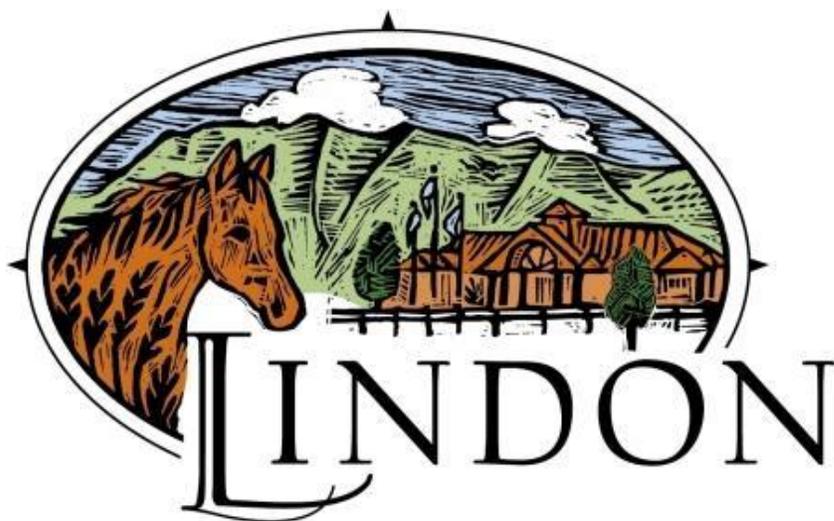
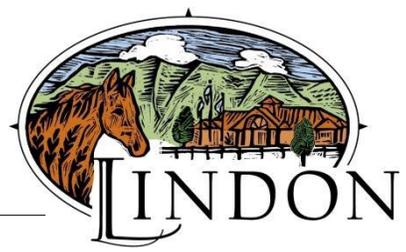


Lindon City Council Staff Report



Prepared by Lindon City
Administration

June 2, 2015



Notice of Meeting of the Lindon City Council

The Lindon City Council will hold a regularly scheduled meeting beginning at **7:00 p.m.** on **Tuesday, June 2, 2015** in the Lindon City Center council chambers, 100 North State Street, Lindon, Utah. The agenda will consist of the following:

Scan or click here for link to download agenda & staff report materials:



(Review times are estimates only)

REGULAR SESSION – 7:00 P.M. - Conducting: Mayor Jeff Acerson

Pledge of Allegiance: By Invitation
Invocation: Matt Bean

- 1. Call to Order / Roll Call**
- 2. Presentations and Announcements**
 - a) Comments / Announcements from Mayor and Council members. (5 minutes)
 - b) **Presentation — Strawberry Days.** Representatives from the Miss Pleasant Grove Royalty and Miss Strawberry Days Royalty will give information regarding the upcoming Strawberry Days festival to be held June 15th – 20th in Pleasant Grove. (5 minutes)
- 3. Approval of minutes: May 19, 2015** (5 minutes)
- 4. Consent Agenda – No Items**
- 5. Open Session for Public Comment** *(For items not on the agenda)* (10 minutes)
- 6. Review & Action — Property & Liability Insurance Services** (35 minutes)
Lindon has solicited bids from three insurance providers for its property and liability insurance coverage. A selection committee has reviewed bid proposals and interviewed representatives from Utah Risk Management Mutual Association (URMMA), Utah Local Governments Trust (ULGT), and Olympus Insurance. Staff will review findings of the proposals and their various coverage options and costs. The City Council will make a final selection for these services.
- 7. Council Reports:** (20 minutes)
 - A) MAG, COG, UIA, Utah Lake, ULCT, Budget Committee - Jeff Acerson
 - B) Public Works, Irrigation/water, City Buildings - Van Broderick
 - C) Planning, BD of Adjustments, General Plan, Budget Committee - Matt Bean
 - D) Parks & Recreation, Trails, Tree Board, Cemetery - Carolyn Lundberg
 - E) Administration, Com Center Board, Lindon Days, Little Miss Lindon - Randi Powell
 - F) Public Safety, Court, Animal Control, Historic Commission, Budget Committee, Chamber of C. - Jacob Hoyt
- 8. Administrator’s Report** (20 minutes)

Adjourn

This meeting may be held electronically to allow a council member to participate by video conference or teleconference.

Staff Reports and application materials for the agenda items above are available for review at the Lindon City Offices, located at 100 N. State Street, Lindon, UT. For specific questions on agenda items our staff may be contacted directly at (801)785-5043. City Codes and ordinances are available on the City web site found at www.lindoncity.org. The City of Lindon, in compliance with the Americans with Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance. Persons requesting these accommodations for city-sponsored public meetings, services programs or events should call Kathy Moosman at 801-785-5043, giving at least 24 hours notice.

Posted By: Kathy Moosman
Time: ~11:00 a.m.

Date: May 29, 2015
Place: Lindon City Center, Lindon Police Dept, Lindon Community Center

REGULAR SESSION – 7:00 P.M. - Conducting: Mayor Jeff Acerson

Pledge of Allegiance: By Invitation

Invocation: Matt Bean

Item 1 – Call to Order / Roll Call

June 2, 2015 Lindon City Council meeting.

Jeff Acerson
Matt Bean
Van Broderick
Jake Hoyt
Carolyn Lundberg
Randi Powell

Staff present: _____

Item 2 – Presentations and Announcements

- a) Comments / Announcements from Mayor and Council members.
- b) **Presentation — Strawberry Days.** Representatives from the Miss Pleasant Grove Royalty and Miss Strawberry Days Royalty will give information regarding the upcoming Strawberry Days festival to be held June 15th – 20th in Pleasant Grove.

Item 3 – Approval of Minutes

- Review and approval of City Council minutes: **May 19, 2015**

2 The Lindon City Council held a regularly scheduled meeting on **Tuesday, May 19, 2015,**
4 **beginning with a Work Session at 6:00 p.m.** in the Lindon City Center, City Council
Chambers, 100 North State Street, Lindon, Utah.

6 **WORK SESSION** – 6:00 P.M.

8 Conducting: Jeff Acerson, Mayor

10 **PRESENT**

Jeff Acerson, Mayor
12 Randi Powell, Councilmember
Van Broderick, Councilmember
14 Carolyn Lundberg, Councilmember
Jacob Hoyt, Councilmember
16 Adam Cowie, City Administrator
Cody Cullimore, Chief of Police
18 Kathy Moosman, City Recorder

ABSENT

Matt Bean, Councilmember

20 **Department Heads Present**

Phil Brown
22 Don Peterson
Hugh Van Wagenen
24 Heath Bateman
Cody Cullimore

26 **1. FY 2015-16 BUDGET DISCUSSION** – The City Council met with Lindon City
28 Department Heads to review budgetary items and financial matters related to the
proposed 2015-16 FY budget.

30
32 Adam Cowie, City Administrator, led the discussion by explaining multiple
documents are provided in the budget public hearing section of the staff report and will
be discussed in detail with department heads. He noted some line item budget numbers
34 have been updated as directed by the Council at our last budget discussion two weeks
ago. Also including are an updated PARC tax summary, Fund Balance summary, and
36 updated Budget documents. He also mentioned that the proposed changes to the fee
schedule will also be reviewed. Mr. Cowie stated that questions or clarification from the
38 Council on specific budget line items are encouraged in this work session tonight. He
noted that no motion is necessary for this work session.

40 Mr. Cowie pointed out that during the Public Hearing later in this meeting, the
Council will take public comment on the budget proposal and will take a straw poll vote
42 on library card reimbursements and recommended utility rate increases. He concluded by
stating the proposed FY 2015-16 budget is a balanced budget that reflects a feasible plan
44 to provide Lindon’s broad level of services and programs during the upcoming fiscal
year. He then turned the time over to Lindon City Finance Director, Kristen Colson, for
46 her presentation.

2 Ms. Colson addressed the Council at this time to give her budget presentation to
 the Council and Department Heads. Ms. Colson then highlighted the areas of fee
 4 schedules, PARC tax, budget issues, budget review, and fund balances. She referenced
 the new fees in the fee schedule including the Aquatics Center punch passes,
 6 miscellaneous contracts and agreements for the Community Development Department,
 Police Department video body cameras or dashboard cameras (fee for cd's) and Public
 8 Works inspection fees and Parks and Recreation fees for rentals of baseball fields. Ms.
 Colson also referenced housekeeping changes in wording of existing fees including some
 10 changes in the Development Department regarding water shares and land use. Ms. Colson
 also discussed PARC tax fund changes followed by some general discussion.

12 Ms. Colson and the Council also discussed the issues of library card
 reimbursement. Mr. Cowie then went over the recent survey noting that 11 to 12 percent
 14 of residents take advantage of this service. He noted this issue along with utility rate
 increases will be discussed in the regular session with a straw poll vote. Ms. Colson then
 16 reviewed the overall proposed budget including a graph depicting where the revenues
 come from, and a graph depicting the citywide expenditures by fund and a graph showing
 18 citywide expenditures by object followed by discussion.

20 Mr. Cowie mentioned he hopes to cover the main issues in the general session
 tonight and vote by motion to recommend the proposed budget be finalized as the
 numbers won't substantially change. He noted one number that will be updated is the
 22 certified property tax rate that will come in as the County assessor's office has not
 released it yet. He noted that number will be calculated and finalized but will not
 24 substantially change the revenue numbers beyond what is being projected. He re-iterated
 that he will do a straw poll on budget items later in the meeting during the regular
 26 session.

28 Mr. Van Wagenen then addressed the Council regarding an email sent to them
 regarding an upcoming retail convention in Las Vegas in conjunction with EDCUtah at a
 cost of around \$4,000. He asked the Council's thoughts on this and if it is something they
 30 want to consider and budget for. Following discussion the Council agreed to give this
 issue consideration and suggested to explore in-state options as well. Mr. Van Wagenen
 32 stated he will reach out to local options and keep the Council informed on this issue. Mr.
 Van Wagenen also mentioned that staff has had conversations with UTA about ADA
 34 accessibility to the sidewalk on state to the east side for connection purposes. He stated
 they indicated they will match 50/50 on the trail extension which could be done with
 36 RDA funds. He they referenced the bid noting the City's share would be about \$44,000
 total to make it happen and the RDA funds are budgeted for. Following discussion the
 38 Council was in agreement to explore this issue further. Mayor Acerson then thanked Ms.
 Colson and the Department Heads for their attendance and for their dedicated service to
 40 the city.

