Lindon City Council
Staff Report

Prepared by Lindon City
Administration

April 18, 2017

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, April 18, 2017** 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:

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

Pledge of Allegiance: By Invitation
Invocation: Dustin Sweeten

(Review times are estimates only)

1. **Call to Order / Roll Call** *(2 minutes)*
2. **Presentations and Announcements** *(10 minutes)*
   a) Comments / Announcements from Mayor and Council members
   b) Utah Parks and Recreation Association – Outstanding Young Professional Award presented to Hannah Silvey
   c) Lindon City Employee Recognition Award presented to Hannah Silvey
3. **Approval of minutes:** February 9, 2017; March 21, 2017 *(5 minutes)*
4. **Consent Agenda** – No Items
5. **Open Session for Public Comment** *(For items not on the agenda)* *(10 minutes)*

6. **Public Hearing — FY2017 Fee Schedule Amendments; Resolution #2017-9-R** *(15 minutes)*
   The Council will review and consider proposed fee schedule changes to the Community Center rental fees. Lindon Parks & Recreation Director, Heath Bateman, will present the information.

7. **Public Hearing — Adopt FY2018 Tentative Budget; Resolution #2017-10-R** *(10 minutes)*
   The Council will review and consider for adoption the FY2018 Tentative Budget. The City will hold additional public meetings to review the budget on May 2, 2017 and May 16, 2017. The City will hold a public hearing to adopt the Proposed Budget on May 16, 2017 and a public hearing to adopt the Final Budget on June 20, 2017.

8. **Recess to Lindon City Redevelopment Agency Meeting (RDA)** *(5 minutes)*

9. **Continued Public Hearing — Commercial Design Standards; Ord. #2017-1-O** *(20 minutes)*
   This item was continued from the February 7, 2017 Council meeting. The City Council will review and consider updates to the Commercial Design Standards for buildings and site development.

10. **Concept Review — McCann Main Street Development** *(15 minutes)*
    The Council will review a concept plan from Marc McCann who is requesting review of possible subdivision options for property located at 122 N. Main, adjacent to the Lindon Hollow.

11. **Discussion Item — General Plan Update; Public Survey Questions** *(20 minutes)*
    The Council will discuss with Planning Director, Hugh Van Wagenen, possible questions and/or topics to be included in a public survey to help guide updates and needed changes to the Lindon City General Plan.

12. **Review & Action — Planning Commissioner Appointment** *(5 minutes)*
    The Council will consider re-appointment of Bob Wily as a member of the Planning Commission. This will be Bob's second term which will last for three years, or until his respective successor has been appointed.

13. **Review & Action – Storm water piping & street improvements along Gillman Lane** (20 minutes)
    The Council will consider appropriating up to $200,000 in General Fund reserve monies to install system improvements including a storm water pipe and other street improvements along portions of Gillman Lane. The developer of the Ken's Cove Subdivision is willing to participate with installation costs of some of these improvements and upsized piping while installing other subdivision infrastructure.

14. **Review & Action — Lindon City Policies & Procedures Manual; Res. #2017-11-R** *(10 minutes)*
    The Council will review and consider the updated Lindon City Policies & Procedures Manual outlining employee policies and procedures for employment with Lindon City. Some sections of this manual have

previously been approved by the Council, but the entire document has been reformatted and updated and for ratification purposes is requested by Staff to be re-approved in its entirety.

15. Council Reports: *(20 minutes)*

A) MAG, COG, UIA, Utah Lake Commission, ULCT, NUVAS, IHC Outreach, 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) Public Safety, Court, Lindon Days, Transfer Station/Solid Waste	- Dustin Sweeten
F) Admin., Community Center, Historic Comm., PG/Lindon Chamber, Budget Committee	- Jacob Hoyt

16. Administrator's Report *(10 minutes)*

Adjourn

All or a portion of 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.

***Amended Agenda* - CERTIFICATE OF POSTING:**
I certify that the above notice and agenda was posted in three public places within the Lindon City limits and on the State (http://pmn.utah.gov) and City (www.lindoncity.org) websites.
Posted by: /s/ Kathryn A. Moosman, City Recorder
Date: April 14, 2017
Time: 11:00 a.m.
Place: Lindon City Center, Lindon Police Dept., Lindon Community Center

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

Pledge of Allegiance: By Invitation
Invocation: Dustin Sweeten

<u>Item 1</u> – Call to Order / Roll Call

April 18, 2017 Lindon City Council meeting.

Jeff Acerson
Matt Bean
Van Broderick
Jake Hoyt
Carolyn Lundberg
Dustin Sweeten

Staff present: _____

<u>Item 2</u> – Presentations and Announcements

a) Comments / Announcements from Mayor and Council members.

b) Utah Parks and Recreation Association – Outstanding Young Professional Award presented to Hannah Silvey

c) Lindon City Employee Recognition Award presented to Hannah Silvey

<u>Item 3</u> – Approval of Minutes

- Review and approval of City Council minutes: **February 9, 2017; March 21, 2017**

The Lindon City Council held an annual Budget Kick-Off Meeting on **February 9, 2017,** beginning at 6:00 p.m. at the Lindon City Center, 100 North State Street, Lindon, Utah.

Conducting: Jeff Acerson, Mayor

PRESENT

Officials	**Absent**
Jeff Acerson, Mayor	
Matt Bean, Councilmember	
Carolyn Lundberg, Councilmember	
Van Broderick, Councilmember	
Jake Hoyt, Councilmember	
Dustin Sweeten, Councilmember	

Staff
Adam Cowie, City Administrator
Kristin Colson, Finance Director
Phil Brown, Chief Building Official
Hugh Van Wagenen, Planning Director
Heath Bateman, Parks & Recreation Director
Brad Jorgensen, Public Works Director

The meeting was called to order at 6:00 p.m.

DISCUSSION – The Lindon City Administration and Department Heads met with the Mayor and Council in a work session to review, discuss, and receive feedback on significant budget issues and priorities for the upcoming 2017-18 fiscal year. This item was for discussion only with no motions required at this meeting.

Items of general discussion included the following:

1. **Budget Adoption Process:** *Presented by Kristen Colson*. Including discussion on financial goals and policies of the City and also a review of the timeline for the budget process and adoption.

2. **Financial Outlook:** *Presented by Adam Cowie & Kristen Colson*. Including a review of significant revenue sources i.e., sales tax and property tax (reviewed graphs). There was also discussion on utility rates; to continue with the 5-year plan through 2018-19 with the 3% annually thereafter. Also discussed was the inflationary increase plus the study recommended increase that equals: Water 9%; Sewer 4%; and Storm Water 13%. Also discussed was the NEW Secondary water metering (Anderson Farms). The Debt outlook for FY208 was also reviewed (Enterprise fund projects, no General fund). Ms. Colson also presented the 2017-2018 Budget calendar for review.

