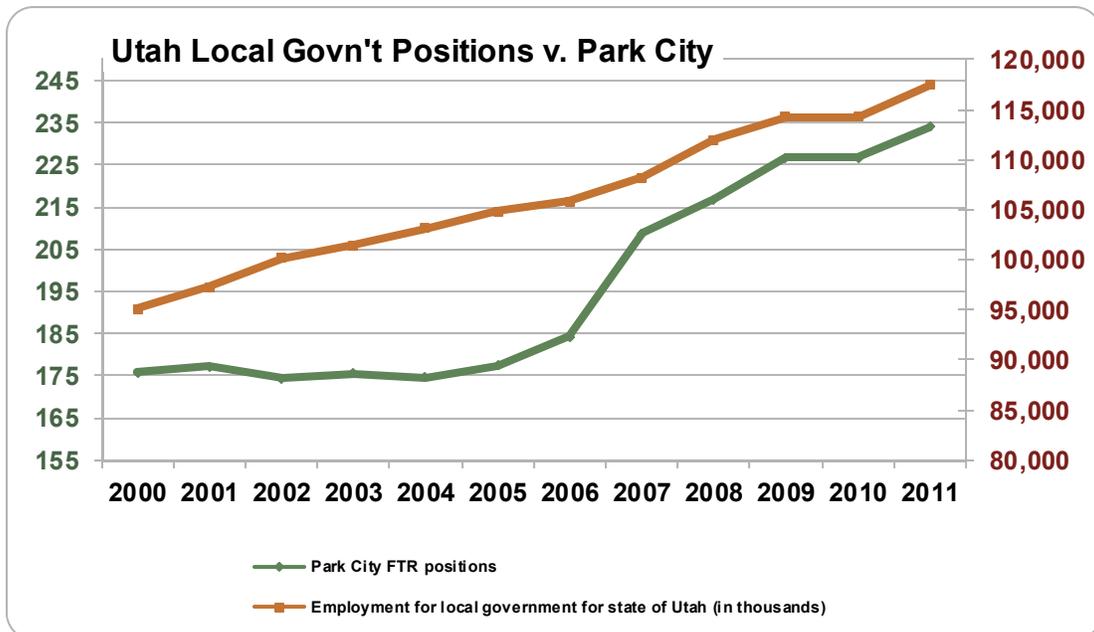


Figure E10 – Employment Totals for Utah Local Government and Park City FTR Positions

EXPENSES

MATERIAL, SUPPLIES, AND SERVICES

Much of the increase for materials and supplies for the General Fund comes from technology upgrades and needs. The decrease in FY14 is due not having to pay for EPA legal fees. The Water Fund increase comes from the need to fund more materials and supplies associated with the new Water Treatment Facility. Much of the Transit Fund's increase comes from payment for the PC-SLC Connect. Additional detail for operating expenditures can be found in the BFO section of Volume II. Each Strategic Plan Team will field questions about operating budget requests during the budget hearings on May 24 and 31, 2012.

Total Materials, Supplies & Services Options by Fund (Change from FY2012 Adopted Budget)

	FY 2012 Adj Bud	FY 2013 Budget	FY 2014 Plan
Fund 11 General Fund	\$107,349	\$584,343	\$317,554
Fund 12 Quinn's Recreation Complex	\$0	\$23,410	\$13,900
Fund 51 Water Fund	\$356,123	\$733,949	\$773,464
Fund 55 Golf Fund	\$0	\$0	-\$1,325
Fund 57 Transportation Fund	\$235,000	\$260,872	\$270,381
Fund 62 Fleet Fund	-\$29,574	-\$29,574	-\$29,574
Fund 64 Self Insurance Fund	\$0	\$0	\$0
Total	\$668,898	\$1,573,000	\$1,344,400

Table E11 – Material, Supplies, and Services by Fund

EXPENSES

CAPITAL BUDGET

The capital budget, as proposed by the City Manager, continues to fund projects of priority three or higher. This capital plan is in line with Council direction and last year's adopted budget. The following table shows a summary of current major projects with proposed funding amounts.

Major Capital Projects				
Projects	Proposed Budget	Principal Funding Sources	Scheduled Start	Scheduled Finish
Walkable Community Projects	\$15 Million	GO Bond	Underway	Phased
Water Projects (2013 - 2017)	Estimate \$48 Million	Water Revenue (Bonds)	Underway	Phased
OTIS (Total to Complete)	\$14 Million	Unfunded & Water Revenue (Bonds)	Pending	Phased
OTIS - Empire Ave.	\$1.9 Million	Unfunded	Pending	Pending
Deer Valley Drive	\$1.5 Million	Federal Grant General Fund	2013	2014
Royal Street	\$1.75 Million	General Fund Streets Impact Fees	2014	2015
Soils Repository	\$6.6 Million	Sale of Asset General Fund	Pending	Phased
Library Expansion	\$1.25 Million	Lower Park RDA	2014	2015
Historic Preservation Studies	\$700K	General Fund	2013	2014

Table E12 – Major Capital Projects

This year's CIP committee (Pace Erickson, Jon Weidenhamer, Ken Fisher, Marina Smith, Nate Rockwood, Matt Cassel, Scott Robertson, and Matt Twombly) reprioritized all projects in the 5-Year Capital Improvement Plan. These projects, including existing projects with previously appropriated funding as well as new project requests, were reviewed and ranked based on five criteria: Objectives, Funding, Necessity, Investment, and Cost/Benefit. These CIP requests are highlighted in the Budget Issues section and a complete, detailed list is included in the Volume II.

Ultimately, the Committee set a goal to fund projects requiring operating surplus to the tune of \$3.2 million in the current fiscal year and \$3 million in FY 2013 and 2014. The recommended project totals then taper from just under \$3 million in FY 2014 to \$2 million in FY 2017. The Committee recommendation which went to the City Manager was consistent with that goal. Unfortunately, as the level of surplus funding required for ongoing capital investment, such as asset management, equipment replacement, pavement management, etc., is just over \$2 million annually, the Committee really only had about \$1 million in each year to fund new projects. More expensive project requests which lacked a designated revenue source, such as the Downtown Enhancement Projects and OTIS, were recommended to be taken to Council as a policy discussion outside of this prioritization process as they would require significant debt funding and possibly adjustments to revenue to even be feasible. This discussion began with

EXPENSES

Visioning and was continued in March with the Capital Preview and in April with the Capital Funding Study Session.

The total proposed CIP budget for FY 2012 Adjusted Budget is \$86.4 million (\$38.8 million original budget and \$47.5 million carryforward budget). The proposed FY 2013 CIP budget is \$19.4 million. The proposed FY 2014 Plan includes \$28.1 million for capital. The General Fund surplus required to fund projects in FY 2013 will be approximately \$3 million—the majority of which is dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. Projects in these categories include Pavement Management, Trails Master Plan Implementation, Traffic Calming, Asset Management, Walkability Maintenance, Irrigation Controller Replacement, Public Art, Information System Enhancement/Upgrades, Storm Water Improvements, China Bridge Improvements & Equipment, Deer Valley Drive Reconstruction and Spriggs Barn Stabilization.

The surplus needed for FY 2014 is also \$3 million including the ongoing replacement projects and funding for the Soils Repository, Trails Master Plan Implementation, City-Wide Signs, ADA Implementation, Cemetery Improvements and Historic Preservation. Funding for the ongoing projects was adjusted or added for Public Art, Computer Equipment Replacement, Aquatic Equipment Replacement and Economic Development.

<i>Recommendation Threshold - 17.26</i>	<i>General Fund Funding</i>					
	2012	2013	2014	2015	2016	2017
<input checked="" type="checkbox"/> Recommended						
Unscored Total	7,278	100,000	100,000	0	0	0
Alternative 1 Total	0	0	0	0	0	0
Alternative 2 Total	1,252,709	1,485,302	1,137,709	1,137,709	1,137,709	1,137,709
Alternative 3 Total	1,620,000	1,385,812	1,375,000	1,690,000	1,380,000	1,130,000
Alternative 4 Total	300,000	65,000	435,000	0	0	0
Recommended Total	3,179,987	3,036,114	3,047,709	2,827,709	2,517,709	2267709
<input type="checkbox"/> Not Recommended						
Unscored Total	40,000	324,200	900	900	900	900
Alternative 4 Total	0	225,000	150,000	35,000	0	0
Not Recommended Total	40,000	3,249,200	490,900	35,900	900	900
Grand Total	3,219,987	6,285,314	3,538,609	2,863,609	2,518,609	2,268,609

Figure E14 – CIP Funding Sources

The list below details each of the new projects recommended for funding in the 5-Year CIP for the first time this year:

EXPENSES

New Projects Recommended in 5-Year CIP							
CIP #	Project Name	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
New 13-05	Fuel Trailer	-	7,500	-	-	-	-
New 13-08	Storm Water Utility Study	-	25,000	-	-	-	-
New 13-09	Stair Removal at Marsac	-	40,000	-	-	-	-
New 13-17	PCMR Transit Center	-	-	-	1,500,000	-	-
New 13-18	Ironhorse Solar Array	585,000	-	-	-	-	-
New 13-20	Ironhorse Electronic Access Control	72,000	72,000	72,000	-	-	-
New 13-21	Ironhorse Seasonal Housing	1,875,000	-	-	-	-	-
New 13-22	Transit Signal Priority	142,385	-	-	-	-	-
New 13-23	Ironhorse Transit Facility Asset Management	180,000	180,000	180,000	180,000	180,000	180,000
New 13-24	APP Development	65,000	20,000	-	-	-	-
New 13-25	Memorial Wall	15,000	15,000	-	-	-	-
New 13-26	Cemetery Improvements	-	65,000	35,000	-	-	-
New 13-27	Aquatics Equipment Replacement	10,000	10,000	10,000	10,000	10,000	10,000
New 13-29	Parking System Software	-	98,000	-	-	-	-
New 13-31	Spriggs Barn	-	23,312	-	-	-	-
New 13-32	Police Solar PV Array	113,500	-	-	-	-	-
New 13-35	Staff Interactive Budgeting Software	200,000	-	-	-	-	-
New 13-36	Parking Wayfinding	30,000	30,000	30,000	-	-	-
New 13-37	Historic Preservation	300,000	-	400,000	-	-	-
New 13-38	Raw Water Line and Tank	-	258,750	-	-	-	-
New 13-39	Irrigation Screening Facility	-	517,500	2,785,185	3,991,384	-	-
New 13-40	Scada and Telemetry System Replacement	-	-	-	-	-	950,149
New 13-41	Deer Valley Drive - Water Infrastructure	-	776,250	803,419	-	-	-
New 13-42	Empire Tank Replacement	-	-	-	554,359	803,266	-

Figure B09 – Recommended New CIP Amounts

The following figure shows projects that were not recommended for funding in the 5-Year CIP:

New Projects Not Recommended in 5-Year CIP							
CIP #	Project Name	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
New 13-01	Arson Inspection Equipment (Operating Request)	-	5,000	-	-	-	-
New 13-02	McPolin Farm Shed (Asset Management)	15,000	-	-	-	-	-
New 13-03	EDEN Permits Mobile Web Extensions (IT Budget)	-	6,200	900	900	900	900
New 13-04	Overhead Doors Fleet Shop (Asset Management)	-	95,000	-	-	-	-
New 13-07	Engineering Incubator (streets will cover one time snow melt)	-	8,000	-	-	-	-
New 13-10	Monument Reestablishment	-	10,000	-	-	-	-
New 13-12	Historic Wall on Hillside	-	75,000	-	-	-	-
New 13-14	Side Walk Plow (adj. cp0074) 2012 Snow Removal Savings	-	140,000	-	-	-	-
New 13-15	Jet Vac Truck (adj. cp0074)	-	-	340,000	-	-	-
New 13-16	Dumpster Screening (Covered by cp0047 & cp0263)	-	60,000	-	-	-	-
New 13-19	Mobile Command Post (MCP)	-	50,000	50,000	35,000	-	-
New 13-28	Update Ice Arena Security System (Asset Management)	25,000	-	-	-	-	-
New 13-33	Main Street Wireless	-	50,000	50,000	-	-	-
New 13-34	Bonanza Park RDA - Internet Upgrades	-	50,000	50,000	-	-	-

Figure B10 – Not Recommended New CIP Amounts

Many of the projects not recommended for funding are recommended for funding through other sources such as Asset Management, operating budgets, or other CIP projects.

OPERATING IMPACTS OF CAPITAL PROJECTS

A few capital projects are expected to have an impact on operating budgets. Most notably, the Prospector Drain Regulatory project and the Quinn's Water Treatment Plan which will necessitate increased operating expenditures in the Water Department.

EXPENSES

Table E14 outlines projects that are expected to create significant operating costs or savings over the life of the project. Not all of the projects here were recommended by the CIP Committee.

Capital Improvement Projects with Significant Operating Costs or Savings

CIP #	Project Name	Total Project Cost	Estimated Annual Cost**	Annual Revenue or Savings	Project Expected Lifespan	Total Estimated Cost Over Lifespan of Project
CP0041	Trails Master Plan Implementation	\$ 992,132	\$ 3,500	\$ -	30	\$ 1,097,132
CP0097	Bonanza Drive Reconstruction	\$ 3,093,671	\$ 1,000	\$ -	20	\$ 3,113,671
CP0100	Neighborhood Parks	\$ 1,441,782	\$ 1,000	\$ -	25	\$ 1,466,782
CP0132	Museum Expansion	\$ 4,063,213	\$ 10,000	\$ -	30	\$ 4,363,213
CP0163	Quinn's Fields Phase III	\$ 2,726,548	\$ 100,000	\$ -	50	\$ 7,726,548
CP0262	High School Bus- Sundance Transit Re-const	\$ 90,000	\$ 15,000	\$ -	30	\$ 540,000
CP0266	Prospector Drain - Regulatory Project	\$ 2,317,154	\$ 420,000	\$ -	30	\$ 14,917,154
New 13-03	EDEN Permits Mobile Web Extensions	\$ 8,900	\$ 900	\$ -	6	\$ 14,300
New 13-11	Hillside Stairs	\$ -	\$ 4,000	\$ -	20	\$ 80,000
New 13-17	PCMR Transit Center	\$ 1,500,000	\$ 130,000	\$ -	25	\$ 4,750,000
New 13-18	Ironhorse Solar Array	\$ 585,000	\$ -	\$ 8,000	25	\$ 385,000
New 13-19	Mobile Command Post (MCP)	\$ 135,000	\$ 4,500	\$ -	15	\$ 202,500
New 13-29	Parking System Software	\$ 98,000	\$ 22,000	\$ 31,000	6	\$ 44,000
New 13-32	Police Solar PV Array	\$ 113,500	\$ -	\$ 2,300	40	\$ 21,500
New 13-35	Staff Interactive Budgeting Software	\$ 200,000	\$ 17,000	\$ -	6	\$ 302,000

* Any CIP number not listed here has either been closed out, contains insufficient data for cost analysis, or occurs on a ongoing basis

** See Budget Volume II *CIP Project by Project Summary* for cost/savings description

Table E15 – CIPs with Significant Operating Costs or Savings

EXPENSES

DEBT SERVICE

Park City has various bond issuances outstanding. The debt service to be paid on these bonds is as detailed in Figure E16. Debt service expense comprises 14% of the FY 2012 budgeted expenses, and 15% of the FY 2013 Plan.

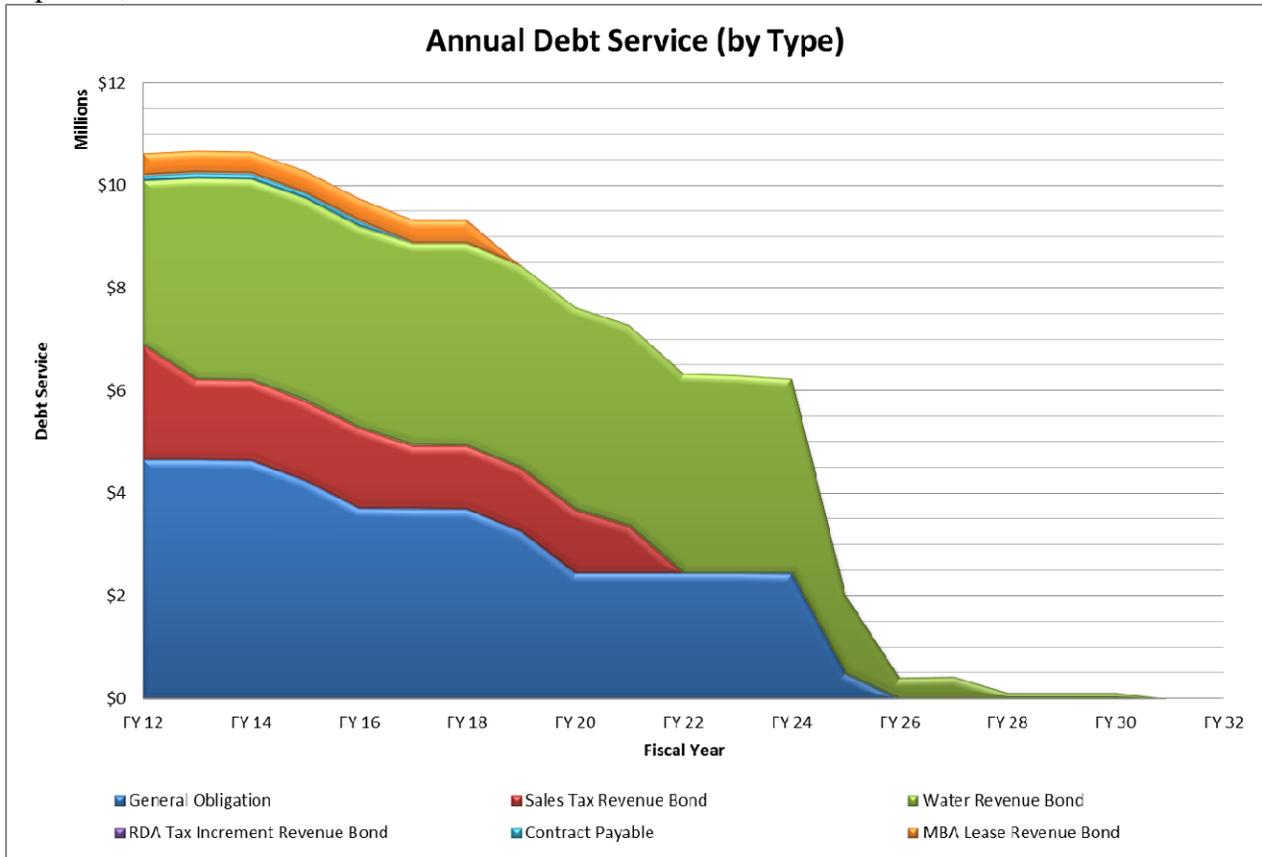
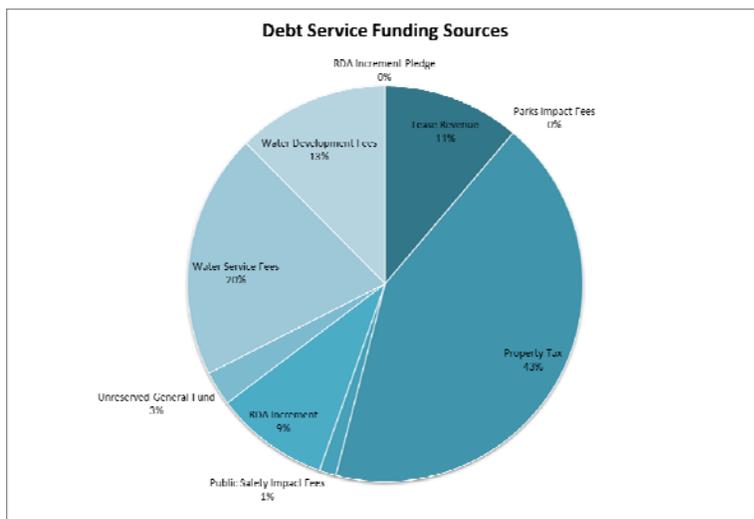


Figure E16 - Long Term Debt



Funding sources for debt service payments in FY 2012 are detailed in Figure E16. General Obligation Bonds have property tax as a dedicated source for repayment, while Water Bonds generally have water service fees as a dedicated revenue source. RDA Bonds are backed by property tax increment. Sales Tax Bonds are backed by sales tax revenue, but the City has dedicated a number of revenue sources for repayment, including lease revenue, impact fees, and unreserved general fund revenue (i.e., sales tax).

EXPENSES

The City’s five year Capital Improvement Plan outlines a number of future projects for which it is anticipated the City expects to issue debt. The estimated impact to debt service due to possible future bonding can be seen in Figure E18. This anticipated debt includes the remaining voter approved GO debt for walkability as well as series of Water Revenue Bonds.

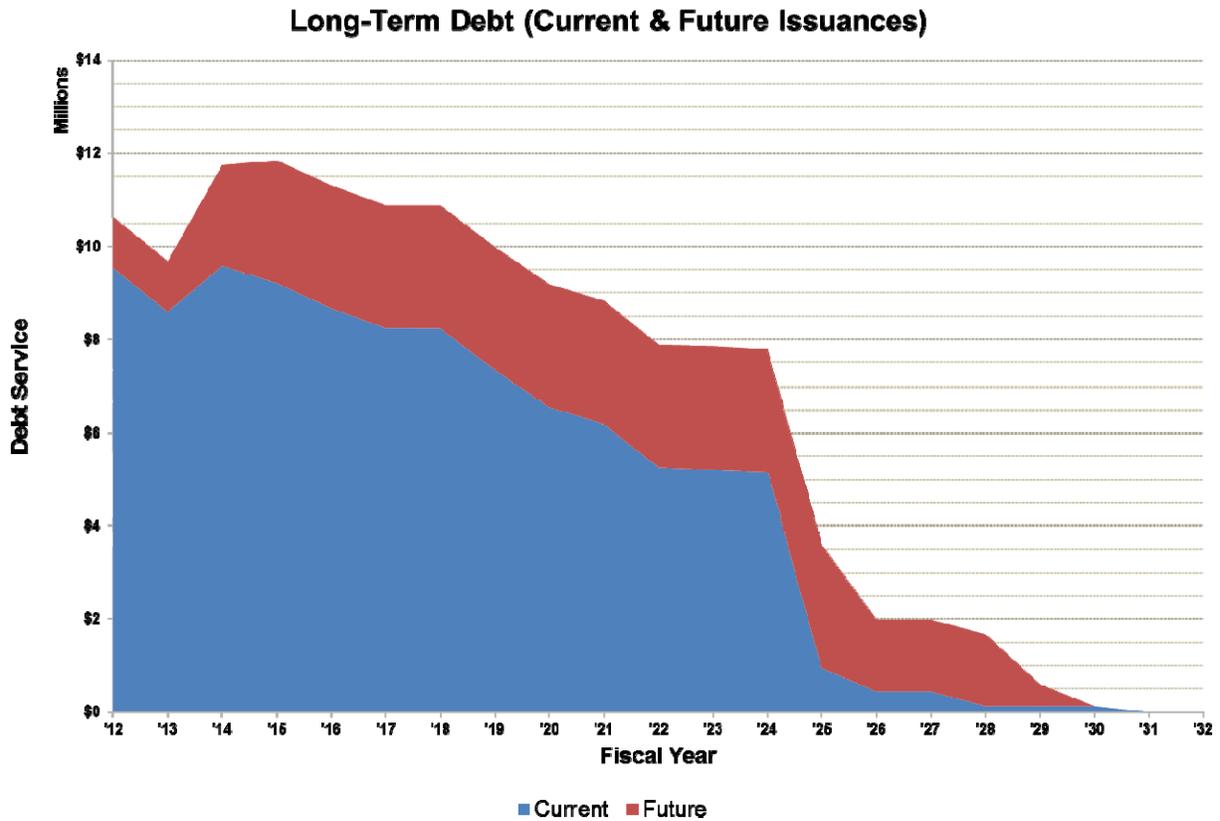


Figure E18 – Anticipated Future Debt Service Compared to Existing Debt

Perhaps the most significant measure related to debt service is the amount of debt that is secured by a non-dedicated revenue source. As previously discussed, the majority of the City’s debt service is paid for with dedicated revenue such as water fees, property tax, or property tax increment, all of which the City can influence through rate adjustments.

The majority of the debt service for the \$20 million sales tax revenue bonds issued in 2006 will come from dedicated revenue such as property tax increment pledged from the Main Street RDA and impact fees. A portion of the debt, however, will be paid for with unreserved or surplus General Fund revenue (sales tax). The figure below shows how much of the City’s annual surplus is currently pledged for debt service. Future obligations for OTIS and Downtown Projects bonds remain subject to policy decision, and are currently not included in the City Manager’s Recommended Budget.