42 The work session was adjourned at 6:55 p.m.

44 **REGULAR SESSION** – 7:00 P.M.

46 Conducting: Jeff Acerson, Mayor
 Pledge of Allegiance: Heath Bateman, Parks & Recreation Director

2 Invocation: Carolyn Lundberg, Councilmember

4 **PRESENT**

Jeff Acerson, Mayor
6 Randi Powell, Councilmember
Van Broderick, Councilmember
8 Carolyn Lundberg, Councilmember
Jacob Hoyt, Councilmember
10 Adam Cowie, City Administrator
Hugh Van Wagenen, Planning Director
12 Cody Cullimore, Chief of Police
Kathy Moosman, City Recorder

ABSENT

Matt Bean, Councilmember

- 14 1. **Call to Order/Roll Call** – The meeting was called to order at 7:00 p.m.
- 16 2. **Presentations/Announcements** –
- 18 a) Mayor/Council Comments – There were no comments at this time.
- 20 3. **Approval of Minutes** – The minutes of the regular meeting of the City Council of May 5, 2015 were reviewed.

22 COUNCILMEMBER POWELL MOVED TO APPROVE THE MINUTES OF
24 THE REGULAR CITY COUNCIL MEETING OF MAY 5, 2015 AS AMENDED OR
CORRECTED. COUNCILMEMBER BRODERICK SECONDED THE MOTION.

26 THE VOTE WAS RECORDED AS FOLLOWS:

28 COUNCILMEMBER POWELL	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
30 COUNCILMEMBER LUNDBERG	AYE

THE MOTION CARRIED UNANIMOUSLY.

- 32 4. **Consent Agenda** – No items.
- 34 5. **Open Session for Public Comment** – Mayor Acerson called for any public
36 comment not listed as an agenda item. There were no public comments.

38 **CURRENT BUSINESS**

- 40 6. **Presentation & Discussion** – *URMMA: Membership of Special Service*
42 *Districts.* Paul Johnson, CEO of Utah Risk Management Mutual Association
(URMMA), will present and discuss proposed changes to URMMA’s Interlocal
44 Agreement to potentially allow non-municipal entities, such as special service
districts, to join URMMA. No motions will be made.

46 Mr. Cowie led this discussion by giving a brief summary noting that recently a
special service district requested to join URMMA. He noted that URMMA’s Interlocal

2 Agreement limits membership to Utah cities and would need to be amended to allow non-
 4 municipal entities such as special service districts to join and every member city must
 6 approve any amendments to the Interlocal Agreement. He went on to say the Executive
 8 Committee of the Board of Directors is interested in allowing this type of entity to join
 but before proceeding has asked CEO Paul Johnson to visit each city council to gauge the
 city’s willingness to sign an amendment to the Interlocal Agreement. He mentioned if
 every city manifests a willingness, URMMA will prepare an actual amendment to bring
 back to the cities for approval sometime before July 1st.

10 Mr. Cowie stated that Paul Johnson, CEO of Utah Risk Management Mutual
 Association (URMMA) is in attendance tonight and will present the concept and gather
 12 feedback. Mr. Cowie pointed out as long as entities are properly evaluated for risk and
 liability potential, staff has no concerns with the proposed change as it will increase the
 14 number of entities that contribute premiums and fees which will increase the financial
 health of URMMA and diversify its membership. He noted that no motion is necessary
 16 for this discussion item. He then turned the time over to Mr. Johnson for discussion.

18 Mr. Johnson addressed the Council at this time. He explained that since 1985
 URMMA has only accepted cities not special service districts. He noted they recently
 had a request from a small Special Service District (not a huge risk) and ran it past the
 20 board, but it would require an amendment to the interlocal agreement and would need the
 approval from all cities. He stated he is not asking for a vote tonight but just an idea if
 22 the Council would be interested in allowing Special Service Districts to join URMMA.
 He then gave the pros and cons of allowing this action. Following discussion the Council
 24 was in agreement to allow URMMA to prepare an actual amendment to bring back to the
 city for approval sometime before July 1, 2015.

26 Mayor Acerson called for any further comments or questions from the Council.
 Hearing none he moved on to the next agenda item.

- 28
- 30 7. **Presentation & Discussion** – 2015 Lindon Utility Rate Study. City Engineer,
 Mark Christensen, will review findings and recommendations from the 2015
 Utility Rate Study. The City Engineer has conducted an infrastructure
 32 assessment and maintenance evaluation, including the utility rate study, to
 determine and recommend necessary utility rate increases for water, sewer, and
 34 storm water utilities. Based on findings from the study, it is recommended that
 the City implement an annual increase over the next five years of 9% for water
 36 rates, 4% for sewer rates, and 13% for storm water rates. Final recommendations
 are incorporated into the FY 2015-16 budget. No motions will be made.

38

40 Mark Christensen, City Engineer, was in attendance to address the Council
 regarding the Utility Rate Study. Mr. Christensen gave a brief summary stating this
 utility rate study is a continuation from the 2014 budget in which a plan for a five-year
 42 proposed increase in utility rates was approved in order to reverse the trend of decreasing
 fund balances in the City’s utility funds. He noted it was determined that a multi-year
 44 approach to fee increases was less impactful to customers than a one-time increase in
 rates. He mentioned that it was known in 2014 that the rates would be evaluated each
 46 year to ensure adequate revenues are being collected to offset O&M and build fund
 balances to adequately cover future utility infrastructure replacement projects.

2 Mr. Christensen stated as part of this year's evaluation it was found that the
 4 percentage increase for water rates, which was 3% last year, will need to increase to 9%
 6 in order to accumulate sufficient level of funding to cover estimated costs after the five
 8 year period (2018-19). He stated that it is anticipated that the rate increases will level off
 after 2018-19 to include only an annual inflationary increase based on the CPI. Mr.
 Christensen then reviewed the graphs and recommended rate increases (included in the
 packets) and also reviewed the findings and recommendations from the 2015 Utility Rate
 Study.

10 Mr. Christensen further explained that he has conducted an infrastructure
 12 assessment and maintenance evaluation, including the utility rate study, to determine and
 14 recommend necessary utility rate increases for water, sewer, and storm water utilities and
 based on findings from the study and he is recommending that the City implement an
 annual increase over the next five years of 9% for water rates, 4% for sewer rates, and
 13% for storm water rates. There was then some general discussion regarding this issue.

16 Mr. Christensen stated they are in the process of evaluating utility rates for the
 18 water (culinary & secondary), sanitary sewer, and storm drain systems and recommend
 the rates listed for City Council consideration. He added that for each utility they have
 recommended a rate increase and have shown how resulting future projected revenues
 20 would compare to estimated costs.

22 Mr. Christensen then referenced the estimated future costs as follows:

- Operation and maintenance costs are based on historic costs and trends.
- Additional required maintenance and replacement costs are based on the
 Infrastructure Management Cost Plan which inventoried the city's utility
 infrastructure and estimated future costs.
- Future capital costs are based on known future projects that we expect impact
 fees will not fund.

30 Mr. Christensen went on to say that they also estimated future revenues based on
 the recommended utility rate increases, each of which would annually increase the rates
 32 year after year by a constant percentage. He noted the recommended rate increase is
 intended to start building reserves to cover future replacement and capital costs. He then
 34 referenced graphs depicting the historic revenue and expenditures for the previous 9
 years, the current year's estimated revenue and expenditures based on current rates, and
 36 projected revenue and expenditures for the next 5 years. He explained that the theory is as
 the amount of infrastructure increases so will the amount of users who will pay for it.

38 Mr. Christensen concluded by stating these final recommendations are based on
 the results and he will provide more refined and complete results and documentation to
 40 the Council in a report format in the coming weeks.

42 Mayor Acerson thanked Mr. Christensen for the information and called for any
 further comments or questions. Hearing none he moved on to the next agenda item.

44 8. **Public Hearing** – *Proposed Lindon City Budget for Fiscal Year 2015-16.*

46 Kristen Colson, Lindon City Finance Director, will present the proposed Lindon
 City Budget documents for fiscal year beginning July 1, 2015, which includes
 recommended changes to the city-wide fee schedule and the proposed Lindon

2 City Redevelopment Agency budget. The City Council will hear public comment
 4 on the proposed City and RDA budget, including the allocation of revenue from
 the water, sewer, storm water, and other enterprise funds to the general fund. The
 Council will direct staff on major budget issues. The Tentative Budget was
 6 presented and approved in a public hearing on April 21, 2015. The City Council
 also held a public work session on the proposed budget on May 5, 2015. Final
 8 recommendations from the City Council will be implemented prior to final
 budget adoption in a public hearing scheduled for June 16, 2015.

10 COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING.
 12 COUNCILMEMBER POWELL SECONDED THE MOTION. ALL PRESENT VOTED
 IN FAVOR. THE MOTION CARRIED.

14
 16 Mr. Cowie led this discussion by stating aside from a few minor issues that will
 be reviewed in this meeting, these budget documents before the Council reflect the final
 proposed budget numbers to be adopted on June 16, 2015. He noted this is the second
 18 public hearing and fourth public meeting to discuss the budget with another meeting on
 June 16th which give the public a month to see the budget. He noted that in addition to
 20 the items being discussed tonight, the City is still awaiting the certified property tax rates
 from Utah County and will update the final projected revenues accordingly after
 22 receiving the new rate. Mr. Cowie noted as he mentioned in the previous work session
 the Council will take a preliminary straw poll vote on two budgetary issues (library card
 24 reimbursements and utility rate increases) and receive any public comments on the
 proposed budget, and then the Council will direct staff to make any final changes prior to
 26 budget adoption next month.

28 Mr. Cowie explained that the final budget document presented in June will
 include the final City and RDA Budgets, a summary of the Budget and Fund Balance
 Overview, updated Fee Schedule, Financial Policies, and the Elected & Appointed
 30 Officials and Employee Compensation Programs (which the Council approved in January
 2015).

32 Mr. Cowie then reviewed the Library Card Reimbursement issue. He explained
 that an on-line survey was prepared and distributed by email and Facebook to gather
 34 feedback on library services currently used by Lindon residents. The survey results and
 comments received are included in the packets. He noted that nearly 87% of the 335
 36 respondents reported the desire to subsidize library cards with tax dollars (these survey
 results should be used for general information only).