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3. **Reductions/Cost Savings/Increased Revenues:** *Presented by Adam Cowie & Department Heads.* Including discussion of the following items:
   - **Recent Reductions/Savings/Efficiencies:**
     - Unfilled vacant positions and /or delayed filling of positions (PW Water; Building Inspector; Secretaries/Clerks).
     - Phone System Upgrade – consolidated multiple carriers
     - Data Services – consolidation to UTOPIA

   - **Future Savings:**
     - Grants (Police, Planning, North Union Canal)
     - Evaluate new engineer position (reduce contract engineering costs)
     - Janitorial – Aquatics Center

   - **Increased or New Revenues:**
     - Building permits – continued growth
     - Public Works inspection fees – continued growth
     - Utility rates – continue with rate increase recommendations
     - Impact fee updates (storm water)
     - Aquatics Center: Add night-time pool rentals
     - Fire House rental revenue
     - City Center basement rental revenue
     - New cell tower carrier at Public Works
     - Geneva Park property sale

4. **Personnel Issues**: *Presented by Adam Cowie and Department Heads.* Including discussion on evaluating position needs as we experience growth and demand for services;
   - Engineer; Facilities Manager/Handyman
   - Horizon needs: Code Enforcement, Finance/Management Assistant

5. **Capital Improvements & Expenditures:** *Presented by Adam Cowie and Department Heads*. Including the following for discussion:
   - Roads – continue funding options discussed
   - Sewer Lift Station (~$360k) and Off-site utilities (~$600-$800k)
   - Generators in wells
   - Well reconstruction (or possible new well)
   - Vehicle replacement program (Parks, Building/Planning, PW)
   - Various Tech upgrades at Public Works (SCADA System, GIS Mapping & Surveying (TV Truck Computer))
   - Vote by Mail (contracted through Utah County ($15k vs. $8-$9k currently (half the county estimate if no primary election is held)
   - Police Dept. – Vehicle camera system (~$72,000)

6. **Other Significant Needs by Department Heads:** Other needs and miscellaneous items were discussed by the Department Heads at this time.

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7. **Council member needs and requests:** The Councilmembers discussed miscellaneous needs and requests at this time.

In conclusion, Mr. Cowie asked the group if they felt there were any issues with financial obligations and if they felt that the city is heading on the right track. There was a general consensus among the group that they are satisfied with the financial direction the city is going with no major concerns or issues that need a change in the course of direction in how the budget is being handled.

**This annual budget kick off meeting was for discussion and informational purposes only. The Council did not take action on any item at this meeting. Any items that require Council action will be discussed during regular City Council meetings prior to any action being taken.*

The meeting was adjourned at 8:30 p.m.

Approved – April 18, 2017

_____
Kathryn Moosman, City Recorder

_____
Jeff Acerson, Mayor

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The Lindon City Council held a regularly scheduled meeting on **Tuesday, March 21, 2017, beginning at 7:00 p.m.** in the Lindon City Center, City Council Chambers, 100 North State Street, Lindon, Utah.

REGULAR SESSION – 7:00 P.M.

Conducting: Jeff Acerson, Mayor
Pledge of Allegiance: Keith Anderson, Boy Scout
Invocation: Matt Bean, Councilmember

PRESENT	**EXCUSED**
Jeff Acerson, Mayor	
Matt Bean, Councilmember	
Carolyn Lundberg, Councilmember	
Van Broderick, Councilmember	
Jacob Hoyt, Councilmember	
Dustin Sweeten, Councilmember	
Adam Cowie, City Administrator	
Brian Haws, City Attorney	
Mark Christensen, City Engineer	
Kathryn Moosman, City Recorder	

1. **Call to Order/Roll Call**– The meeting was called to order at 7:00 p.m.

2. **Presentations/Announcements** –
   a) **Mayor/Council Comments** – There were no announcements at this time.

3. **Approval of Minutes** – The minutes of the regular meeting of the City Council meeting of March 7, 2017 were reviewed.

COUNCILMEMBER BRODERICK MOVED TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MARCH 7, 2017 AS AMENDED. COUNCILMEMBER SWEETEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BEAN	AYE
COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER SWEETEN	AYE

THE MOTION CARRIED UNANIMOUSLY.

4. **Consent Agenda** – No items.

5. **Open Session for Public Comment**– Mayor Acerson called for any public comment not listed as an agenda item.

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Jamie Rolf addressed the Council at this time. Ms. Rolf stated she is the new owner of the Holy Cow Boutique. She noted they are still operating out of the old Recreation Center in Pleasant Grove but there are plans to tear this facility down. Ms. Rolf stated she has talked to Heath Bateman, Lindon City Parks and Recreation Director Hannah Silvey about renting the Lindon Community Center and they have indicated that think it may work out to hold the event there four (4) times a year with the cost being the only issue. She mentioned that she has emailed Councilmember Hoyt and has also been working with Josh Walker at the PG/Lindon Chamber of Commerce who suggested joining the Chamber of Commerce.

Ms. Rolf pointed out as it stands right now (with the hourly rate) it would be close to $10,000 to use the building for five (5) days. She noted the PG Recreation Center is $250 a day so it is $1,250 for the five (5) days. She recognizes this is a small amount but they are really hoping to get a daily rate which would be so much better and more manageable. She also mentioned that perhaps they could get the Chamber of Commerce pricing and/or volunteer for the Chamber as well. She pointed out they pay close to $50,000 in sales tax per year and that revenue would come to Lindon City. Also, other businesses in the area see more business during the show dates. She explained the Holy Cow Boutique has been operating for 30 years and originally got its start in Lindon and then moved to Pleasant Grove.

Councilmember Lundberg pointed out that the previous owner addressed the City Council several years ago about this issue. Mr. Cowie stated it never got formalized at that time. Mr. Cowie noted that Mr. Bateman has mentioned this issue and he has some ideas on how to make it work for both parties. Ms. Rolf stated they would just need to use the gymnasium, kitchen and relief society room, not the whole building (change from before). Councilmember Hoyt commented that they would like to find a way to make this work and to perhaps "think out of the box." Mr. Cowie pointed out that because they don't need the entire building now it may be something that is doable. He will get with Mr. Bateman and provide this new information and have more discussion on the rates. Ms. Rolf concluded by thanking the Mayor and Council, adding that she feels this would be a perfect fit for the Boutique and it would also be great for Lindon City; the first show in Lindon would be in September.

CURRENT BUSINESS

6. **Review & Action — 2017 Street Maintenance Projects - Bid Award.** The City advertised for competitive bidding on multiple street improvement projects. After receiving bids and evaluating both base-bid and additive project costs it is recommended that the City Council award the bid to Staker & Parson Companies at $770,337.14, with the plan that additional work will be added to the project per available funding. The City has budgeted $880,000 in combined funding for street maintenance projects. The City Engineer, Mark Christensen, will be available to answer questions.