EXPENSES

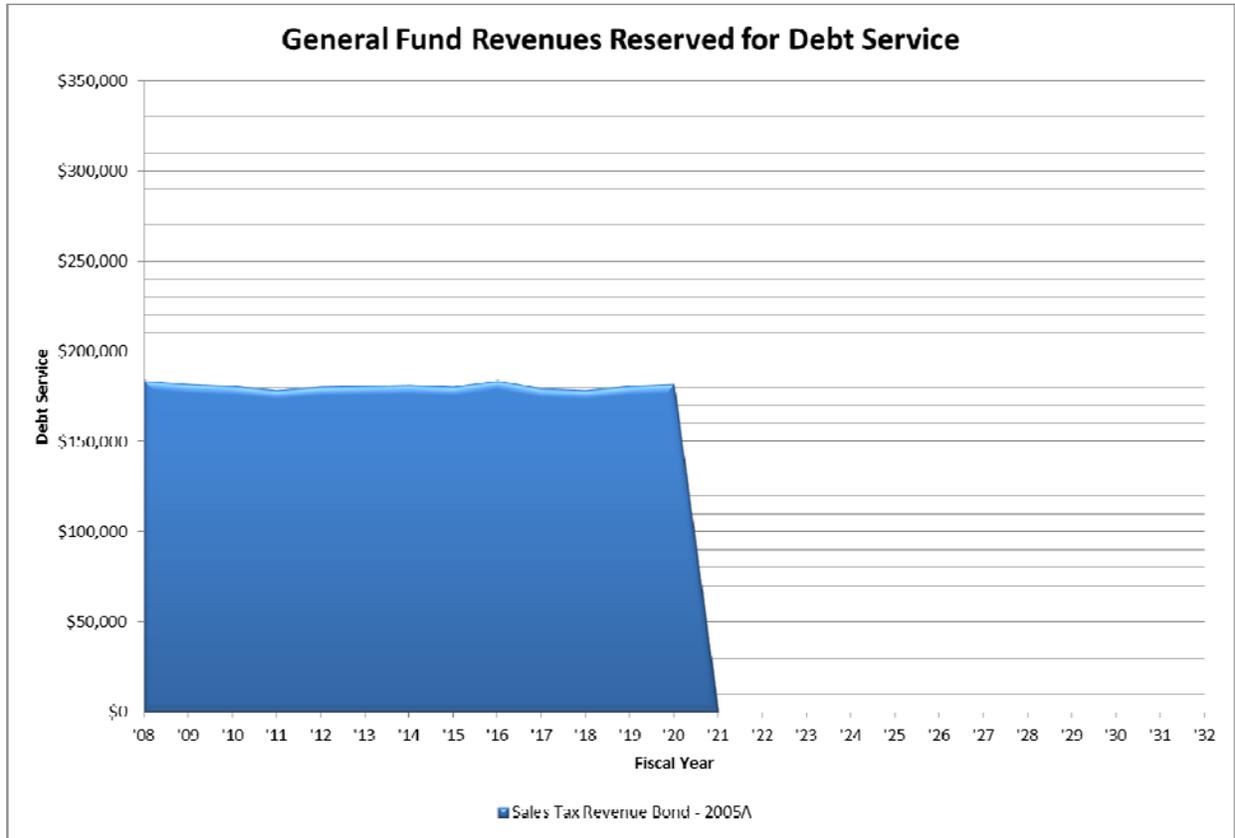


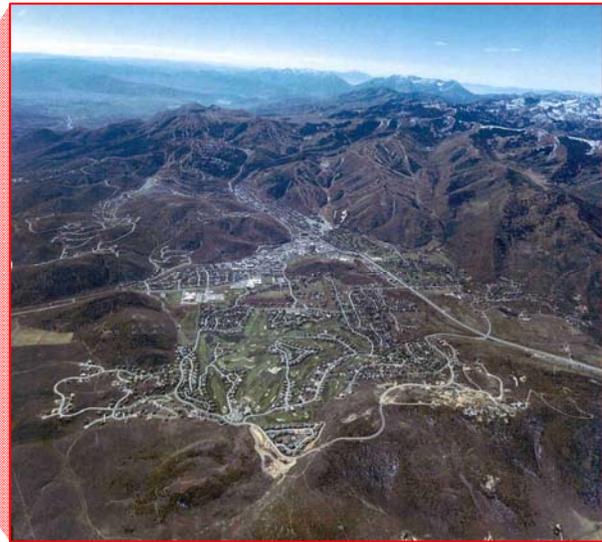
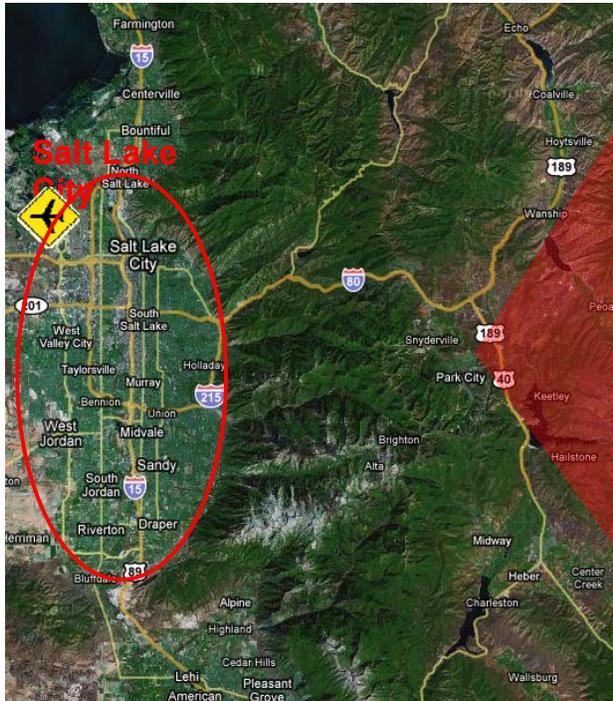
Figure E19 – General Fund Revenues Reserved for Debt Service

Note that approximately \$280,000 per year is currently pledged, but it is anticipated that much or all of the OTIS and Downtown Projects debt service will be paid for with General Fund surplus. At its peak, debt service paid for with General Fund surplus could cost as much as \$2.3 million annually. The City will need to carefully consider the prioritization of OTIS and other such projects relative to other City needs before pledging any future “surplus” to new capital projects, unanticipated debt, or higher operating service levels.

ECONOMIC OUTLOOK

Park City is located in Summit County, Utah, in the heart of the Wasatch Mountains, 30 miles east of Salt Lake City and 40 minutes by freeway from the Salt Lake International Airport. Park City is one of the west's premier multi-season resort communities with an area of approximately 12 square miles and a permanent resident population of approximately 8,000.

World renowned skiing is the center of activity being complemented throughout the year with major activities and events, such as the Sundance Film Festival, Arts Festival, concerts, sporting events, along with a variety of other winter and summer related activities.



Tourism is the major industry in Park City, with skiing, lodging facilities, and restaurants contributing significantly to the local economy. Park City is the home of two major ski resorts (Park City Ski Area and Deer Valley Ski Resort) with a third area (The Canyons) located only one mile north of the City limits.

In 1869, silver bearing quartz was discovered in the area of what is now Park City, and a silver mining boom began. From the 1930s through the 1950s, the mining boom subsided due to the decline of silver prices, and Park City came very close to becoming a historic ghost town. During that time, the residents began to consider an alternative to mining and began developing Park City into a resort town.

In 2002, Salt Lake City hosted the 2002 Winter Olympic Games with two athletic venues in Park City and one just north of the City limits. Deer Valley Resort hosted the slalom, aerial, and mogul competitions; Park City Mountain Resort hosted the giant slalom, snowboarding slalom and snowboarding half-pipe; and the Utah Winter Sports Park (Summit County) hosted ski jumping, luge and bobsled events.

ECONOMIC OUTLOOK

Deer Valley Resort hosted a FIS Freestyle World Cup event for the sixth time in seven years in February 2012. Also in February 2009, Deer Valley hosted the first World Cup Skier Cross competition ever held in North America. For the fifth year in a row, Deer Valley Resort was deemed the best resort in North America by Ski Magazine. No other resort has topped the rankings five years in a row. The Park City Mountain Resort is located in the heart of Park City. Park City Mountain Resort was Utah's only other ski resort to finish in the top ten of Ski Magazine's resort review. It was rated fifth overall.

PARK CITY ECONOMY

Tourism is the backbone of the Park City economy and the majority of local tourism revolves around skiing and snowboarding. With the exception of the 2001-02 season, the year of the Olympic Winter Games, skier days at the three main resorts have increased significantly for the past five years. Skier days have increased over 46 percent in the past decade for the Park City resorts. Encouraging tourism and the ski industry are objectives for Park City as well as for the State of Utah. With its close proximity to Salt Lake City and Salt Lake International airport, Park City is a major contributor to the State's goals. The total number of skier days for 2010-11 was 4,223,064, up roughly 4 percent above the previous year, which was at 4,048,153. Utah's 2010-11 total represents the second best ski season on record. In the 2010-11 season, Park City area resorts claimed 41.4 percent of the total Utah skier day market share. With the local economy dependent on tourism and skiing, employment in Park City tends to decline in the spring and summer months. Park City attempts to mitigate this by diversifying recreational activities in the "off-season".

The service population is much larger than the permanent population in Park City due to the number of secondary homeowners and visitors within city limits. The City has approximately 161 restaurants, 314 shops, 27 private art centers and a community-sponsored art center. Many of Park City's restaurants are award winning and among the finest in the inter-mountain west. The Chamber of Commerce estimates that the City has a nightly capacity for 27,178 guests. On average, the City receives almost 8,803 visitors per night with an occupancy rate of 32.4 percent. In the last ten years nightly capacity has increased by 37.4 percent.

The Sundance Film Festival made its 31st annual appearance in Park City in January 2012. The 2011 Sundance Film Festival generated an overall economic impact of \$70.8 million for the State of Utah and supported over 1,600 jobs. Sundance and Park City Municipal Corporation have formally agreed that Park City will remain festival headquarters through the 2018 film festival, with a ten year option after that. The festival presents high quality, independent films. Nationally known actors, directors, writers and other members of the film industry conduct and attend workshops, classes, seminars, dinners and premiers which are open to the general public. It is estimated that the annual cultural event attracted 45,800 attendees in 2011.

The Kimball Arts Center sponsored its 42nd annual three-day Park City Arts Festival in August 2011. The Park City Arts Festival is Utah's original, oldest and the longest running arts festival in the West. In the last decade this event has grown substantially and now attracts nearly 50,000 visitors over the three-day period and features more than 220 of North America's top artists. This

ECONOMIC OUTLOOK

is one of the most attended annual events in Utah and consistently makes the Top Ten List by the renowned Harris Poll.

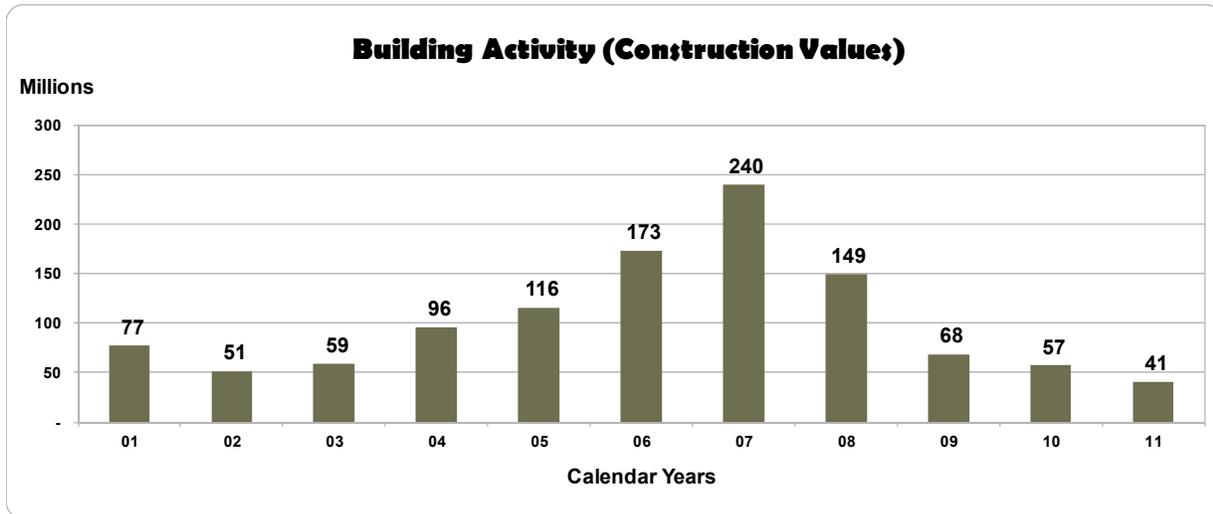


Figure EO1 – Annual Cost of Construction in Park City

Closely connected to the tourist and ski industries in Park City is the real estate industry. During the past ten years, building activity within the City has gone from a low of \$29.8 million in 2011 (due to the recession), to a high of \$239.7 million in 2007. Building activity over the last decade has averaged \$103.9 million per year. For FY11, the building activity (construction, additions and alterations) was approximately \$41 million, with 16.2 percent in residential and 0.3 percent in commercial. The remaining 83.5 percent was in remodeling, expanding, and miscellaneous construction. The residential construction total valuation of approximately \$4.8 million consisted of both single and multi-family homes. Easy access to Salt Lake City has intensified the role for Park City as a bedroom community. This role and the current economy have shifted emphasis to the construction of residential homes. Properties have enjoyed a steady rate of appreciation through the years, which are expected to maintain their value and/or increase in the future.

According to the latest statistics by the Park City Board of Realtors, residential lots in Park City range from an average of \$416,667 in the Aerie area to an average of more than \$4,417,500 for lots in Empire Canyon. Condominiums range in average price from \$152,919 to \$2,857,219 depending upon location. Depending upon the area, single-family homes range from an average price of \$442,569 to \$6,645,250. Overall, in the last year, volume of single-family homes sold decreased 7.9 percent and the average sale price decreased 22.6 percent. Condominiums sales showed a volume decrease of 21.1 percent and average sale price decreased 8.0 percent.

Park City's debt service expenditures have increased in amount and as a percentage of total expenditures during the past decade. Much of this is due to the voter approved General Obligation Bonds that were passed in 1999, 2000, 2005, 2006, 2007, 2008, 2009, and 2010 as well as the Sales Tax Revenue Bonds issued in 2005. The City's bond rating was upgraded in May 2006 by Moody's to Aa2. Furthermore, the City was upgraded in 2008 by Standard and Poor's and Fitch to AA. A bond rating of AA (AAA is generally the highest rating) indicates that Park City as an issuer offers "excellent financial security." The issued Sales Tax Revenue Bond also received a rating of A+ from Standard & Poor's. In the beginning of May 2010, Park City's

ECONOMIC OUTLOOK

bond rating moved from Aa2 (Moody's) and AA (Fitch) to Aa1 and AA+ respectively. This is due to a new recalibration methodology by these two rating agencies.

Through last decade, revenues had been steadily increasing for Park City with no revenue source significantly changing as a percentage of total revenue. Sales tax revenues increased in FY2011 19% from FY2010. Taxes account for roughly 50 percent of total revenue.

Major employer-types in the City include: accommodation and food service, arts/entertainment and recreation, retail trade, real estate, technical services and government. Unemployment data was unavailable for Park City; however, the current Summit County unemployment rate is estimated at 6.6 percent. According to the Bureau of Labor of Statistics, Utah's unemployment rate is 7.4 percent and the national rate is 9.2 percent.

It is expected that Park City's economic outlook will stabilize in future years. Diversification of resort activities, promoting additional special events, and sound financial policies will all aid in ensuring a thriving economy.

CITY SALES TRENDS

Park City has experienced exceptional economic growth in the last decade. After a dip in 2009, sales tax has increased for the past two years. Figure EO2 shows the growth in total estimated sales from 2001 to 2011. For FY 2011, Park City collected roughly \$6.5 million in local option sales tax—equating to roughly \$654 million in estimated taxable sales—\$105 million more than the previous year and \$297 million more than FY 2001. Total sales are determined from the annual 1 percent local sales tax collected each year.

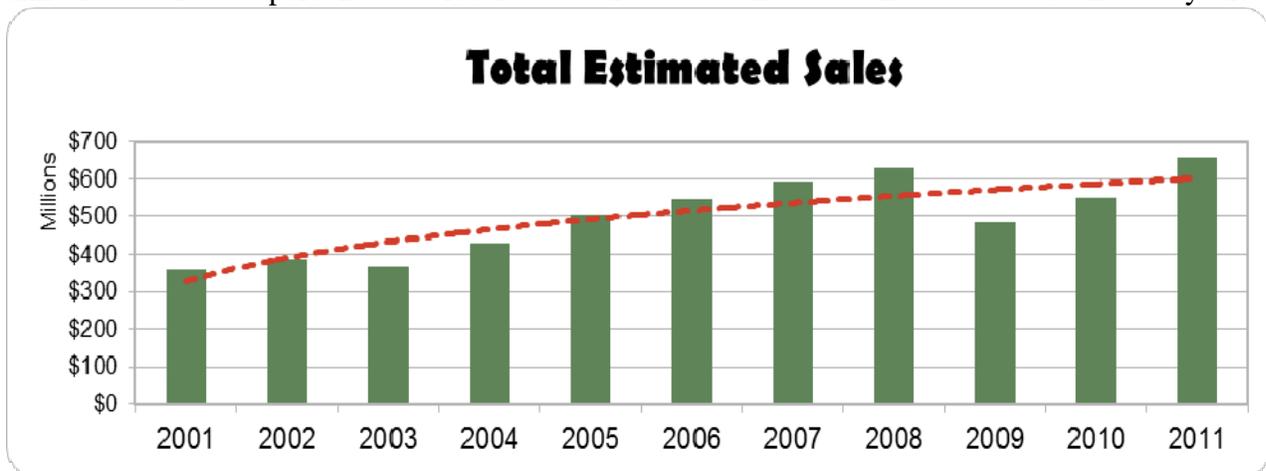


Figure EO2 – Total Estimated Sales

Figure EO3 shows the sales trends by industry from 2001 to 2011. The Lodging Sector has experienced the greatest change with a 10.7 percent average growth rate in the last 5 years. The Retail Industry still leads all other sectors in absolute dollar terms, and saw an increase of \$46.5 million from FY2010 to FY2011.

ECONOMIC OUTLOOK

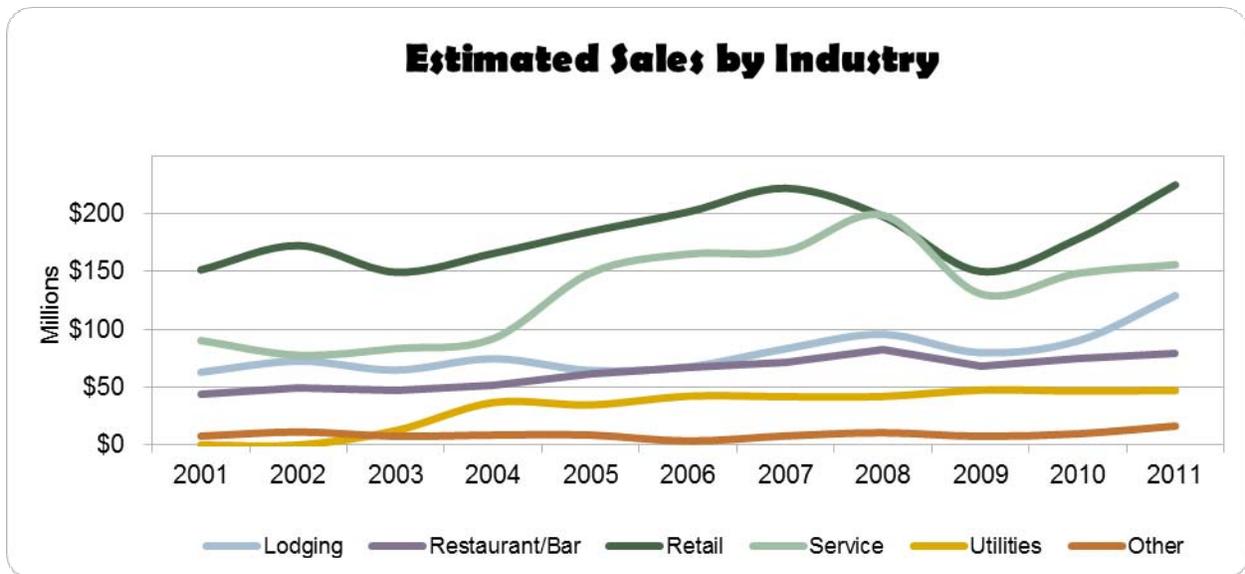


Figure E03 – Estimated Sales by Industry

Because Park City’s economy relies heavily on the ski industry and tourism, sales tax revenues are extremely seasonal. Figure E04 represents seasonality by industry (based on a ten-year average). The Service Sector is the most seasonal with 59.86 percent of service-related sales coming during Quarter 3. The Lodging Sector—which includes skiing and entertainment amongst other services—is also highly seasonal; 53.04 percent of sales tax revenues coming during Quarter 3. The Utilities Sector showed the least seasonality with only 34.11 percent of total sales coming in Quarter 3, with the rest of its quarters demonstrating minimal variance of seasonality.

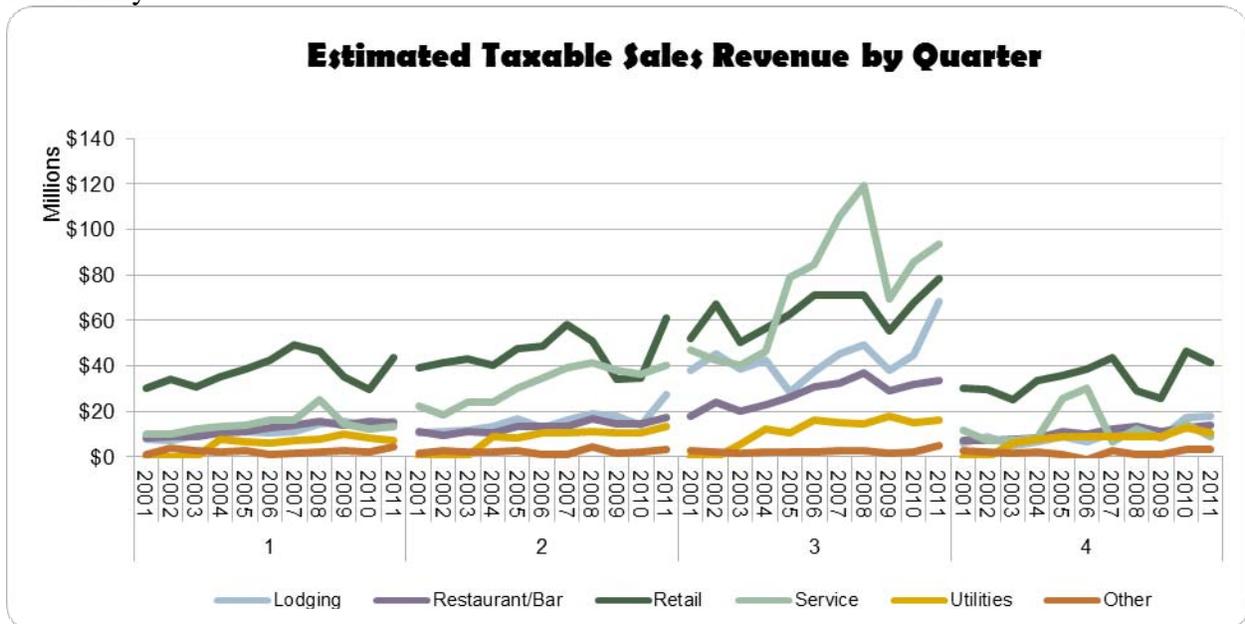


Figure E04 – Estimated Taxable Sales Revenue by Quarter

ECONOMIC OUTLOOK

CITY FINANCIAL HEALTH INDICATORS

In May of 2003, the Citizens Technical Advisory Committee (CTAC) and the staff from Park City Municipal Corporation identified certain concepts in order to measure the financial health of Park City. The ultimate goal for these concepts was to specify indicators that would be monitored in the future and be included in future Budget Documents. These measures are designed to show the financial position of the City as a whole, while the performance measurement program focuses more specifically on each department within the City's organization.

TYPES OF FINANCIAL HEALTH INDICATORS

The International City/County Management Association (ICMA) produces a manual entitled Evaluating Financial Condition. Within this manual, various indicators and methods for analysis are outlined and recommended. According to the ICMA, the financial condition of a municipality can be defined as "...a government's ability in the long run to pay all the costs of doing business, including expenditures that normally appear in each annual budget, as well as those that will appear only in the years in which they must be paid." By recording the necessary data and observing these indicators, certain warning trends can be seen and remedied before it becomes a problem for the Park City government.

The following indicators were chosen with input from CTAC and the staff from the budget department.

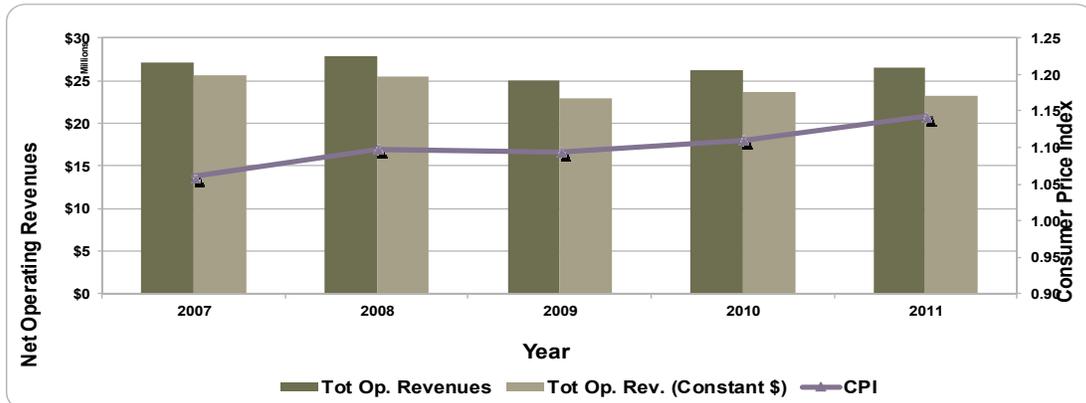
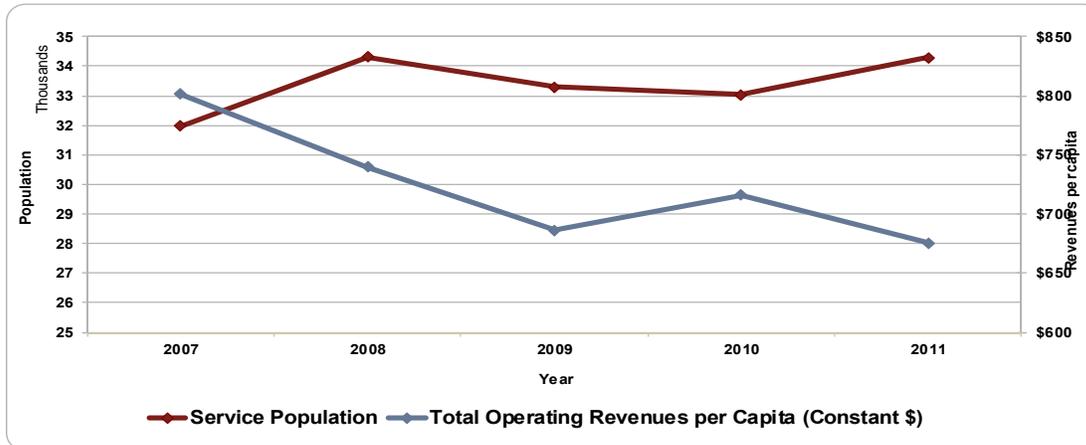
- A. Revenues per capita
- B. Expenditures per capita
- C. Municipal employees per capita
- D. Operating (deficit) surplus per capita
- E. Comparison of the liquidity ratio and long-term debt
- F. Long-term overlapping debt as a percentage of assessed valuation
- G. Administrative costs as a percentage of total operating expenditures
- H. Historical bond ratings

ECONOMIC OUTLOOK

Revenues per Capita

Revenues per Capita are total operating revenues per capita (service population*)

Description	2007	2008	2009	2010	2011
Total Operating Revenues	\$27,168,931	\$27,888,081	\$24,998,836	\$26,258,101	\$26,453,856
CPI	1.06	1.10	1.09	1.11	1.14
Total Operating Revenues (Constant dollars)	\$25,631,067	\$25,398,981	\$22,850,855.58	\$23,655,946.85	\$23,164,497
Service Population *	31,976	34,320	33,303	33,038	34,281
Total Operating Revenues per capita (Constant dollars)	\$801.56	\$740.06	\$686.16	\$716.02	\$675.73



Analysis

Total Operating Revenues includes the General Fund and the Debt Service Fund. Examining per capita revenues shows changes in revenue relative to changes in population size. By using the service population, one can factor in the impact that visitors and secondary homeowners have on sales tax revenue. The consumer price index (CPI) is used to convert current total operating revenues to constant total operating revenues to account for inflation and display a more accurate picture of accrued revenues. The warning trend is decreasing total operating revenues as the population rises.

