

Action Step	Dept.	Deliverable/ Description	Status	Deadline	Priority	Responsible Party	Comments/ Update	
Council Strategic Goal: Engaged & Effective Government & Citizenry								
Desired Outcome: Strong Working Relationships with Strategic Stakeholders								
Goal: Regional Collaboration								
<i>Enhance strong working relationships with strategic stakeholders</i>								
0822 Create Core Working Group w/ Summit County and Internally	COMM DEVELOP ADMIN	Work in partnership with Summit County to jointly establish regional affordable housing goals linked to transportation planning	Complete	3	6/30/2018	Critical	Anne Laurent	
1043 Housing Page	COMM DEVELOP ADMIN	Update the City's Housing page to make sure information is current and easy for users to find the information.	Complete	3	12/31/2018	Critical	Jason Glidden	
1044 Create Core Internal Working Group	COMM DEVELOP ADMIN	Create internal group of various departments to discuss housing issues and opportunities	Complete	3	6/30/2018	Critical	Jason Glidden	Group will meet once a month
0384 Renegotiate Interagency Agreement	PC MARC	Interagency MOU with SBSRD & PCSD	Delayed	1	4/1/2019	Critical	Ken Fisher (Recreation Manager)	Working thru final edits of agreement
0877 School District	ECONOMY	Participate in Master Planning Committee and extend three-party agreement	On Track	2	10/1/2019	Critical	Jon	ongoing. LWP liaison to PCSD master plan committee. 3 Party agmt. needs to be extended by fall 2019
0826 Establish Policy for traffic impact analysis requirements	TRANSPORTATION PLANNING	LMC update	On Track	2	6/1/2019	Critical	Alfred Knotts, Bruce Erickson, Julia Collins	

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0833 Construct Regional Transit Facilities on Primary Corridors	TRANSPORTATION PLANNING	Regional Transit Facilities at Quinn's Junction, PCM, and Richardson Flat	On Track	2	10/1/2020	Critical	Alfred Knotts & Blake Fannesbeck	This will be ongoing however the Kimball Junction Transit Center was complete in spring 2017
0791 Maintain and Enhance Landowner and Jurisdictional Relationships	ECONOMY	Meet with Summit Land Conservancy, Utah Open Lands, Basin Recreation, Mountain Trails and other private landowners monthly	On Track	2	12/31/2019	Top	Heinrich	Continue to attend Wasatch County meetings when applicable.
0958 Bonanza Flat Community Preserve		Create webpage specific to the project	Complete	3	12/31/2018	Top	Heinrich	Staff anticipates one final jurisdictional and stakeholder meeting in November prior to adopting the easement. Staff has started to implement the ranger program, to educate the public, as well as, the ambassador programs through Mountain Trails and Utah Open Lands.
0438 Central Wasatch Commission	TRANSPORTATION PLANNING	SR 224 Study scheduled for completion in Fall 2017. Other MA/CWC collaboration is ongoing	Complete	3	6/30/2018	High	Alfred Knotts, Blake Fannesbeck	
2065 Quinn's Junction Park and Ride	TRANSPORTATION OPER	construct park and Ride adjacent to US 40/248 Junction and improve access to Richardson Flat Park and Ride	On Track	2	10/20/2020	High	Alfred Knotts, Julia Collins	engineering firm secured, field work to commence in summer 2019
2066 Bus Storage Facility	TRANSPORTATION OPER	regional bus storage facility	On Track	2	9/1/2020	High	Kory Kersavage	
Goal: Regional Collaboration								
<i>Continually assess arts & culture elements and identify opportunities locally and regionally</i>								
0883 Arts and Culture Master Plan	ECONOMY	Completion of plan	Complete	3	3/30/2018	High	Jenny	complete

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2000 Arts and Culture Master Plan	ECONOMY	Arts Summit	Complete	3		Jenny		
2003 Special Service Contracts	BUDGET, DEBT & GRANTS	Bi-annual SSC Review and Award	On Track	2	7/1/2019	High	Josh Miller	
Goal: Early and Ongoing Community Involvement <i>Involve stakeholders early in decision-making processes</i>								
0957 National Citizen Survey	COMMUNITY ENGAGEMENT	Update and implement biennial resident survey	Complete	3	2/1/2018	Top	Linda Jager and Jed Briggs	Official resident survey closed on 10/18. Added question to provide feedback on progress/awareness of Council's critical and top priorities. City will launch bilingual opt-in survey in mid-November. Results of both surveys will be presented to Council in Dec/Jan.
Essential Desired Outcome: Fiscally & Legally Sound								
Goal: Stewardship and Financial Stability <i>Responsibly Manage and Safeguard Park City's Assets</i>								
0060 Meet with staff, Friends of Golf and budget department annually to review rates and player mix	GOLF PRO SHOP	Use data from golf course model for future rate changes	On Track	2	3/1/2019	Critical	Vaughn Robinson (Golf Manager)	Evaluate rounds and revenues from 2018 season and determine rate structure for 2019 season keeping in mind the difficulty of changing rates during the 2-3 year construction cycle of the new H2O treatment plant. We will evaluate the results from this over the winter to see if additional increases are needed, factoring in possible rate changes with courses in the area, our net position, future capital needed while trying to keep an affordable product for citizens.
Desired Outcome: Required/Mandated <i>Maintain Compliance with all Laws and Regulations</i>								