Mr. Cowie explained that Lindon City has been working with JUB Engineers and UDOT to design a new traffic signal at the intersection of Geneva Road and 500 North. He noted as part of this potential signal the City wants to adjust the 500 North legs of the

intersection and eliminate a potential skew. This signal and the alignment change will also impact a railroad crossing immediately west of the intersection. As the impact to the railroad crossing is partially due to the future traffic signal (which is not within UDOT right-of-way) UDOT has agreed to pay half (50%) of the preliminary design fee that is required by the Union Pacific Railroad to accommodate the future signal and road alignment. Mr. Cowie explained this agreement will formalize a reimbursement by UDOT to Lindon City once the design costs are completed and finalized. Repayment of UDOT's portion is estimated at $7,500. He then referenced the attached agreement and location map followed by discussion.

Mr. Mark Christensen, Lindon City Engineer, addressed the Council at this time. Mr. Christensen explained they have tabulated the bids (opened on Tuesday, March 14, 2017 at 9:00 a.m.) for the project and five bidders submitted bids, with one bidder withdrawing their bid because of a substantial error in the bid (the bid tabulation is included in the staff packet). He further explained the bids on this project include certain work in the State Street RDA on 400 North, 200 North, and in the City Center parking lot. The base bid also includes a waterline replacement on 140 North and crack sealing and seal coats in other locations in the City. He noted they also provided the bidders a map as part of the plans locating additional areas in which they planned to perform work and the type of work they intend to perform at each location.

Mr. Christensen went on to say this additional work was dependent upon the bids received and available remaining City funds. Mr. Christensen noted the bid form contains the following statement in bold typeface: "It is the City's intent to perform additional pavement maintenance work to the extent that funding allows under this contract. Bidder agrees to honor the unit prices for additional work that may be added by Change Order or overrunning items." He explained by adding this statement to the contract documents they were stating their intent to use as much funding as was available to perform additional work under this contract, either by overrunning items or by change order.

Mr. Christensen pointed out by signing the bid form the bidders agreed to hold the prices they bid for the additional work. The bids that were received were low enough that there is the opportunity to do some of the additional work that they hoped to be able to do. The funding available for construction is about $880,000 plus the cost of the water line work on 140 North. He noted traditionally they award to the low bidder, but knowing what they knew and put forth with the additional streets they were able to apply the bid prices and see which would be in the best interest of the project and it was not the low bidder. Geneva Rock is the low bidder and Staker & Parsons was the next lower bidder, however when looking at bids they could get significantly more work with the Staker & Parsons bid. Mr. Christensen then referenced the different types of road maintenance, including overlays, crack sealing, micro surfacing, and reconstruction followed by discussion.

Mr. Christensen pointed out by applying the unit prices and the quantities of work on the additional areas of work, they can see how much they can get done with the available funding, and also see how much it would cost using each bidder's unit prices. As noted from the attached bid tabulation with the additional notation, "With Additional Work Included" in the title, spending the available funding with Staker & Parson Companies bid prices would result in more completed roadway maintenance and they could get significantly more work even though they were not the low bidder.

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Mr. Christensen stated because of that they would consider awarding the contract to Staker & Parson Companies as it would be in the best interests of the project. He explained because this is an unusual situation and an outlier, as they are not the low bidder, they contacted the City Attorney who indicated the code specifically allows the city to award the bid that is the lowest or provides the best interests to the project or all bids can be rejected. There was then some general discussion by the Council including splitting the bids, unit costs, alternates, and how to avoid this unusual circumstance in the future. They also suggested putting the maps and costs on the city website when complete so residents can see where the funds are going and what roads are scheduled for repair.

Mr. Cowie pointed out the downsides of rejecting all bids and starting over including the factors of time, staff and re-advertising costs etc.; it is not sustainable or good for the city. Brian Haws, City Attorney, stated he feels this approach (the way it is awardable) is defensible because all bidders were put on notice and everyone had the same information and knew there was potential additional work to be done; awarding this bid is recommended. Mr. Christensen stated we know we are getting a good contractor at a good price. He also pointed out they are doing what was intended to do but it has taken a different form than what is traditionally done because of the unique nature of this bid, but it is being awarded to the contractor with the bid that is in the best interest of the city (which all contracts define per quantity and the bid schedule). Mr. Christensen mentioned that Geneva Rock protested the bid and he believes the representatives from both Geneva Rock and Staker & Parson are present tonight. Mayor Acerson invited both representatives to comment at this time.

Boyd Packer with Staker & Parson Company addressed the Council at this time. Mr. Packer mentioned an issue on the bid with the mobilization and traffic control item and how they got this point. He also mentioned his major subcontractors are Geneva Rock, his crack seal is Superior out of Grantsville, the mastic seal is done by Eccles Paving out of Springville, and the pipe subcontractor is Johnson and Phillips. He noted they have done a lot of work in Lindon over the years.

Nathan Shellenburg, Geneva Rock Products, stated typically what has been done is the job would be awarded to the low bidder based on the quantity presented in the bids. He noted the quantity of crack seal almost doubled in the contract documents and addresses a large change in quantities. He feels they should have the documents address exactly what the city needs to do to accomplish the same result. He understands there is a quandary with this situation but there are two good options here but they would like to be awarded the bid based on solid ground. He would suggest in the future before making an award to change the quantities on the award based on the low bid as has always been done in the past as to not put the city in this precarious position and difficult situation.

Mr. Christensen apologized to the Council at this time for putting the city in this situation and they have learned from this and will adjust procedures in the future accordingly. Mayor Acerson stated this is a unique situation and the intent was to benefit the city. Councilmember Broderick commented as a contractor he understands the bid process noting it is their livelihood, but the city has to consider what is in the best interest of the project and the city.

Mr. Christensen noted that both companies have successfully completed projects for Lindon in the past. Mr. Christensen concluded by stating they recommend awarding

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the project to Staker & Parson Companies at $770,337.14, with the plan that work will be added to the project per available funding. Mr. Christensen stated their opinion of probable construction cost for the bid portion of the project was $817,780.49 with their bid coming in at $47,443.35 (5.8%) which was lower than the opinion.

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

COUNCILMEMBER BRODERICK MOVED TO APPROVE THE 2017 STREET MAINTENANCE PROJECTS AND AWARD THE BID TO STAKER AND PARSON COMPANIES AT $770,337.14 WITH THE APPROVAL THAT ADDITIONAL WORK WILL BE ADDED TO THE PROJECT PER AVAILABLE FUNDING. COUNCILMEMBER SWEETEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BEAN	NAY
COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER SWEETEN	AYE

THE MOTION CARRIED FOUR TO ONE.