Source

Total Operating Revenues - Statement of Revenues, Expenditures, and Changes in Fund Balances pg. 31. (General + Debt Service (Sales Tax Revenue and Refunding) + Debt Service (Park City General Obligation).)

Also, note CAFR FY11 Table 2, CAFR 05-06 Schedule 5 for Tax Revenue.

CPI - Bureau of Labor Statistics www.bls.gov, Population - Census Bureau, www.census.gov

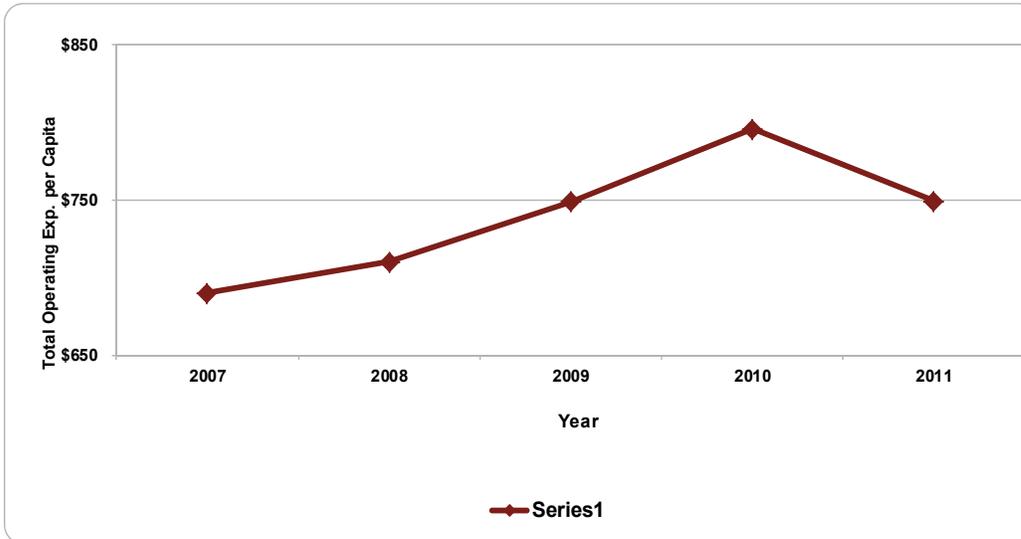
* Service Population = Permanent Population + Secondary Homeowners + Average Daily Visitors

ECONOMIC OUTLOOK

Expenditures per Capita

Expenditures per capita are net operating expenditures per capita (service population *)

Description	2007	2008	2009	2010	2011
Debt Service	\$5,357,113	\$5,420,065	\$7,006,784	\$8,150,248	\$7,368,091
Operating Expenditures	\$18,017,352	\$21,320,008	\$20,266,054	\$21,019,587	\$21,940,864
Total Operating Expenditures	\$23,374,465	\$26,740,073	\$27,272,838	\$29,169,835	\$29,308,955
CPI	1.06	1.10	1.09	1.11	1.14
Total Operating Expenditures (Constant dollars)	\$22,051,382	\$24,353,436	\$24,929,468	\$26,279,131	\$25,664,584
Service Population*	31,976	34,320	33,303	33,038	34,281
Net Operating Expenditures per capita (Constant dollars)	\$689.61	\$709.60	\$748.58	\$795.41	\$748.65



Analysis

Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Taking into account the service population and the inflation factor, the indicator shows the increasing costs of providing city services. The rate has fluctuated slightly, but has remained stable since 2009. The majority of the decrease in 2011 is due to a decrease in debt service payments.

Source

Population - Census Bureau, www.census.gov,

Debt Service excludes CIP debt service pg. 31 (Total Governmental Funds: Principal + Interest + Bond issuance costs+ Arbitrage rebate - CIP)

Net Operating Expenditures - CAFR FY11 Table 1, CAFR FY11 Schedule 4

Total Operating Expenditures pg. 31 (General Total).

CPI - Bureau of Labor Statistics www.bls.gov

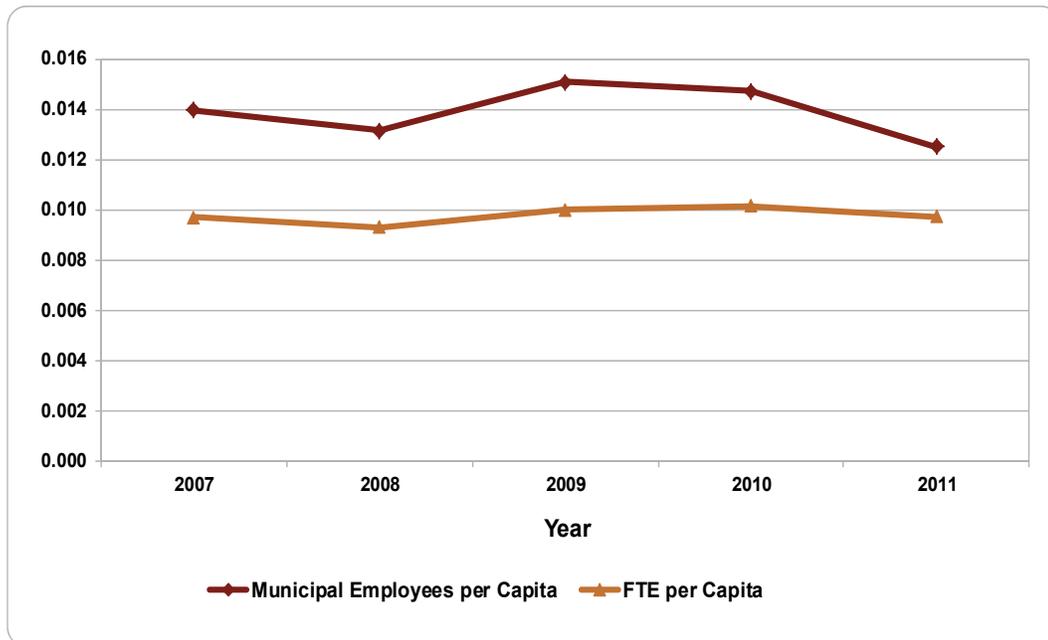
* Service Population = Permanent Population + Secondary Homeowners + Average Daily Visitors

ECONOMIC OUTLOOK

Employees per Capita

Municipal employees per capita (service population*)

Description	2007	2008	2009	2010	2011
Number of Municipal Employees	447	452	502	487	429
# FTE (Full-time equivalents)	310.31	319.74	333.3	336.2	334.4
Service Population*	31,976	34,320	33,303	33,038	34,281
Number of Municipal Employees per Capita	0.014	0.013	0.015	0.015	0.013
Total FTE Per Capita	0.010	0.009	0.010	0.010	0.010



Analysis

Employees per capita shows the overall labor productivity in relation to population of the city. The FTEs per capita seems to suggest that as population increases so does the number of employees. Over the last five years the trend has remained fairly consistent.

Source

Number of Employees - CAFR - Schedule 21, CAFR FY11 Table 16, 2005-06 from Human Resources Department.

FTE counts - FY11 Staffing Summary 4-120 and past Budget Documents, FY09 from Schedule 20 in FY11 CAFR

Population - Census Bureau, www.census.gov

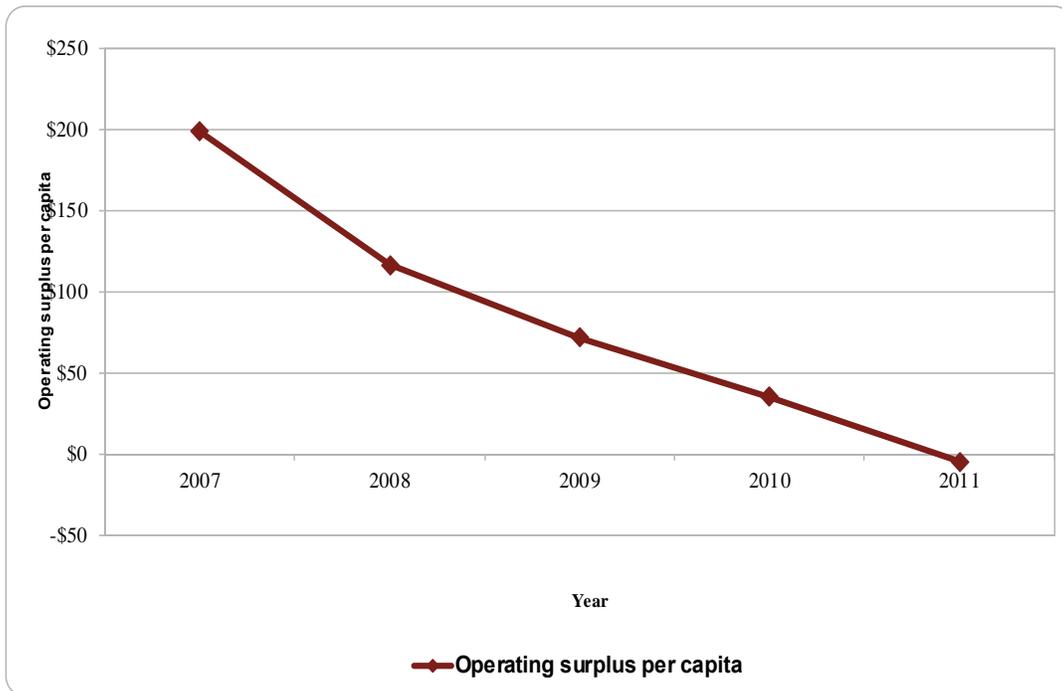
* Service Population = Permanent Population + Secondary Homeowners + Average Daily Visitors

ECONOMIC OUTLOOK

Operating (Deficit) or Surplus

Operating deficit or surplus as a percentage of operating revenues

Description	2007	2008	2009	2010	2011
Operating deficit or surplus	\$6,333,895	\$3,991,358	\$2,374,555	\$1,151,650	-\$171,891
Net fund operating revenue	\$27,168,931	\$27,888,081	\$24,998,836	\$26,258,101	\$26,453,856
General fund operating surplus (deficit) as % of net fund operating revenues	23%	14%	9%	4%	-1%
Service Population*	31,976	34,320	33,303	33,038	34,281
Operating surplus per capita	\$198.08	\$116.30	\$71.30	\$34.86	-\$5.01



Analysis

An operating surplus is used to fund CIP and fund non-operating expenditures. The City has had a strong fund balance for several years and increased substantially from 2005 to 2007. In spite of the current decrease, the fund balance is still considered very healthy.

Source

General fund operating surplus/deficit - CAFR FY11 pg.33, Net Fund Operating Revenues - CAFR FY11 Table 2, CAFR FY11 Schedule 5 for Tax Revenue; Statement of Revenues, Expenditures, and Changes in Fund Balances pg. 31 for all other revenues. (Includes debt service for investment income and rental and other miscellaneous)

* Service Population = Permanent Population + Secondary Homeowners + Average Daily Visitors

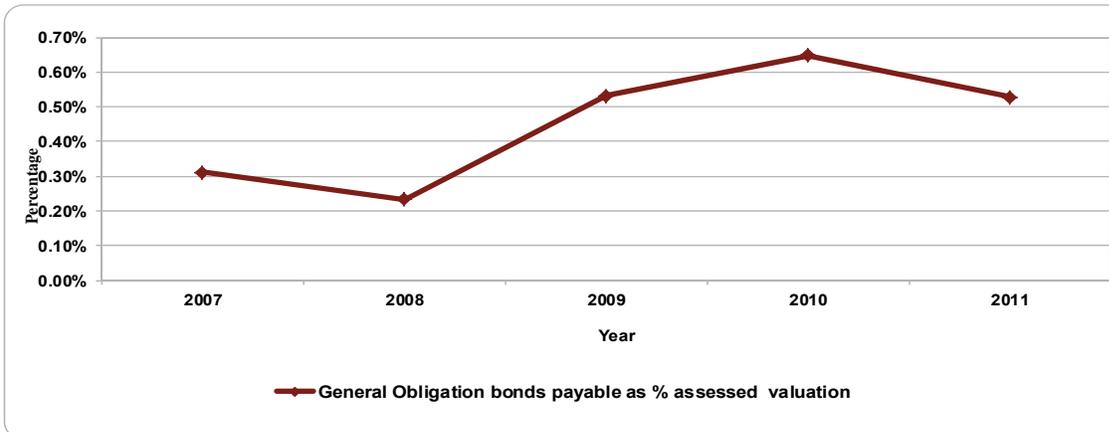
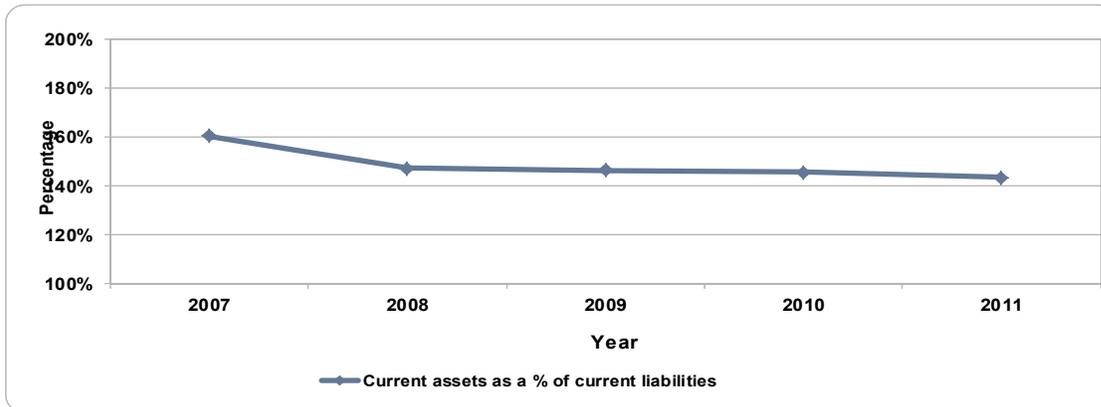
ECONOMIC OUTLOOK

Liquidity & Long Term Debt

Liquidity is defined as cash and short-term investments as a percentage of current liabilities

Long-Term debt is defined as total General Obligation bonds payable as a percentage of assessed valuation

Description	2007	2008	2009	2010	2011
Cash and short-term investments	\$12,229,000	\$11,448,886	\$11,805,757	\$12,419,044	\$13,991,178
Current Liabilities	\$7,614,985	\$7,776,754	\$8,058,461	\$8,524,072	\$9,750,900
Current assets as a % of current liabilities	161%	147%	147%	146%	143%
Description	2007	2008	2009	2010	2011
Assessed valuation	\$5,522,763,146	\$6,723,322,492	\$6,783,652,435	\$6,073,486,107	\$6,845,702,242
Total G. O. bonds	\$17,175,000	\$15,720,000	\$36,015,000	\$39,375,000	\$36,135,000
General Obligation bonds payable as % assessed valuation	0.31%	0.23%	0.53%	0.65%	0.53%



Analysis

Liquidity determines the city's ability to pay its short-term obligations. In the private sector, liquidity is measured with the ratio of cash, short-term investments and accounts receivable over current liabilities. Public sector municipalities use the ratio of cash and short-term investments over current liabilities. According to the International City/County Management Association, both private and public sectors use the ratio of one to one or 100% or above to indicate a current account surplus.

The liquidity indicator for Park City has decreased over the time period shown due to the issue of General Obligation (or voter approved) bonds in 1999, 2000, 2003, 2004, 2006, 2008, 2009, and 2010. The majority of these G.O. bonds were allocated for the purchase of open space*. Issuing these bonds increases the long term debt and the current liability account, thus decreasing the liquidity ratio. The warning trend to be aware of in analyzing these measures, is a decreasing liquidity ratio in conjunction with an increase in long term debt. This indicates that a government might struggle to cover its financial obligations in the future.

ECONOMIC OUTLOOK

Although it is apparent that the liquidity ratio has declined over the time period shown, it should be noted that the ratio is still above the 100% level, and that the issued G.O. bonds have a dedicated revenue source in property taxes. The Utah State Constitution states that direct debt issued by a municipal corporation should not exceed 4% of the assessed valuation, Park City has a more stringent policy of 2% of assessed valuation. Although the percentage of long-term debt to assessed valuation has been increasing, it is still well below the City policy of 2%.

* 1999 bond issue was passed by a voter margin of 78% & 2003 by 81%.

Source

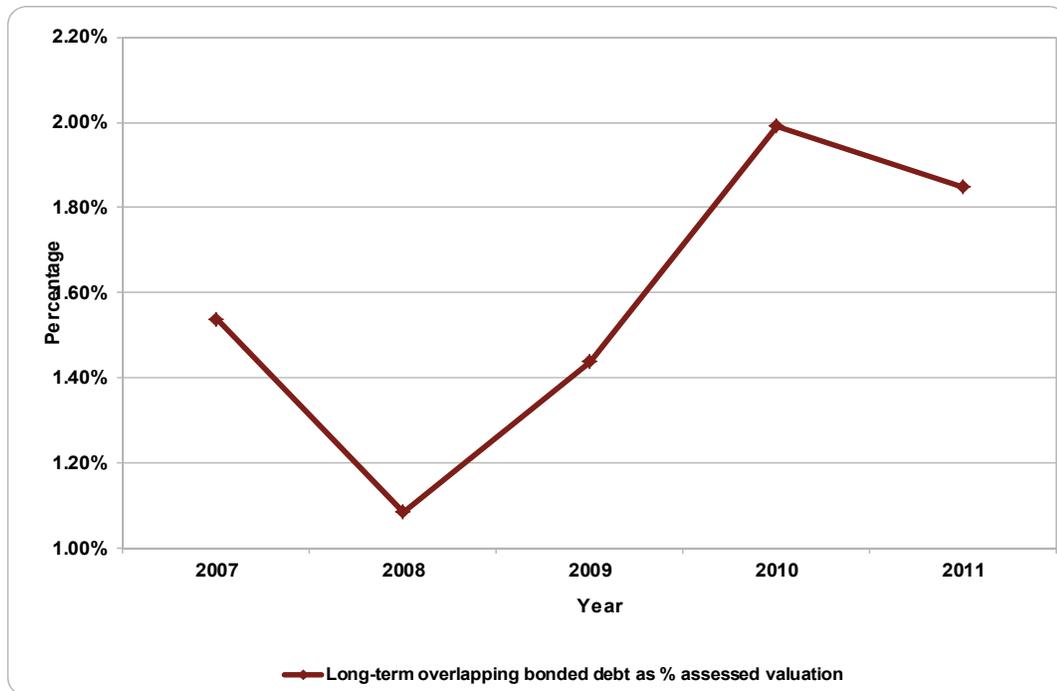
Current Assets - CAFR FY11 pg. 29, (General - Total). Current Liabilities - CAFR FY11 pg. 29, (General - Total). Assessed Valuation- Summit County Assessor's Office, Gross Bonded Long-Term Debt - CAFR FY09 Schedule 14. Current Assets - CAFR FY11, Current Liabilities - CAFR FY11, Assessed Valuation-

ECONOMIC OUTLOOK

Overlapping Debt

Long-term overlapping bonded debt is the annual debt service on General Obligation Bonds as a percentage of the assessed valuation of the City

Description	2007	2008	2009	2010	2011
Park City	\$17,175,000	\$15,720,000	\$36,015,000	\$39,375,000	\$36,135,000.00
State of Utah	\$36,247,903	\$33,451,488	\$42,987,456	\$63,460,680	\$76,032,027
Summit County	\$2,521,348	\$2,070,405	\$2,240,705	\$1,951,415	\$1,394,115
Park City School District	\$23,810,641	\$17,544,846	\$14,317,853	\$14,047,914	\$10,978,534
Snyderville Basin Sewer District*	\$1,678,554	\$0	\$0	\$0	\$0.00
Weber Basin Water Conservancy District	\$4,220,818	\$4,266,828	\$2,064,732	\$2,140,498	\$2,006,249
Total Long-term overlapping bonded debt	\$83,975,710	\$73,053,567	\$97,625,746	\$120,975,507	\$126,545,925
Assessed valuation	\$5,457,931,458	\$6,723,322,492	\$6,783,652,435	\$6,073,486,107	\$6,845,702,242
Long-term overlapping bonded debt as % assessed valuation	1.54%	1.09%	1.44%	1.99%	1.85%



Analysis

The overlapping debt indicator measures the ability of the City's tax base to repay the debt obligations issued by all of its governmental and quasi-governmental jurisdictions. Overlapping debt as a percentage of the City's assessed valuation has fluctuated over the past three years due to fluctuations in assessed valuation and reduction of principal balances from required debt service payments.

*Taken out per financial advisor suggestion.

Source

Long-term overlapping bonded debt - CAFR FY11 Schedule 14, Assessed valuation - Summit County Assessor's Office; CAFR FY11 Schedule 16 pg. 106

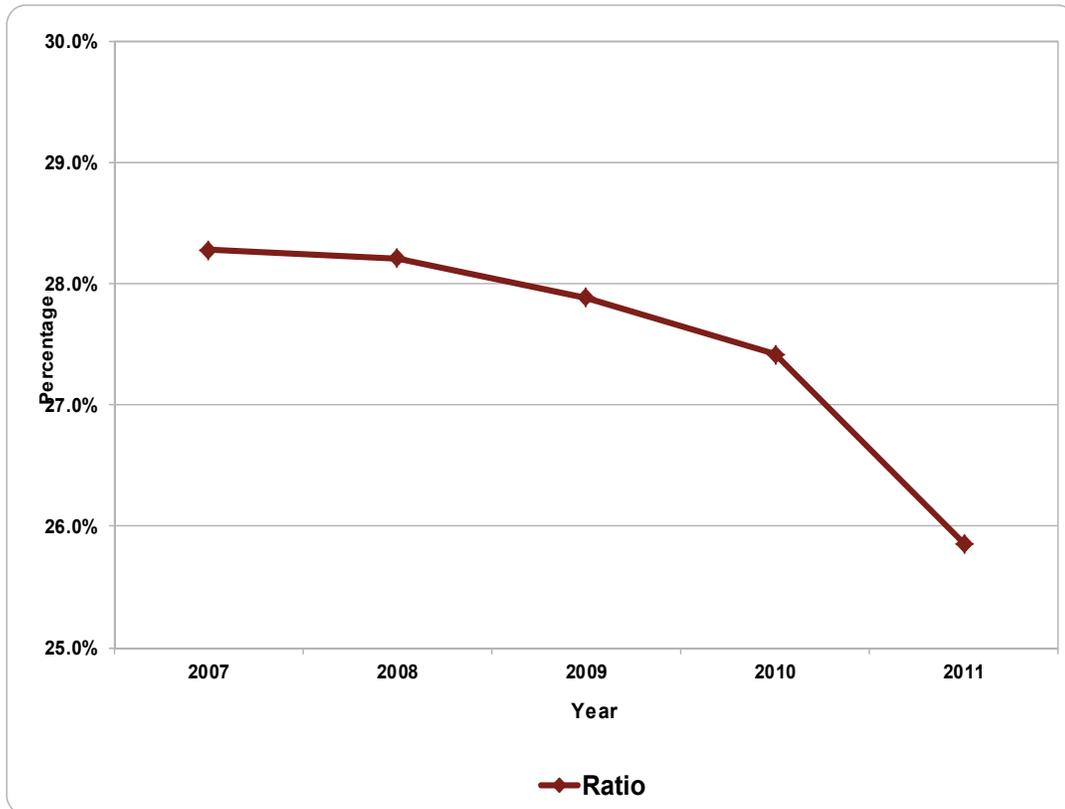
Long-term overlapping bonded debt - CAFR FY11 Table 10, Assessed valuation - CAFR FY11 Table 9

ECONOMIC OUTLOOK

Administrative Costs as a Percentage of Total Operating Expenditures

Administrative Costs were evaluated from specific functions of the municipal government as a percentage of net operating expenses

Description	2007	2008	2009	2010	2011
Administrative Costs	\$6,609,484	\$7,542,934	\$7,604,763	\$7,996,843	\$7,578,313
Net Operating Expenses	\$23,374,465	\$26,740,073	\$27,272,838	\$29,169,835	\$29,308,955
Ratio	28.3%	28.2%	27.9%	27.4%	25.9%



Analysis

Examining a function of the government as a percentage of total expenditures enables one to see whether that function is receiving an increasing, stable, or decreasing share of the total expenditures. Administrative expenses were totaled from the actual expenditures for the executive function of the City excluding the Ice Facility and have continued to slightly decrease for the past several fiscal years.

Source

Administrative costs 2005-2009 from 7-140 report, 2000 data from Trial Balance Report of FY2009 Net Operating Expenses - CAFR FY11 Table 1, CAFR FY11 Schedule 4 (Debt Service excludes CIP)

ECONOMIC OUTLOOK

Bond Ratings for Park City

Description	2007	2008	2009	2010	2011
Moody's	Aa2	Aa2	Aa2	Aa1	Aa1
S & P	AA-	AA	AA	AA	AA
Fitch	AA-	AA	AA	AA+	AA+

Moody's	Fitch	Description
Aaa	AAA	Highest
Aa1	AA+	Top Quality; "Gilt-Edged" High Grade; Very Strong
Aa2	AA	Top Quality; "Gilt-Edged" High Grade; Very Strong
Aa3	AA-	Top Quality; "Gilt-Edged" High Grade; Very Strong
A1	A+	Upper Medium Grade; Strong
A2	A	Upper Medium Grade; Strong
A3	A-	Upper Medium Grade; Strong
Baa1	BBB+	Medium Grade; Adequate
Baa2	BBB	Medium Grade; Adequate
Baa3	BBB-	Medium Grade; Adequate
Ba1	BB+	Speculative Elements; Major Uncertainties
Ba2	BB	Speculative Elements; Major Uncertainties
Ba3	BB-	Speculative Elements; Major Uncertainties
B1	B+	Not Desirable; Impaired Ability to Meet Obligations
B2	B	Not Desirable; Impaired Ability to Meet Obligations
B3	B-	Not Desirable; Impaired Ability to Meet Obligations
Caa1	CCC+	Very Speculative
Caa2	CCC	Very Speculative
Caa3	CCC-	Very Speculative
Ca	CC	Very Speculative
C	C	No Interest Being Paid
	DDD, DD, D	Default

= **Park City Bond Rating**

Analysis

A municipal bond rating informs an investor of the relative safety level in investing in a particular bond. As shown in the chart above, the current bond rating for Park City is described as Top Quality; "Gilt-Edged" High Grade; Very Strong with the three major bond rating companies.