38 Mr. Cowie then reviewed the Utility Funds Administrative Fee Transfer. He
 commented that per State Code the City is required to notify utility customers of any
 40 transfer of utility funds into other funds. He explained that the City sends notice of the
 proposed fund transfers in the June utility bill, newsletter, and/or separate mailer. Mr.
 42 Cowie stated the City annually transfers revenues from the utility enterprise funds to the
 General Fund to cover administrative service fees as the City administers these utility
 44 services and provides such items as management, HR, finance, legal services, public
 safety services, etc. He noted these transfers are very common among municipalities in
 46 the State who operate and maintain utility systems. He mentioned that the transfers may

2 be thought of as dividends from utility sales that are provided back to the City in order to
3 deliver essential services in the City and keep other taxes and fees lower.

4 Mr. Cowie further explained the proposed transfers to the General Fund have
5 been included in the Tentative and Proposed Budget documents and are summarized as
6 follows:

- 7 • Water: \$317,191
- 8 • Sewer: \$292,413
- 9 • Solid Waste: \$16,780
- 10 • Storm Water: \$161,572
- 11 • TeleComm: \$2,500

12 Mr. Cowie concluded by stating staff is seeking any final input and direction from
13 the Council before finalizing the budget documents for adoption in June. He then turned
14 the time over to Ms. Colson to present the budget issues.

15 Ms. Colson then presented the 2015-2016 Major Budget Issues as follows:

16
17 **Budget Issue #1 Issue:**

18 Should Lindon City continue to provide residents with a 50% reimbursement of one
19 library card per family per year for another City’s library?

20 Ms. Colson then gave some background stating Lindon City does not have a city
21 library and the City does not intend to build a library due to the sizable financial
22 commitment it would necessitate and the fact that nearby cities provide full service
23 libraries. She noted that Lindon City has historically reimbursed residents 75% for the
24 cost of a family purchasing a non-resident library membership to another city’s library.
25 Last year, the reimbursement was decreased to 50%.

26 Ms. Colson stated this reimbursement program is being evaluated in order to
27 ensure that Lindon City’s resources are being allocated efficiently. Approximately 320
28 out of an estimated 2500 homes in Lindon take advantage of this program. With few
29 homes participating and with more technological resources available, the need for and the
30 overall benefit of this program is questionable.

31 **Differential Fiscal Impact:** There is \$16,000 in the Proposed Budget to continue the
32 library reimbursement program in the 2015-2016 fiscal year.

33 Following some general discussion by the Council the straw poll vote regarding budget
34 issue #1 was recorded as follows:

35 **BUDGET ISSUE #1:**

36 THE CITY COUNCIL STRAW POLL VOTE WAS RECORDED AS FOLLOWS:

37 COUNCILMEMBER POWELL	AYE
38 COUNCILMEMBER BRODERICK	AYE
39 COUNCILMEMBER HOYT	AYE
40 COUNCILMEMBER LUNDBERG	AYE

2

Budget Issue #2 Issue:

4 Should Lindon City increase Water, Sewer and Storm Water utility rates?

6 Ms. Colson gave some background of this budget issue stating utility rates should
 8 not only cover current operational expenses, but also allow reserves to be established
 over time in order to fund repairing and or replacing aging system components. Current
 utility rates do not meet this objective.

10 She noted the City Engineer conducted an infrastructure assessment and
 maintenance evaluation as well as a utility rate study to determine and recommend utility
 12 rate increases for water, sewer, and storm water utilities. The recommendation is to
 implement an annual increase over the next five years of 9% for water rates, 4% for
 14 sewer rates, and 13% for storm water rates. Ms. Colson then referenced the recommended
 rate changes as follows along with the 2014-2015 rates as follows:

16

Utility	2014-2015 Rates	Recommended 2015-2016 Rates
Water (1" meter)		
Below North Union Canal		
Base	\$16.17	\$17.63
Usage	\$1.33 / kgal	\$1.45 / kgal
Above North Union Canal		
Base	\$17.51	tbd
Usage	\$1.40 / kgal	
Upper Foothills		
Base	\$26.24	tbd
Usage	\$1.63 / kgal	
Sewer		
Base	\$16.97	\$17.65
Usage	\$3.05 / kgal	\$3.17 / kgal
Storm Water (per ESU)	\$5.47	\$6.18

(kgal = 1000 gallons; ESU = Equivalent Service Unit, i.e. a single family home)

18

Ms. Colson noted the monthly increase on a resident's utility bill (using 8,000 gallons,
 20 below North Union Canal) would be as follows:

Water	\$2.42
Sewer	\$1.64
Storm	\$0.71
add'l tax	<u>\$0.29</u>
Total	\$5.06

26

Differential Fiscal Impact:

28 Water Fund	\$104,370
Sewer Fund	\$56,525
30 Storm Water Fund	\$63,050

2 Ms. Colson noted these changes are reflected in the Proposed Budget and the
4 revised Fee Schedule. Following some general discussion by the Council the straw poll
vote regarding budget issue #2 was recorded as follows:

6 **BUDGET ISSUE #2:**
THE CITY COUNCIL STRAW POLL VOTE WAS RECORDED AS FOLLOWS:

8 COUNCILMEMBER POWELL AYE
10 COUNCILMEMBER BRODERICK AYE
COUNCILMEMBER HOYT AYE
12 COUNCILMEMBER LUNDBERG AYE

14 Ms. Colson then reviewed the proposed budget sheet referencing the citywide
16 revenues graph and also a graph showing the citywide expenditures by fund followed by
discussion. Mr. Cowie stated with the direction received from the Council tonight they
will move forward with a couple of minor items on the fee schedule and the certified tax
18 rate and staff will prepare the finalized budget and bring it back before the Council for
adoption.

20 Mayor Acerson called for any public comments or questions. Hearing none he
called for a motion to close the public hearing.

22 COUNCILMEMBER POWELL MOVED TO CLOSE THE PUBLIC HEARING.
24 COUNCILMEMBER LUNDBERG SECONDED THE MOTION. ALL PRESENT
VOTED IN FAVOR. THE MOTION CARRIED.

26 Mayor Acerson called for any further comments or questions from the Council.
28 Hearing none he called for a motion.

30 COUNCILMEMBER POWELL MOVED TO DIRECT STAFF TO PREPARE
THE FINAL 2015-16 FISCAL YEAR BUDGET FOR ADOPTION AT THE JUNE 16,
32 2015 CITY COUNCIL MEETING WITH NO CONDITIONS. COUNCILMEMBER
HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

34 COUNCILMEMBER POWELL AYE
COUNCILMEMBER BRODERICK AYE
36 COUNCILMEMBER HOYT AYE
COUNCILMEMBER LUNDBERG AYE

38 THE MOTION CARRIED UNANIMOUSLY.

40 9. **Public Hearing** – *Ordinance #2015-11-O; LCC 17.76 PRD Overlay Zone.*
Chris Knapp of Ridgeway Construction requests approval of an Ordinance
42 Amendment to enact Lindon City Code (LCC) 17.76 Planned Residential
Development Overlay (PRD Overlay) Zone. This overlay zone will permit multi-
44 family development on commercial properties to which the overlay zone is
applied.

46

2 COUNCILMEMBER BRODERICK MOVED TO OPEN THE PUBLIC
 HEARING. COUNCILMEMBER HOYT SECONDED THE MOTION. ALL
 4 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

6 Jordan Cullimore, Associate Planner, gave a brief summary of this agenda item by
 explaining Chris Knapp of Ridgeway Construction recently approached the Planning
 8 Commission and City Council through a concept review requesting feedback on a
 proposal to construct multi-family housing on the lots located at 520/530 South 400
 10 West. He noted that based upon the feedback received from the Planning Commission
 and City Council Mr. Knapp has subsequently applied for an ordinance amendment to
 12 create a zone that will accommodate the applicant's project proposal. Mr. Cullimore
 stated that staff drafted the ordinance (included in the packets) which will create a zone
 14 that will accommodate the applicant's request. He noted, at the request of future
 applicants, the City Council could potentially apply the overlay zone to other commercial
 16 properties where appropriate.

18 Mr. Cullimore then referenced the highlights of the proposed ordinance as
 follows:

- 20 • The purposes of the proposed ordinance include creating diverse and unique
 housing options, and effectively using unique commercial properties that do not
 naturally accommodate traditional commercial development patterns.
- 22 • The zone may only be applied to commercial zones through a zone map
 amendment approved by the City Council.
- 24 • The proposed ordinance would allow multi-family developments at a density of
 10 units to the acre, and the maximum allowable size of a development would be
 26 one (1) acre.
- 28 • The development standards, including height, setback, landscaping, parking, and
 architectural treatment requirements are described in section 17.76.110 of the
 proposed ordinance.

30 Mr. Cullimore further explained that the Planning Commission considered the
 32 item and concluded that the ordinance will be a beneficial tool to the City in providing a
 multi-family residential option in Commercial zones where the City Council determines
 34 it is appropriate. He mentioned the Commission members discussed the proposed
 standards and determined the proposed overlay zone will produce development that will
 36 be compatible with Lindon's desired character. He noted the Commission unanimously
 recommended approval of the proposed ordinance to the City Council. He then
 38 referenced the Proposed Ordinance Amendment including the application process etc.,
 followed by discussion. Mr. Cullimore stated staff feels this is a good ordinance that
 40 meets the applicant's needs and creates a good product for the city and is the best use for
 the property.

42 Mayor Acerson called for any public comments or questions. Hearing none he
 called for a motion to close the public hearing.

44 COUNCILMEMBER BRODERICK MOVED TO CLOSE THE PUBLIC
 HEARING. COUNCILMEMBER LUNDBERG SECONDED THE MOTION. ALL
 46 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

2 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he called for a motion.

4
6 COUNCILMEMBER BRODERICK MOVED TO APPROVE ORDINANCE
AMENDMENT 2015-11-O WITH THE FOLLOWING CONDITIONS: 1. LINE #69
8 FOLLOWING THE TERM SITE PLAN WILL NOW INCLUDE ELEVATIONS AND
RENDERINGS AND 2. LINE #92 TO CHANGE FINAL APPROVING TO LAND USE
10 AND 3. LINE #298 STRIKE SECTION 2.03. COUNCILMEMBER LUNDBERG
SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:
12 COUNCILMEMBER POWELL AYE
13 COUNCILMEMBER BRODERICK AYE
14 COUNCILMEMBER HOYT AYE
15 COUNCILMEMBER LUNDBERG AYE
16 THE MOTION CARRIED UNANIMOUSLY.