7. **Review & Action — UDOT / Lindon Reimbursement Agreement. Geneva Rd & 500 N.** Lindon City has been working with JUB Engineers and UDOT to design a new traffic signal at the intersection of Geneva Road and 500 North. As part of this potential signal the City is desirous to adjust the 500 North legs of the intersection and eliminate a potential skew. This signal and the alignment change will also impact a railroad crossing immediately west of the intersection. As the impact to the railroad crossing is partially due to the future traffic signal, which is not within UDOT right-of-way, UDOT has agreed to pay half (50%) of the preliminary design fee that is required by Union Pacific Railroad to accommodate the future signal and road alignment. This agreement formalizes a reimbursement by UDOT to Lindon City once the design costs are completed and finalized. Repayment of UDOT's portion is estimated at $7,500.

Mr. Cowie explained that the City has been working with JUB Engineers and UDOT to design a new traffic signal at the intersection of Geneva Road and 500 North. As part of this potential signal the City would like to adjust the 500 North legs of the intersection and eliminate a potential skew. This signal and the alignment change will also impact a railroad crossing immediately west of the intersection. As the impact to the railroad crossing is partially due to the future traffic signal (which is not within UDOT right-of-way), UDOT has agreed to pay half (50%) of the preliminary design fee that is required by the Union Pacific Railroad to accommodate the future signal and road alignment. This agreement will formalize a reimbursement by UDOT to Lindon City once the design costs are completed and finalized. Repayment of UDOT's portion is estimated at $7,500.

Mr. Cowie further explained that the City is preparing the plans and specifications for the redesign and construction of the intersection. The proposed work includes the

engineering plans and specifications for the widening and realignment of the intersection. UDOT is preparing the plans and specifications for the installation of a new traffic signal at the intersection, which require prior approval of the City's "Work" by the Railroad, and UDOT agrees to pay half of Railroad's fee for reviewing the plans associated with the work.

Mr. Cowie noted this agreement is needed to set out the terms for UDOT to reimburse the City and states the authorization and estimate of the cost UDOT authorizes and agrees to reimburse the City for half of its expenses and actual costs for the Railroad's review of the Project's preliminary engineering services. He noted the City estimates these preliminary engineering and other preliminary costs to be $15,000.00 of which the total estimated cost to UDOT is $7,500.00. Following some general discussion the Council was in agreement to approve the reimbursement agreement for preliminary engineering services. Mr. Christensen pointed out that he is quite certain UDOT will not build a signal until the other half of 500 North exists as the road needs to be aligned before they will signalize it. Mr. Cowie pointed out this could be years away.

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

COUNCILMEMBER HOYT MOVED TO APPROVE THE REIMBURSEMENT AGREEMENT FOR PRELIMINARY ENGINEERING SERVICES BETWEEN LINDON CITY AND UDOT ON GENEVA ROAD AND 500 NORTH. COUNCILMEMBER SWEETEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BEAN	AYE
COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER SWEETEN	AYE

THE MOTION CARRIED UNANIMOUSLY.

8. **Review & Action — Vote By Mail, Resolution #2017-8-R.** The City Council will consider Resolution #2017-8-R which, if approved, indicates the City's desire to proceed to the next step with vote by mail and to review the contract with Utah County for election services for the 2017 primary and general elections. City Recorder, Kathy Moosman, will review options available to the City for 2017 voting.

Mr. Cowie stated this resolution, if approved will indicate the City's desire and intent to proceed to the next step to review and possibly approve the interlocal agreement with Utah County to contract for election services. Mr. Cowie pointed out that Lindon budgeted $8,350 for 2016 election expenses (election judges, printing ballots, etc.). This budget number does not include regular employee time to administer the elections (City Recorder, Administration, etc.) or expenses for opening and operating public buildings during the elections. When factoring employee costs and overhead total expenses for administering the elections is most likely around $11,000 to $12,000. Mr. Cowie then turned the time over to the City Recorder to present the options.

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Ms. Moosman then presented a PowerPoint presentation to the Council. She discussed other cities that have opted to proceed with vote by mail through the County this election year. She explained if the Council chooses to go with this option the City will need to pass this resolution before April 3rd and they will then adopt the formal agreement with the County to contract for their election services. She noted that the cities that did vote by mail in previous years had substantially higher voter turn-out rates. The County anticipates an overall increase of 10% in voter turnout.

Ms. Moosman stated the County estimates that vote by mail costs to Lindon City (based on registered voters) for the Primary Election would be approximately $7,229 and costs for the General Election at approximately $7,681. If no primary election is needed total vote by mail costs may be less than anticipated for traditional election voting. If a primary election is necessary then the cost will be more than budgeted in prior election years. Mr. Cowie pointed out the budget for most of the expenses for the 2017 election won't be approved until the FY2018 budget is finalized in June. Following some general discussion regarding this issue the Council agreed to approve the resolution indicating the intent and desire to review of the interlocal agreement from Utah County.

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

COUNCILMEMBER LUNDBERG MOVED TO APPROVE RESOLUTION #2017-8-R INDICATING TO UTAH COUNTY LINDON CITY'S INTENT AND DESIRE TO REVIEW THE INTERLOCAL AGREEMENT TO CONTRACT WITH UTAH COUNTY FOR VOTE BY MAIL SERVICES DURING THE 2017 ELECTIONS. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BEAN	AYE
COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER SWEETEN	AYE

THE MOTION CARRIED UNANIMOUSLY.

9. **Closed Session to Discuss the Character or Mental Health of an Individual per UCA 52-4-205.** The City Council will enter into a closed executive session to discuss pending or reasonably imminent litigation per UCA 52-4-205. This session is closed to the general public.

COUNCILMEMBER HOYT MADE A MOTION TO MOVE INTO A CLOSED SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL PER UCA 52-4-205. COUNCILMEMBER SWEETEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BEAN	AYE
COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE

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COUNCILMEMBER SWEETEN AYE
THE MOTION CARRIED UNANIMOUSLY.

COUNCILMEMBER SWEETEN MADE A MOTION TO CLOSE THE CLOSED EXECUTIVE SESSION AND MOVE INTO A REGULAR SESSION. COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

COUNCIL REPORTS:

Councilmember Hoyt – Councilmember Hoyt commented that he appreciated being able to participate via conference call at the last meeting. He also reported that the CCAB held the "Princess Party" that was very well attended and a big success. He noted LaDawn Edwards was over the party and did a great job; he is very proud of the CCAB Board as they all do a good job in their capacity. He noted they are looking for new members for the Board and to let him know of any suggestions of anyone who would like to fill the vacancies. He also reported on the Chamber of Commerce networking lunch that was held at Los Hermanos noting it was a great event and well attended.

Councilmember Broderick – Councilmember Broderick reported that the pickle ball courts are operating well with a lot of people utilizing the courts. The residents are very appreciative of the courts and impressed that Lindon has them.

Councilmember Bean – Councilmember Bean reported that he attended the Chamber of Commerce luncheon and it appeared to achieve its purpose. He noted it was great to get to know everyone.