Source

Park City bond ratings- Budget Documents 2000-2004, 1999 - Official Statement for 1999 issuance of G.O. bonds Bond Rating Scales- Zions Public Finance

ECONOMIC OUTLOOK

PARK CITY DEMOGRAPHIC INFORMATION

Permanent Population (2010 Census)	7,558
Service Population in 2011: <i>(Includes the permanent population, population estimate for secondary homeowners, and average daily visitors)</i>	34, 281
City Size:	18.14 square miles
Government Type:	Elected Mayor and five member City Council / Council-Manager form of government (by ordinance)
Incorporation Date:	March 15, 1884
2011 Total Assessed Value:	\$7,004,533,368
2011 Total Taxable Value:	\$6,109,901,683
Property Use Category Breakdown:	
Primary	27.04%
Residential Non Primary	61.98%
Residential Commercial	6.66%
Other	4.32%
Median Household Income:	\$61,912
Median Family Income:	\$80,378
Median Age (2010 Census):	37.4
Enrolled School Population (2008):	4,400
Percent of persons 25 years old and over with:	
High School Diploma or Higher:	88.7%
Bachelor Degree or Higher:	59.2%
Annual Average Snowfall:	350"
Elevation Range:	6,500' to 10,000'
2010-11 Season Skier Days (3 area resorts):	1,866,317

POLICIES & OBJECTIVES - TABLE OF CONTENTS

CHAPTER 1 - BUDGET POLICY

PART I - BUDGET ORGANIZATION..... 76
PART II - ECONOMIC DEVELOPMENT GRANT POLICY..... 77
PART III - VENTURE FUND..... 79
PART IV - OPERATING CONTINGENCY ACCOUNTS..... 79
PART V - RECESSION/NET REVENUE SHORTFALL PLAN..... 81
PART VI - GRANT POLICY..... 82
PART VII - MONTHLY BUDGET MONITORING..... 84

CHAPTER 2 - REVENUE MANAGEMENT

PART I - GENERAL REVENUE MANAGEMENT..... 87
PART II - ENTERPRISE FUND FEES AND RATES..... 87
PART III - INVESTMENTS..... 87
PART IV - SALVAGE POLICY..... 91
PART V - COMPREHENSIVE FINANCIAL MANAGEMENT PLAN..... 93
PART VI - RESERVES..... 94

CHAPTER 3 - CAPITAL IMPROVEMENTS

PART I - CAPITAL IMPROVEMENT MANAGEMENT..... 96
PART II - CAPITAL FINANCING AND DEBT MANAGEMENT..... 97
PART III - ASSET MANAGEMENT POLICY..... 98
PART IV - NEIGHBORHOOD CIP AND REQUEST POLICY..... 99

CHAPTER 4 - INTERNAL SERVICE POLICY

PART I - HUMAN RESOURCE MANAGEMENT..... 101
PART II - PROGRAM AND RESOURCE ANALYSIS..... 102
PART III - COST ALLOCATION PLAN..... 108

CHAPTER 5 - CONTRACT & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS..... 108
PART II - CONTRACTING AND PURCHASING POLICY..... 113

CHAPTER 6 - OTHER POLICIES

PART I - DEBT MANAGEMENT..... 121
PART II - POST-ISSUANCE COMPLIANCE PROCEDURE
AND POLICY FOR TAX-EXEMPT GOVERNMENTAL
BONDS..... 121
PART III - TRAFFIC CALMING POLICY..... 126
PART IV - SPECIAL EVENTS SERVICES..... 132
PART V- GSAB 54 FUND BALANCE POLICY.....134

POLICIES & OBJECTIVES

CHAPTER 1 - BUDGET POLICY

PART I - BUDGET ORGANIZATION

- A.** Through its financial plan (Budget), the City will do the following:
1. Identify citizens' needs for essential services.
 2. Organize programs to provide essential services.
 3. Establish program policies and goals that define the type and level of program services required.
 4. List suitable activities for delivering program services.
 5. Propose objectives for improving the delivery of program services.
 6. Identify available resources and appropriate the resources needed to conduct program activities and accomplish program objectives.
 7. Set standards to measure and evaluate the following:
 - a. the output of program activities
 - b. the accomplishment of program objectives
 - c. the expenditure of program appropriations
- B.** All requests for increased funding or enhanced levels of service should be considered together during the budget process, rather than in isolation. A request relating to programs or practices which are considered every other year (i.e., the City Pay Plan) should be considered in its appropriate year as well. According to state statute, the budget officer (City Manager) shall prepare and file a proposed budget with the City Council by the first scheduled council meeting in May.
- C.** The City Council will review and amend appropriations, if necessary, during the fiscal year.
- D.** The City will use a multi-year format (two years for operations and five years for CIP) to give a longer range focus to its financial planning.
1. The emphasis of the budget process in the first year is on establishing expected levels of services, within designated funding levels, projected over a two-year period, with the focus on the budget.
 2. The emphases in the second year are reviewing necessary changes in the previous fiscal plan and developing long term goals and objectives to be used during the next two-year budget process. The focus is on the financial plan. In the second year, operational budgets will be adjusted to reflect unexpended balances from the first year.
- E.** Through its financial plan, the City will strive to maintain **Structural Balance**; ensuring basic service levels are predictable and cost effective. A balance should be maintained between the services provided and the local economy's ability to pay.

POLICIES & OBJECTIVES

- F.** The City will strive to improve productivity, though not by the single-minded pursuit of cost savings. The concept of productivity should emphasize the importance of *quantity* and *quality* of output as well as *quantity* of resource input.

PART II - ECONOMIC DEVELOPMENT GRANT POLICY (ADOPTED JUNE 15, 2006)

Annually, the City will allocate \$20,000 to be used towards attracting and promoting new organizations that will fulfill key priority goals of the City's current Economic Development Plan. Funding will be available for relocation and new business start-up costs only.

A. ED Grant Distribution Criteria

Organizations must meet the following criteria in order to be eligible for an ED Grant:

1. **Criteria #1:** The organization must demonstrate a sound business plan that strongly supports prioritized Goals of the current City Economic Development Plan.
2. **Criteria #2:** The organization must be unique and innovative; with a forecasted ability to generate overnight visitors who would spend dollars within the City's resort offerings.
3. **Criteria #3:** The organization must be new to Park City or represent a distinctly new enterprise supportive of the current priority Goals of the City's Economic Development Plan. Organizations must commit to and demonstrate the ability to do business in the City limits no less than three years. Funding cannot be used for one-time events.
4. **Criteria #4:** The organization must produce items or provide services that are consistent with the economic element of the City's General Plan; enhances the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City.
5. **Criteria #5:** Can forecast and demonstrate at the time of application an ability to achieve direct taxable benefits to the City greater than twice the City's contribution.
6. **Criteria #6:** Fiscal Stability and Other Financial Support: The organization must have the following: (1) A clear description of how public funds will be used and accounted for; (2) Other funding sources that can be used to leverage resources; (3) A sound financial plan that demonstrates managerial and fiscal competence.

The City's Economic Development Program Committee will review all applications and submit a recommendation to City Council, who will have final authority in judging whether an applicant meets these criteria.

B. Economic Development Grant Fund Appropriations

The City currently allocates economic development funds through the operating budget of the Economic Development & Capital Projects department. Of these funds, no more than \$20,000 per annum will be available for ED Grants. Unspent fund balances at the end of a year will not be carried forward to future years.

POLICIES & OBJECTIVES

C. ED Grant Categories

ED Grants will be placed in two potential categories:

- 1. Business Relocation Assistance:** This category of grants will be available for assisting an organization with relocation and new office set-up costs. Expenses that could be covered through an ED Grant include moving costs, leased space costs, and fixtures/furnishings/ and equipment related to setting up office space within the City limits.
- 2. New Business Start-up Assistance:** This category of grants will be available for assisting a new organization or business with new office set-up costs. Expenses that could be covered through an ED Grant include leased office space costs and fixtures/furnishings/ and equipment related to setting up office space within the City limits.

D. Application Process

Application forms may be downloaded from the City's www.parkcity.org website or available for pick-up within the Economic Development Office of City Hall. Funds are available throughout the City's fiscal year on a budget available basis.

E. Award Process

The disbursement of the ED Grants shall be administered pursuant to applications and criteria established by the Economic Development Department, and awarded by the City Council consistent with this policy and upon the determination that the appropriation is necessary and appropriate to accomplish the economic goals of the City.

ED Grants funds will be appropriated through processes separate from the biennial Special Service Contract and ongoing Rent Contribution and Historic Preservation process.

The Economic Development Program Committee will review all applications and forward a recommendation to City Council for authorization. All potential awards of grants will be publicly noticed 14 days ahead of a City Council action.

Nothing in this policy shall create a binding contract or obligation of the City. Individual ED Grant Contracts may vary from contract to contract at the discretion of the City Council. Any award of a contract is valid only for the term specified therein and shall not constitute a promise of future award. The City reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Economic Development Program Committee, and any advisory board, Task Force or special committee with the power to make recommendations regarding ED Contracts are ineligible to apply for such Contracts. City Departments are also ineligible to apply for ED Contracts. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

POLICIES & OBJECTIVES

PART III - VENTURE FUND

In each of the Budgets since FY1990, the City Council has authorized a sum of money to encourage innovation and to realize opportunities not anticipated in the regular program budgets. The current budget includes \$50,000 in each of the next two years for this purpose. The City Manager is to administer the money, awarding it to programs or projects within the municipal structure (the money is not to be made available to outside groups or agencies). Generally, employees are to propose expenditures that could save the City money or improve the delivery of services. The City Manager will evaluate the proposal based on the likelihood of a positive return on the “investment,” the availability of matching money from the department, and the advantage of immediate action. Proposals requiring more than \$10,000 from the Venture Fund must be approved by the City Council prior to expenditure.

PART IV - OPERATING CONTINGENCY ACCOUNTS

In accordance with sound budgeting principles, a certain portion of the annual operating budget is set aside for contingency or unanticipated cost necessary to fulfill the objectives of Council and the City’s goals and mission. The following policy outlines the parameters and circumstances under which contingency funding is to be administered:

A. Access to Contingency Funds

Monies set aside in the general contingency account shall be accessible for the following purposes. In the event that there are insufficient contingency funds to satisfy all claims on the funding, the City shall strive to allocate funding according to priority order: Top Priority - Purpose #1; 2nd Priority - Purpose #2; Last Priority - Purpose #3.

1. Ensure that the City satisfies State mandated budget requirements
 - a) This purpose may include, but is not necessarily limited to, the following scenarios:
 - i) The City realizes less than the anticipated and budget personnel vacancy
 - ii) One or more budget functions (as recognized by the state auditor) exceed budgeted expenditure levels in a fiscal year
 - iii) Other non-compliances with state budget requirements which could be resolved through utilization of contingency budget
 - b) The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

2. Enable the City to meet Council directed levels of service despite significant shifts in circumstances unforeseen when the budget was adopted
 - a) These circumstances may include, but are not necessarily limited to, the following:
 - i) A significant increase in the cost of goods or contracted services

POLICIES & OBJECTIVES

- ii) Large fluctuations in customer or user demand
 - iii) Organizational changes requiring short-term or bridge solutions to meet existing LOS
 - iv) Large-scale mechanical or equipment failure requiring immediate replacement
 - v) Other unforeseen changes to the cost of providing City services
 - b) Requests for use of contingency funds under this section must be submitted in writing to the City Manager and the Budget Department with justification clearly detailed
 - c) The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
- 3. Facilitate Council directed increases in level of service in the short term**
- a) Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year or for capital projects not previously funded in the 5-Year Capital Improvement Plan
 - b) Long term funding for increased levels of service should be identified in the budget process
 - c) All requests for ongoing level of service increases should pass through the Request for Elevated Level of Service (RELS) process and the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source
 - d) The City Manager is authorized to approve requests under this section for any expense under \$15,000, following direction from the City Council to expand levels of service. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

B. Monitoring

- 1) The Budget Department will monitor all expenditure from contingency accounts monthly, ensuring that access to the account is compliant with the above procedures.
- 2) Total expenses in the contingency account may not exceed 50% of the budgeted contingency prior to June 30 without the approval of the City Manager. On or after June 30, expenses may be coded to this account in excess of 50% of budgeted levels, but not to exceed 100% of the adjusted budget.

POLICIES & OBJECTIVES

PART V - RECESSION/ REVENUE SHORTFALL PLAN

- A.** The City has established a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of resources as compared to requirements. The Plan is divided into the following three components:
- 1. Indicators** which serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor key revenue sources such as sales tax, property tax, and building activity, as well as inflation factors and national and state trends.
 - 2. Phases** which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
 - 3. Actions** which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.
- B.** The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining revenues to address economic uncertainties. As always, the City will look to ensure that revenues are calculated adequately to provide an appropriate level of city services. As any recessionary impact reduces the City's projected revenues, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions to be taken.
- 1. Level 1 - ALERT: An anticipated net reduction in available projected revenues from 1% up to 5%.** The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
 - 2. Level 2 - MINOR: A reduction in projected revenues in excess of 5%, but less than 15%.** The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:
 - a.** Implementing the previously determined "Same Level" Budget.
 - b.** Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
 - c.** Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible (soft freeze). The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.
 - d.** Closely monitoring and reducing expenditures for travel, seminars, retreats, and bonuses.

POLICIES & OBJECTIVES

- e. Identifying expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
- f. Reprioritizing capital projects with the intent to de-obligate non-critical capital projects.
- g. Limit access to contingency funds.
- 3. **Level 3 - MODERATE: A reduction in projected revenues in excess of 15%, but less than 30%.** Initiating cuts of service levels by doing the following:
 - a. Requiring greater justification for large expenditures.
 - b. Deferring non-critical capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Identifying expenditures that would result in a 10% cut to departmental operating budgets while trying to minimize service level impacts where possible.
 - f. Eliminate access to contingency funds.
- 4. **Level 4 - MAJOR: A reduction in projected revenues of 30% to 50%.** Implementation of major service cuts.
 - a. Instituting a hiring freeze.
 - b. Reducing the Part-time Non-Benefited and Seasonal work force.
 - c. Deferring merit wage increases.
 - d. Further reducing capital expenditures.
 - e. Preparing a strategy for reduction in force.
- 5. **Level 5 - CRISIS: A reduction in projected revenues in excess of 50%.**
 - a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminating programs.
 - c. Deferring indefinitely capital improvements.

C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.

PART VI – GRANT POLICY

In an effort to give some uniformity and centralization to the grants administration process for the City, the Budget Department has drafted the following guidelines for all grants applied for or received by Park City departments.

A. Application Process

Departments are encouraged to seek out and apply for any suitable grants. The Budget, Debt, & Grants Department is available to assist City departments in the search and application process. Whereas departments are encouraged to work side-by-side with the Budget Department in the application process, they are *required* at a minimum to communicate their intention to apply for a grant to the Budget Department. They are

POLICIES & OBJECTIVES

further required to send a copy of the finalized grant application to the Budget Department.

B. Executing a Grant

In the event of a successful grant application, the grantee department must notify the Budget Department immediately to schedule a meeting to discuss the grant administration strategy. All grants require approval by the Budget Manager before grant execution. If a check is sent by the granting entity to the grantee department, that check should be forwarded to the Budget Department and not deposited by the grantee department. It will be the Budget Department's responsibility to assure that all grant money is appropriately accounted for.

The Budget Department will create detailed physical and electronic files that include the following information provided by the grantee department

1. A copy of the grant application
2. The notice of award
3. Copies of invoices and expense documentation
4. Copies of checks received from the granting entity
5. Copies of significant communication (emails, letters, etc) regarding the grant
6. Contact information for the granting entity
7. Contact information for project/program managers

Because many grants have varying regulations, terms, and deadlines, the Budget Department will assume the responsibility to meet those terms and monitoring requirements. The Budget Department will also track remaining balances on reimbursement-style grants. Information such as current balances, important deadlines, etc. will be provided to grantee departments on a regular basis or upon request. This centralized maintenance of grant documents will simplify grant queries and audits.

C. Budgeting for a Grant

Generally, operating and capital budgets will not be increased to account for a grant before the grant is awarded. Any department that receives a grant should fill out a budget option during the regular budget process. The option should be to increase either their operating or capital budget (depending on the grant specifications) for the appropriate year by the amount of the grant. The Budget Department will share the responsibility for seeing that the grant is budgeted correctly.

D. Spending Money against a Grant

When a department is ready to spend grant funds on a particular qualifying expense, they are to send copies of invoices for that expense to the Budget Department within one week of receiving the invoice. If the grant is a reimbursement-style grant, the Budget Department will manage the necessary drawdown requests. The Budget Department will provide departments with a report of the grant balance after each expense and/or drawdown. In the case that a reimbursement check is sent to the grantee department, it should be forwarded to the Budget Department for proper monitoring and accounting.

POLICIES & OBJECTIVES

E. Closing a Grant

Some grants have specific close-out requirements. The Budget Department is responsible for meeting those terms and may call on grantee departments for specific information needed in the close-out process.

Many departments are already following a similar process for their grants and have found it to be a much more efficient practice than the often chaotic alternatives. Of course, no policy is one-size-fits-all, so some grants may not fit into the program. In that case, an alternative plan will be worked out through a meeting with the Budget Department directly following the award of the grant.

PART VII – MONTHLY BUDGET MONITORING

In order to make Park City Municipal more fiscally proficient it is important to monitor the budget more closely and regularly. This will make the entire city more accountable. The goal is to work on focusing City efforts of budgeting in six areas: monitoring, reporting, analysis, discussion, training, and review. This policy outlines the monthly budget monitoring process in three different areas of responsibility: Budget Department, Departmental Managers, and Teams (Managerial Groups).

A. Monitoring

- 1. Budget Department** - The department sends out emails to all managers on a weekly basis, detailing any overages or concerns the department has. In the event a department exceeds its monthly allotment a meeting will be set up with the Budget Department and the manager in charge of the department's budget to discuss the reasons for the overage and a plan for recovery.
- 2. Managers** - Managers are in charge of their own budgets and are required to monitor it throughout the year using the supplied tools.
- 3. Teams** - Team members will act in an advisory role to help or assist other managers with their budgets as well as strategize the sharing of resources to help cover shortages in the short-term.

B. Reporting

1. Budget Department

- The department analyzes and disperses a monthly monitoring report that details expenditures over revenues by fund for council and the city manager to view.
- The department analyzes and disperses a report which shows detailed personnel expenses (budgeted vs. actual) on a position by position basis.

POLICIES & OBJECTIVES

- The department created an up-to-date **monthly budget** for each department available on the citywide shared drive. This report requires minimal training by the budget department in order to fully understand it. Basically, it implements the concept of a monthly budget in the current annual budget setup by dividing the year into twelve periods. These periods are allotted a certain amount of budget based on past expenditures for those months—this will account for seasonality of certain departments' budgets. This electronic report assists managers in monitoring and analyzing their own budgets throughout the year.
- The department analyzes and disperses any kind of report requested by departmental managers such as Detail Reports, Custom Reports, etc.

2. **Managers** - Managers review their emails and budget reports offered by the Budget Department. If problems or questions arise it is imperative that managers discuss these issues with the Budget Department and their team in a timely fashion, thereby helping to ease the budget option process at the end of the fiscal year. Where possible, departmental analysts charged with budget responsibilities should have a thorough knowledge of the content of these reports and be able to understand and use them appropriately. The Budget Department will rely on departmental managers and analysts to identify and communicate any report errors or inadequacies.
3. **Teams** - Team members should also look for any problems on budget reports and discuss them with the Budget Department if necessary or with other team members.

C. Analysis

1. **Budget Department** - As far as analysis, the department acts as more of a resource than anything else—helping out managers with specific questions and/or concerns. The Budget Department is always analyzing and breaking down the overall citywide budget, but general analysis of individual departments is the responsibility of the managers. Of course, the Budget Department will lend its resources and expertise for purposes of budget analysis upon the request of the departmental manager.
2. **Managers** - Managers are expected to know the status of their budget at all times as well as understand the primary drivers which may cause shortages. Managers should analyze the data provided by the Budget Department throughout the fiscal year with the help of monthly monitoring, personnel, department-specific, and detail reports to assist them in managing their budgets. Managers set their own budget during the budget season by determining current expenditures (and revenues) and forecasting them for the remaining fiscal year as well as the following one. This process also helps managers to determine budget options at the beginning of the calendar year.
3. **Teams** - Team members assist other managers on budget concerns and share ideas on how to make budgeting more efficient.

POLICIES & OBJECTIVES

D. Discussion

- 1. Budget Department** - The Budget Department meets with managers on a monthly basis when there are major issues or problems with their budgets upon request. It is expected that the department meets with teams on a quarterly basis to go over budgeting issues within the teams.
- 2. Managers** - Managers will meet with the Budget Department whenever issues arise within their own budgets. Managers will also go over a general overview of their budget with their teams in preparation for the budget season's priority list of options.
- 3. Teams** - Team members may assist other managers with any budget concerns. At quarterly team meetings teams should discuss budget concerns, including possible budget options, the necessity of shared resources, etc.

E. Training

- 1. Budget Department** - The Budget Department will train all managers and selected analysts in the details of the new monthly monitoring program as well as clarify any other general questions regarding the budget and the budget process. The goal here is to make the managers aware of all the tools they need and how to use them. (One hour budget tools training to be offered semi-annually.)
- 2. Managers** - It will be up to the managers to become well-versed on the monthly budgeting program as well as their own budgets.
- 3. Teams** - Team members will become well-versed on the monthly budgeting program and discuss with other managers any questions or problems. To the extent that further training is required, teams should request specific training to be given by the Budget Dept at quarterly meetings.

F. Review

- 1. Budget Department** - There is a performance measure for the Budget Department establishing the goal of coming in within budget for the entire city. A question regarding the Budget Department's usefulness as a budget monitoring resource will be included on the Internal Service Survey, which will directly affect the Budget Officer's performance review.
- 2. Managers** - A new performance measure is included for each department establishing the goal of coming in within budget.

POLICIES & OBJECTIVES

3. **Teams** - Team members will take part in 360 reviews of managers that includes a section for fiscal responsibility in their job description. This allows team members to consider a manager's fiscal performance in the context of extenuating circumstances.

CHAPTER 2 - REVENUE MANAGEMENT

PART I - GENERAL REVENUE MANAGEMENT

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
- B. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

PART II - ENTERPRISE FUND FEES AND RATES

- A. The City will set fees and rates at levels that fully cover the total direct and indirect costs, including debt service, of the Water and Golf enterprise programs.
- B. The City will cover all transit program operating costs, including equipment replacement, with resources generated from the transit sales tax, business license fees, fare revenue, federal and state transit funds, and not more than 1/4 of 1 percent of the resort/city sales tax, without any other general fund contribution. Parking operations will be funded through parking related revenues and the remaining portion of the resort/city sales tax not used by the transit operation. The City will take steps to ensure revenues specifically for transit (transit tax and business license) will not be used for parking operations. The administrative charge paid to the general fund will be set to cover the full amount identified by the cost allocation plan.
- C. The City will review and adjust enterprise fees and rate structures as required to ensure they remain appropriate and equitable.

PART III - INVESTMENTS

A. Policy

It is the policy of the Park City Municipal Corporation (PCMC) and its appointed Treasurer to invest public funds in a manner that ensures maximum safety provides adequate liquidity to meet all operating requirements, and achieve the highest possible investment return consistent with the primary objectives of safety and liquidity. The investment of funds shall comply with applicable statutory provisions, including the State Money Management Act, the rules of the State Money Management Council and rules of pertinent bond resolutions or indentures, or other pertinent legal restrictions.

POLICIES & OBJECTIVES

B. Scope

This investment policy applies to funds held in City accounts for the purpose of providing City Services. Specifically, this Policy applies to the City's General Fund, Enterprise Funds, and Capital Project Funds. Trust and Agency Funds shall be invested in the State of Utah Public Treasurer's Investment Pool.

C. Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital and the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided derivations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

D. Objective

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. So, the following factors will be considered, in priority order, to determine individual investment placements: safety, liquidity, and yield.

- 1. Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Park City Municipal Corporation shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 2. Liquidity:** The Park City Municipal Corporation's investment portfolio will remain sufficiently liquid to enable the PCMC to meet all operating requirements which might be reasonably anticipated.
- 3. Return on Investment:** The PCMC's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the PCMC's investment risk constraints and the cash flow characteristics of the portfolio.

E. Delegation of Authority

Investments and cash management will be the responsibility of the City Treasurer or his designee. The City Council grants the City Treasurer authority to manage the City's investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

POLICIES & OBJECTIVES

The Treasurer shall be responsible for all transaction undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. Ethics and Conflicts of Interest

The Treasurer is expected to conduct himself in a professional manner and within ethical guidelines as established by City and State laws. The Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Treasurer and other employees shall disclose to the City Manager any material financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the PCMC, particularly with regard to the time of purchase and sales.

G. Authorized Financial Dealers and Institutions

Investments shall be made only with certified dealers. "Certified dealer" means: (1) a primary dealer recognized by the Federal Reserve Bank of New York who is certified by the Utah Money Management Council as having met the applicable criteria of council rule; or (2) a broker dealer as defined by Section 51-7-3 of the Utah Money Management Act.

H. Authorized and Suitable Investments

Authorized deposits or investments made by PCMC may be invested only in accordance with the Utah Money Management Act (Section 51-7-11) as follows:

1. The Public Treasurer's Investment Fund (PTIF)
2. Collateralized Repurchase Agreements
3. Reverse Repurchase agreements
4. First Tier Commercial Paper
5. Banker Acceptances
6. Fixed Rate negotiable deposits issued by qualified depositories
7. United States Treasury Bills, notes and bonds

Obligations other than mortgage pools and other mortgage derivative products issued by the following agencies or instrumentalities of the United States in which a market is made by a primary reporting government securities dealer:

1. Federal Farm Credit Banks
2. Federal Home Loan Banks
3. Federal National Mortgage Association
4. Student Loan Marketing Association
5. Federal Home Loan Mortgage Corporation
6. Federal Agriculture Mortgage Corporation
7. Tennessee Valley Authority

Fixed rate corporate obligations that are rated "A" or higher
Other investments as permitted by the Money Management Act

POLICIES & OBJECTIVES

I. Investment Pools

A thorough investigation of the Utah Public Treasurer's Investment Fund (PTIF) is required on a continual basis. The PCMC Treasurer shall have the following questions and issues addressed annually by the PTIF:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement process), and how often are the securities priced and the program audited.
4. A description of who may invest in the program, how often and what size deposit and withdrawal.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it except such proceeds.