18 10. **Public Hearing** – *Ordinance #2015-12-O; Zone Map Amendment, PRD Zone.*

19 Chris Knapp of Ridgeway Construction requests approval of a Zone Map
20 Amendment to apply the Planned Residential Development Overlay (PRD
21 Overlay) Zone to parcels located at approximately 520/530 South 400 West in the
22 General Commercial (CG) Zone. The application of the PRD Overlay Zone will
permit multi-family housing units on the properties.

24 COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING.
25 COUNCILMEMBER POWELL SECONDED THE MOTION. ALL PRESENT VOTED
26 IN FAVOR. THE MOTION CARRIED.

28 Mr. Cullimore also led this discussion by explaining now that the ordinance is in
place Mr. Knapp is also requesting to apply the PRD Overlay zone to the lots at 520/530
30 South 400 West so that he can move forward with his proposal to construct five
townhomes on the two lots.

32 Mr. Cullimore then referenced the code as follows:

- 34 • Subsection 17.04.090(2) of the Lindon City Code establishes the factors to review
35 when considering a request for a zone change. The subsection states that the
36 “planning commission shall recommend adoption of a proposed amendment only
where the following findings are made:
 - 38 ○ The proposed amendment is in accord with the master plan of
Lindon City;
 - 40 ○ Changed or changing conditions make the proposed amendment
reasonably necessary to carry out the purposes of the division.”
- 42 • The stated purpose of the General Commercial Zone is to “promote commercial
43 and service uses for general community shopping.” Further, the “objective in
44 establishing commercial zones is to provide areas within the City where
commercial and service uses may be located.” Commercial zones include the CG,
46 CG-A, CG-A8, CG-S, PC-1, and PC-2 zones.

2 Mr. Cullimore then referenced the proposed conceptual site plan and elevations
required by the proposed PRD Overlay ordinance (included in the packets). Mr.
4 Cullimore also referenced for discussion an aerial photo and photographs of the proposed
lots to be reclassified, the Conceptual Site Plan, Conceptual Elevations and the Proposed
6 Ordinance #2015-12-O followed by some general discussion.

8 Mayor Acerson called for any public comments or questions. Hearing none he
called for a motion to close the public hearing.

10 COUNCILMEMBER POWELL MOVED TO CLOSE THE PUBLIC HEARING.
COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL PRESENT
12 VOTED IN FAVOR. THE MOTION CARRIED.

14 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he called for a motion.

16 COUNCILMEMBER BRODERICK MOVED TO APPROVE ORDINANCE
18 2015-12-O TO APPLY THE PRD OVERLAY ZONE TO UTAH COUNTY PARCEL
ID'S 17:016:0144 AND 17:016:0143 WITH NO CONDITIONS. COUNCILMEMBER
20 HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:
COUNCILMEMBER POWELL AYE
22 COUNCILMEMBER BRODERICK AYE
COUNCILMEMBER HOYT AYE
24 COUNCILMEMBER LUNDBERG AYE
THE MOTION CARRIED UNANIMOUSLY.

26 **11. Public Hearing** – *Ordinance #2015-13-O; Zone Map Amendment, PF Zone.*

28 Lindon City requests approval of a Zone Map Amendment from General
Commercial (CG) to Public Facilities (PF) on properties identified by Utah
30 County Parcel IDs 14:069:0045, 14:069:0105, 14:069:0070, and from Single
Family Residential (R1-20) to Public Facilities (PF) on properties identified by
32 Utah County Parcel IDs 14:069:0069, 14:069:0261.

34 COUNCILMEMBER POWELL MOVED TO OPEN THE PUBLIC HEARING.
COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL PRESENT
36 VOTED IN FAVOR. THE MOTION CARRIED.

38 Mr. Cullimore gave a brief summary of this agenda item by explaining the subject
parcels of this request are owned by Lindon City and encompass the Lindon Community
40 Center and a parking lot that is used for Aquatics Center parking. He noted the Public
Facilities zone is a catch-all zone for city owned and maintained property. The City has
42 never taken the steps to formally rezone these parcels to the Public Facilities zone; this is
a request to take those steps and is basically a housekeeping item.

44 Mr. Cullimore then referenced the code as follows:

- 46 • Subsection 17.04.090(2) of the Lindon City Code establishes the factors to review
when considering a request for a zone change. The subsection states that the

2 “planning commission shall recommend adoption of a proposed amendment only
where the following findings are made:

- 4 o The proposed amendment is in accord with the master plan of
Lindon City;
- 6 o Changed or changing conditions make the proposed amendment
reasonably necessary to carry out the purposes of the division.”

- 8 • The stated purpose of the General Commercial Zone is to “promote commercial
and service uses for general community shopping.” Further, the “objective in
10 establishing commercial zones is to provide areas within the City where
commercial and service uses may be located.” Commercial zones include the CG,
12 CG-A, CG-A8, CG-S, PC-1, and PC-2 zones.

14 Mr. Cullimore stated the Planning Commissioners determined that the request is
in the best interest of the public and recommended approval on a unanimous vote. He
16 noted this action is pretty straightforward and an administrative item.

18 Mayor Acerson called for any public comments or questions. Hearing none he
called for a motion to close the public hearing.

20 COUNCILMEMBER BRODERICK MOVED TO CLOSE THE PUBLIC
HEARING. COUNCILMEMBER HOYT SECONDED THE MOTION. ALL
22 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

24 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he called for a motion.

26 COUNCILMEMBER LUNDBERG MOVED TO APPROVE ORDINANCE
28 2015-13-O TO CHANGE THE ZONING DESIGNATION OF THE SUBJECT LOTS
FROM GENERAL COMMERCIAL (CG) AND SINGLE FAMILY RESIDENTIAL
30 (R1-20) TO PUBLIC FACILITIES (PF) AS RECOMMENDED BY STAFF.
COUNCILMEMBER POWELL SECONDED THE MOTION. THE VOTE WAS

32 RECORDED AS FOLLOWS:
COUNCILMEMBER POWELL AYE
34 COUNCILMEMBER BRODERICK AYE
COUNCILMEMBER HOYT AYE
36 COUNCILMEMBER LUNDBERG AYE
THE MOTION CARRIED UNANIMOUSLY.

38 12. **Review & Action** – *Resolution #2015-3-R; Employee Aquatics Center Passes.*

40 The City Council will review and take action on a recommendation from staff to
amend the policy regarding annual Employee Aquatics Center passes.

42 Mr. Cowie gave a brief summary of this agenda item by explaining under the
44 current compensation policies, elected officials and permanent full-time and part-time
employees are given a family season pass to the Aquatics Center. Appointed officials and
46 temp/seasonal staff are offered other variations of passes. The current season passes are
limited to employees and immediate family only. He noted that management has been
48 approached by a few employees who desire punch passes instead of a season pass so

2 single employees or couples with no children at home can more fully utilize the perk by
being able to use the punch passes for other family or friends.

4 Mr. Cowie went on to say after an evaluation of the request it appears a
reasonable alternative choice with little impact to the City. There may be more employee
6 family and friends going through the gate with punch passes than with the season passes,
but it is assumed that would be offset by potential concessions sales. We feel the request
8 probably has a negligible impact on the City and provides a nice alternative for
employees and elected officials who may not commonly use the season passes. He noted
10 that staff recommends approval of the change and has prepared the resolution for review
and consideration. He noted staff does not anticipate a huge financial change with this
12 action.

14 Councilmember Powell mentioned a third option which is a hybrid of the two
options mentioned above. She suggested the option of a single pass (individual) and
perhaps add 10 punch passes to go along with that single pass. Following some
16 discussion the Council agreed to also offer the third option as to provide more options to
employees. Mr. Cowie noted the passes are non-transferrable and the language will be
18 added to the policy.

20 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he called for a motion.

22 COUNCILMEMBER POWELL MOVED TO APPROVE RESOLUTION #
2015-3-R TO MODIFY THE EMPLOYEE AND ELECTED OFFICIALS AQUATIC
24 CENTER PASS POLICIES WITH THE RECOMMENDATION TO ADD THE
ADDITIONAL OPTION OF ONE INDIVIDUAL SEASON PASS PLUS A 10 PUNCH
26 PASSES BE ADDED TO THE REGULAR FULL AND PART TIME EMPLOYEES
AND CITY COUNCIL AND PLANNING COMMISSION. COUNCILMEMBER
28 LUNDBERG SECONDED THE MOTION. THE VOTE WAS RECORDED AS
FOLLOWS:

30 COUNCILMEMBER POWELL AYE
COUNCILMEMBER BRODERICK AYE
32 COUNCILMEMBER HOYT AYE
COUNCILMEMBER LUNDBERG AYE
34 THE MOTION CARRIED UNANIMOUSLY.

36 **13. Presentation & Discussion – *Public Meeting Safety Procedures & Training.***

38 Cody Cullimore, Lindon City Police Chief, will present and review safety
procedures during public meetings, including best approaches for dealing with
40 hostile or threatening individuals, active shooter incidents, and evacuations
during city meetings.

42 Mr. Cowie gave a brief summary of this agenda item by explaining Cody
Cullimore, Lindon City Police Chief, is in attendance to present and review safety
44 procedures during public meetings, including best approaches for dealing with hostile or
threatening individuals, active shooter incidents, and evacuations during city meetings.

46 He noted this training has been provide every couple years to the City Council
and Planning Commission and given recent events during a bomb threat and possible
48 active shooter threat at a Provo City Council meeting, staff felt it was good to repeat this

2 training. He noted that no motion is necessary as this item is for discussion only. Chief
 4 Cullimore then presented his Public Meeting Safety Procedures & Training followed by
 discussion. At this time, Mayor Acerson and the Council thanked Chief Cullimore for the
 valuable information and for his service to the city.

6 Mayor Acerson called for any further comments or questions from the Council.
 8 Hearing none he moved on to the next agenda item.