Councilmember Lundberg – Councilmember Lundberg reported that she attended the Lindon Chamber Music Society Concert last Thursday and the kids did a great job. The Chamber is always good to recognize the Parc Tax and Lindon City for their funding. It also helps to make the cultural art service affordable for kids. They also have very good mentors and coaches associated with this good quality group. She also reported that the Tree Board will be holding their Arbor Day event at the Lindon View Park on May 20th. They would like to have an event in which trees are planted and to get the community involved. She noted there are some really good volunteers on the Board. She also mentioned it was recently brought up that the Reflections Recovery Facility has been a great blessing to the neighborhood with a lot of outreach and service and it has been a positive thing.

Councilmember Sweeten– Councilmember Sweeten reported he attended the recent Board meeting with the North Pointe Solid Waste District noting Wasatch Regional is closing the incinerator. He pointed out that this is a good thing is it could mean more will be coming to the new landfill and the payoff on investment will come quicker. He also reported the Squire and Company audit passed and everything seems to be going well and they also received an award.

DRAFT

Mayor Acerson – Mayor Acerson reported on the upcoming league meetings in St. George. Mr. Cowie noted that Mayor Acerson, Councilmember Lundberg, Councilmember Broderick and himself will be attending. Mr. Cowie also reminded them to save their receipts for reimbursement. Mayor Acerson reported he will be attending the Utah Lake Commission meeting on Thursday. He also mentioned the Utah County Mayors have been invited to attend the Utah Metropolitan Ballet (name changed) and a dinner with Provo's Mayor Curtis. He noted they are using their park tax funds for the ballet. Mayor Acerson also reported he got the outdoor movie setup for the Community Center.

Administrator's Report:
Mr. Cowie reported on the following items followed by discussion.

Misc. Updates:

- March newsletter
- May Newsletter: Dustin Sweeten. Article due to Kathy Moosman by last week of April
- Budget Committee meeting: March 28th at Noon at City Center conference room. Lunch provided
- Police Chief Update
- Water tank interiors being cleaned and videotaped to document conditions.
- North Union canal work to begin week of March 20th
- Misc. Items

Upcoming Meetings & Events:

- ULCT Spring Conference in St. George. April 5th-7th

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

Adjourn –

COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE MEETING AT 10:30 PM. COUNCILMEMBER SWEETEN SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – April 18, 2017

_____
Kathryn Moosman, City Recorder

_____
Jeff Acerson, Mayor

DRAFT

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

- No Items.

<u>Item 5</u> – Open Session for Public Comment *(For items not on the agenda* - 10 minutes)

_____

_____

_____

6. **Public Hearing — FY2017 Fee Schedule Amendments; Resolution #2017-9-R** *(15 minutes)*
The Council will review and consider proposed fee schedule changes to the Community Center rental fees. Lindon Parks & Recreation Director, Heath Bateman, will present the information.

See attached Resolution and memo from Parks & Recreation Director, Heath Bateman.

Sample Motion: I move to (approve, deny, continue) Resolution #2017-9-R amending the FY2017 Fee Schedule.

RESOLUTION NO. 2017-9-R

A RESOLUTION AMENDING THE 2016-17(FY2017) LINDON CITY FEE SCHEDULE TO UPDATE COMMUNITY CENTER RENTAL FEES AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Municipal Council of Lindon City has adopted an annual Fee Schedule to define and identify all fees that may be imposed by Lindon City for various public services; and

WHEREAS, the City Council finds it is necessary to amend the Fee Schedule from time to time; and

WHEREAS, the fees charged by the City will ensure adequate recovery of costs and continue effective services within the City; and

WHEREAS, the City Council has reviewed and approves of the updated fees for the Community Center finding that said changes will benefit the city and the public.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

Section 1. The FY2017 Lindon City Fee Schedule, is amended as follows:

(See attached Exhibit A)

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this _____ day of _____, 2017.

By _____
Jeff Acerson, Mayor

Attest:

By _____
Kathryn A. Moosman, City Recorder

SEAL:

PARKS & REC MEMO

To: Adam Cowie

From: Heath Bateman

Date: Thursday, April 13, 2017

Re: Fee Schedule Change

With regards to the Community Center Rental Rates and by request from a outside vendor, I have re-evaluated the 2016-17 fee schedule and would like to recommend the following changes:

1. Kitchen Rental be included with rental of the Gym if requested.

   The current fee schedule list the kitchen rental fee as $20 per hour for residents, $30 for non-residents $40 for commercial and $16 for non profit. There have been minimal rentals of the kitchen and the revenue from the last 5 years has been less than $1,000. There has been however, request for the kitchen a deal breaker for some groups whom needed it but could not afford it. Including the kitchen with the Gym rental may give some groups more options for renting the gym.

2. Full Day Rental for the Community Center.

   There has been a request from a perspective user of the Community Center for a rental that has requested a center daily fee in addition to the hourly rates already established. The following example will explain it further. If a commercial business would like to rent the Lindon City Gym from 9:00 am to 10:00 PM for a total of 13 hours, the hourly rate would be $910 per day. If they wanted the entire building (which includes the gym, cultural arts auditorium and classroom 6) for 13 hours, the cost would be $2,340 a day. The cost is very preventative.

   After further review of our past rentals, fees, and other rental facilities, I believe it is in the best interest of the City to adopt a daily rate (or rental amount cap) for renting areas in the Community Center. The current building rental rates for the community center are as follows:

Area	Resident	Non-Resident	Commercial	Non-profit
Classroom	$25/hr	$35/hr	$45/hr	$20/hr
Gymnasium	$50/hr	$60/hr	$70/hr	$40/hr
Kitchen	$20/hr	$30/hr	$40/hr	$16/hr
Cultural Art Auditorium	$45/hr	$55/hr	$65/hr	$36/hr

Having the hourly rate **'not to exceed'** an 8 hour rate is below:

8 hr cap

	Resident		Non-Resident		Commercial		Non-profit	
Area	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed
Classroom	$ 25	$ 200	$ 35	$ 280	$ 45	$ 360	$ 20	$ 160
Gymnasium	$ 50	$ 400	$ 60	$ 480	$ 70	$ 560	$ 40	$ 320
CCA	$ 45	$ 360	$ 55	$ 440	$ 65	$ 520	$ 36	$ 288

Having the hourly rate **'not to exceed'** an 7 hour rate is below:

7 hour cap	Resident		Non-Resident		Commercial		Non-profit	
Area	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed
Classroom	$25	$175	$35	$245	$45	$315	$20	$140
Gymnasium	$50	$350	$60	$420	$70	$490	$40	$280
CCA	$45	$315	$55	$385	$65	$455	$36	$252

Having the hourly rate **'not to exceed'** an 6 hour rate is below:

6 hour cap	Resident		Non-Resident		Commercial		Non-profit	
Area	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed	Per Hour	Not exceed
Classroom	$25	$150	$35	$210	$45	$270	$20	$120
Gymnasium	$50	$300	$60	$360	$70	$420	$40	$240
CCA	$45	$270	$55	$330	$65	$390	$36	$216

It is my recommendation we cap the day rate at 7 hour rental times.