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Goal: Ensure responsible preparation and fair presentation of the financial statements in accordance with GAAP and GASB							
0942 Audit	FINANCE	Have a clean audit opinion	Complete	3 12/31/2018	Critical	Rebecca/Mindy	
0940 CAFR	FINANCE	Present CAFR to City Council	Complete	3 12/31/2018	Top	Rebecca/Mindy	
Essential Desired Outcome: Well-Maintained Assets and Infrastructure							
Goal: Back of House Operations							
<i>Conscientiously use resources to provide consistent, high quality ice in a clean and safe facility</i>							
0636 Mezzanine	ICE FACILITY	Stop the leakage	Complete	3 11/30/2018	Critical	Mike Diersen	Part of the mezzanine was removed, a new trench/drain system was incorporated and concrete was re-poured. Although the repairs went well and have mitigated leaks from the mezzanine, water continues to find other ways into the building. We continue to have a leak in Locker Room 2. Staff has caulked a new area and leaks have been reduced further. There is still one stream coming into Locker Room 2 that we hope we can continue to address as snow melts and we can get better access to the area.
2015 Ad Sales	ICE FACILITY	Current ad sale agreement is concluding. This action step is to manage the conclusion of this agreement and evaluate if this should continue to be facilitated by a third party or if it should be brought in house.	Complete	3 2/1/2019	Critical	Amanda	RFP was issued for new ad sales agreement, no one applied. Currently taking ad sales and sponsorships in house.

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2016 Basin Recreation-Interlocal Agreement	ICE FACILITY	Current interlocal agreement with Basin Rec is due for renewal December 2018.	Complete	3	6/1/2019	Critical	Amanda	<p>The City proposed a \$30k annual increase by both Basin and the City to the CRRF. Basin did not approve the increase and upon that decision the City decided to also maintain the \$50k contribution. Letter of Consent has been approved.</p> <p>Council requested that staff help coordinate a meeting between the two governing bodies (City Council & Basin Recreation Board). A meeting is scheduled for early February. In the meantime a new Letter of Consent has been signed which specifies the annual contributions from each entity of \$50k.</p>
0910 Cool Wash Water	ICE FACILITY	Evaluate the opportunity to reduce the temperature of wash water to improve ice quality and reduce energy	Complete	3	3/15/2018	High	Mike Macdonald	After doing a few test runs, the wash water goes into the machine at about 75-80 degrees. If the wash tank is filled after an ice make and allowed to sit between makes, it will drop 20-25 degrees. This is a good temperature to use when turning on the wash water, No other modifications are needed.
Goal: Security <i>Secure, Maintain, and Preserve City Assets & Infrastructure</i>								
0945 Construct Golf Maintenance Bldg	GOLF MAINTENANCE	A contractor has been selected and staff is going to Council on November 8 for contract approval. Construction is expected to begin November 15, 2018. Building completion target date, November 15, 2019.	On Track	2	11/15/2019	Top	Roger / Clint / Vaughn	It was approved by Council on November 16, 2017 that the Golf Maintenance Facility will be built between the Driving Range and Hole 10. Roger McClain, Public Utilities Department has completed the 90% design documents. This project received planning commission approval on September 22. Working with the Public Utilities Team to finalize design and start construction.

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0946 Construct Parks Building	PARKS & CEMETERY	The Public Utilities Team has issued and RFP and an architect has been selected. Staff is going to Council on November 8 for contract approval. Our plan is to complete design this winter and start construction next spring. Target move in date is February 1, 2020.	On Track	2	2/1/2020	Top	Clint M./ Nick G./Clint D.	Parks Department Building will be completed February 1, 2020.
2046 Parks Equipment Replacement	PARKS & CEMETERY	2020: Replace 3 fleet vehicles.- Fleet #04-07, 04-08,& 04-06, 04-05. Replace the tractor.	On Track	2	12/1/2019	Top	Clint Dayley	2017: Purchased new Weidemann deep tine aerator for sports fields, and both 1 ton dump trucks. 2018: Purchased new Trackless sidewalk snowplow and attachments. 2019:2019: Replace 3 fleet vehicles.- Fleet #04-21, 04-24,& 04-30.
Desired Outcome: Responsive Customer Service								
Goal: Customer Engagement								
<i>Provide Engaging and Professional Service to all Patrons and Staff</i>								
2063 Customer Engagement Committee	PC MARC	Rollout of city-wide customer engagement standards and meet with each department	On Track	2	8/1/2019	Critical	Tate Shaw, Amanda Angevine	