10 14. COUNCIL REPORTS:

12 **Councilmember Powell** – Councilmember Powell reported that she has done some
 research on how the employee pool party is funded etc. After researching how the
 14 employee association functions, she questioned why should employees have to pay for
 their own appreciation party? Mr. Cowie then explained how the employee association
 functions. Councilmember Powell expressed it is her personal recommendation that this
 16 would let the employees know, in a personal way, that the Council cares. She noted the
 pool party is scheduled for June 25th and she would suggest finding some funding so the
 18 employees don't have to pay from the association. Mayor Acerson stated he will be out
 of town but will try to secure some funding mechanisms. Councilmember Hoyt and
 20 Councilmember Lundberg stated they will help serve. Councilmember Broderick stated
 he will be out of town.

22 **Councilmember Bean** – Councilmember Bean was absent from the meeting.

24 **Chief Cullimore** – Chief Cullimore reported that the Memorial Day ceremony will be
 26 held on May 25th at 9 a.m. at the cemetery. He also mentioned the party to honor Officer
 John Lloyd will be held on Thursday at 3:30 at Oak Canyon Jr. High.

28 **Councilmember Hoyt** – Councilmember Hoyt reported on the Chamber of Commerce
 30 noting they are going through some changes that will be more compatible if the city was
 to consider going with a Lindon/Pleasant Grove Chamber of Commerce. He stated the
 32 setup will be its own organization and they will have more information coming soon.

34 **Councilmember Broderick** – Councilmember Broderick had nothing to report.

36 **Councilmember Lundberg** – Councilmember Lundberg had nothing to report.

38 **Mayor Acerson** – Mayor Acerson reported that some residents have approached him
 about weeds on the trail and he spoke with Mr. Cowie about this issue. He also reported
 40 that John and Lindsey Bayless have agreed to serve as Grand Marshals for the 2015
 Lindon Days celebration. He also mentioned he has been contacted by some residents
 42 who have no solicitation signs on their doors and are still getting solicited. Mr. Cowie
 stated he will check with Chief Cullimore about this issue. Mayor Acerson also reported
 44 that Mayor Cutler from Centerville approached him, based on some discussion with
 Utopia, and indicated they approached him about the opex payments and 3 cities
 46 (Midvale, West Valley Layton) are looking at bonding to go forward to generate
 infrastructure in their own cities. The operational expenses (assessment) would go away

2 for 2016 if all cities would come forward and pay up to date and there would be no
 4 assessments going into 2016.

6 **Administrator's Report:**

6 Mr. Cowie reported on the following items followed by discussion.

8 **Misc. Updates:**

- 10 • May City newsletter
- 10 • Project Tracking List
- 12 • 2015 Lindon Days Grand Marshal
- 12 • Tithing Office update
- 14 • Transportation funding efforts by ULCT
- 14 • 2008 Bond Refunding update (Aquatic Center bond): ~\$370,000 NPV savings
- 16 • Lisa Halverson hired as full-time Administrative Secretary at Public Works
 (replacing Linda Agler who retires at the end of the month)
- 18 • Misc. Items

18 **Upcoming Meetings & Events:**

- 20 • Newsletter Assignment: Councilmember Bean - July newsletter article. *Due by
 last week in June.*
- 22 • May 21st at 8:30 am & May 26th at 8:30 am – Insurance interviews Mayor
 Acerson and Councilmember Bean will attend
- 24 • May 21st at 3:30 pm at Oak Canyon Jr High – Officer John Lloyd recognition as
 School Resource Officer
- 26 • May 25th – City offices closed for Memorial Day
- 28 • May 26th at 6-8 pm – Joint PC/CC meeting to discuss Ivory Homes / Anderson
 Farms project All Council members will attend
- 30 • May 29th at noon at the City Center – Retirement gathering for Linda Agler,
 Public Works Secretary
- 32 • June 1st – June 8th Declaration of Candidacy filing period for three open Lindon
 City Council seats
- 34 • June 9th at Noon - Engineering Coordination meeting at Public Works. Mayor
 Acerson and Councilmember Broderick will attend
- 36 • August 3rd-8th – Lindon Days celebration All Council members will attend

36 **Future items:**

- 38 • Employee Policy Manual updates

40 Mayor Acerson called for any further comments or discussion from the Council.
 42 Hearing none he called for a motion to adjourn.

44 **Adjourn** –

2 COUNCILMEMBER POWELL MOVED TO ADJOURN THE MEETING AT
9:55 PM. COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL
4 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

6 Approved – June 2, 2015

8

10 Kathryn Moosman, City Recorder

12

14 Jeff Acerson, Mayor

DRAFT

Item 4 – Consent Agenda – *(Consent agenda items are only those which have been discussed beforehand and do not require further discussion)*

- No Items.

Item 5 – Open Session for Public Comment *(For items not on the agenda)*

6. Review & Action — Property & Liability Insurance Services

(35 minutes)

Lindon has solicited bids from three insurance providers for its property and liability insurance coverage. A selection committee has reviewed bid proposals and interviewed representatives from Utah Risk Management Mutual Association (URMMA), Utah Local Governments Trust (ULGT), and Olympus Insurance. Staff will review findings of the proposals and their various coverage options and costs. The City Council will make a final selection for these services.

In June 2014 the City Council gave its one-year required notice to URMMA so that it could bid out property and liability services. Bids were solicited and interviews of the three firms have been completed by our selection committee made up of the Mayor, Councilmember Bean, the City Administrator, Finance Director, Chief of Police, and City Attorney.

URMMA is a pooled group of 16 municipalities in Utah. ULGT is a pooled group of 217 Cities & Towns, 12 Counties, and 322 Special Service Districts within the State of Utah. Olympus Insurance is a more traditional commercial carrier that represents several Utah cities and special service districts as well as other entities outside of Utah. A copy of the original bid solicitation requirements is attached. As some of the information provided in the bids may be protected information, therefore the proposed coverages and costs are not attached in this Staff report but will be summarized in the meeting.

Since 1985 our experience with URMMA has been exceptional. The committee's recommendation for selection largely comes down to an issue of potential costs savings for the City. Each bid varies on coverage limits, exclusions, deductibles, etc. Based on the coverages and services offered, and the quoted premiums for those coverages, the committee recommends that the Utah Local Governments Trust be selected to provide these services and that the City select their proposed \$10 million liability coverage with a \$10,000 deductible for property claims. This option provides similar coverage to what is currently provided to the City with a potential annual savings of approximately \$7,000 to \$13,000 (depending on losses).

Staff will review most significant pros and cons of each bid. The Council will make the final decision in selecting an insurance provider.

Sample Motion: I move to select (URMMA, ULGT, Olympus Insurance) to provide liability insurance, property insurance, and risk management services starting July 1, 2015 and select the (coverage limit / deductible) plan per their proposed bid.

Lindon City
100 North State Street
Lindon, UT 84042-1808



TEL 801-785-5043
FAX 801-785-4510
www.lindoncity.org

March 26, 2015

Paul Johnson
URMMA
502 East 770 North
Orem, Utah 84097

RE: Bid for Lindon City insurance services

Paul,

Lindon City invites URMMA to submit a bid for property and liability insurance needs and services. We are seeking quotes for the following minimum coverage and services for Lindon City, a Municipal Corporation, and the Lindon City Redevelopment Agency, which contracts with Lindon City for all of its services:

- Property
- General Liability, including Law Enforcement Liability
- Automobile
- Public Officials Liability
- Treasurers Bond
- Crime Blanket Bond
- Umbrella/Excess Liability
- Risk Management Services, including claims assistance

Lindon City currently contracts with the Utah Local Governments Trust for Worker's Compensation insurance and plans to continue with the Trust for that specific coverage. We are not seeking a change in Worker's Compensation coverage at this time.

Lindon City Background

Lindon City is a municipality in Utah County, Utah, with a population of approximately 10,500 and covers approximately 8.5 square miles. Lindon City provides a wide scope of public services, which includes:

- A Police Department with 15 full-time police officers;
- A Public Works Department that maintains approximately 55 miles of streets, signs, and street lighting, and operates storm drain, sewer, water, and pressure irrigation systems;
- A Parks & Recreation Department responsible for recreation activities and programs for hundreds of participants every year and puts on several annual city-wide events and manages approximately 50 acres of City Parks, and over 10 buildings and pavilions including, but not limited to, a 20,000 square foot Community & Senior Center, and a community Aquatics Center and Swimming pool;
- A Justice Court that provides municipal justice services;

- Additional City departments including the Administration & Finance, Planning, and Building Departments, and contracted engineering and legal services;
- A fleet of approximately 40 vehicles and other mobile equipment; and
- Employment of 44 full-time, 33 permanent part-time, and 135 temporary/seasonal employees.

Lindon City contracts with the City of Orem for sewage treatment, fire, EMS, and dispatch services.

Since 1985, Lindon City has been insured through its membership with the Utah Risk Management Mutual Association (“URMMA”), a pooling group of approximately 20 cities. Except for worker’s compensation insurance, the City has not pursued any other insurance options outside of URMMA during the last thirty years.

In an effort to ensure that Lindon City is receiving the best insurance coverages and services available, in June 2014 the City gave URMMA its one year notice to start the process of soliciting bids from other providers. The City is interested in exploring all insurance options, or a combination of options, including, but not limited to, traditional commercial insurance, a self-insured retention program, and/or insurance pooling options. Purchase policies adopted by Lindon City allow for receipt of bid comparisons in the estimated contract amounts without having to go through a full RFP competitive bid process. A selective request for bids has been sent to URMMA, Utah Local Governments Trust, and Olympus Insurance. All insurance decisions must be in effect by July 1, 2015.

General Information

1. Terms.

For purposes of this solicitation of bids, the term “**Respondent**” in this solicitation shall refer to all respondents that submit a proposal. The documents submitted by Respondents will be referred to as “**Proposal**.” The term “**Services**” shall mean services required by the selected Respondent under this solicitation of bids. The “**Lowest Responsible Bidder**” shall be defined as a bidder who, a) has submitted a Proposal in compliance with the invitation to bid and meets the State of Utah’s requirements for municipal insurance and bond coverage and the City’s specifications for coverages; and b) is the lowest bidder that best satisfies the City, if applicable, in its ability to obtain the most beneficial and cost effective coverage available and in its evaluation of the Respondents financial strength, past and current performance, integrity, reliability, quality of service, delivery of service, and other factors that the City may use to assess the ability of the Respondent to fully and in good faith provide the contract insurance requirements and services that are most beneficial to the City.