7. **Public Hearing — Adopt FY2018 Tentative Budget; Resolution #2017-10-R** *(10 minutes)*
The Council will review and consider for adoption the FY2018 Tentative Budget. The City will hold additional public meetings to review the budget on May 2, 2017 and May 16, 2017. The City will hold a public hearing to adopt the Proposed Budget on May 16, 2017 and a public hearing to adopt the Final Budget on June 20, 2017.

See attached Tentative Budget documents for FY2018. This proposed budget is essentially a 'rough draft' that is required by State Code to allow the public to begin review of potential budgetary issues. We won't spend much time discussing this draft budget at this specific meeting as it will continue to be refined and updated throughout upcoming work sessions and public hearings.

Some items to consider within the Tentative Budget and/or issues yet to be finalized:

- Potential revenue and matching expenditure for the sale of the Geneva Resort Park property has not yet been added to the budget document. The Council will discuss how to allocate the revenue in upcoming budget work sessions.
- Employee Benefit cost increases have been included in Tentative Budget:
    - Medical insurance premium increased by 7.2%
    - Dental insurance premium increased by 4.0%
    - Budget Committee recommended possible removal of additional $50 benefit for single coverage; additional $100 benefit for double coverage. Council direction needed.
- Personnel Changes: City Engineer; considering Facilities & Fleet Manager
- Proposed Utility Rate Increases (4th increase of 5-year rate increase plan):
    - Water 9%
    - Sewer 4%
    - Storm Water 13%
- New Sewer Lift Station:
    - Sewer Revenue Bond = Estimated at ~$1.2M

Sample Motion: I move to (approve, deny, continue) Resolution #2017-10-R adopting the FY2018 Tentative Budget.

RESOLUTION NO. 2017-10-R

A RESOLUTION ADOPTING THE 2017-18(FY2018) LINDON CITY TENTATIVE BUDGET AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Municipal Council of Lindon City is required by Utah State Code to adopt a Tentative Budget to identify tentatively expected revenues and expenditures anticipated in fiscal year (FY) 2018 budget; and

WHEREAS, the City Council desires public input on the Tentative Budget and proposed revenues and expenditures; and

WHEREAS, the City Council has advertised a public hearing to be held on April 18, 2017 to receive public comment on the Tentative Budget for FY 2018 prior to adoption, and

WHEREAS, the Tentative Budget will continue to be refined and discussed in additional hearings prior to adoption of the final FY 2018 budget.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

Section 1. The Lindon City FY 2018 Tentative Budget is adopted as shown in the attached Exhibit A.

(See attached Exhibit A)

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this _____ day of _____, 2017.

By _____
Jeff Acerson, Mayor

Attest:

By _____
Kathryn A. Moosman, City Recorder

SEAL:

Lindon 2017-2018 Tentative Budget

BUDGET SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ORIGINAL	2016-2017 AMENDED	2017-2018 REQUESTED
GENERAL FUND REVENUES					
Taxes					
Property Taxes	2,078,798	2,011,630	2,020,327	2,025,327	2,020,327
General Sales & Use Tax	3,467,624	3,612,259	3,700,500	3,700,700	3,800,700
Other Taxes	1,582,143	1,625,446	1,595,000	1,595,000	1,595,000
Licenses & Permits	494,081	638,662	566,700	566,700	566,700
Grants & Intergovernmental	19,939	8,611	58,500	58,530	58,500
Charges for Services	160,925	262,789	234,400	318,700	221,200
Fines & Forfeitures	346,747	360,413	331,000	430,000	435,000
Miscellaneous Revenue	911,132	437,731	932,120	1,101,073	293,720
Cemetery	56,885	80,370	52,000	53,000	53,000
Transfers & Contributions	917,788	943,691	900,127	917,197	870,449
Use of Fund Balance, General Fund	-	-	-	252,906	427,283
TOTAL GENERAL FUND REVENUES	**10,036,061**	**9,981,602**	**10,390,674**	**11,019,133**	**10,341,879**
GENERAL FUND EXPENDITURES					
Legislative	85,941	86,508	92,465	101,335	103,335
Judicial	418,593	426,981	441,785	495,765	506,794
Administrative	808,479	814,339	854,150	850,230	887,715
City Attorney	81,344	77,574	116,000	116,000	116,000
City Engineer	190,377	227,603	200,000	200,000	125,000
Elections	26	3,300	8,350	8,350	8,350
Government Buildings	82,900	97,649	233,500	248,000	211,000
Police Services	3,057,211	2,374,459	3,177,145	3,213,760	2,800,958
Fire Protection Services	1,356,282	1,415,328	1,442,320	1,443,920	1,438,920
Protective Inspections	254,190	268,656	348,410	283,610	398,788
Animal Control Services	24,322	17,856	19,450	25,450	25,450
Streets	402,410	392,549	609,905	611,165	438,143
Public Works Administration	353,477	352,916	305,075	355,455	361,505
Parks	414,691	409,709	451,055	461,370	495,390
Library Services	15,005	13,708	16,000	16,000	16,000
Cemetery	13,501	9,281	16,850	21,620	17,850
Planning & Economic Develpmnt	280,988	285,271	315,557	316,657	357,607
Transfers	1,451,406	2,240,059	1,614,453	2,241,696	2,024,325
Contributions	17,184	23,079	8,750	8,750	8,750
Appropriation, General Fund Bal.	727,737	444,780	119,454	0	0
TOTAL GENERAL FUND EXPENDITURES	**10,036,061**	**9,981,602**	**10,390,674**	**11,019,133**	**10,341,879**
REDEVELOPMENT AGENCY FUND					
STATE STREET DISTRICT REVENUES					
Tax Increment	213,798	186,268	191,000	206,500	191,000
Other	6,665	9,650	2,000	3,000	3,000
Use of Fund Balance	0	883,806	400,750	465,020	0
TOTAL STATE STREET DISTRICT REVENUES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**
STATE ST DISTRICT EXPENDITURES					
Operations	39,845	1,079,724	393,750	474,520	32,510
Capital	0	0	200,000	200,000	0
Appropriation to Fund Balance	180,618	0	0	0	161,490
TOTAL STATE ST DISTRICT EXPENDITURES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**