J. Safekeeping and Custody

All securities shall be conducted on a delivery versus payment basis to the PCMC's bank. The bank custodian shall have custody of all securities purchased and the Treasurer shall hold all evidence of deposits and investments of public funds.

K. Diversification

PCMC will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50 percent of the PCMC's total investment portfolio will be invested in a single security type.

L. Maximum Maturities

The term of investments executed by the Treasurer may not exceed the period of availability of the funds to be invested. The maximum maturity of any security shall not exceed five years. The City's investment strategy shall be active and monitored monthly by the Treasurer and reported quarterly to the City Council. The investment strategy will satisfy the City's investment objectives.

M. Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

N. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is active. Given this strategy, the basis used by the Treasurer to determine whether market yields are being

POLICIES & OBJECTIVES

achieved by investments other than those in the PTIF will be the monthly yield of the PTIF.

O. Reporting

The Treasurer shall provide to the City Council quarterly investment reports which provide a clear picture of the current status of the investment portfolio. The quarterly reports should contain the following:

1. A listing of individual securities held at the end of the reporting period
2. Average life and final maturity of all investments listed
3. Coupon, discount, or earnings rate
4. Par Value, Amortized Book Value and Market Value
5. Percentage of the portfolio represented by each investment category

The City's annual financial audit shall report the City's portfolio in a manner consistent with the Governmental Accounting Standards Board (GASB) market based requirements that go into effect in June of 1997.

P. Investment Policy Adoption

As part of its two-year budget process, the City Council shall adopt the investment policy every two years.

PART IV - SALVAGE POLICY

This policy establishes specific procedures and instructions for the disposition of surplus property. Surplus property is defined as any property that a department no longer needs for their day to day operations.

Personal Property of Park City Municipal Corporation is a fixed asset. It is important that accurate accounting of fixed assets is current. Personal property, as defined by this policy will include, but not limited to rolling stock, machinery, furniture, tools, and electronic equipment. This property has been purchased with public money. It is important that the funds derived from the sale be accounted for as disposed property.

A. Responsibility for Property Inventory Control

It is the responsibilities of the Finance Manager to maintain an inventory for all personal property. The Finance Manager will be responsible for the disposition of all personal property. The Finance Manager will assist in the disposition of all personal property.

B. Disposition of an Asset

Department heads shall identify surplus personal property within the possession of their departments and report such property to the Finance Manager for consideration. The department head should clearly identify age, value, comprehensive description, condition and location. The Finance Manager will notify departments sixty (60) days in advance of pending surplus property sales.

POLICIES & OBJECTIVES

C. Conveyance for Value

The transfer of City-owned personal property shall be the responsibility of the Finance Manager. Conveyance of property shall be based upon the highest and best economic return to the City, except that surplus City-owned property may be offered preferentially to units of government, non-profit or public organizations. The highest and best economic return to the city shall be estimated by one or more of the following methods in priority order:

1. Public auction
2. Sealed competitive bids
3. Evaluation by qualified and disinterested consultant
4. Professional publications and valuation services
5. Informal market survey by the Finance Manager in case of items of personal property possessing readily, discernable market value

Sales of City personal property shall be based, whenever possible, upon competitive sealed bids or at public auction. Public auctions may be conducted on-site or through an internet-based auction site at the determination of the Finance Manager. The Finance Manager may, however waive this requirement when the value of the property has been estimated by an alternate method specified as follows:

1. The value of the property is considered negligible in relation to the cost of sale by bid or public auction;
2. Sale by bidding procedure or public auction are deemed unlikely to produce a competitive bid;
3. Circumstances indicate that bidding or sale at public auction will no be in the best interest of the City; or,
4. The value of the property is less than \$50.

In all cases the City will maintain the right to reject any or all bids or offers.

D. Revenue

All monies derived from the sale of personal property shall be credited to the general fund of the City, unless the property was purchased with money derived from an enterprise fund, or an internal service fund, in which case, the money shall be deposited in the general revenue account of the enterprise or internal service fund from which the original purchase was made.

E. Advertising Sealed Bids

A notice of intent to dispose of surplus City property shall appear in two separate publications at least one week in advance in the Park Record. Notices shall also be posted at the public information bulletin board at Marsac.

F. Employee Participation

City employees and their direct family members are not eligible to participate in the disposal of surplus property unless;

POLICIES & OBJECTIVES

1. Property is offered at public auction
2. If sealed bids are required and no bids are received from general public, a re-bidding may occur with employee participation

G. Surplus Property Exclusion

The Park City Library receives property, books, magazines, and other items as donations from the public. Books, magazines, software, and other items can be disposed from the library's general collection through the Friends of the Library. The Friends of the Library is a nonprofit organization which sponsors an ongoing public sale open to the public located at the public Library for Park City residents.

H. Compliance

Failure to comply with any part of this policy may result in disciplinary action.

PART V - COMPREHENSIVE FINANCIAL MANAGEMENT PLAN

To provide the City with the opportunity to identify and resolve financial problems before, rather than after, they occur, the City intends to develop a strategy for fiscal independence. The proposed outline for this plan is below.

A. Scope of Plan

1. A financial review, including the following:
 - a. Cost-allocation plan
 - b. Revenue handbook (identifying current and potential revenues)
 - c. City financial trends (revenues & expenditures)
 - d. Performance Measures and Benchmarks
2. Budget reserve policies
3. Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
4. Rate and fee increases
5. Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management
 - d. Budget
 - e. Pavement Management
 - f. Property Management
 - g. Facilities Master Plan
 - h. Recreation Master Plan

B. Assumptions

1. Growth

POLICIES & OBJECTIVES

- a. Population
- b. Resort
2. Inflation
3. Current service levels
 - a. Are they adequate?
 - b. Are they adequately funded?
4. Minimum reserve levels (fund balances)
5. Property tax increases (When?)

C. Findings, Conclusions, and Recommendations

1. Current financial condition and trends
2. Capital Improvement Program
3. Projected financial trends
4. General operations
5. Capital improvements
6. Debt management

PART VI - RESERVES

A. General Overview:

1. Over the next two years the City will do the following:
 - a. Maintain the General Fund Balance at approximately the legal maximum.
 - b. Continue to fund the Equipment Replacement Fund at 100%.
 - c. Strive to build a balance in the Enterprise Funds equal to at least 20% of operating expenditures.

This level is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for the following:

- a. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- b. Contingencies for unseen operating or capital needs.
- c. Cash flow requirements.
2. The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
3. In addition to the designations noted above, fund balance levels will be sufficient to meet the following:
 - a. Funding requirements for projects approved in prior years that are carried forward into the new year.

POLICIES & OBJECTIVES

- b. Debt service reserve requirements.
 - c. Reserves for encumbrances
 - d. Other reserves or designations required by contractual obligations or generally accepted accounting principles.
4. In the General Fund, any fund balance in excess of projected balance at year end will be appropriated to the current year budget as necessary. The money will be allocated to building the reserve for capital expenditures, including funding equipment replacement reserves and other capital projects determined to be in the best long-term interest of the City.

B. General Fund:

1. Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The use of the balance is restricted as well. The balance retained cannot exceed 18 percent of total, estimated, fund revenues and may be used for the following purposes only: (1) to provide working capital to finance expenditures from the beginning of the budget year until other revenue sources are collected; (2) to provide resources to meet emergency expenditures in the event of fire, flood, earthquake, etc.; and (3) to cover a pending year-end excess of expenditures over revenues from unavoidable shortfalls in revenues. For budget purposes, any balance that is greater than 5 percent of the total revenues of the General Fund may be used. The General Fund balance reserve is a very important factor in the City's ability to respond to emergencies and unavoidable revenue shortfalls. Alternative uses of the excess fund balance must be carefully weighed.

The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year in compliance with State Law. Second, a provision will be made to transfer any remaining General Fund balance to the City's CIP Fund. These one-time revenues are designated to be used for one-time capital project needs in the City's Five Year CIP plan. Any amount above an anticipated surplus will be dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. The revenues should not be used for new capital projects or programming needs.

C. Capital Improvements Fund

1. The City may, in any budget year, appropriate from estimated revenues or fund balances to a reserve for capital improvements for the purpose of financing future specific capital improvements under a formal long-range capital plan adopted by the governing body. Thus the City will establish and maintain an Equipment Replacement Capital Improvement Fund to provide a means for timely replacement of vehicles and equipment. The amount added to this fund, by annual appropriation, will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund.

POLICIES & OBJECTIVES

2. As allowed by Utah State Code (§ 9-4-914) the City will retain at least \$5 million in the Five-Year CIP, ensuring the ability to repay bond obligations as well as maintain a high bond rating. The importance of reserves from a credit standpoint is essential, especially during times of economic uncertainty. Reserves will provide a measure of financial flexibility to react to budget shortfalls in a timely manner as well as an increased ability to issue debt without insurance.

D. Enterprise Funds

1. The City may accumulate funds as it deems appropriate.

CHAPTER 3 - CAPITAL IMPROVEMENTS

PART I - CAPITAL IMPROVEMENT MANAGEMENT

- A.** The public Capital Improvement Plan (CIP) will include the following:
 1. Public improvements that cost more than \$10,000.
 2. Capital purchases of new vehicles or equipment (other than the replacement of existing vehicles or equipment) that cost more than \$10,000.
 3. Capital replacement of vehicles or equipment that individually cost more than \$50,000.
 4. Any project that is to be funded from building-related impact fees.
 5. Alteration, ordinary repair, or maintenance necessary to preserve a public improvement (other than vehicles or equipment) that cost more than \$20,000.
- B.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five year plan, reflecting a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets.
- C.** Development impact fees are collected and used to offset certain direct impacts of new construction in Park City. Park City has imposed impact fees since the early 1980s. Following Governor Leavitt's veto of Senate Bill 95, the 1995 State Legislature approved revised legislation to define the use of fees imposed to mitigate the impact of new development. Park City's fees were adjusted to conform to restrictions on their use. The fees were revised again by the legislature in 1997. The City has conducted an impact fee study and CIP reflects the findings of the study. During the budget review process, adjustments to impact fee related projects may need to be made. Fees are collected to pay for capital facilities owned and operated by the City (including land and water rights) and to address impacts of new development on the following service areas: water, streets, public safety, recreation, and open space/parks. The fees are not used for general operation or maintenance. The fees are established following a systematic assessment of

POLICIES & OBJECTIVES

the capital facilities required to serve new development. The city will account for these fees to ensure that they are spent within six years, and only for eligible capital facilities. In general, the fees first collected will be the first spent.

PART II - CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

- A.** The City will consider the use of debt financing only for one-time, capital improvement projects and only under the following circumstances:
- 1.** When the project's useful life will exceed the term of the financing.
 - 2.** When project revenues or specific resources will be sufficient to service the long-term debt.
- B.** Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.
- C.** Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility.
- D.** The City recently passed a second bond election for \$10,000,000 to preserve Open Space in Park City. This bond was the second general obligation bond passed in five years and represents the second general obligation bond passed by the city for Open Space with an approval rate of over 80 percent, the highest approval of any Open Space Bond in the United States.
- E.** The City will use the following criteria to evaluate pay-as-you-go versus long-term financing for capital improvement funding:
- 1.** Factors That Favor Pay-As-You-Go:
 - a.** When current revenues and adequate fund balances are available or when project phasing can be accomplished.
 - b.** When debt levels adversely affect the City's credit rating.
 - c.** When market conditions are unstable or present difficulties in marketing.
 - 2.** Factors That Favor Long-Term Financing:
 - a.** When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
 - b.** When the project securing the financing is of the type which will support an investment grade credit rating.

POLICIES & OBJECTIVES

- c. When market conditions present favorable interest rates and demand for City financing.
- d. When a project is mandated by state or federal requirements and current revenues and available fund balances are insufficient.
- e. When the project is immediately required to meet or relieve capacity needs.
- f. When the life of the project or asset financed is 10 years or longer.

PART III - ASSET MANAGEMENT POLICY

A. Purpose

The objective of the Asset Management Plan is to establish a fund and a fixed replenishment amount from operations revenues to that fund from which the City may draw for replacement, renewal, and major improvements of capital facilities. The fund should be sufficient to ensure that assets are effectively and efficiently supporting the operations and objectives of the City. The Asset Management Plan is an integral part of the City's long-term plan to replace and renew the City's primary assets in a fiscally responsible manner.

Goals of the Program:

1. Protect assets
2. Prolong the life of systems and components
3. Improve the comfort of building environments
4. Prepare for future needs

B. Management

A project is designated in the Five-year capital plan to which annual contributions are made from the General Fund for asset management. The amount to be contributed should be based on a 10-year plan, to be updated every fifth year, which outlines the anticipated replacement and repair needs for each of the City's major assets. In addition, 0.5 percent of the value of each of the major assets should be contributed annually to the project. The unspent contributions will carry forward in the budget each year, with the interest earned on that amount to be appropriated to the project as well.

A project manager will be appointed by the City Manager, with the responsibility of monitoring the progress of the fund, assuring a sufficient balance for the fund, controlling expenditures out of the fund, managing scheduled projects and associated contracts, making necessary budget requests, and updating the 10-year plan. In addition, a standing committee should be formed consisting of representatives from Public Works, Budget, Debt & Grants, and Sustainability which will convene only to resolve future issues or disputes involving this policy, requests for funding, or the Asset Management Plan in general.

C. Accessing Funds

POLICIES & OBJECTIVES

When funds need to be accessed, a request should be turned in to the project manager. If the expense is on the replacement schedule as outlined in the 10-year plan or is a reasonably related expense under \$10,000 (according to the discretion of the project manager), the project manager should approve it. Otherwise, the Asset Management Committee should be convened to consider the request and decide whether it is an appropriate use of funds.

Requests that should require approval of the Asset Management Committee include:

1. Expenses not anticipated in the 10-year plan, which are in excess of \$10,000.
2. Upgrades in technology or quality
3. Renovations, additions, or improvements that incorporate non-existing assets

PART IV - NEIGHBOURHOOD CIP REQUESTS POLICY

Staff will use this policy for considering and prioritizing CIP requests from Park City neighborhood and business districts.

A. Submission of petition to the Executive Office

1. Must be from a representative number of households/businesses of a given subdivision, business district, or a registered owners association. Accurate contact information and names of each petitioner must be provided along with designation of one primary contact person or agent.
2. Define Boundary - Who does the petition represent? Is it inclusive to a specific neighborhood or business district? Explain why assessment area should be limited or expanded.
3. Define issues - What is being requested?
4. Deadline – In order to be considered for the upcoming fiscal year, the petition must be submitted by the end of the calendar year.

B. Initial Internal Review

1. Identify staff project manager.
2. Present petition to Traffic Calming & Neighborhood Assessment Committee. Meeting called within one month of petition being submitted.
3. Define and verify appropriate, basic levels of service are being provided. If they are not, provide:
 - a. Health, safety, welfare
 - b. Staff's available resources and relative workload
 - c. Minimum budget thresholds not exceeded (below \$20k pre-budgeted – no council approval needed)
4. Define enhanced levels of service that are requested. Are these consistent with Council goals and priorities? If so, continue to step # 3.

POLICIES & OBJECTIVES

C. Initial Communication to Council (Managers Report)

1. Inform Council of request for assistance - outlines specific issues/requests.
2. Inform Council of any basic service(s) Staff has begun to provide.
3. No input or direction from Council will be requested at this time.

D. Comprehensive Internal Review

1. Assemble background/history & existing conditions. Identify all participants, relevant City ordinances, approval timeline, other pertinent agreements/studies & factors, etc.
2. Criteria to analyze request - What should be done and with what rationale?
 - a. Verify requested services are consistent with Council goals and priorities.
 - b. Cost/Benefit Analysis - Define budgetary implications of providing Enhanced level of services:
 - i. Define need & costs for any additional technical review
 - ii. Define initial capital improvement costs
 - iii. Define annual, ongoing maintenance and operational costs
 - iv. Gather input from City department identified as responsible for each individual item as listed
 - v. Identify available resources & relative workload

E. Initiate Public Forum (Applicant & Staff partnership)

1. Neighborhood meeting(s) - Create consensus from petitioner and general public
2. Identify issues and potential solutions:
 - a. Identify what we can accomplish based on funding availability
 - b. Use cost/benefit analysis to prioritize applicant's wish list
 - c. Funding partner – any district that receives “enhanced” levels of service should be an active participant in funding or, participate in identification of a funding source other than City budget
3. Identify agreeable solutions suited for recommendation for funding assistance

F. Communication to Council (Work Session or Managers Report)

1. Receive authorization for technical review - using “outside” consultants if necessary
2. Identify prioritized project wish list (unfunded)
3. Identify funding source for each item; or move to CIP committee review as “yet to be funded project” for prioritization comparison
4. Council decision whether or not to include in budget
5. Spring of each year, consistent with budget policies of reviewing all new requests at once.

CHAPTER 4 - INTERNAL SERVICE POLICY

PART I - HUMAN RESOURCE MANAGEMENT

- A.** The City will manage the growth of the regular employee work force without reducing levels of service or augmenting ongoing regular programs with Seasonal employees, except as provided in sections E and F below.
- B.** The budget will fully appropriate the resources needed for authorized regular staffing and limit programs to the regular staffing authorized.
- C.** Staffing and contract service cost ceilings will limit total expenditures for regular employees, Part-time Non-Benefited employees, Seasonal employees, and independent contractors hired to provide operating and maintenance services.
- D.** Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by City employees, rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will do the following:
 - 1.** Fill an authorized regular position.
 - 2.** Receive salary and benefits consistent with the compensation plan.
- E.** To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - 1.** The City Council will authorize all regular positions.
 - 2.** The Human Resources Department will coordinate and approve the hiring of all Full-time Regular, Part-time Non-Benefited, and Seasonal employees.
 - 3.** All requests for additional regular positions will include evaluations of the following:
 - a.** The necessity, term, and expected results of the proposed activity.
 - b.** Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
 - c.** The ability of private industry to provide the proposed service.
 - d.** Additional revenues or cost savings that may be realized.
 - 4.** Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- F.** Part-time Non-Benefited and Seasonal employees will include all employees other than regular employees, elected officials, and volunteers. Part-time Non-Benefited and Seasonal employees will augment regular City staffing only as extra-help employees. The

POLICIES & OBJECTIVES

City will encourage the use of Part-time Non-Benefited and Seasonal employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than regular, year-round staffing is required.

- G.** Contract employees will be defined as temporary employees with written contracts and may receive approved benefits depending on hourly requirements and length of contract. Generally, contract employees will be used for medium-term projects (generally between six months and two years), programs, or activities requiring specialized or augmented levels of staffing for a specific period of time. Contract employees will occasionally be used to staff programs with unusual operational characteristics or certification requirements, such as the golf program. The services of contract employees will be discontinued upon completion of the assigned project, program, or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis except as described above.
- H.** The hiring of Seasonal employees will not be used as an incremental method for expanding the City's regular work force.
- I.** Independent contractors will not be considered City employees. Independent contractors may be used in the following two situations:
 - 1.** Short-term, peak work load assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that the work of OEA employees will be closely monitored by City staff and minimal training will be required; however, they will always be considered the employees of the OEA, and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Manager.
 - 2.** Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.

PART II - PROGRAM AND RESOURCE ANALYSIS

(Note – The Program and Resource Analysis was completed in FY 2002. The following information constitutes the final report and includes all of the major recommendations. It is included in the Policies and Objectives as a guide for future decisions.)

The City Council has financial planning as a top priority. This goal includes “identifying and resolving financial problems before, rather than after, they occur.” During the FY2001 budget process, Council directed staff to conduct a citywide analysis of the services and programs the City offers. The purpose of the Program and Resource Analysis is to provide a basis for understanding and implementing long-term financial planning for Park City Municipal

POLICIES & OBJECTIVES

Corporation (PCMC). The study has and will continue to inform the community of the fiscal issues facing the City and to provide Council and the community with tools to help make critical policy decisions for Park City's future.

The Program and Resource Analysis was split into six topics, with an employee task force responsible for each topic. In total, more than 40 employees volunteered and participated in the analysis, representing every department in the City. Each task force included about six employees and was chaired by a senior or mid-manager.

The Employee Steering Committee (ESC) was formed to coordinate with the various committees to insure no overlap occurred and to provide assistance in reviewing policy recommendations. In addition to employees of PCMC, members of the Citizens Technical Advisory Committee (CTAC) and of the City Council Liaison Committee (CCLC) were instrumental with the study.

CTAC consists of three representatives from the community to examine staff recommendations and to be a link between staff and the citizens of Park City. At the time of the original study this group worked with Program Service Level and Expenditure Committee (SLAC), the Recreation Report, and ESC. They advised these groups by providing an outside professional perspective that enriched discussions and add private sector insight. Since that time Council has continued to use the expertise of CTAC. Staff recommends that when appropriate, Council should appoint technical committees such as CTAC to assist with projects and analysis.

The CCLC was made up of two City Council members who served as liaisons between the City Council and the ESC. They attended ESC meetings and were able to comment and question the various group representatives on the ESC.

The six topics covered by this study are outlined and summarized below.

Resort Economy and General Plan Element (A)

This group examined the local economy and how it affects municipal finances and presented an update of the City General Plan.

Program Service Levels and Expenditures (B)

This group assessed the services, programs, and departments to analyze citywide increases in costs as they relate to the growth in the economy. It identified the services provided by Park City. After the analysis, the group was able to provide City Council with information regarding the level and scope of services provided by the City in the past and present, so as to change future expenditure patterns to better meet the needs of the City. (This particular analysis was instrumental in the development of Park City's current Performance Measurement program.)

Revenues and Assets (C)

This group examined PCMC's current and potential revenue sources. To do this analysis, it reviewed long-range revenue forecasts and policies and considered how the city could use its assets to maximize output. Some of the specific areas it looked at were taxes, economic impacts from special events, and general fund services fees.

POLICIES & OBJECTIVES

Capital Improvement Program (CIP) (D)

This group reviewed all the CIP project funding. It determined whether current project priorities that were identified through a comprehensive public prioritization process in 1999 are still appropriate. It ranked new projects to be added to the CIP and identified projects to be completed prior to the Olympics.

Intergovernmental Programs (E)

This group focused on the current and potential interactions of PCMC with other agencies. It did the following: (1) examined how well the interlocal agreements worked and about developing guidelines for such agreements, (2) determined whether PCMC should combine services and functions, and (3) addressed the creation of a policy that establishes a process for grants application and administration.

Non-Departmental/Interfund (F)

This group had two primary tasks. The first was to review the interaction between different City funds, which resulted in participation on the Recreation Fund Study Subcommittee. The second was to be responsible for making a recommendation to the City Manager regarding the two-year pay plan.

The Steering Committee for the Program and Resource Analysis recommended that the Council consider the following conclusions and policy recommendations as part of the budget process. The findings were subsequently included as a permanent part of the Budget Document and will continue to serve as guidance for future decisions.

A. Resort Economy and General Plan Element

Resort Economy: Wikstrom Economic & Planning Consultants conducted a study in 2000 showing that Park City is indeed a resort economy and receives more in revenues from tourism than it spends on tourists. The Wikstrom Report states the following (the report was updated in 2003 and reflects current figures):

Tourist-related revenues already outpace tourist-related expenditures in Park City, even without increasing tourist revenue streams. Our analysis indicates that visitors generate roughly 71 percent of all general fund revenues (not including interfund transactions), while roughly 40 percent of general fund expenditures are attributable to tourists. Therefore, based on information provided by the Utah League of Cities and Towns, Park City currently expends roughly \$3,561 for each existing full-time resident for selected services. Seventy one percent of this revenue, or \$2,528 per capita, is attributable to tourists, while forty percent, or \$1,424 goes to tourist-related costs, leaving a net gain of \$1,104 per capita that pays for activities that are not tourist-related. This benefit is seen in such areas as road maintenance, snow removal, libraries, technology and telecommunications, community and economic development, police services and golf and recreation programs. With an estimated population of 8,500 persons, Park City receives a direct net benefit of nearly \$9 million from tourism.

POLICIES & OBJECTIVES

Staff recommends Council take actions that preserve or enhance Park City's resort economy.

B. Program Service Levels and Expenditures

1. New/growth related service levels: Provision of new/growth related services should be offset with new or growth related revenues or a corresponding reduction in service costs in other areas.
2. Fee Dependent Services: If fees do not cover the services provided, Council should consider which of the following actions to take: (1) reduce services; (2) increase fees; or (3) determine the appropriate subsidy level of the General Fund.
3. Consider all requests at once: Council should consider requests for service level enhancements or increases together, rather than in isolation.
4. Consider ongoing costs associated with one-time purchases/expenditures: Significant ongoing costs, such as insurance, taxes, utilities, and maintenance should be determined before an initial purchase is made or a capital project is constructed. Capital and program decisions should not be made until staff has provided a five-year analysis of ongoing maintenance and operational costs.
5. Re-evaluate decisions: Political, economic, and legal changes necessitate reevaluation to ensure Council goals are being met. Staff and Council should use the first year of the two-year budget process to review programs.
6. Analyze the people served: With a changing population, staff should periodically reassess the number of people (permanent residents' verses visitor population) served with each program.
7. Evaluate the role of boards and commissions relating to service levels: The City Council should encourage boards and commissions to consider the economic impacts of recommendations and incorporate findings into policy direction.
8. New service implementation: Prior to implementing a new service, the City Council should consider a full assessment of staffing and funding requirements.
9. Provide clear City Council direction: City Council should achieve a clear consensus and provide specific direction before enhancing or expanding service.
10. Benchmarking and performance measurement: The City should strive to measure its output and performance. Some departments have established performance measures.

C. Revenues and Assets

1. Building and Planning Fees: Staff has identified revenues that can be increased, and recommends increasing building and planning fees this year.
2. Sewer Franchise Fee: Staff recommends imposing a franchise fee on the sewer district. The City can charge up to a 6 percent franchise fee on the sewer district.
3. Other revenues: Staff has identified the following as additional General Fund revenues, but does not recommend an increase at this time (Transit Room Tax, Sales Tax, and Property Tax).

POLICIES & OBJECTIVES

4. Special Events: Staff does not recommend increasing fees for special events.
5. Assets: Although Staff identified assets that could be sold; it does not recommend a sale of assets at this time.