2. Notice, Bid Material, and Addenda.

Each Respondent should notify Adam Cowie, 801-785-5043, acowie@lindoncity.org, of its intention to submit a proposal and provide contact information to Mr. Cowie at the Respondent’s earliest convenience. This will allow the City to provide direct notice to all interested Respondents of any additional information or addenda. Failure to obtain clarifications and/or addenda from the City shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your Proposal.

Note, there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from failure to receive clarifications and/or addenda shall not be valid grounds for a protest against award(s) made pursuant to this solicitation of bids. Each Respondent is solely responsible for obtaining all materials from the City.

3. Additional Information; Applications

Requests for additional information should be addressed to Adam Cowie. Reasonable requests will receive expeditious response. Information concerning questions that, in the opinion of Lindon City, would be valuable to all Respondents will be distributed accordingly. It is the responsibility of each Respondent to complete all necessary applications. If insurer-specific applications are necessary, requests for information should be addressed to Adam Cowie.

4. Due Date and Delivery

Proposals must be received by April 27, 2015 at 10:00 A.M., in sealed envelopes clearly marked "Insurance Services." Please deliver six original copies of your proposal to:

Lindon City
Attn: Adam Cowie
100 South Street
Lindon, Utah 84042

Please allow ample time for receipt of proposals. Proposals received after this time will not be accepted and recognized. Postmarks do not determine actual receipt. Proposals must remain valid through the anticipated inception date.

5. Target Dates

Questions Due:	April 17, 2015
Proposals Due:	April 27, 2015, by 10:00 a.m.
Selection Date:	No later than May 29, 2015
Submit Insurance Binders:	At least 15 business days prior to July 1, 2015
Effective Date of Coverage:	July 1, 2015

6. Property Valuation, Loss Information, and Insurance Specifications

In addition to risk management services and claims processing assistance, Lindon City desires the broadest coverage at the most reasonable cost for the risk exposures presented. Property valuation, loss data, and schedules are attached as Exhibit "A." The data comes from many sources, and has not been audited or verified; we cannot and do not warrant the accuracy of all the information supplied herein. Minimum Insurance Specifications are attached as Exhibit "B".

7. Selection Criteria

The City will select the Lowest Responsible Bidder based upon evaluation of how each Proposal meets the standards and conditions listed in this solicitation for bids. Criteria are not specifically weighted and proposals will be evaluated as a whole (i.e., a Respondent with the lowest premiums may not necessarily be selected if they do not provide satisfactory risk management and claims processing services). Proposal evaluation criteria are as follows (in no specific order):

- Ability to meet qualifications and conditions listed in this bid solicitation;
- Professional competence, qualifications, experience;
- Financial strength;
- Capacity to perform and dedicated resources;
- References;
- Past and current performance;
- Relationship with insurance markets (ability to access and provide insurance needs);
- Rates / cost of services;

- Additional fees or charges;
- Breadth of coverage;
- Ability to assist City in value determinations for real and personal property;
- Risk management services;
- Claims processing and management system;
- Process to terminate services;
- Additional benefits such as rate guarantees, dividends; and
- Additional qualities, services, and benefits determined to be in the best interest of Lindon City.

The City may choose to hold oral interviews with Respondents in order to allow a presentation of the submitted materials and provide clarification or more detail to the Proposal.

8. Submittal Requirements

At minimum, Proposals shall include the following:

- Six (6) hard copies of the Proposal submitted by April 27, 2015, by 10:00 a.m.;
- Formatted proposal that is well organized according to subject matter;
- Signed Statement of Understanding and Compliance (Exhibit C);
- Introductory letter with contact information;
- Executive Summary of proposal listing ability to provide desired coverages and services;
- Company profile information, including:
 - Evidence of insurance market relationship
 - Capacity to perform
 - Financial statements (3 years)
 - At least three references; preferably from municipalities or government agencies of similar scope and magnitude. Included contact name, phone, email, and description of services provided.
- Cost proposal relative to coverage listed in Exhibit B, including any additional fees, charges, or dues;
- Detail of risk management services;
- Detail of claims processing and management services;
- Detail of organizational policies, guidelines, or programs that may impact the City's coverage and services;
- Supplementary coverages and rates not otherwise identified in this bid solicitation that may be beneficial for the City; and
- Other material as deemed appropriate to satisfy this bid solicitation inquiries and requirements.

9. Confidentiality

All submitted proposals and evaluation materials shall be deemed to be protected records under of the Utah Government Record Access and Management Act, Utah Code §63-2-304(6) during the bidding process, but may become public information and subject to disclosure after the bidding has closed.

10. City's Right to Reject Proposals or Terminate Solicitation

According to the Lindon City Purchase Policies for solicitation of open market bids, the City reserves the right to reject any and all Proposals with or without cause, or for not conforming to the requirements set forth in this solicitation for bids or for not containing adequate information for evaluating a Respondent's Proposal. The City reserves the right to terminate this solicitation of bids at any stage if determined to be in the City's best interests. The receipt of Proposals or other documents will in no way obligate Lindon City to enter into any contract of any kind with any party.

11. No Liability for Costs

The City is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors or other interested parties in connection with the bid process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations or negotiations.

12. Signed Statement of Understanding and Compliance

Respondents shall sign a statement (Exhibit "C") indicating that they understand the Terms and General Information in this bid solicitation and have complied with submittal of articles and/or services listed in this document and will make these services available at the price and terms stated, subject to the requirements and conditions of this solicitation for bids.

If you have questions please contact me at 801-785-5043.

Sincerely,

A handwritten signature in blue ink that reads "Adam W. Cowie".

Adam Cowie
City Administrator

Cc:
Jeff Acerson, Mayor
Matt Bean, Councilmember
Kristen Colson, Finance Director
Cody Cullimore, Chief of Police

EXHIBIT “A” Property Valuation and Loss Data

The data in this Exhibit comes from many sources, and has not been audited or verified; we cannot and do not warrant the accuracy of all the information supplied herein.

Property Valuation

The property valuation numbers below are an estimated valuation of City facilities and personal equipment covered under the City’s current insurance policies.

*Property coverage for additional structures which the City may desire to add to its coverage (pavilions, park restrooms, play structures, recreational facilities, etc.) are not included in current coverage limits. However, Lindon may seek to add coverage for additional property, such as these items, based upon Respondent Proposals. Proposals should identify additional coverage premiums for \$2,000,000 increments above what is listed below. Respondents shall list ability and cost to assist the City in making valuation determinations for coverage of additional real and personal property.

Type of Property	Currently Insured Property Valuation
Facilities (buildings, equipment, lift stations, well houses, etc.)	\$10,592,900
Business Personal Property	\$1,339,000
Mobile Equipment (includes high value vehicles)	\$646,735
High Value Vehicles (4 vehicles)	\$780,264
Vehicles valued less than \$50,000 (37 vehicles)	\$1,106,035

Loss Data (July 1, 2009 – March 24, 2015)

Year	Number of Claims	Amounts Paid to Claimants
2009	1	\$0
2010	4	\$1,136.06
2011	6	\$2,551.79
2012	2	\$36,753.40
2013	4	\$267.81
2014	2	\$5,199.06
2015	0	\$0

Vehicles valued less than \$50,000		
Year	Description	Equipment
1996	Float (Ford crown victoria)	Incl Equip
1995	International Dump w/Snow Plow	Incl Equip
2002	Dodge Ram Truck	Incl Equip
2002	Dodge Quad Cab Truck	Incl Equip
2004	Ford F350 Quad Cab Truck	Incl Equip
2005	Int'l Bobtail (Streets Dept)	Incl Equip
2008	Ford 350 (Water Dept)	Incl Equip
2008	Ford F550 (Street Dept)	Incl Equip
2010	Ford F150 Truck (former Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	Ford F150 Supercrew Tk (Police)	Incl Equip
2014	14 passenger van - Senior Bus	Incl Equip
2006	Ford F-150	Incl Equip
2001	Dodge Dakota	Incl Equip
2006	Dodge 1500	Incl Equip
2005	Ford F350	Incl Equip
2008	Chev Silverado	Incl Equip
2006	Dodge 2500	Incl Equip
2005	Ford F250	Incl Equip
2006	Dodge 2500	Incl Equip
2006	Dodge 1500	Incl Equip
2004	Ford Taurus	Incl Equip
2012	Ford 550	Incl Equip
2012	Dodge 1500	Incl Equip

Vehicle Count (under \$50k)	37
------------------------------------	-----------

EXHIBIT “B”

Insurance Specifications

Lindon City and the Lindon City Redevelopment Agency desires to receive quotes for insurance coverage under the terms and in the amounts specified below. The City will rely on the ability and expertise of the selected Respondent to assist in developing the best possible solutions for the City’s risk management and insurance needs, which may or may not include all of the insurance specifications listed. Alternative proposals or ideas that would reduce cost and/or broaden coverage are invited and encouraged.

While such alternative proposals or ideas are welcomed and encouraged, any deviations from the coverage outlined in these specifications must be clearly indicated. The Respondent must identify why the services and coverage offered (or not offered) is in the City’s best interest.

Terms Applicable to All Policies

1. Named Insured

Lindon City, including all present, past, or future appointed or elected officials, boards, board members, commissions, commission members, officers, employees, and volunteers, both individually and collectively, while acting or alleged to be acting within the scope of their duties on behalf of Lindon City.

2. Additional Insureds

A blanket additional interest endorsement should be included within the policy or a statement explaining why such a policy is not included. This endorsement should stipulate that any entity or organization (corporate or otherwise) for which Lindon has agreed to provide coverage is included as an Additional Insured with respect to the operations of the named Insured. The successful Respondent must verify with Lindon that all Additional Insureds are properly named.

3. Cancellation/Non-Renewal and Material Change Provisions

The cancellation provisions of all policies should be amended to provide a minimum of one-hundred (120) days advance written notice of cancellation (except for non-payment), non-renewal, reduction, or restriction of coverage by the insurer. The Respondent shall also provide any cancellation and/or notice time periods or requirements if the City chooses to cancel coverage through the Respondent.

4. Knowledge of Occurrence

Policies must contain a provision providing that knowledge of occurrence by any agent, servant, or employee of the Insured shall not constitute knowledge by the Insured until such agent, servant, or employee has reported the occurrence to Lindon City’s Risk Manager (City Administrator).