Lindon 2017-2018 Tentative Budget

BUDGET SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ORIGINAL	2016-2017 AMENDED	2017-2018 REQUESTED
WEST SIDE DISTRICT REVENUES					
Other	784	838	0	0	0
Use of Fund Balance	12,476	16,150	0	92,071	0
TOTAL WEST SIDE DISTRICT REVENUES	**13,259**	**16,988**	**0**	**92,071**	**0**
WEST SIDE DISTRICT EXPENDITURES					
Operations	13,259	16,988	0	1,670	0
Capital	0	0	0	90,401	0
Appropriation to Fund Balance	0	0	0	0	0
TOTAL WEST SIDE DISTRICT EXPENDITURES	**13,259**	**16,988**	**0**	**92,071**	**0**
DISTRICT #3 REVENUES					
Tax Increment	839,304	852,915	0	0	0
Other	3,660	4,521	1,000	2,000	500
Use of Fund Balance	182,660	0	16,607	310,607	6,500
TOTAL DISTRICT #3 REVENUES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**
DISTRICT #3 EXPENDITURES					
Operations	1,000,883	346,581	17,607	27,607	7,000
Capital	24,741	177,134	0	285,000	0
Appropriation to Fund Balance	0	333,720	0	0	0
TOTAL DISTRICT #3 EXPENDITURES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**
PARC TAX FUND REVENUES					
PARC Tax	475,198	497,163	510,000	510,000	510,000
Other	881	2,474	2,400	2,400	2,400
Use of Fund Balance	0	0	0	0	33,750
TOTAL PARC TAX FUND REVENUES	**476,079**	**499,636**	**512,400**	**512,400**	**546,150**
PARC TAX FUND EXPENDITURES					
Operations	270,512	306,986	334,250	395,750	446,150
Capital	33,306	30,806	70,000	110,000	100,000
Appropriation to Fund Balance	172,261	161,844	108,150	6,650	0
TOTAL PARC TAX FUND EXPENDITURES	**476,079**	**499,636**	**512,400**	**512,400**	**546,150**
DEBT SERVICE REVENUES - transfers	**1,240,748**	**642,757**	**851,029**	**851,029**	**858,671**
DEBT SERVICE EXPENDITURES					
Principal	1,143,902	575,904	746,867	746,867	760,998
Interest	93,433	65,339	100,748	100,748	94,260
Paying Agent Fees	3,414	1,514	3,414	3,414	3,414
TOTAL DEBT SERVICE EXPENDITURES	**1,240,748**	**642,757**	**851,029**	**851,029**	**858,671**
CLASS C ROADS C.I.P. REVENUES					
Road Fund Allotment	362,702	386,004	415,000	415,000	415,000
Impact Fees	98,218	82,551	20,000	32,000	20,000
Transfers In	0	500,000	150,000	650,000	300,000
Other	2,252	1,541	1,500	89,730	1,800
Use of Fund Balance	239,165	0	311,326	73,296	140,596
TOTAL CLASS C ROADS C.I.P. REVENUES	**702,338**	**970,096**	**897,826**	**1,260,026**	**877,396**
CLASS C ROADS C.I.P. EXPENDITURES					
Operations	346,075	314,119	377,526	460,026	377,396
Capital	257,919	28,283	500,000	800,000	500,000
Appropriation to Fund Balance	98,344	627,694	20,300	0	0
TOTAL CLASS C ROADS C.I.P. EXPENDITURES	**702,338**	**970,096**	**897,826**	**1,260,026**	**877,396**

Lindon 2017-2018 Tentative Budget

BUDGET SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ORIGINAL	2016-2017 AMENDED	2017-2018 REQUESTED
PARKS C.I.P. REVENUES					
Impact Fees	294,807	266,915	184,000	184,000	184,000
Other	0	5,000	0	5,000	0
Use of Fund Balance	0	0	0	199,070	0
TOTAL PARKS C.I.P. REVENUES	**294,807**	**271,915**	**184,000**	**388,070**	**184,000**
PARKS C.I.P. EXPENDITURES					
Operations	10,000	10,000	15,000	27,070	10,000
Capital	94,265	104,421	150,000	361,000	0
Appropriation to Fund Balance	190,542	157,494	19,000	0	174,000
TOTAL PARKS C.I.P. EXPENDITURES	**294,807**	**271,915**	**184,000**	**388,070**	**184,000**
PUBLIC SAFETY C.I.P. REVENUES					
Transfers In	0	1,632,990	367,010	23,000	0
Funds from Financing Sources	0	2,600,000	0	0	0
Other	0	4,582	0	4,700	0
Use of Fund Balance	0	0	2,582,225	2,727,237	0
TOTAL PUBLIC SAFETY C.I.P. REVENUES	**0**	**4,237,572**	**2,949,235**	**2,754,937**	**0**
PUBLIC SAFETY C.I.P. EXPENDITURES					
Operations	0	63,250	33,600	33,600	0
Capital	0	1,445,885	2,915,635	2,721,337	0
Appropriation to Fund Balance	0	2,728,437	0	0	0
TOTAL PUBLIC SAFETY C.I.P. EXPENDITURES	**0**	**4,237,572**	**2,949,235**	**2,754,937**	**0**
WATER FUND REVENUES					
Utility Fees	1,529,841	1,643,242	1,781,740	1,762,200	1,891,980
Impact Fees	76,808	99,145	77,100	78,500	78,500
Other	760,909	706,508	70,650	79,200	72,200
Use of Fund Balance	0	0	94,155	771,905	122,387
TOTAL WATER FUND REVENUES	**2,367,558**	**2,448,895**	**2,023,645**	**2,691,805**	**2,165,067**
WATER FUND EXPENDITURES					
Personnel	241,630	258,409	261,050	307,610	322,342
Operations	1,332,548	1,348,100	1,291,652	1,450,852	1,112,772
Capital	23,387	37,882	418,400	879,400	691,000
Appropriation to Fund Balance	769,993	804,504	52,543	53,943	38,953
TOTAL WATER FUND EXPENDITURES	**2,367,558**	**2,448,895**	**2,023,645**	**2,691,805**	**2,165,067**
SEWER FUND REVENUES					
Utility Fees	1,378,891	1,430,918	1,549,000	1,549,000	1,610,960
Impact Fees	280,251	261,572	256,000	80,500	80,500
Other	200,084	258,661	178,100	179,000	1,215,000
Use of Fund Balance	0	0	0	317,956	0
TOTAL SEWER FUND REVENUES	**1,859,226**	**1,951,151**	**1,983,100**	**2,126,456**	**2,906,460**
SEWER FUND EXPENDITURES					
Personnel	159,176	169,629	168,850	215,410	225,830
Operations	1,435,942	1,484,775	1,283,681	1,365,781	1,449,438
Capital	0	0	450,100	545,265	1,155,000
Appropriation to Fund Balance	264,108	296,747	80,469	0	76,192
TOTAL SEWER FUND EXPENDITURES	**1,859,226**	**1,951,151**	**1,983,100**	**2,126,456**	**2,906,460**