D. Capital Improvement Program

1. Prioritized capital projects: Council should adopt the prioritized capital projects during the budget process.
2. Project manager for each capital project: Staff recommends each capital project to be assigned to a project manager at the manager level (unless otherwise directed).
3. Peer review: Staff recommends managers and related agencies offer appropriate peer review to identify and to plan for operating costs before projects are taken to Council.
4. Value Engineering: Staff recommends maintaining a dialogue with suppliers, contractors, and designers to ensure cost-effective projects.
5. Projects with a possible art component: Staff recommends the project manager to determine the necessity, selection, and placement of art on a project by project basis as funding, timing, complexity, and appropriateness may warrant.

E. Intergovernmental Programs

1. Regional Transit: The City should participate in the development of a regional transit action plan.
2. Recreation MOU: The City should decide whether to renew the Memorandum of Understanding with Snyderville Basin Recreation District or to discontinue it.
3. Communications: Staff recommends the decision of whether to combine Park City's and Summit County's communications systems be postponed until a decision on the City's role in the Countywide Communications Study is made.
4. Grants Policy: Staff recommends Council adopts a budget policy, outlining a comprehensive grants process that insures continuity in grants administration and access to alternative sources of funding.

F. Non-Departmental/Interfund

1. Employee Compensation Plan: Staff recommends Council adopt the pay plan as presented in this budget.
2. Recreation Fund: Staff endorses the findings and recommendations of the Recreation Analysis completed in February 2001.
3. Water Fund: Staff recommends a focus group be formed in the near future to research the feasibility of implementing a franchise tax on water usage.
4. Self Insurance Fund: Staff recommends leaving the reserve as it currently is, but consider using the reserve fund to pay insurance premiums, rather than using interfund transfers from each of the operating budgets. This recommendation has been implemented.

G. Recreation Analysis

POLICIES & OBJECTIVES

1. Fund Structure: The Wikstrom Report recommends continuing to use the enterprise fund if cost allocation procedures are established that clearly track the use of subsidy monies and individual program costs.
2. Indirect Costs: The Wikstrom Report recommends further evaluation of indirect costs, since present accounting methods do not clearly do so.
3. Adult Programs: The report identified adult programs as an area where policy direction should be received. Specifically, should all adult programs be required to cover their direct costs and indirect costs? Should all adult programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for adult programs? At what point should an existing adult program be eliminated? What criteria should be used in this decision?
4. CTAC Adult Programming: CTAC questioned the practice of subsidizing adult programs. A recommendation came forward from that group suggesting that all youth activities be moved into the General Fund with adult programs remaining in the enterprise fund without a subsidy.
5. Youth Programs: Should all youth programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for youth programs? Is the City willing to subsidize indirect costs of SBRD youth participants in order to increase the quality of life for Park City youth? At what point should an existing youth program be eliminated? What criteria should be used in this decision? Should all youth programs be held to the same standard or should there be a different standard for team sports as opposed to individual sports such as tennis or swimming?
6. Potential Revenue and Capital Funding Alternatives: Currently capital replacement of the Recreation Facility is funded with an unidentified revenue source. Wikstrom posed several policy questions intended to more fully understand this issue, such as the following: Is the City willing to institute a municipal transient room tax with a portion of the revenues dedicated to funding recreation? Is the City willing to request an increase in the resort tax to the legal limit of 1.5 percent, which is a ballot issue and requires voter approval? Is the City willing to request voter approval for a general obligation bond in the amount of roughly \$2 million?

H. Miscellaneous Analysis

1. A comprehensive analysis on the Water Fund is currently underway. The study includes a rate study and fee analysis. The intent of the study is to insure the City has the ability to provide for the present and future water needs (This analysis was updated in 2003 and again in 2004. The City Manager's recommended budget for FY 2005 will incorporate changes to the Water Fund as a result.)
2. Analyses to establish market levels and to study the financial condition of the Golf Fund were conducted in 2000 and 2001. An evaluation of the fund by Staff in spring 2004 revealed that additional changes to fees and expenditures are

POLICIES & OBJECTIVES

necessary. Staff was will also conduct an in-depth analysis of the course and its operations (including a discussion of the course's underlying philosophy) beginning later this summer.

PART III - COST ALLOCATION PLAN

The City has developed a Cost Allocation Plan detailing the current costs of services to internal users (e.g., fees, rates, user charges, grants, etc.). This plan was developed in recognition of the need to identify overhead or indirect costs, allocated to enterprise funds and grants and to develop a program which will match revenue against expenses for general fund departments which have user charges, regulatory fees, licenses, or permits. This plan will be used as the basis for determining the administrative charge to enterprise operations and capital improvement projects.

Anticipated future actions include the following:

- A.** Maintain a computerized system (driven from the City's budget system) that utilizes the basic concepts and methods used in cost allocation plans.
- B.** Fine-tune the methods of cost allocation to ensure the fair and equitable distribution of cost.
- C.** Develop guidelines for the use and maintenance of the plan.
 - 1.** Long Range Capital Improvement Plan
 - a.** Project identification and prioritization
 - b.** CIP financing plan
 - 2.** Rate and fee increases
 - 3.** Other related and contributing plans and policies
 - a.** Water Management
 - b.** Flood Management
 - c.** Parking Management

CHAPTER 5 - CONTRACTS & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS (AMENDED JUNE 2004)

As part of the budget process, the City Council appropriates funds to contract with organizations offering services consistent with the needs and goals of the City. Depending upon the type of service category, payment terms of the contracts may take the form of cash payment and/or offset fees or rent relating to City property in exchange for value-in-kind services. The use of the

POLICIES & OBJECTIVES

public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

A. Public Service Fund Distribution Criteria

In order to be eligible for a public service contract in Fund Categories 1-3, organizations must meet the following criteria:

1. **Criterion 1: Accountability and Sustainability of Organization** - The organization must have the following:
 - a. Quantifiable goals and objectives.
 - b. Non-discrimination in providing programs or services.
 - c. Cooperation with existing related programs and community service.
 - d. Compliance with the City contract.
 - e. Federally recognized not-for-profit status.
2. **Criterion 2: Program Need and Specific City Benefit** - The organization must have the following:
 - a. A clear demonstration of public benefit and provision of direct services to City residents.
 - b. A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.
3. **Criterion 3: Fiscal Stability and Other Financial Support** - The organization must have the following:
 - a. A clear description of how public funds will be used and accounted for
 - b. Other funding sources that can be used to leverage resources.
 - c. A sound financial plan that demonstrates managerial and fiscal competence.
 - d. A history of performing in a financially competent manner.
4. **Criterion 4: Fair Market Value of the Services** - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

B. Total Public Service Fund Appropriations

The City may appropriate up to 1 percent of the City's total budget for public service contracts for the Special Service Contract and Rent Contribution Categories described below. In addition, the City appropriates specific dollar amounts from other funds specifically related to Historic Preservation as described below.

C. Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

POLICIES & OBJECTIVES

- 1. Special Service Contracts**
 - a. Youth Programming
 - b. Victim Advocacy/Legal Services
 - c. Arts
 - d. Health
 - e. Affordable Housing/Community Services
 - f. Recycling
 - g. History/Heritage
 - h. Information and Tourist Services
- 2. Rent Contribution**
- 3. Historic Preservation**

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract and Rent Contribution categories by the City Council. A specific dollar amount is allocated to Historic Preservation based on funds available from the various Redevelopment Agencies.

The category percentage allocation does not vary from year-to-year. However, as the City's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.

D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that would otherwise be provided by the City. Special services that fall into this category would include, but not be limited to the following: youth programming, victim advocacy/legal services, arts, health, affordable housing/community services, recycling, history/heritage, information and tourist services, and minority affairs. To the extent possible, individual special services will be delineated in the budget.

Service providers are eligible to apply for a special service contract every biennial budget process. The City will award special service contracts through a competitive bid process administered by the Service Contract Subcommittee and City Staff. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

Each special service provider will have a special service contract with a term of two years. Half of the total contract amount will be available each year. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 percent to be distributed upon demonstration through measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the public service contract. The disbursement of all appropriations will be contingent upon council approval. Special service providers will be required to submit current

POLICIES & OBJECTIVES

budgets and evidence of contract compliance (as determined by the contract) by March 31 of the first contract year.

The City reserves the right to appoint a citizen's task force to assist in the competitive selection process. The task force will be selected on an ad hoc basis by the Service Contract Subcommittee.

All special service contract proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4.

Youth Contracts: In addition to the above listed criteria, proposals for Youth Programming must meet the following requirements: (1) Provide a service to or enhancement of youth programs in the Park City community; and (2) Constitute a benefit to Park City area youth, community interests, and needs. Youth Programming funds must be used to benefit Park City area youth Citywide; this may be accomplished through one service contract or by dividing the funds between several contracts.

Deadlines: All proposals for Special Service Contracts must be received no later than March 31. A competitive bidding process conducted according to the bidding guidelines of the City may set forth additional application requirements. If there are unallocated funds, extraordinary requests may be considered every six months during the two-year budget cycle, unless otherwise directed by Council.

Extraordinary requests received after this deadline must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under one of the existing Special Service Contract categories;
2. The applicant must show that the requested funds represent an unexpected fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate that other possible funding sources have been exhausted.

E. Rent Contribution

A portion of the Special Service Contract funds will be used as a rent contribution for organizations occupying City-owned property and providing services consistent with criterion 1-4 pursuant to the needs and goals of the City. To the extent possible, individual rent contributions will be delineated in the budget. Rent contributions will usually be memorialized by a lease agreement with a term of five years or less, unless otherwise approved by City Council.

The City is required to make rent contributions to the Park City Building Authority for buildings that it occupies. Qualified Organizations may enter into a lease with the City to occupy City space at a reduced rental rate pursuant to criterion 1-4. The difference

POLICIES & OBJECTIVES

between the reduced rental rate and the rate paid to the Park City Building Authority will be funded by the rent contribution amount. Rent Contribution lease agreements will not exceed five years in length unless otherwise directed by the City Council. Please note that this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue and Main Street RDA. The disbursement of the funds shall be administered pursuant to applications and criteria established by the Planning Department, and awarded by the City Council consistent with UCA § 17A-3-1303, as amended. In instances where another organization is involved, a contract delineating the services will be required.

G. Exceptions

Rent Contribution and Historic Preservation funds will be appropriated through processes separate from the biennial Special Service Contract process and when deemed necessary by City Council or its designee.

The Service Contract Sub-Committee has the discretion as to which categories individual organizations or endeavors are placed. Any percentage changes to the General Fund categories described above must be approved by the City Council. All final decisions relating to public service funding are at the discretion of the City Council.

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

POLICIES & OBJECTIVES

PART II - CONTRACTING AND PURCHASING POLICY

A. Purpose

These rules are intended to provide a systematic and uniform method of purchasing goods and services for the City. The purpose of these rules is to ensure that purchases made and services contracted are in the best interest of the public and acquired in a cost-effective manner.

Authority of Manager: The City Manager or designate shall be responsible for the following:

1. Ensure all purchases for services comply with these rules;
2. Review and approve all purchases of the City;
3. Establish and amend procedures for the efficient and economical management of the contracting and purchasing functions authorized by these rules. Such procedures shall be in writing and on file in the office of the manager as a public record;
4. Maintain accurate and sufficient records concerning all City purchases and contracts for services;
5. Maintain a list of contractors for public improvements and personal services who have made themselves known to the City and are interested in soliciting City business;
6. Make recommendations to the City Council concerning amendments to these rules.

B. Definitions

Building Improvement: The construction or repair of a public building or structure (Utah Code 11-39-101).

City: Park City Municipal Corporation and all other reporting entities controlled by or dependent upon the City's governing body, the City Council.

Contract: An agreement for the continuous delivery of goods and/or services over a period of time greater than 15 days.

CPI: The Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor.

Local Business: a business having:

- a. A commercial office, store, distribution center or other place of business located within the boundaries of Summit County, with an intent to remain on a permanent basis;
- b. A current County or City business license; and
- c. At least one employee physically present at the local business outlet.

POLICIES & OBJECTIVES

Local Bidder: A Local Business submitting a bid on a Park City Public Works Project or Building Improvement

Manager: City Manager or designee.

Public Works Project: The construction of a park, recreational facility, pipeline, culvert, dam, canal, or other system for water, sewage, storm water, or flood control (Utah Code 11-39-101). “Public Works Project” does not include the replacement or repair of existing infrastructure on private property (Utah Code 11-39-101), or emergency work, minor alteration, ordinary repair, or maintenance necessary to preserve a public improvement (such as lowering or repairing water mains; making connections with water mains; grading, repairing, or maintaining streets, sidewalks, bridges, culverts or conduits).

Purchase: The acquisition of goods (supplies, equipment, etc.) in a single transaction such that payment is made prior to receiving or upon receipt of the goods.

C. General Policy

1. All City purchases for goods and services and contracts for goods and services shall be subject to these rules.
2. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules. All thresholds specified in this policy are to be applied to the total cost of a contract over the entire term of the contract, as opposed to annualized amounts.
3. City departments shall not engage in any manner of barter or trade when procuring goods and services from entities both public and private.
4. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year in which funds have been appropriated.
5. Subject to federal, state, and local procurement laws when applicable, reasonable attempts should be made to support Park City businesses by purchasing goods and services through local vendors and service providers.
6. All reasonable attempts shall be made to publicize anticipated purchases or contracts in excess of \$15,000 to known vendors, contractors, and suppliers.
7. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of capital assets and services in excess of \$15,000.
8. When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be initiated.
9. All purchases and contracts must be approved by the manager or their designee unless otherwise specified in these rules.
10. All contracts for services shall be approved as to form by the city attorney.
11. The following items require City Council approval unless otherwise exempted in these following rules:
 - a. All contracts (as defined) over \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over \$15,000 that is not anticipated in the current budget.

POLICIES & OBJECTIVES

- d. Accumulated "Change Orders" which would overall increase a previously approved contract by:
 - i. the lesser of 20% or \$25,000 for contracts of \$250,000 or less
 - ii. more than 10% for contracts over \$250,000.
- 12. Acquisition of the following Items must be awarded through the formal bidding process:
 - a. All contracts for building improvements over the amount specified by state code, specifically:
 - i. for the year 2003, \$40,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - b. All contracts for public works projects over the amount specified by state code, specifically:
 - i. for the year 2003, \$125,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - c. Contracts for grading, clearing, demolition or construction in excess of \$2,500 undertaken by the Community Redevelopment Agency.
- 13. The following items require a cost benefit analysis where there is a quantifiable return on investment as defined by the Budget, Debt, and Grants Department before approved:
 - a. All contracts, projects and purchases over \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over \$15,000 that is not anticipated in the current budget process.
- 14. City Employees or anyone acting on behalf of the City may not receive or accept any gift or loan if the gift or loan could influence a reasonable person in the discharge of the person's official duties including but not limited to the granting of City contracts. This prohibition does not apply to any occasional non-pecuniary (non-cash equivalent) gifts with a value less than \$50.0. Employees must abide by PCMC 3-1-4.

D. Exceptions

Certain contracts for goods and services shall be exempt from bidding provisions. The manager shall determine whether or not a particular contract or purchase is exempt as set forth herein.

POLICIES & OBJECTIVES

1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract which would have normally required their approval as soon as reasonably possible. Consult the Emergency Manager regarding purchases for disaster events.
2. Projects that are acquired, expanded, or improved under the "Municipal Building Authority Act" are not subject to competitive bidding requirements.
3. Purchases made from grant funds must comply with all provisions of the grant.
4. Purchases from companies approved to participate in Utah State Division of Purchasing and General Services agreements and contracts and under \$100,000 are not subject to competitive bidding requirements.
5. Purchases made via public auction.
6. Purchases from local government purchasing pools in which the City is a participant as approved by a resolution of the City Council.

E. General Rules

1. **Purchases of Materials, Supplies and Services** are those items regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, and maintenance contracts for repairs to equipment, asphalt, printing services, postage, fertilizers, pipes, fittings, and uniforms. These items are normally budgeted within the operating budgets. Purchases of this type do not require "formal" competitive quotations or bids. However, for purchases in excess of \$15,000 all reasonable attempts shall be made to obtain at least three written quotations and to notify via the City website any local businesses that, in the normal course of business, provide the materials, supplies or services required by the City. A written record of the source and the amount of the quotations must be kept.
2. **Purchases of Capital Assets** are "equipment type" items which would be included in a fixed asset accounting system having a material life of three years or more and costing in excess of \$5,000. These items are normally budgeted within the normal operating budgets. Purchases of this type do not require "formal" bids. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of this type in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, sells the equipment required by the City.
3. **Contracts for Professional Services** are usually contracts for services performed by an independent contractor, in a professional capacity, who produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, dentist, artist, appraiser or photographer. Professional service contracts

POLICIES & OBJECTIVES

are exempt from competitive bidding. All reasonable attempts shall be made to obtain at least three written quotations on all contracts exceeding \$15,000 and to notify via the City website any local businesses that, in the normal course of business, provide the service required by the City. A written record of the source and the amount of the quotations must be kept.

The selection of professional service contracts in an amount exceeding \$25,000 shall be based on ~~an~~ a formal documented evaluation process such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts. Major professional service contracts (\$25,000 and over) must be approved by the City Council.

4. **Contracts for Public Improvements** are usually those contracts for the construction or major repair of roads, highways, parks, water lines and systems (i.e., Public Works Projects); and buildings and building additions (i.e. Building Improvements). Where a question arises as to whether or not a contract is for public improvement, the manager shall make the determination.

Minor public improvements (less than the amount specified by state code.): The department shall make a reasonable attempt to obtain at least three written competitive quotations for contracts in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. Procurement for all minor public improvements in excess \$25,000 shall be based on a formal documented evaluation process (see Park City's Best Practices in Procurement for details). The evaluation process should include, at minimum, an objective assessment of the services needed, the abilities of the contractors to perform the service and the cost of the service. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, provide the public improvements required by the City. The manager may require formal bidding if it is deemed to be in the best interest of the City.

Major public improvements (greater than or equal to the amount specified by state code): Unless otherwise exempted, all contracts of this type require competitive bidding.

5. **Contracts for Professional Services, where the Service Provider is responsible for Building Improvements/Public Works Project (Construction Manager / General Contractor "CMGC" Method)** are contracts where the City contracts with a "Construction Manager/General Contractor" which is a contractor who enters into a contract for the management

POLICIES & OBJECTIVES

of a construction project when that contract allows the contractor to subcontract for additional labor and materials that were not included in the contractor's cost proposal submitted at the time of the procurement of the Construction Manager/General Contractor's services. It excludes a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of construction is to meet subcontracted portions of change orders approved within the scope of the project. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages and subcontractors under a competitive bid requirement as required herein. The Project Manager will attend the award of all subcontracts which meet the threshold requirements of General Policy 12 (a) or (b) above.

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.
2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and in as many additional issues and publications as the manager may determine, at least five days prior to the opening of bids. The advertisement shall also be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers. Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks as well as be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers.

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;

POLICIES & OBJECTIVES

- b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
 - c. The character of the work to be done or the materials or things to be purchased;
 - d. The office where the specifications for the work, material or things may be seen;
 - e. The name and title of the person designated for receipt of bids;
 - f. The type and amount of bid security if required;
 - g. The date, time, and place that the bids will be publicly opened.
3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:
- a. In writing or electronically sealed;
 - b. Filed with the manager;
 - c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
 - d. Have the appropriate bid security attached, if required.
4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result in forfeit of the bid security.
- a. **Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents. If there are more than two local bidders who are within 5% then the contract shall be awarded to the local bidder which had the lowest original bid according to the procedure above.
5. **Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.
6. **Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:
- a. The bidder does not have sufficient financial ability to perform the contract;
 - b. The bidder does not have equipment available to perform the contract;

POLICIES & OBJECTIVES

- c. The bidder does not have key personnel available, of sufficient experience, to perform the contract;
 - d. The person has repeatedly breached contractual obligations with public and private agencies;
 - e. The bidder fails to comply with the requests of an investigation by the manager.
7. **Pre-qualification of Bidders:** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances which would make any statement contained in the pre-qualification application no longer applicable or untrue. If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to the person. The notice shall state the reason for revocation and inform the person that revocation will be effective immediately.
8. **Appeals Procedure:** Any supplier, vendor, or contractor who determines that a decision has been made adversely to him, by the City, in violation of these regulations, may appeal that decision to the City Council. The complainant contractor shall promptly file a written appeal letter with the manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council shall conduct a hearing on the matter and provide the complainant an opportunity to be heard. A written decision shall be sent to the complainant.

POLICIES & OBJECTIVES

CHAPTER 6 - OTHER POLICIES

PART I - DEBT MANAGEMENT

- A.** The City will not obligate the General Fund to secure long-term financing except when marketability can be significantly enhanced.
- B.** Direct debt will not exceed 2% of assessed valuation.
- C.** An internal feasibility analysis will be prepared for each long-term financing activity that analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D.** The City will generally conduct financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E.** The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and credit enhancements, such as letters of credit or insurance, when necessary for marketing purposes, availability, and cost-effectiveness.
- F.** The City will annually monitor all forms of debt, coincident with the City's budget preparation and review process, and report concerns and remedies, if needed, to the Council.
- G.** The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- H.** The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

PART II - POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS

The City of Park City (the “City”) issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated there under (the “Treasury Regulations”), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post-Issuance Compliance Procedure and Policy for Tax-

POLICIES & OBJECTIVES

Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

- A.** Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the City (June 16, 2011) and shall remain in effect until superseded or terminated by action of the City Council.
- B.** Responsible Parties. The Finance Manager of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Manager will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Manager of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
- (1) Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
 - (2) Financial Advisor (the organization primarily responsible for providing financial advisor services to the City);
 - (3) Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
 - (4) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Finance Manager shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Paying Agent, and Rebate Analyst. The Finance Manager shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Finance Manager shall provide training and educational resources to City staff that are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

- C.** Post-Issuance Compliance Actions. The Finance Manager shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:
- (1) The Finance Manager shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).
 - (2) The Finance Manager shall file with the Internal Revenue Service (the “IRS”), within the time limit imposed by Section 149(e) of the Code and applicable Treasury

POLICIES & OBJECTIVES

Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).

- (3) The Finance Manager, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- (4) In consultation with Bond Counsel, the Finance Manager shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Manager shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Manager shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Manager shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Manager shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.
- (5) The City has issued direct pay Build America Bonds. In consultation with the Paying Agent, the Finance Manager shall prepare or cause to be prepared the Return for Credit Payments to Issuers of Qualified Bonds, Form 8038-CP, to request subsidy payments with respect to interest payable on the bonds and submit such Form 8038-CP to the IRS.

D. Procedures for Monitoring, Verification, and Inspections. The Finance Manager shall institute such procedures as the Finance Manager shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Manager shall establish the following procedures:

- (1) The Finance Manager shall monitor the use of the proceeds of tax-exempt governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to

POLICIES & OBJECTIVES

which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.

- (2) The Finance Manager shall monitor the use of all bond financed facilities in order to:
 - (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and
 - (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.

- (3) The Finance Manager shall undertake with respect to each outstanding issue of tax-exempt governmental bonds of the City an annual review of the books and records maintained by the City with respect to such bonds.

E. Record Retention Requirements. The Finance Manager shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit entered into subsequent to the date of issue; (xviii) copies of all Form 8038-Ts, 8038-CPs and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such tax-exempt governmental bonds. The records collected by the Finance Manager shall be stored in any format deemed appropriate by the Finance Manager and shall be retained

POLICIES & OBJECTIVES

for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years.

- F.** Remedies. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.
- G.** Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Manager is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- H.** Other Post-Issuance Actions. If, in consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager determines that any additional action not identified in this Policy must be taken by the Finance Manager to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the Finance Manager shall take such action if the Finance Manager has the authority to do so. If, after consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.
- I.** Taxable Governmental Bonds. Most of the provisions of this Policy, other than the provisions of Section 7 and Section 3(e), are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of

POLICIES & OBJECTIVES

the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Manager shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Finance Manager shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

- J.** IRS Examination. In the event the Internal Revenue Service (“IRS”) commences an examination of an obligation, the Finance Manager shall inform the City Manager, City Attorney and City Council of such event and is authorized to respond to inquiries of the IRS and, if necessary, to hire outside, independent professional counsel to assist in the response to the examination.

PART III - TRAFFIC CALMING POLICY (ADOPTED JULY 15, 2002)

The Traffic Calming Policy and adopted traffic calming programs will provide residents an opportunity to evaluate the requirements, benefits, and tradeoffs of using various traffic calming measures and techniques within their own neighborhood. The policy outlines the many ways residents, businesses and the City can work together to help keep neighborhood streets safe.

A. Goals

1. Improve the quality of life in neighborhoods
2. Improve conditions for pedestrians and all non-motorized movements
3. Create safe and attractive streets
4. Reduce accidents
5. Reduce the impact of motorized vehicles within a neighborhood
6. Balance the transportation needs of the various land uses in and around a neighborhood
7. Promote partnerships with Summit County, UDOT, and all other agencies involved with traffic calming programs

B. Objectives

1. Encourage citizen involvement in traffic calming programs
2. Slow the speeds of motor vehicles
3. Improve the real and perceived safety for non motorized users of the street
4. Incorporate the preference and requirements of the people using the area
5. Promote pedestrian, cycle, and transit use
6. Prioritize traffic calming requests

C. Fundamental Principals

POLICIES & OBJECTIVES

1. Reasonable automobile access should be maintained. Traffic calming projects should encourage and enhance the appropriate behavior of drivers, pedestrian, cyclists, transit, and other users of the public right-of-way without unduly restricting appropriate access to neighborhood destinations.
2. Reasonable emergency vehicle access must be preserved.
3. The City shall employ the appropriate use of traffic calming measures and speed enforcement to achieve the Policy objectives. Traffic calming devices (speed humps, medians, curb extensions, and others) shall be planned and designed in keeping with sound engineering and planning practices. The Public Works departments shall direct the installation and maintenance of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code and pertinent state and federal regulations.
4. To implement traffic calming programs, certain procedures shall be followed by the City in processing requests according to applicable codes and related policies within the limits of available resources. At a minimum, the procedures shall provide for:
 - a. A simple process to propose traffic calming measures
 - b. A system for staff to evaluate proposals
 - c. Citizen participation in program development and evaluation
 - d. Communication of any test results and specific findings to area residents and affected neighborhood organizations
 - e. Strong neighborhood support before installation of permanent traffic management devices
 - f. Using passive traffic controls as a first effort to solve most neighborhood speed problems
5. Time frames - All neighborhood requests will be acknowledged within 72 hours from the initial notification of the area of traffic concern. Following that, the time required by all parties involved will be dependent on the issue brought forward. It is expected that both City Staff and the requesting parties will act in a responsive and professional manner.