5. Unintentional Errors and Omissions

Policies must contain a provision providing that failure of the Insured to disclose all hazard at the inception of this policy, or to comply with any provision of this policy, or errors or omissions in applications, declarations, schedules, endorsements, or other documents shall not prejudice the Insured with respect to the coverage afforded by this policy, provided such failure, error, or omission is unintentional and is corrected or complied with as soon as practicable after it has been brought to the attention of Lindon City’s Risk Manager (City Administrator).

PROPERTY

1. Blanket Limit

Property insurance policy must be a blanket limit on all locations, real and personal property, including boiler, earthquake and flood; values insured: *\$13,000,000.00, plus any other property specifically scheduled.

**Property coverage for additional structures which the City may desire to add to its coverage (pavilions, park restrooms, play structures, recreational facilities, etc.) are not included in current coverage limits. However, Lindon may seek to add coverage for additional property, such as these items, based upon Respondent Proposals.*

2. Property, Boiler & Mobile Equipment Coverage Requirements:

- a. Property Covered: All real and personal property, Electronic Data Processing (“EDP”) equipment, vehicles and mobile or contractors equipment stored at named locations, improvements and betterments either owned by the Insured, in the Insured’s care, custody or control, or for which the Insured is legally liable or is obligated to insure. Include coverage for property in the open within 1000 feet of described premises. Include automatic coverage for newly acquired or constructed property, \$1,000,000 limit. Include limited pollution coverage, \$100,000.
- b. Machinery & Boiler Equipment: Coverage for physical and financial damage to equipment, \$10,000,000 limit, with \$10,000 deductible.
- c. Perils Insured: All Risk, including Equipment Breakdown coverage (including EDP perils), Flood and Earthquake (indicate any sublimits).
- d. Equipment Breakdown, Objects Insured: Comprehensive form covering all objects at all locations; broad form or occurrence accident definition. Include Joint Loss Agreement to coordinate coverage with Equipment Breakdown coverage if not written with same insurer.
- e. Valuation: Replacement Cost, with Agreed Value clause (no coinsurance).
- f. Deductible: Unless indicated otherwise, \$10,000 per occurrence, \$100,000 for Earthquake and Flood insurance.
- g. Builders Risk: Include builders risk coverage for buildings under construction or renovation, \$1,000,000 limit.
- h. Include blanket Extra Expense, \$250,000 limit.
- i. Include coverage for miscellaneous unscheduled equipment, \$100,000 limit, \$5,000 maximum any one item; \$500 deductible.
- j. Mobile Equipment: Physical damage coverage for mobile equipment valued over \$50,000 on an Actual Cash Value basis, with a \$2,500 deductible per piece of equipment.

GENERAL LIABILITY (INCLUDING PROFESSIONAL)

1. Limits of Liability

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Fire Damage	\$1,000,000
Law Enforcement	\$1,000,000 (each wrongful act)
Employee Benefits Liability	\$1,000,000

In the event that the limitation of judgment amount under the Governmental Immunity Act of Utah, as found in Utah State Code § 63G-7-604, is greater than the amounts listed above, the above amounts shall be changed to the limitation of judgment amount in § 63G-7-604.

The aggregate limit should apply separately to each location and project. Defense costs must be in addition to limits, not included within limits. Alternate limits may be proposed as long as they satisfy the underlying insurance requirements in the Umbrella/Excess policy.

2. Policy Form

Policy must be written on an occurrence form.

3. Operations

Coverage is to apply to all operations of Lindon City, including all premises and operations, products and completed operations and independent contractors. Blanket coverage to be provided for contractual liability assumed under all written and oral agreements. Automatic coverage is to be afforded for newly acquired locations or operations.

4. Terms and Conditions

In addition to the amendments listed in the Terms Applicable to All Policies section of these specifications, the following extensions of coverage are required:

- a. Include coverage for professional liability for others employed by or while acting on behalf of the City.
- b. Include coverage for claims from abuse and molestation.
- c. Athletic Liability: Include coverage for liability arising out of athletic or sporting events under the sponsorship or jurisdiction of the named insured.
- d. Cross Liability: Any cross liability exclusion should be deleted.
- e. Employee Benefits Liability: If this coverage is written on a "claims made basis," no retroactive date is to apply.
- f. Coverage included for the insured's interest arising out of its participation in any local, regional or state agencies, programs or co-ventures.
- g. Blanket additional insureds to be included as required by contract.

- h. Nose and Tail Liability: If the coverage for the liabilities listed in Section 1 under this “General Liability” Section is written on a “claims made basis,” the coverage shall apply:
- i. to any and all claims arising from covered occurrences, acts, or omissions committed up to five years prior to the date the coverage becomes effective, and
 - ii. to any and all claims made within one year after the expiration of the policy as long as the covered occurrence, act, or omission is committed within one year before the expiration date of the policy.

5. Special Event Liability Coverage

Special Event Liability Coverage \$2,000,000

Lindon City requires organizations and/or individuals to provide special event liability coverage in the amount of \$1,000,000 for special events and activities that take place in Lindon. Respondent should state whether Respondent’s coverage provides for third party Special Event Liability and, if it is offered, state the premium amounts for the coverage.

AUTO LIABILITY

1. Limits of Liability

Liability \$1,000,000 per occurrence

Liability \$2,000,000 aggregate

Personal Injury Protection \$10,000

Underinsured/Uninsured Motorists \$ 1,000,000

Auto Physical Damage Coverage for Vehicles Valued Over \$50,000 w/\$2,500 deductible (6 vehicles)

Auto Physical Damage Coverage for Vehicles Valued Under \$50,000 w/\$1,000 deductible (37 vehicles)

Off Duty Auto Liability, Unlimited Usage, \$1,000,000 (16 vehicles)

In the event that the limitation of judgment amount under the Governmental Immunity Act of Utah, as found in Utah State Code § 63G-7-604, is greater than the amounts listed above, the above amounts shall be changed to the limitation of judgment amount in § 63G-7-604.

Alternate limits may be proposed as long as they satisfy the underlying insurance requirements in the Umbrella/excess policy.

PUBLIC OFFICIALS LIABILITY

1. Coverage Required

To pay on behalf of the Insured all sums which the Insured shall become legally obligated to pay as damages resulting from any claim made against the Insured resulting from a wrongful Act. Wrongful act shall include, but not be limited to any actual or alleged error, misstatement, misleading statement, omission, neglect or breach of duty, including misfeasance, malfeasance and nonfeasance, or any violation of any person’s civil rights committed by public officials, whether or not compensated, within the course or scope of their employment or assignment with the City or matter claimed against them solely by reason of their being or having been public officials.

Public Officials - Public Officials shall include individuals who were, or now are, the City’s elected officials, appointed officials, employees, departments, authorized volunteers, and members of City

boards, committees, and commissions. Public Officials shall also include individuals who were, or now are, members of any legally created agency of the City and the agency itself, including, but not limited to, organizations such as: redevelopment agencies, housing authorities, municipal building authorities, economic development organizations, special service districts, special improvement districts, etc.

2. Limit of Liability

\$1,000,000 per Wrongful Act

Alternate limits may be proposed as long as they satisfy the underlying insurance requirements in the Umbrella/excess policy.

3. Policy Form

This coverage is currently written on a claims made form. Retroactive Date should be set at June 30, 2014.

4. Defense

Defense costs are outside limits.

TREASURER'S BOND

1. Coverage Required

Coverage must meet the requirements of Section 51-7-15 of the Utah State Code that requires every public treasurer to secure a fidelity bond in the amount specified by State law.

2. Limit of Liability

As specified by the Utah State Code. (*We understand current limits are \$1,600,000 - but may be incorrect on this matter*).

3. Policy Form

Retroactive date shall comply with Utah State Code.

CRIME BLANKET BOND

1. Coverage Required

To pay on behalf of the Insured all sums which the Insured incurs in damages as a result of employee theft losses or the unlawful taking of money, securities and other property, regardless of the number of employees involved in the loss. This coverage pays for theft, disappearance or destruction of money and securities or for robbery of a person in charge of the property or safe burglary of other property that occurs inside the premises within a building from within the Insured premises or outside the premises and in the custody of a messenger. It also covers damage to the premises during an actual or attempted theft or robbery as well as damage to the locked receptacles that contain the money and securities.

2. Limit of Liability

\$100,000 per Wrongful Act

Alternate limits may be proposed as long as they satisfy the underlying insurance requirements in the Umbrella/excess policy.

3. Policy Form

This coverage is currently written on a claims made form. Retroactive Date should be set at June 30, 2014.

4. Terms and Conditions

In addition to the amendments listed in the *Terms Applicable to All Policies* section provide a specimen policy, including any proposed endorsements.

UMBRELLA/EXCESS LIABILITY

1. Limit of Liability:

Lindon City desires total limits of \$6,000,000 for Umbrella/Excess Liability insurance coverage. Proposals will also be considered for \$5,000,000 in coverage.

2. Underlying Insurance Requirements

If the Umbrella underwriter's underlying insurance requirements differ from those outlined in these specifications, please adjust your proposal accordingly, and show separately the increased cost for the higher required underlying limits to meet the Umbrella carrier's minimums, or the savings from reduced underlying limits where requirements are lower than those requested here.

Care must also be taken with forms, where underlying coverage may be written on a claims made form.

It is the Respondent's obligation and responsibility to insure proper "dove-tailing" of the underlying policies limits and forms, and the Umbrella/Excess policy. The Respondent is also expected to structure the underlying limits in the most cost favorable manner for the Insured.