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0894 Expansion	ICE FACILITY	Evaluate expansion options to meet the needs of the ice community.	On Track	2	7/1/2021	Top	Amanda Angevine (GM)	Recreation studies support additional sheet of ice in community. Recent Conceptual Design Drawings estimated at \$20m. Staff is engaging the community to understand financial tolerance for an expansion as well as seeking less expensive alternatives. Staff also watching private project at Black Rock Ridge which has proposed a three sheet facility. If this project materializes, PCIA will not need to expand in the near future. Amanda is continuing to stay in touch with the developer at Black Rock. He still intends to build the two indoor and one outdoor ice sheet. Another element will be if Utah gets the 2026 or 2030 bid for the Olympics.
1074 Customer Service Training	HUMAN RESOURCES	Complete customer service training through e-Cornell University	Complete	3	6/30/2018	Top	Diane Foster, Amanda Angevine, Jolene Weston, Tate Shaw	
0924 Customer Appreciation	ICE FACILITY	Host a customer appreciation day to thank patrons.	Complete	3	3/1/2019	High	Jessica Walker	8/18 update: had Bronze League picnic, Olympic kickoff event, Back to Cool event.
0796 Review Construction Site Mitigation Plans	BUILDING DEPT.	Review construction mitigation efforts and increase transparency; create hyperlink on website	On Track	2	11/1/2018	High	Michelle Downard	

Desired Outcome: Gold Medal Performance Organization

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Goal: Organizational Excellence <i>Embrace and implement habits that support our full organization and professional development goals</i>								
2094 Citywide diversity/implicit bias training	HUMAN RESOURCES	Implement citywide diversity/implicit bias training	Complete	3	6/30/2019	Critical	Jason Checketts	Jason held a seminar for employees on implicit bias in the workplace
2090 Transit Operator Recruitment/Retention Program	TRANSPORTATION OPER	Develop transit operator recruitment/retention program	On Track	2	6/1/2019	Top	Steve Reese, Kory Kersavage	
2092 Revamp Job Descriptions	HUMAN RESOURCES	Revamping job descriptions	Complete	3	6/30/2019	High	HR team	Updated job descriptions for 2019 exist and just need to be added to the Employee Portal
Goal: Innovative Culture <i>Use new approaches and emerging technologies--borrow from other organizations to continuously discover what resonates with our stakeholders</i>								
2068 Enhance Transit App	TRANSPORTATION OPER	Implement map-based enhancement to current app	On Track	2	4/1/2019	Critical	Kenzie Coulson	
2070 Develop ITS Replacement Plan	TRANSPORTATION OPER	Create a long-term strategy for replacement of transit hardware/software	On Track	2	10/1/2019	Critical	Kenzie Coulson	
2071 Create Transit Data Procedures	TRANSPORTATION OPER	Develop standard reporting practices for JTAB, Council, and public	On Track	2	3/1/2019	Critical	Robbie Smoot, Kenzie Coulson, Alfred Knotts, Blake Fannesbeck	
3002 Traffic Command Center	TRANSPORTATION PLANNING	Traffic Command Center construction at PC Police Dept	On Track	2	1/1/2019	Critical	Alfred Knotts, Scott Robertson, Malena Stevens	
2099 Eden Contract Software	FINANCE	Determine contract monitoring software	On Track	2	6/30/2019	Critical	Rebecca/Jed	
3000 New Financial Software	FINANCE	Select new financial software	On Track	2	6/30/2020	Critical	Rebecca/Mindy	

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2098 Credit Card Acceptance Policy	FINANCE	Create written policy for how credit cards are accepted	On Track	2	2/28/2019	Top	Rebecca	
0548 SMART Messaging (Resorts, parking)	TRANSPORTATION PLANNING	Integrating VMS boards at heavy trip generators	Complete	3	8/31/2018	Top	Alfred, Jon, Bruce	expected when the Resort parking lots are built out
Goal: Retention <i>Attract and Retain Exceptional Employees</i>								
2093 Employment program targeted at adults with disabilities	HUMAN RESOURCES	Develop employment program targeted at adults with disabilities	Complete	3	6/30/2019	Top	Cherie Ashe	Cherie has worked with internal departments to fill positions with Neurodiverse individuals
Desired Outcome: Engaged & Informed Citizenry								
Goal: Web <i>Maintain and Update the Park City Website to Communicate with the Community</i>								
0269 Website redesign	TECHNICAL & CUSTOMER SERVICES	Enhanced mobile website and user friendly content management	On Track	2	6/30/2019	Top	Shannon Dale, Linda Jager	Currently working with Vision to upgrade the website. The project is on track and will finish by the end of July with no further anticipated delays.
0982 Website and Graphics Update	TECHNICAL & CUSTOMER SERVICES	At the end of our contract with Vision, they will include a graphic update, search engine improvements, and policy language updates on our website	Complete	3	7/31/2018	High	Shannon Dale, Linda Jager	