D. Communication Protocols

Park City Municipal Corporation will identify a Traffic Calming Project Manager to facilitate the communications and program steps deemed appropriate. The Project Manager will be the point person for all communications with the requesting neighborhood and internally with a Traffic Calming Program Review Committee. The Traffic Calming Program Review Committee will evaluate and recommend the action steps to be taken. The Review Committee will be comprised of the following people:

1. Public Works Director
2. City Engineer
3. Police Department Representative - appointed by the Police Chief
4. Traffic Calming Project Manager - appointed by the Public Works Director

All coordination efforts, enforcement measures, and follow through responsibilities will be under the supervision of the Traffic Calming Project Manager.

POLICIES & OBJECTIVES

E. Eligibility

All city streets are eligible to participate in a Traffic Calming Program. Any traffic management techniques desired to be used on Utah Department of Transportation (UDOT) owned streets must be approved by UDOT.

F. Funding Alternatives

1. 100% Neighborhood Funding
2. Capital Improvement Program
3. Neighborhood Matching Grants
4. City Traffic Calming Program Funds

G. Procedures

Phase I: Phase I consists of implementing passive traffic controls.

1. **Initiation:** Neighborhood complaint must include petition signed by at least 5 residents or businesses in the area to initiate Phase I of a traffic calming program.
2. **Phase I First Meeting:** Neighborhood meeting is held to determine goals of a traffic calming program, initiate community education, initiate staff investigation of non-intrusive traffic calming measures, discuss options, estimate of cost, timing, and process.
3. **Phase I Implementation:**
 - a. The Traffic Calming Program Review Committee reviews signing, striping, and general traffic control measures. Minimum actions include Residential Area signs, speed limit signs, review of striping, review of stop sign placement, review of turn restrictions, and review of appropriate traffic control devices.
 - b. Community watch program initiated. This program includes neighbors calling police to request increased speed limit enforcement, neighbors disseminating flyers printed by the City reminding the community to slow down, community watch for commercial or construction vehicles, etc.
 - c. Targeted police enforcement will begin to include real time speed control.
4. **Phase I Evaluation:** Evaluation of Phase I actions will occur over a 3 to 9 month period. Evaluation will include visual observations by residents and staff.
5. **Phase I Neighborhood Evaluation Meeting:** Phase I evaluation meeting will be held to discuss results of Phase I. It will be important that the City staff and the current residents also contact the relevant property owners to obtain their opinions and thoughts prior to taking any next steps.

Phase II:

1. **Phase II Initiation:** Twenty-five percent (25%) of the residents within the proposed neighborhood area can request the initiation of Phase II.
2. **Define Neighborhood Boundary:** A neighborhood will include all residents or businesses with direct access on streets to be evaluated by Phase II implementation. Residents or businesses with indirect access on streets affected

POLICIES & OBJECTIVES

by Phase II implementation will be included in neighborhood boundary only at the discretion of staff.

3. **Phase II Data Collection and Ranking:** Staff performs data collection to evaluate and rank neighborhood problems and the ability to solve problems. Data collection will include the following and will result in a quantitative ranking.

POLICIES & OBJECTIVES

Criteria	Points	Basis Point Assignment
Speed data (48 hour)	30	Extent by which the 85 th percentile traffic speed exceeds the posted speed limit (2 points per 1 mph)
Volume data (48 hour)	25	Average daily traffic volumes (1 point per 100 vehicles, minimum of 500 vpd)
Accident data (12 month)	20	Accidents caused by speeding (8 points per accident)
Proximity to schools or other active public venues	5	Points assigned if within 300 feet of a school or other active public venue
Pedestrian crossing, bicycle routes, & proximity of pedestrian generators	5	Points assigned based on retail, commercial, and other pedestrian generators.
Driveway spacing	5	For the study area, if large spaces occur between driveways, 5 points will be awarded. If more than three driveways fall within a 100 foot section of the study area, no points will be provided.
No sidewalks	10	Total points assigned if there is no continuous sidewalk on either side of the road.
Funding Availability	50	50 points assigned if the project is in the CIP or 100% funding by the neighborhood. Partial funding of 50% or more by the neighborhood 25 points, partial funding of 10 to 50% by the neighborhood 10 points.
Years on the list	25	5 points for each year
Total Points Possible	175	maximum points available

4. **Phase II Implementation Recommendation:** The Traffic Calming Project Review Committee proposes Phase II traffic calming implementation actions and defines a project budget.
5. **Phase II Consensus Meeting:** A neighborhood meeting is held to present a Phase II implementation proposal including project budget, possible time frame, discuss temporary installation, etc. The estimated time frame is one to three years depending on funding availability.
6. **Phase II Petition:** Residents and businesses in neighborhood boundary are mailed/or hand delivered a petition by the City identifying Phase II actions, cost, and explanation of implications of vote. Petition provides ability to vote yes, no,

POLICIES & OBJECTIVES

or not return petition. Unreturned petitions count as no votes. Resident support for traffic calming is defined as 67 percent positive response. No more than four weeks is allowed for the return of a petition.

7. **Phase II Implementation:** Permanent installation will be implemented after the approval of funding by the City Council. Implemented actions will be continually monitored based on visual observation and accident data.
8. **Post Project Evaluation:** City staff will review impacts on traffic to determine if goals were met. Neighborhoods will have an opportunity to review data and provide comment.
9. **Removal (if required):** The Traffic Calming Program Review Committee will authorize removal of improvements upon receiving a petition showing 75 percent support by the neighborhood. Removal costs in all or part may be assessed to the defined neighborhood boundaries.

H. Traffic Management Devices (Definitions)

1. **Passive Controls** consist of traffic control mechanisms that are not self regulating. To be effective it is necessary for drivers to abide by traffic control devices.
 - a. Stop Signs - used to assign right-of-ways at intersections and where irremovable visibility restrictions exist.
 - b. Speed Limit Signs - sometimes installed as traffic calming mechanism. Numerous speed limit signs reinforce the posted speed.
 - c. Turn Prohibition Signs - used to prevent traffic from entering a street, thereby reducing traffic volumes.
 - d. Neighborhood Announcement Signs - used to advise the entering vehicles that they are moving through a particular type of neighborhood. Specific supplementary messages can also be placed here.
2. **Positive Physical Controls:**
 - a. Medians Islands - used to constrict travel lane width and provide an area for additional landscaping and signage.
 - b. Bulb-Outs (Chokers/Curb Extensions) - physical constrictions constructed adjacent to the curb at both intersections and mid-block locations making pedestrian crossings easier and space for additional landscaping and signage.
 - c. Speed Humps - are vertical changes in the pavement surface that force traffic to slow down in order to comfortably negotiate that portion of the street.
 - d. Chicanes - are a set of two or three landscaped curb undulations that extend out into the street. Chicanes narrow the street encouraging drivers to drive more slowly.
 - e. Traffic Circles and Roundabouts - circular islands located in the middle of street intersections that force traffic to deflect to the right, around a traffic island, in order to perform any movement through the intersection tending to slow the traffic speeds.
 - f. Rumble Strips - changes in the elevation of the pavement surface and/or changes in pavement texturing which are much less pronounced than speed humps.

POLICIES & OBJECTIVES

the level of services outlined in the special event contract and will remain in the budget only for the term of the contract.

C. Year to Year or One Time Events

For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the application. If through the approval process fees are waived these calculations will then serve as the justification for a one-time budget adjustment during the next budget process.

D. Funding Mechanisms for Special Event Budget Increases

The City uses a three tiered approach to fund special event services. Those three tiers are:

1. Special Event Fees
2. Economic Benefit Offset
3. Other General Fund Resources

E. Special Event Fees

Pre-approved fees will be set to recoup the incremental cost of providing the City services detailed in an event Master Festival or Special Event application. If an event requests and receives approval for a waiver of any or all fees, the City will first look to an Economic Benefit Offset to provide funding in lieu of the waived fees.

F. Economic Benefit Offset (EBO):

The economic benefit offset (EBO) of a given event can only be calculated for those events which are known to have a significant impact on sales tax collections and have at least one year of history to analyze. The EBO of an event is calculated using historic sales tax collection data to measure incremental sales tax growth attributable to that event. In the past Council has indicated a willingness to waive fees for up to half the incremental sales tax gained from major special events. The SEBC recommends that Council formally adopt this 50 percent waiver limit. If the Economic Benefit Offset is inadequate (on a fund specific basis) to offset waived fees, the City will then look to other General Fund sources to provide funding in lieu of waived fees.

G. Other General Fund Resources

When the economic benefit of a special event (on a fund specific basis) cannot be calculated or is inadequate to offset the amount of waived fees, the SEBC recommends the City identify other general fund sources to offset any waived fees. Staff will communicate available sources to Council or the City Manager when presenting Master Festival or Special Event applications that contain a fee waiver request.

POLICIES & OBJECTIVES

PART V – GASB 54 FUND BALANCE

PURPOSE

This Fund Balance Policy establishes procedures for reporting fund balance classifications and establishes a hierarchy of fund balance expenditures for governmental type funds. The policy also authorizes and directs the Finance Manager to prepare financial reports, which accurately categorize fund balance per Governmental Accounting Standards Board Statement No. 54: *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54).

I. FUND BALANCE COMPONENTS

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. GASB 54 establishes the following five components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

A. Nonspendable Fund Balance

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “not spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable.

B. Restricted Fund Balance

The restricted fund balance classification includes amounts that reflect constraints placed on the use of resources (other than nonspendable items) that are either (a) externally imposed by creditors (such as through bonded debt reserve funds required pursuant to debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed Fund Balance

The committed fund balance classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specific use by taking the same type of action (for example ordinance) it employed to previously commit those amounts. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. City Council action of passing an ordinance to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

POLICIES & OBJECTIVES

D. Assigned Fund Balance

The assigned fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established by (a) the governing body itself or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

E. Unassigned Fund Balance

The unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that should report this category of fund balance.

II. HEIRARCHY OF SPENDING FUND BALANCE

The City's current fund balance practice provides that restricted fund balance be spent first when expenditure is incurred for which both restricted and unrestricted fund balance is available. Similarly, when expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance can be used; committed amounts are to be spent first, followed by assigned amounts and then unassigned amounts. GASB 54 mandates that this hierarchy of expending fund balance be reported in new categories, using new terminology, and be formally adopted by the City Council. It should be noted that the new categories only emphasize the extent which the City is bound to honor expenditure constraints and the purposes for which amounts can be spent. The total reported fund balance would remain unchanged.

III. COMPARISON OF PAST PRACTICE AND GASB 54 FUND BALANCE TYPES

A. General Fund

Past Practice Definition – The general fund is used to account for all financial resources not accounted for in another fund.

GASB 54 Definition – The general fund is used to account for all financial resources not accounted for in another fund.

B. Special Revenue Funds

Past Practice Definition – Special revenue funds account for proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

GASB 54 Definition – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds of specific revenue sources”

POLICIES & OBJECTIVES

establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

C. Capital Projects

Past Practice Definition – Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities.

GASB 54 Definition – Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds, or for assets that will be held in trust for individuals, private organizations, or other governments.

D. Debt Service

Past Practice Definition – Debt service funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

GASB 54 Definition – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

FUND STRUCTURE

All City funds are accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

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. Accounting records and budgets for governmental fund types are prepared and maintained on a modified accrual basis. Revenues are recorded when available and measurable. Expenditures are prepared and recorded when services or goods are received and the liabilities are incurred.

Enterprise Funds

The Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private businesses. Accounting records for proprietary fund types are maintained on an accrual basis. Budgets for all enterprise funds are prepared on a modified accrual basis. Depreciation is not budgeted for in the City's enterprise funds. Included are the following:

- Water Fund - Accounts for the operation of the City's water utilities, including debt service on associated water revenue bonds.
- Transportation and Parking Fund - Accounts for the operation of the City's public transportation (bus and trolley) system and parking programs.
- Golf Course Fund - Accounts for the operation of the City's golf course.

Debt Service Funds

Accounting records and budgets for all debt service funds are prepared on a modified accrual basis.

Park City General Long-Term Debt Service Fund

The fund accounts for the accumulation of money for the repayment of the 1988, 1993 and 1999 A, 2000, 2005, and 2008 General Obligation Bonds and the 1992 Excise Tax Revenue Bond (Class "C"). The sources of revenue are property and fuel tax.

Sales Tax Revenue Debt Service Fund

This fund accounts for the accumulation of money for the repayment of the 2005 Series A & B Sales Tax Revenue Bonds. The sources of revenue are sales tax, some RDA proceeds, and Parks and Public Safety impact fees.

Redevelopment Agency Debt Service Fund

This fund accounts for the accumulation of money for the repayment of 1997 Main Street refunding bonds and the series 1998 Lower Park Avenue Bonds. The principal source of revenue is property tax increment from the redevelopment area.

SUPPLEMENTAL

Municipal Building Authority Debt Service Fund

This fund accounts for the accumulation of money for the repayment of the 1990, 1994, and 1996 series Lease Revenue Bonds. Rent is transferred from other funds of the City that lease assets from the Municipal Building Authority.

Internal Service Funds

Accounting records for all internal service funds are prepared on an accrual basis. Budgets for all internal service funds are prepared on a modified accrual basis. Depreciation is not budgeted for in the City's internal service funds. The internal service funds are used to account for the financing and operation of services provided to various City departments and other governments on a cost-reimbursement basis. Included are the following:

- Fleet Fund - Accounts for the cost of storage, repair, and maintenance of City-owned vehicles.
- Equipment Replacement Fund - Accounts for the accumulation of resources for the future replacement of fixed assets through a rental charge-back system.
- Self-Insurance Fund - Accounts for the establishment of self-insured programs including Workers' Compensation, Unemployment Compensation, and liability insurance.

Capital Project Funds

Accounting records and budgets for all capital project funds are prepared and maintained on a modified accrual basis. The capital project funds are used to account for the construction of major capital projects not included in the proprietary funds. The Capital Improvement Fund is used to account for capital projects of the City's general government. The Municipal Building Authority and the Redevelopment Agency also have separate capital project funds. The City has undertaken a major prioritization process for its CIP projects. This budget reflects that prioritization.

THE PARK CITY PAY PLAN

Park City has a market-based pay philosophy. The Pay Plan attempts to ensure the uniform and equitable application of pay in comparison to the Utah and Colorado municipal employee market.

Every two years Park City compares its employee compensation data with approximately 30 communities from the Wasatch Front, the Colorado Municipal League, and Summit County (the Wasatch Compensation Group). Job positions are compared with similar positions or "benchmarks" to determine market pay for any given position. The City Manager chooses the metrics that determine how salaries should be set and defines a threshold at which positions should be reclassified.

Two employee committees are formed to review the benchmark data and make recommendations for reclassification to the City Manager. The Technical Committee compares job descriptions with benchmarks and forms a preliminary recommendation for reclassification based on market data. For positions with no benchmarks (internal equity positions), the Technical Committee will interview managers to determine their scope of responsibility and then forward its recommendations and internal equity interviews to the City Manager's Pay Plan Committee.

SUPPLEMENTAL

The Pay Plan Committee has three major responsibilities:

1. Determine where internal equity positions should fit in the Pay Plan,
2. Review the recommendations of the Technical Committee, and
3. Review existing Special Employment Agreements (contracts) to ensure proper classification and compliance with the City's administrative policies.

As the City's Pay Plan philosophy develops, it is critical that the City's compensation and reclassification policies are monitored and adjusted as appropriate. Of particular concern is how an employee moves to working level, eligibility for a performance bonus, and professional development within families of positions.

PAY PLAN PROCESS

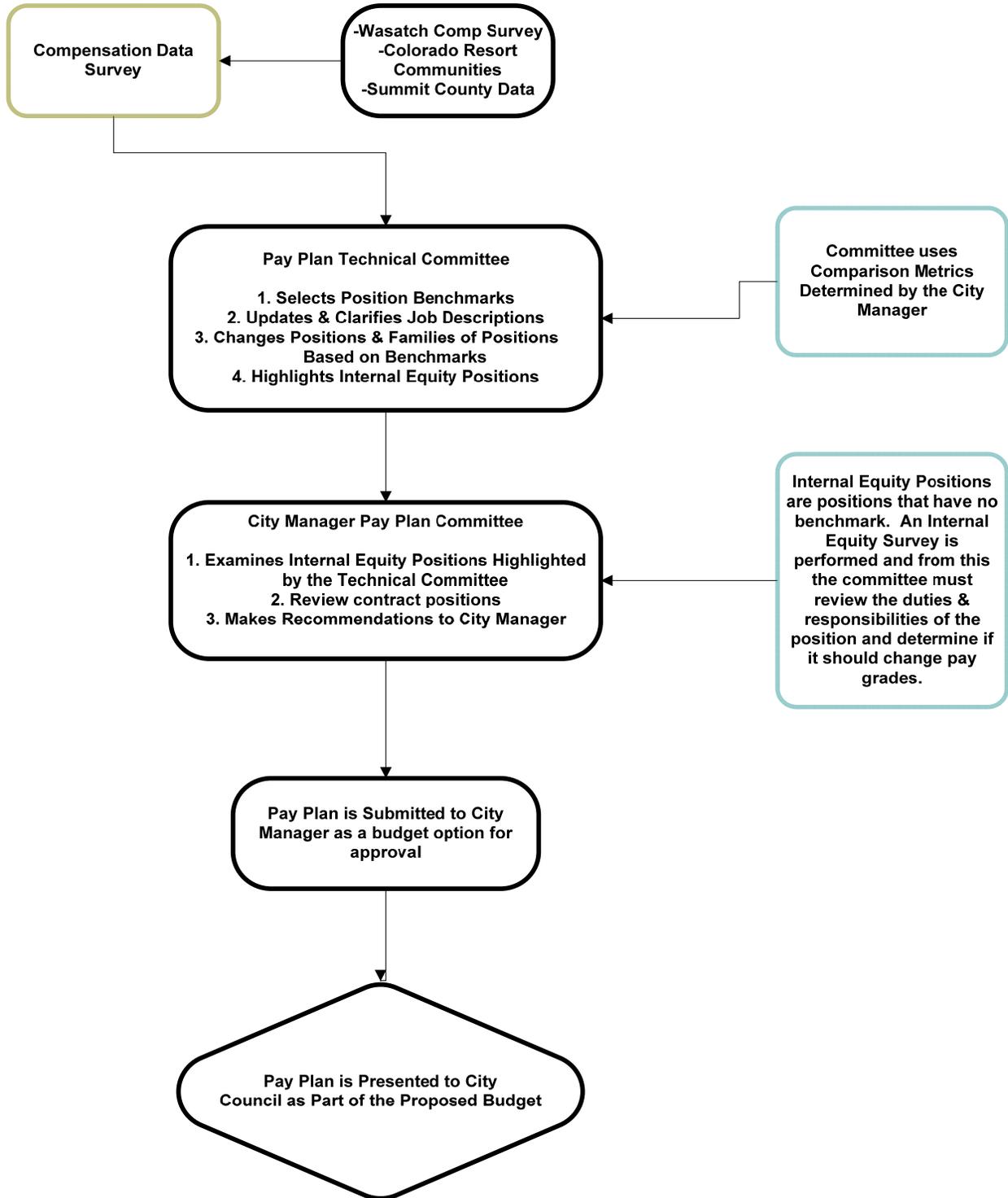


Table S7 – The City’s Pay Plan

SUPPLEMENTAL

The City must maintain a competitive total compensation package in order to attract and retain a competent workforce. As part of the adopted budget, a two-year pay plan is included (Table S1). The pay plan is broken into exempt, nonexempt, and part-time non-benefited pay plans according to Fair Labor Standards Act (FLSA) definitions. Establishing a pay plan that will attract and retain quality employees while maintaining a fiscally responsible budget is challenging. Variables that may be considered in developing the City’s pay plan include the following: (1) salary and total compensation rates for similar positions along the Wasatch Front and selected Colorado ski resorts; (2) supply and demand of qualified candidates; (3) internal equity; (4) the cost of living; and (5) available City resources.

Park City Pay Plan - FY 2013

Grade	Exempt				Non-Exempt				Part-Time	
	Minimum	Hiring Maximum	Working Level	Maximum	Min	Max	Level	Max	Min	Max
1	\$22,531	\$29,853	\$31,543	\$33,796	\$7.25	\$8.71	\$9.05	\$9.50	\$7.25	\$9.50
2	\$26,571	\$35,207	\$37,200	\$39,857	\$7.25	\$9.40	\$9.89	\$10.55	\$7.25	\$10.55
3	\$29,515	\$39,108	\$41,321	\$44,273	\$7.77	\$10.29	\$10.87	\$11.65	\$7.77	\$11.65
4	\$33,454	\$44,327	\$46,836	\$50,181	\$8.64	\$11.45	\$12.10	\$12.96	\$8.64	\$12.96
5	\$37,538	\$49,738	\$52,553	\$56,307	\$9.53	\$12.63	\$13.35	\$14.30	\$9.53	\$14.30
6	\$43,003	\$56,979	\$60,205	\$64,505	\$10.41	\$13.80	\$14.58	\$15.62	\$10.41	\$15.62
7	\$48,552	\$64,331	\$67,973	\$72,828	\$11.41	\$15.11	\$15.97	\$17.11	\$11.41	\$17.11
8	\$55,147	\$73,069	\$77,205	\$82,720	\$13.03	\$17.26	\$18.24	\$19.54	\$13.03	\$19.54
9	\$60,617	\$80,317	\$84,863	\$90,925	\$15.41	\$20.42	\$21.58	\$23.12	\$15.41	\$23.12
10	\$65,795	\$87,178	\$92,113	\$98,692	\$17.39	\$23.04	\$24.34	\$26.08	\$17.39	\$26.08
11	\$70,747	\$93,740	\$99,046	\$106,121	\$19.81	\$26.24	\$27.73	\$29.71	\$19.81	\$29.71
12	\$76,296	\$101,092	\$106,814	\$114,444	\$20.74	\$27.48	\$29.04	\$31.11	\$20.74	\$30.00
13	\$81,184	\$107,569	\$113,658	\$121,776						
Mayor				\$43,634*						
City Council				\$31,700*						
City Manager	\$94,277	\$124,917	\$131,987	\$145,000						
City Attorney	\$90,817	\$120,332	\$127,143	\$136,225						

* Includes wages & benefit value which may be taken as wages

Table - S1

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
011	General Fund								
	Full-Time Regular								
1190	City Manager	A02	\$94,277	\$124,917	\$131,987	\$ 145,000	1.00	1.00	1.00
1290	City Attorney	A01	\$90,817	\$120,332	\$127,143	\$ 136,225	1.00	1.00	1.00
1280	Deputy City Attorney	E13	\$81,184	\$107,569	\$113,658	\$ 121,776	1.00	1.00	1.00
2190	Chief of Police	E13	\$81,184	\$107,569	\$113,658	\$ 121,776		1.00	1.00
1180	Deputy City Manager	E12	\$76,296	\$101,092	\$106,814	\$ 114,444		1.00	1.00
1590	Finance Manager	E12	\$76,296	\$101,092	\$106,814	\$ 114,444	1.00	1.00	1.00
2190	Chief of Police	E12	\$76,296	\$101,092	\$106,814	\$ 114,444	1.00		
3490	City Engineer	E12	\$76,296	\$101,092	\$106,814	\$ 114,444		1.00	1.00
1180	Deputy City Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00		
1390	Human Resources Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
1690	IT & Customer Service Director	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
3490	City Engineer	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00		
1792	Environmental Affairs Manager	E10	\$65,795	\$87,178	\$92,113	\$ 98,692	1.00		
2080	Special Projects & Economic Development Coordinator	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
3290	Planning Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
3390	Public & Community Affairs Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692	1.00	1.00	1.00
5490	Library Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
1250	Attorney V	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
1970	Budget Officer	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
2080	Special Projects & Economic Development Coordinator	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
2180	Police Captain	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	2.00	2.00	2.00
3080	Chief Building Official	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
3290	Planning Director	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
4150	PW Operations Manager	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
5490	Library Director	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
1670	Network Engineer	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
3230	Planner Architect	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
4490	Streets & Streetscape Supervisor	E08	\$55,147	\$73,069	\$77,205	\$ 82,720		1.00	1.00
5790	Recreation Manager	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
1240	Attorney IV	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
1580	Accounting Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
1660	GIS Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.50	0.50	0.50
1680	Systems Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1792	Environmental Affairs Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1890	Building Maintenance Supervisor	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1972	Budget Operations Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1974	Capital Budget, Debt, and Grants Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.33	0.33
2030	Environmental Engineer	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.80	0.80	0.80
2072		E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
3078	Assistant Building Official	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
3224	Senior Planner	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	2.00	2.00	2.00
5590	Parks & Golf Supervisor	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.50	0.50
5690	Golf Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.50	0.50	0.50

Staffing Summary by Fund

Vol. I Page 144

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
1370	Human Resources Coordinator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
1680	Systems Administrator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
2010	Sustainability Affordable Housing/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
2020	Sustainability Trails/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505		1.00	1.00
2070	Parks Planner/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
2072		E06	\$43,003	\$56,979	\$60,205	\$ 64,505			
3024	Building Inspector Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3050	Plan Check Coordinator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	2.00	2.00
3074	Deputy Fire Marshall	E06	\$43,003	\$56,979	\$60,205	\$ 64,505		1.00	1.00
3222	Planner II	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
4490	Streets & Streetscape Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
5590	Parks & Golf Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	0.50		
1652	IT Coordinator III	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	2.00	2.00	2.00
1890	Building Maintenance Supervisor	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00		
2000	Sustainability Environmental/Project Manager	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00	1.00	1.00
2020	Sustainability Trails/Project Manager	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00		
2220	Dispatch Coordinator	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00	1.00	1.00
5480	Senior Librarian	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	2.00	2.00	2.00
5782	Recreation Supervisor	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	3.00	3.00	3.00
1650	IT Coordinator II	E04	\$33,454	\$44,327	\$46,836	\$ 50,181		1.00	1.00
1648	IT Coordinator I	E03	\$29,515	\$39,108	\$41,321	\$ 44,273	1.00	1.00	1.00
2160	Sergeant	N13	\$47,112	\$63,003	\$66,580	\$ 71,344		6.00	6.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
2160	Sergeant	N12	\$43,139	\$57,158	\$60,403	\$ 64,713	6.00		
3022	Senior Building Inspector	N11	\$41,205	\$54,579	\$57,678	\$ 61,805	5.00	4.00	4.00
7738	Analyst V	N11	\$41,205	\$54,579	\$57,678	\$ 61,805	1.00		
2142	Senior Police Officer	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	17.00	17.00	17.00
2144	Detective	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00	1.00	1.00
3012	Sr. Code Enforcement Officer	N10	\$36,171	\$47,923	\$50,627	\$ 54,252			
4120	Public Works Inspector	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	0.75	0.75	0.75
5520	Accountant	N10	\$36,171	\$47,923	\$50,627	\$ 54,252		1.00	1.00
7736	Analyst IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00		
1112	Senior Recorder/Elections	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
1202	Paralegal	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00	2.00	2.00
1350	Human Resources Generalist	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		2.00	2.00
1530	Payroll Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
1750	Events Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
2140	Police Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	4.00	4.00	4.00
2206	Police Records Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085			
3010	Code Enforcement Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00
3012	Sr. Code Enforcement Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00		
4416	Streets IV	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00	2.00	2.00
5430	Cataloguing Librarian	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
5770	Business Marketing Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00
7734	Analyst III	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00		
7762	Executive Assistant	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00