3. Coverage to Include, But Not Limited to:

Additional Persons Insured, including fellow employees
 Advertising Injury (include internet)
 Amusement devices
 Any exclusion for Athletic or Sports participants must be deleted
 Automatic coverage for events with under 5000 attendees
 Automobile Liability including Uninsured/Underinsured Motorist
 Bodily Injury and Property Damage - Bodily Injury definition to include bodily injury, mental anguish and injury, fright, shock, Emotional upset, sickness or disease sustained by a person, including death resulting from any of these
 Blanket Additional persons insured as required by contract
 Blanket contractual to include oral, written and implied contracts or agreements and delete exclusion under personal injury
 Blanket waiver of subrogation
 Care, Custody and Control
 Cross Liability/Separation of Insureds
 Defense costs in addition to policy limits and deductibles, if any
 Delete any exclusion for railroad

Delete any applicable Mobile equipment exclusions (including, but not limited to, golf carts and fork lifts)

Delete any exclusion for negligent hiring, supervision of a driver

Employees and volunteers as Insureds

Employment related practices

Excess Provision – Vendors

Extended bodily injury to include assault and battery

Fire legal liability

Fireworks

Incidental malpractice liability (delete all exclusions)

Independent contractors

No exclusion or restriction for vicarious liability of special event vendors serving/selling food

Participant Bodily Injury Sports and Participant Liability

Pay on behalf

Personal Injury definition to include shock, humiliation, harassment, alienation of affection, discrimination, false arrest, detention or imprisonment, malicious prosecution, wrongful eviction or entry, invasion of privacy, oral or written publication of material causing slander or libel

Premises/operations liability

Products/completed operations liability

Sexual abuse and molestation

Sign misdirection

Terrorism

Unintentional Errors & Omissions/Failure to disclose hazards

Water Damage/Sprinkler Leakage legal liability

EXHIBIT “C”

Statement of Understanding and Compliance

Delivery Requirement:

FAILURE TO SIGN THIS SECTION WILL DISQUALIFY YOUR RESPONSE	
The undersigned have been informed of and agree to adhere with the Terms, General Information, and Submittal Requirements in this bid solicitation and have complied with submittal of articles and/or services listed in this document and agree to make these services available at the price and terms stated in their proposal, subject to the requirements and conditions of this solicitation for bids:	
Firm Name	
Signature	
Printed Name	
Date	Phone
Fax	
Email	Website

7. **Council Reports:**

(20 minutes)

- | | |
|--|--------------------|
| A) MAG, COG, UIA, Utah Lake, ULCT, Budget Committee | - Jeff Acerson |
| B) Public Works, Irrigation/water, City Buildings | - Van Broderick |
| C) Planning, BD of Adjustments, General Plan, Budget Committee | - Matt Bean |
| D) Parks & Recreation, Trails, Tree Board, Cemetery | - Carolyn Lundberg |
| E) Administration, Com Center Board, Lindon Days, Little Miss Lindon | - Randi Powell |
| F) Public Safety, Court, Animal Control, Historic Commission, Budget Committee | - Jacob Hoyt |

8. Administrator's Report:

(20 minutes)

Misc Updates:

- May City newsletter: http://siterepository.s3.amazonaws.com/442/may15final_.pdf
- Project Tracking List – Any questions?
- Deer hunting in city limits: Planning Commission is interested in possible ordinance to allow Deer Hunting within city limits (similar to Highland's archery hunt as allowed by the DWR). Is this anything the Council wants staff to spend time evaluating?
- Interest in considering other high density housing developments? (700 N., Washburn property, etc)
- Mailer to be sent with utility transfer info and Aquatics Center coupons. Any questions we can help with on budget prior to final June 16th hearing?
- Misc. Items:

Upcoming Meetings & Events:

- Newsletter Assignment: **Matt Bean** - July newsletter article. *Due by last week in June.*
- June 1st – June 8th Declaration of Candidacy filing period for three open Lindon City Council seats
- June 9th @ Noon - Engineering Coordination meeting at PW **Mayor, Van, ???**
- June 25th @ 6pm – Employee Summer Party / Aquatics Center
- August 3rd-8th – Lindon Days celebration **All Council members**

Future items:

- Employee Policy Manual updates

Adjourn

As of May 29, 2015

PROJECT TRACKING LIST

APPLICATION NAME	APPLICATION DATE	APPLICANT INFORMATION	PLANNING COMM.	CITY COUNCIL
			DATE	DATE
Site Plan: Lindon Senior Apartments	Sept. 2013	Matt Gneiting	TBD	TBD
<i>Request for site plan approval for senior housing apartments on State & Main</i>				
Amended Site Plan: Wasatch Ornamental Iron	June 2014	Melvin Radmall	N/A	N/A
<i>Request for staff approval of a 16x18 machine cover in the LI zone located at 310 North Geneva Road.</i>				
Property Line Adjustment	Oct. 2014	Steven Merrill	N/A	N/A
<i>Request for a property line adjustment at 455 E 500 N. Staff approved.</i>				
Site Plan: Scott's Provo GM	Jan. 2015	Mandy Ogaz	Feb. 10 (cont.)	N/A
<i>Request to add a small office building to the Scott's Miracle Gro site located at 347 South 1250 West in the LI zone.</i>				
Property Line Adjustment	Mar. 2015	James Ferrin	N/A	N/A
<i>Request for property line adjustment at 596 East 200 North.</i>				
Ordinance Amendment	Mar. 2015	Staff	Mar. 24, Apr. 14	TBD
<i>Request to increase maximum building height in PC zones to 110 feet.</i>				
Plat Amendment: Public Works	Apr 2015	Staff	TBD	N/A
<i>Request to amend Public Works Subdivision to accommodate property exchanges between the City and Nicholson Construction.</i>				
Ordinance Amendment: Hillside Overlay	Apr. 2015	Brandon Jones	May 26	TBD
<i>Request to create a minimum area required to apply the Hillside Overlay Zone and its development requirements.</i>				
Ordinance Amendment: LCC Hunting Ordinance	May 2015	Staff	May 26	TBD
<i>Request to update hunting area within city limits.</i>				
Site Plan: Oisen Properties	May 2015	Buck Robinsion	May 26	N/A
<i>Request for site plan approval of an industrial building on Center Street in the LI zone.</i>				
Site Plan: Blackcliff Industrial Park	May 2015	Jared Anzures	TBD	N/A
<i>Request for site plan approval of a concrete tilt-up office/warehouse building at 1010 West 600 South in the LI zone.</i>				
Plat Amendment: Blackcliff Industrial Park	May 2015	Jared Anzures	TBD	N/A
<i>Request for approval of a plat amendment at 1010 West 600 South in the LI Zone.</i>				
Temporary Site Plan: Lani's Shaved Ice	May 2015	Derek Whetten	N/A	N/A
<i>Request for approval of a temporary site plan to operate a shaved ice stand at 410 North State Street in the CG zone.</i>				
Ordinance Amendment: Water wise landscaping in Commercial zones	May 2015	Staff	June 9	TBD
<i>Request to modify commercial landscaping requirements to promote water wise landscaping.</i>				
NOTE: This Project Tracking List is for reference purposes only. All application review dates are subject to change.				
PC / CC Approved Projects - Working through final staff & engineering reviews (site plans have not been finalized - or plat has not recorded yet):				
Stableridge Plat D	Tim Clyde – R2 Project		Old Station Square Lots 11 & 12	
AM Bank – Site Plan	Joyner Business Park, Lot 9 Site Plan		Lindon Harbor Industrial Park II	
Lindon Gateway II	Freeway Business Park II		Lakeside Business Park Plat A	
West Meadows Industrial Sub (Williamson Subdivision Plat A)	Keetch Estates Plat A		Green Valley Subdivision	
Zyto/Tams Office Buildings Site Plan	Pen Minor Subdivision		Lindon Springs Garden Minor Subdivison	
Lindon Tech Center Site Plan	Spring Gardens Senior Community		Coulson Cove Plat D	
Timpview Business Park Site Plan	Joyner Business Park Site Plan		Lindon Tech Center Subdivision	
Lindon View Parking Lot Site Plan	Prodigy Promos Site Plan		Ruf Subdivision	
Lindon View Plat A	Intermountain Precision Site Plan			

Board of Adjustment		
Applicant	Application Date	Meeting Date

Annual Reviews				
APPLICATION NAME	APPLICATION DATE	APPLICANT INFORMATION	PLANNING COMM.	CITY COUNCIL
			DATE	DATE
Annual review - Lindon Care Center 680 North State Street (File # 05.0383.8) administrator@lindoncare.com	Existing use.	Lindon Care Center Manager: Christine Christensen 801-372-1970.	March 2016 Last Reviewed: 3/15	N/A
<i>Annual review of care center to ensure conformance with City Code. Care center is a pre-existing use in the CG zone.</i>				
Annual review of CUP - Housing Authority of Utah County - Group home. 365 E. 400 N. (File # 03.0213.1) lsmith@housinguc.org	Existing CUP	Housing Auth. Of Utah County Director: Lynell Smith 801-373-8333.	March 2016 Last Reviewed: 3/15	N/A
<i>Annual review of CUP to ensure conformance with City Code. Group home at entrance to Hollow Park was permitted for up to 3 disabled persons.</i>				
Heritage Youth Services - Timpview Residential Treatment Center. 200 N. Anderson Ln. (File # 05.0345) info@heritageyouth.com info@birdseyvertc.com	Existing CUP	HYS: Corbin Linde, Lynn Loftin 801-798-8949 or 798-9077	March 2016 Last Reviewed: 3/15	N/A
<i>Annual review required by PC to ensure CUP conditions are being met. Juvenile group home is permitted for up to 12 youth (16 for Timp RTC) not over the age of 18.</i>				

Grant Applications	
Pending	Awarded
EDCUtah — Economic Development Study on 700 North; \$5,000	MAG Bicycle Master Plan Study Awarded funds to hire consultant to develop bicycle master plan to increase safety and ridership throughout the city.
Hazard Mitigation Grant / MAG Disaster Relief Funds- (pipe main ditch)	EDCUtah 2014 — Awarded matching grant to attend ICSC Intermountain States Idea Exchange 2014.
FEMA Hazard Mitigation Grant – (pipe Main Ditch)	CDBG 2014 Grant – Senior Center Computer Lab (\$19,000)
	EDCUtah 2015: Economic Development Study on 700 North (\$3,000)

Planning Dept - Projects and Committees			
On-going activities (2015 yearly totals)	Misc. projects	UDOT / MAG projects	Committees
Building permits Issued: 71 New residential units: 12	2010-15 General Plan implementation (zoning, Ag land inventory, etc.)	700 North CDA	Utah Lake Commission Technical Committee: Bi-Monthly
New business licenses: 48 Land Use Applications: 36	Lindon Heritage Trail Phase 3 Ivory/Anderson Farms Master Plan	Lindon Bicycle Master Plan	MAG Technical Advisory Committee: Monthly Lindon Historic Preservation Commission: Bimonthly
Drug-free zone maps: 6			2015 Utah APA Fall Conference Committee MAG Trails Committee
			Rocky Mountain Power Planning Committee

Lindon City

Legend

- Conditional Use Permit
- Building Under Construction
- Site Plan
- Commercial Subdivision
- Residential Subdivision