Staffing Summary by Fund

Vol. I Page 146

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
1110	City Recorder	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
1330	Benefits Technician	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
1514	Accounting Clerk III	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
1540	Business License Specialist	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
1630	City Records Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
2206	Police Records Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
3010	Code Enforcement Officer	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
3060	Planning Technician	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
3320	Community Affairs Associate	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
5516	Parks IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	4.50	5.50	5.50
5780	Recreation Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
7732	Analyst II	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	5.44	3.50	3.50
7762	Executive Assistant	N08	\$27,102	\$35,901	\$37,939	\$ 40,641			
1310	HR Assistant	N07	\$23,733	\$31,429	\$33,218	\$ 35,598		1.00	1.00
1514	Accounting Clerk III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00		
1824	Building III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	4.00	4.00	4.00
2204	Records Clerk	N07	\$23,733	\$31,429	\$33,218	\$ 35,598		1.00	1.00
2210	Dispatcher I	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	7.00	8.00	8.00
4414	Streets III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	6.50	6.00	6.00
5422	Circulation Team Leader	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	2.00	2.00	2.00
5514	Parks III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598			
5766	PC MARC Coordinator	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00
7730	Analyst I	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	3.00	3.00	3.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
2204	Records Clerk	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	1.00		
3002	Permit Technician	N06	\$21,653	\$28,704	\$30,326	\$ 32,482		1.00	1.00
5514	Parks III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	0.50		
5763	Front Desk Team Leader	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	2.00	2.00	2.00
7724	Office Assistant III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	0.50	0.50	0.50
7722	Office Assistant II	N05	\$19,822	\$26,270	\$27,768	\$ 29,734	2.00		
1822	Building II	N04	\$17,971	\$23,816	\$25,168	\$ 26,964	1.00	1.00	1.00
<u>Part-Time Non-Benefitted/Seasonal</u>									
5110	Tennis Pro	T12	\$43,139	N/A	N/A	\$ 62,400	2.50	2.50	2.50
5754	Recreation Instructor VII	T12	\$43,139	N/A	N/A	\$ 62,400	4.27	4.91	4.91
2124	Special Events Police Officer	T10	\$36,171	N/A	N/A	\$ 54,252	0.52	0.52	0.52
5752	Recreation Instructor VI	T09	\$32,053	N/A	N/A	\$ 48,085	0.18	0.18	0.18
1514	Accounting Clerk III	T07	\$23,733	N/A	N/A	\$ 35,598	0.75	0.75	0.75
2210	Dispatcher I	T07	\$23,733	N/A	N/A	\$ 35,598		0.39	0.39
4414	Streets III	T07	\$23,733	N/A	N/A	\$ 35,598	7.33	7.33	7.33
2122	Reserve Police Officer	T06	\$21,653	N/A	N/A	\$ 32,482	2.93	2.93	2.93
5414	Library Assistant	T06	\$21,653	N/A	N/A	\$ 32,482	1.14	1.14	1.14
5416	Senior Library Assistant	T06	\$21,653	N/A	N/A	\$ 32,482	0.25	0.25	0.25
5514	Parks III	T06	\$21,653	N/A	N/A	\$ 32,482	2.64	2.64	2.64
5730	Recreation Worker VI	T06	\$21,653	N/A	N/A	\$ 32,482	0.16	0.16	0.16
7724	Office Assistant III	T06	\$21,653	N/A	N/A	\$ 32,482	0.25	0.25	0.25
4412	Streets II	T05	\$19,822	N/A	N/A	\$ 29,734	1.15	1.15	1.15
5512	Parks II	T05	\$19,822	N/A	N/A	\$ 29,734	5.40	5.40	5.40

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
5728	Recreation Worker V	T05	\$19,822	N/A	N/A	\$ 29,734	1.88	1.88	1.88
5748	Recreation Instructor IV	T05	\$19,822	N/A	N/A	\$ 29,734	0.98	0.98	0.98
5412	Library Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	1.89	2.25	2.25
5726	Recreation Worker IV	T04	\$17,971	N/A	N/A	\$ 26,964	2.43	2.93	2.93
5760	Recreation Front Desk Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	3.84	3.84	3.84
5724	Recreation Worker III	T03	\$16,162	N/A	N/A	\$ 24,237	0.54	1.20	1.20
5744	Recreation Instructor II	T03	\$16,162	N/A	N/A	\$ 24,237	0.85	0.85	0.85
8844	General Office Clerk III	T03	\$16,162	N/A	N/A	\$ 24,237	0.75	0.75	0.75
8852	Intern II	T03	\$16,162	N/A	N/A	\$ 24,237	2.30	2.30	2.30
1810	Assistant Custodian I	T02	\$15,080	N/A	N/A	\$ 21,943	0.33	0.33	0.33
5510	Parks I	T02	\$15,080	N/A	N/A	\$ 21,943	2.29	2.29	2.29
5714	Official/Referee II	T02	\$15,080	N/A	N/A	\$ 21,943	1.00	1.00	1.00
5742	Recreation Instructor I	T02	\$15,080	N/A	N/A	\$ 21,943	2.80	2.20	2.20
8850	Intern I	T02	\$15,080	N/A	N/A	\$ 21,943	3.86	1.26	1.26
5410	Library Aide	T01	\$15,080	N/A	N/A	\$ 19,758	1.48	1.48	1.48
5720	Recreation Worker I	T01	\$15,080	N/A	N/A	\$ 19,758	2.47	2.47	2.47
012 Quinn's Recreation Fund									
<u>Full-Time Regular</u>									
3586	Operations Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3588	Business Operations Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3528	Ice Arena Operations Assistant	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
5516	Parks IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
1826	Building IV	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00
3540	Ice Front Desk Supervisor	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
011	General Fund								
	Full-Time Regular								
1190	City Manager	A02	\$94,277	\$124,917	\$131,987	\$ 145,000	1.00	1.00	1.00
1290	City Attorney	A01	\$90,817	\$120,332	\$127,143	\$ 136,225	1.00	1.00	1.00
1280	Deputy City Attorney	E13	\$81,184	\$107,569	\$113,658	\$ 121,776	1.00	1.00	1.00
2190	Chief of Police	E13	\$81,184	\$107,569	\$113,658	\$ 121,776		1.00	1.00
1180	Deputy City Manager	E12	\$76,296	\$101,092	\$106,814	\$ 114,444		1.00	1.00
1590	Finance Manager	E12	\$76,296	\$101,092	\$106,814	\$ 114,444	1.00	1.00	1.00
2190	Chief of Police	E12	\$76,296	\$101,092	\$106,814	\$ 114,444	1.00		
3490	City Engineer	E12	\$76,296	\$101,092	\$106,814	\$ 114,444		1.00	1.00
1180	Deputy City Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00		
1390	Human Resources Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
1690	IT & Customer Service Director	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
3490	City Engineer	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00		
1792	Environmental Affairs Manager	E10	\$65,795	\$87,178	\$92,113	\$ 98,692	1.00		
2080	Special Projects & Economic Development Coordinator	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
3290	Planning Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
3390	Public & Community Affairs Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692	1.00	1.00	1.00
5490	Library Director	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
1250	Attorney V	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
1970	Budget Officer	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
2080	Special Projects & Economic Development Coordinator	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		

Staffing Summary by Fund

Vol. I Page 150

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
2180	Police Captain	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	2.00	2.00	2.00
3080	Chief Building Official	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
3290	Planning Director	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
4150	PW Operations Manager	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00	1.00	1.00
5490	Library Director	E09	\$60,617	\$80,317	\$84,863	\$ 90,925	1.00		
1670	Network Engineer	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
3230	Planner Architect	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
4490	Streets & Streetscape Supervisor	E08	\$55,147	\$73,069	\$77,205	\$ 82,720		1.00	1.00
5790	Recreation Manager	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
1240	Attorney IV	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
1580	Accounting Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
1660	GIS Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.50	0.50	0.50
1680	Systems Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1792	Environmental Affairs Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1890	Building Maintenance Supervisor	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1972	Budget Operations Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
1974	Capital Budget, Debt, and Grants Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.33	0.33
2030	Environmental Engineer	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.80	0.80	0.80
2072		E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
3078	Assistant Building Official	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
3224	Senior Planner	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	2.00	2.00	2.00
5590	Parks & Golf Supervisor	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.50	0.50
5690	Golf Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.50	0.50	0.50

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
1370	Human Resources Coordinator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
1680	Systems Administrator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
2010	Sustainability Affordable Housing/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
2020	Sustainability Trails/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505		1.00	1.00
2070	Parks Planner/Project Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
2072		E06	\$43,003	\$56,979	\$60,205	\$ 64,505			
3024	Building Inspector Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3050	Plan Check Coordinator	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	2.00	2.00
3074	Deputy Fire Marshall	E06	\$43,003	\$56,979	\$60,205	\$ 64,505		1.00	1.00
3222	Planner II	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
4490	Streets & Streetscape Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
5590	Parks & Golf Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	0.50		
1652	IT Coordinator III	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	2.00	2.00	2.00
1890	Building Maintenance Supervisor	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00		
2000	Sustainability Environmental/Project Manager	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00	1.00	1.00
2020	Sustainability Trails/Project Manager	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00		
2220	Dispatch Coordinator	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00	1.00	1.00
5480	Senior Librarian	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	2.00	2.00	2.00
5782	Recreation Supervisor	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	3.00	3.00	3.00
1650	IT Coordinator II	E04	\$33,454	\$44,327	\$46,836	\$ 50,181		1.00	1.00
1648	IT Coordinator I	E03	\$29,515	\$39,108	\$41,321	\$ 44,273	1.00	1.00	1.00
2160	Sergeant	N13	\$47,112	\$63,003	\$66,580	\$ 71,344		6.00	6.00

Staffing Summary by Fund

Vol. I Page 152

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
2160	Sergeant	N12	\$43,139	\$57,158	\$60,403	\$ 64,713	6.00		
3022	Senior Building Inspector	N11	\$41,205	\$54,579	\$57,678	\$ 61,805	5.00	4.00	4.00
7738	Analyst V	N11	\$41,205	\$54,579	\$57,678	\$ 61,805	1.00		
2142	Senior Police Officer	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	17.00	17.00	17.00
2144	Detective	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00	1.00	1.00
3012	Sr. Code Enforcement Officer	N10	\$36,171	\$47,923	\$50,627	\$ 54,252			
4120	Public Works Inspector	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	0.75	0.75	0.75
5520	Accountant	N10	\$36,171	\$47,923	\$50,627	\$ 54,252		1.00	1.00
7736	Analyst IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00		
1112	Senior Recorder/Elections	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
1202	Paralegal	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00	2.00	2.00
1350	Human Resources Generalist	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		2.00	2.00
1530	Payroll Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
1750	Events Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
2140	Police Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	4.00	4.00	4.00
2206	Police Records Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085			
3010	Code Enforcement Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00
3012	Sr. Code Enforcement Officer	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00		
4416	Streets IV	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00	2.00	2.00
5430	Cataloguing Librarian	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
5770	Business Marketing Coordinator	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00
7734	Analyst III	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	2.00		
7762	Executive Assistant	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		1.00	1.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
1110	City Recorder	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
1330	Benefits Technician	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
1514	Accounting Clerk III	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
1540	Business License Specialist	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
1630	City Records Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
2206	Police Records Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
3010	Code Enforcement Officer	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00		
3060	Planning Technician	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
3320	Community Affairs Associate	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
5516	Parks IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	4.50	5.50	5.50
5780	Recreation Coordinator	N08	\$27,102	\$35,901	\$37,939	\$ 40,641		1.00	1.00
7732	Analyst II	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	5.44	3.50	3.50
7762	Executive Assistant	N08	\$27,102	\$35,901	\$37,939	\$ 40,641			
1310	HR Assistant	N07	\$23,733	\$31,429	\$33,218	\$ 35,598		1.00	1.00
1514	Accounting Clerk III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00		
1824	Building III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	4.00	4.00	4.00
2204	Records Clerk	N07	\$23,733	\$31,429	\$33,218	\$ 35,598		1.00	1.00
2210	Dispatcher I	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	7.00	8.00	8.00
4414	Streets III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	6.50	6.00	6.00
5422	Circulation Team Leader	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	2.00	2.00	2.00
5514	Parks III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598			
5766	PC MARC Coordinator	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00
7730	Analyst I	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	3.00	3.00	3.00

Staffing Summary by Fund

Vol. I Page 154

Class Code:	Position Name:	Grade:	Wage Level				<u>2012 FTEs</u>	<u>2013 FTEs</u>	<u>2014 FTEs</u>
			<u>Minimum</u>	<u>Hiring Max</u>	<u>Working Level</u>	<u>Maximum</u>			
2204	Records Clerk	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	1.00		
3002	Permit Technician	N06	\$21,653	\$28,704	\$30,326	\$ 32,482		1.00	1.00
5514	Parks III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	0.50		
5763	Front Desk Team Leader	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	2.00	2.00	2.00
7724	Office Assistant III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	0.50	0.50	0.50
7722	Office Assistant II	N05	\$19,822	\$26,270	\$27,768	\$ 29,734	2.00		
1822	Building II	N04	\$17,971	\$23,816	\$25,168	\$ 26,964	1.00	1.00	1.00
<u>Part-Time Non-Benefitted/Seasonal</u>									
5110	Tennis Pro	T12	\$43,139	N/A	N/A	\$ 62,400	2.50	2.50	2.50
5754	Recreation Instructor VII	T12	\$43,139	N/A	N/A	\$ 62,400	4.27	4.91	4.91
2124	Special Events Police Officer	T10	\$36,171	N/A	N/A	\$ 54,252	0.52	0.52	0.52
5752	Recreation Instructor VI	T09	\$32,053	N/A	N/A	\$ 48,085	0.18	0.18	0.18
1514	Accounting Clerk III	T07	\$23,733	N/A	N/A	\$ 35,598	0.75	0.75	0.75
2210	Dispatcher I	T07	\$23,733	N/A	N/A	\$ 35,598		0.39	0.39
4414	Streets III	T07	\$23,733	N/A	N/A	\$ 35,598	7.33	7.33	7.33
2122	Reserve Police Officer	T06	\$21,653	N/A	N/A	\$ 32,482	2.93	2.93	2.93
5414	Library Assistant	T06	\$21,653	N/A	N/A	\$ 32,482	1.14	1.14	1.14
5416	Senior Library Assistant	T06	\$21,653	N/A	N/A	\$ 32,482	0.25	0.25	0.25
5514	Parks III	T06	\$21,653	N/A	N/A	\$ 32,482	2.64	2.64	2.64
5730	Recreation Worker VI	T06	\$21,653	N/A	N/A	\$ 32,482	0.16	0.16	0.16
7724	Office Assistant III	T06	\$21,653	N/A	N/A	\$ 32,482	0.25	0.25	0.25
4412	Streets II	T05	\$19,822	N/A	N/A	\$ 29,734	1.15	1.15	1.15
5512	Parks II	T05	\$19,822	N/A	N/A	\$ 29,734	5.40	5.40	5.40

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
5728	Recreation Worker V	T05	\$19,822	N/A	N/A	\$ 29,734	1.88	1.88	1.88
5748	Recreation Instructor IV	T05	\$19,822	N/A	N/A	\$ 29,734	0.98	0.98	0.98
5412	Library Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	1.89	2.25	2.25
5726	Recreation Worker IV	T04	\$17,971	N/A	N/A	\$ 26,964	2.43	2.93	2.93
5760	Recreation Front Desk Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	3.84	3.84	3.84
5724	Recreation Worker III	T03	\$16,162	N/A	N/A	\$ 24,237	0.54	1.20	1.20
5744	Recreation Instructor II	T03	\$16,162	N/A	N/A	\$ 24,237	0.85	0.85	0.85
8844	General Office Clerk III	T03	\$16,162	N/A	N/A	\$ 24,237	0.75	0.75	0.75
8852	Intern II	T03	\$16,162	N/A	N/A	\$ 24,237	2.30	2.30	2.30
1810	Assistant Custodian I	T02	\$15,080	N/A	N/A	\$ 21,943	0.33	0.33	0.33
5510	Parks I	T02	\$15,080	N/A	N/A	\$ 21,943	2.29	2.29	2.29
5714	Official/Referee II	T02	\$15,080	N/A	N/A	\$ 21,943	1.00	1.00	1.00
5742	Recreation Instructor I	T02	\$15,080	N/A	N/A	\$ 21,943	2.80	2.20	2.20
8850	Intern I	T02	\$15,080	N/A	N/A	\$ 21,943	3.86	1.26	1.26
5410	Library Aide	T01	\$15,080	N/A	N/A	\$ 19,758	1.48	1.48	1.48
5720	Recreation Worker I	T01	\$15,080	N/A	N/A	\$ 19,758	2.47	2.47	2.47
012 Quinn's Recreation Fund									
<u>Full-Time Regular</u>									
3586	Operations Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3588	Business Operations Manager	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
3528	Ice Arena Operations Assistant	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
5516	Parks IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
1826	Building IV	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00
3540	Ice Front Desk Supervisor	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
<u>Part-Time Non-Benefitted/Seasonal</u>									
3510	Hockey Coordinator	T09	\$32,053	N/A	N/A	\$ 48,085	0.75	0.75	0.75
3520	Skating Coordinator	T09	\$32,053	N/A	N/A	\$ 48,085	0.30	0.30	0.30
5730	Recreation Worker VI	T06	\$21,653	N/A	N/A	\$ 32,482	0.72	0.72	0.72
5512	Parks II	T05	\$19,822	N/A	N/A	\$ 29,734	1.00	1.00	1.00
1822	Building II	T04	\$17,971	N/A	N/A	\$ 26,964	0.25	0.25	0.25
5726	Recreation Worker IV	T04	\$17,971	N/A	N/A	\$ 26,964	1.70	1.70	1.70
5760	Recreation Front Desk Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	0.32	0.32	0.32
051 Water Fund									
<u>Full-Time Regular</u>									
4590	Water Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
4580	Water Quality and Treatment Manager	E10	\$65,795	\$87,178	\$92,113	\$ 98,692	1.00	1.00	1.00
4560	Water Project Manager	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
1660	GIS Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.25	0.25	0.25
1974	Capital Budget, Debt, and Grants Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.33	0.33	0.33
2030	Environmental Engineer	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.20	0.20	0.20
4540	Water Operations Team Leader	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
4560	Water Project Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00	1.00	1.00
4540	Water Operations Team Leader	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
4556	Conservation & Technology Coordinator	E05	\$37,538	\$49,738	\$52,553	\$ 56,307	1.00	1.00	1.00
4538	Treatment Facilities Superintendent	N12	\$43,139	\$57,158	\$60,403	\$ 64,713	1.00	1.00	1.00
4120	Public Works Inspector	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00	1.00	1.00
4526	Water Worker IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	6.00	6.00	6.00
7736	Analyst IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00	1.00	1.00

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
<u>Part-Time Non-Benefitted/Seasonal</u>									
3510	Hockey Coordinator	T09	\$32,053	N/A	N/A	\$ 48,085	0.75	0.75	0.75
3520	Skating Coordinator	T09	\$32,053	N/A	N/A	\$ 48,085	0.30	0.30	0.30
5730	Recreation Worker VI	T06	\$21,653	N/A	N/A	\$ 32,482	0.72	0.72	0.72
5512	Parks II	T05	\$19,822	N/A	N/A	\$ 29,734	1.00	1.00	1.00
1822	Building II	T04	\$17,971	N/A	N/A	\$ 26,964	0.25	0.25	0.25
5726	Recreation Worker IV	T04	\$17,971	N/A	N/A	\$ 26,964	1.70	1.70	1.70
5760	Recreation Front Desk Clerk	T04	\$17,971	N/A	N/A	\$ 26,964	0.32	0.32	0.32
051 Water Fund									
<u>Full-Time Regular</u>									
4590	Water Manager	E11	\$70,747	\$93,740	\$99,046	\$ 106,121	1.00	1.00	1.00
4580	Water Quality and Treatment Manager	E10	\$65,795	\$87,178	\$92,113	\$ 98,692		1.00	1.00
4560	Water Project Manager	E08	\$55,147	\$73,069	\$77,205	\$ 82,720		1.00	1.00
1660	GIS Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.25	0.25	0.25
1974	Capital Budget, Debt, and Grants Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.33	0.33
2030	Environmental Engineer	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.20	0.20	0.20
4540	Water Operations Team Leader	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
4560	Water Project Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	1.00		
4540	Water Operations Team Leader	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
4556	Conservation & Technology Coordinator	E05	\$37,538	\$49,738	\$52,553	\$ 56,307		1.00	1.00
4538	Treatment Facilities Superintendent	N12	\$43,139	\$57,158	\$60,403	\$ 64,713		1.00	1.00
4120	Public Works Inspector	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00	1.00	1.00
4526	Water Worker IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252		6.00	6.00
7736	Analyst IV	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00		

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
4524	Water Worker III	N09	\$32,053	\$42,474	\$44,886	\$ 48,085		6.00	7.00
4526	Water Worker IV	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	4.00		
4524	Water Worker III	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	6.00		
7732	Analyst II	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.00	1.00	1.00
7724	Office Assistant III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	0.25	0.25	0.25
<u>Part-Time Non-Benefitted/Seasonal</u>									
4514	Water Laborer III	T06	\$21,653	N/A	N/A	\$ 32,482	0.50	0.50	0.50
4510	Water Laborer I	T04	\$17,971	N/A	N/A	\$ 26,964	1.35	1.35	1.35
055 Golf Fund									
<u>Full-Time Regular</u>									
5590	Parks & Golf Supervisor	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.50	0.50
5690	Golf Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.50	0.50	0.50
5590	Parks & Golf Supervisor	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	0.50		
5650	Assistant Golf Pro	E04	\$33,454	\$44,327	\$46,836	\$ 50,181	1.00	1.00	1.00
5516	Parks IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	1.50	1.50	1.50
7732	Analyst II	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	0.56	0.50	0.50
<u>Part-Time Non-Benefitted/Seasonal</u>									
5650	Assistant Golf Pro	T06	\$21,653	N/A	N/A	\$ 32,482	1.69	1.69	1.69
5512	Parks II	T05	\$19,822	N/A	N/A	\$ 29,734	7.20	7.20	7.20
5614	Golf Course Starter	T03	\$16,162	N/A	N/A	\$ 24,237	0.75	0.75	0.75
5510	Parks I	T02	\$15,080	N/A	N/A	\$ 21,943	0.39	0.39	0.39
5612	Golf Course Ranger	T02	\$15,080	N/A	N/A	\$ 21,943	0.50	0.50	0.50
5610	Golf Cart Servicer	T01	\$15,080	N/A	N/A	\$ 19,758	0.49	0.49	0.49
057 Transportation and Parking Fund									
<u>Full-Time Regular</u>									

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				2012 FTEs	2013 FTEs	2014 FTEs
			Minimum	Hiring Max	Working Level	Maximum			
4292	Transit & Transportation Manager	E13	\$81,184	\$107,569	\$113,658	\$ 121,776		1.00	1.00
4292	Transit & Transportation Manager	E12	\$76,296	\$101,092	\$106,814	\$ 114,444	1.00		
4272	Senior Transportation Planner	E08	\$55,147	\$73,069	\$77,205	\$ 82,720	1.00	1.00	1.00
1660	GIS Administrator	E07	\$48,552	\$64,331	\$67,973	\$ 72,828	0.25	0.25	0.25
1974	Capital Budget, Debt, and Grants Manager	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		0.33	0.33
4280	Transit Administration Team Leader	E07	\$48,552	\$64,331	\$67,973	\$ 72,828		1.00	1.00
4140	Parking and Fleet Administration Team Leader	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00	1.00	1.00
4280	Transit Administration Team Leader	E06	\$43,003	\$56,979	\$60,205	\$ 64,505	1.00		
4262	Operations Team Leader	N11	\$41,205	\$54,579	\$57,678	\$ 61,805		1.00	1.00
4120	Public Works Inspector	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	0.25	0.25	0.25
4250	Transit Shift Supervisor	N10	\$36,171	\$47,923	\$50,627	\$ 54,252		4.00	4.00
4262	Operations Team Leader	N10	\$36,171	\$47,923	\$50,627	\$ 54,252	1.00		
4250	Transit Shift Supervisor	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	4.00		
4216	Bus Driver IV	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	2.00	2.00	2.00
4214	Bus Driver III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	36.00	36.00	36.00
4414	Streets III	N07	\$23,733	\$31,429	\$33,218	\$ 35,598	1.00	1.00	1.00
7724	Office Assistant III	N06	\$21,653	\$28,704	\$30,326	\$ 32,482	1.25	1.25	1.25
7722	Office Assistant II	N05	\$19,822	\$26,270	\$27,768	\$ 29,734	1.00	1.00	1.00
<u>Part-Time Non-Benefitted/Seasonal</u>									
4112	Parking Adjudicator	T09	\$32,053	N/A	N/A	\$ 48,085	0.20	0.20	0.20
4214	Bus Driver III	T07	\$23,733	N/A	N/A	\$ 35,598	8.75	8.75	8.75
4414	Streets III	T07	\$23,733	N/A	N/A	\$ 35,598	0.70	0.70	0.70
4212	Bus Driver II	T05	\$19,822	N/A	N/A	\$ 29,734	22.05	22.05	22.05

Staffing Summary by Fund

Class Code:	Position Name:	Grade:	Wage Level				<u>2012 FTEs</u>	<u>2013 FTEs</u>	<u>2014 FTEs</u>
			<u>Minimum</u>	<u>Hiring Max</u>	<u>Working Level</u>	<u>Maximum</u>			
4210	Bus Driver I	T04	\$17,971	N/A	N/A	\$ 26,964	0.09	0.09	0.09
062 Fleet Fund									
<u>Full-Time Regular</u>									
4680	Fleet Operations Team Leader	N11	\$41,205	\$54,579	\$57,678	\$ 61,805	2.00	2.00	2.00
4652	Mechanic II	N09	\$32,053	\$42,474	\$44,886	\$ 48,085	1.00	1.00	1.00
4650	Mechanic I	N08	\$27,102	\$35,901	\$37,939	\$ 40,641	5.00	5.00	5.00
							338.86	344.20	345.20