Lindon 2017-2018 Tentative Budget

BUDGET SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ORIGINAL	2016-2017 AMENDED	2017-2018 REQUESTED
WASTE COLLECTION REVENUES					
Utility Fees	420,806	431,193	400,000	400,000	400,000
Use of Fund Balance	0	0	26,700	26,700	26,700
TOTAL WASTE COLLECTION REVENUES	**420,806**	**431,193**	**426,700**	**426,700**	**426,700**
WASTE COLLECTION EXPENDITURES					
Operations	404,864	406,166	426,700	426,700	426,700
Appropriation to Fund Balance	15,942	25,027	0	0	0
TOTAL WASTE COLLECTION EXPENDITURES	**420,806**	**431,193**	**426,700**	**426,700**	**426,700**
STORM WATER DRAINAGE REV.					
Utility Fees	489,158	582,672	626,970	626,970	708,480
Impact Fees	86,702	104,829	95,000	95,000	95,000
Other	269,966	328,274	0	0	0
Use of Fund Balance	0	0	0	60,403	2,405
TOTAL STORM WATER DRAINAGE REV.	**845,827**	**1,015,775**	**721,970**	**782,373**	**805,885**
STORM WATER DRAINAGE EXP.					
Personnel	157,213	163,938	170,500	170,500	178,615
Operations	640,292	618,549	443,697	440,697	392,270
Capital	0	0	10,000	171,176	235,000
Appropriation to Fund Balance	48,322	233,288	97,773	0	0
TOTAL STORM WATER DRAINAGE EXP.	**845,827**	**1,015,775**	**721,970**	**782,373**	**805,885**
RECREATION FUND REVENUES					
Bond Proceeds/Interest	100	13	500	0	0
Admission	298,924	293,029	289,000	290,100	295,100
Lessons/Programs	142,099	169,508	149,050	164,350	151,250
Rentals	56,464	72,116	55,260	87,760	92,960
Grants and Contributions	13,073	26,641	2,500	7,950	7,950
Transfers In	1,116,809	837,075	917,050	1,391,250	1,071,050
Use of Fund Balance	0	81,467	108,415	0	18,251
TOTAL RECREATION FUND REVENUES	**1,627,469**	**1,479,847**	**1,521,775**	**1,941,410**	**1,636,561**
RECREATION FUND EXPENDITURES					
Personnel	495,685	536,588	529,325	529,325	554,311
Operations	1,061,085	943,260	962,450	985,480	982,250
Capital	0	0	30,000	162,605	100,000
Appropriation to Fund Balance	70,700	0	0	264,000	0
TOTAL RECREATION FUND EXPENDITURES	**1,627,469**	**1,479,847**	**1,521,775**	**1,941,410**	**1,636,561**
TELECOMMUNICATIONS FUND REV.					
Customer Conncection Fee	49,052	53,817	50,000	50,000	50,000
Other	38,230	43,776	-	-	-
Use of Fund Balance	-	-	-	-	-
TOTAL TELECOMMUNICATIONS FUND REV.	**87,282**	**97,593**	**50,000**	**50,000**	**50,000**
TELECOMMUNICATIONS FUND EXP.					
Operations	45,316	55,452	50,000	50,000	50,000
Appropriation to Fund Balance	41,967	42,141	-	-	-
TOTAL TELECOMMUNICATIONS FUND EXP.	**87,282**	**97,593**	**50,000**	**50,000**	**50,000**
TOTAL CITY BUDGET	**20,515,210**	**25,012,086**	**22,225,885**	**24,623,511**	**20,122,373**

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
GENERAL FUND REVENUES					
TAXES					
Gen. Property Taxes - Current	1,707,974	1,697,734	1,711,327	1,711,327	1,711,327
Fees in Lieu of Prop. Tax	125,902	128,156	125,000	125,000	125,000
Prior Year Taxes	240,969	181,467	180,000	185,000	180,000
Penalities and Interest	3,953	4,273	4,000	4,000	4,000
General Sales & Use Tax	3,467,260	3,611,839	3,700,000	3,700,000	3,800,000
Mass Transit Tax	364	309	500	500	500
Room Tax	-	111	-	200	200
Telecommunications Tax	202,874	185,825	205,000	205,000	205,000
Cable Franchise Tax	32,972	34,699	30,000	30,000	30,000
Energy Franchise Tax	1,259,381	1,312,423	1,275,000	1,275,000	1,275,000
911 Telephone Tax	86,915	92,499	85,000	85,000	85,000
TOTAL TAXES	**7,128,564**	**7,249,335**	**7,315,827**	**7,321,027**	**7,416,027**
LICENSES AND PERMITS					
Business Licenses & Permits	67,710	71,776	71,500	71,500	71,500
Home Occupancy Application	525	725	700	700	700
Alarm Permits & False Alarms	325	375	500	500	500
Building Permits	301,662	386,901	372,000	372,000	372,000
1% State Fee - Bldg Permits	827	777	800	800	800
Building Bonds Forfeited	-	-	-	-	-
Plan Check Fee	121,546	177,023	120,000	120,000	120,000
Animal License	1,485	1,085	1,200	1,200	1,200
TOTAL LICENSES AND PERMITS	**494,081**	**638,662**	**566,700**	**566,700**	**566,700**
GRANTS & INTERGOVERNMENTAL					
CDBG Grants	-	-	50,000	50,000	50,000
Federal Grants	-	-	-	-	-
State Liquor Fund Allotment	8,244	8,611	8,500	8,530	8,500
Police Misc. Grants	11,696	-	-	-	-
State Grants	-	-	-	-	-
MAG Grants	-	-	-	-	-
County Grants	-	-	-	-	-
TOTAL GRANTS & INTERGOVERNMENTAL	**19,939**	**8,611**	**58,500**	**58,530**	**58,500**
CHARGES FOR SERVICES					
Zoning & Subdivision Fee	105,522	115,692	80,000	80,000	80,000
Engineering Review Fees	32,786	29,480	55,000	110,000	30,000
Planning Admin Fee	10,766	14,541	13,700	13,700	13,700
Materials Testing Fee	-	-	-	-	-
Street and Regulatory Signs	620	1,460	-	-	-
Construction Services Fee	-	88,340	60,000	60,000	60,000
Re-Inspection Fee	-	-	-	-	-
Park & Public Property Rental	11,230	9,935	10,000	11,000	10,000
Police Impact Fees	-	-	8,100	24,000	15,000
Fire Impact Fee	-	-	7,600	20,000	12,500
Weed Abatement	-	3,340	-	-	-
TOTAL CHARGES FOR SERVICES	**160,925**	**262,789**	**234,400**	**318,700**	**221,200**
FINES & FORFEITURES					
Court Fines	335,696	347,861	320,000	415,000	420,000
Traffic School Fees	11,051	12,552	11,000	15,000	15,000
TOTAL FINES & FORFEITURES	**346,747**	**360,413**	**331,000**	**430,000**	**435,000**
MISCELLANEOUS REVENUE					
Interest Earnings	12,472	33,240	30,000	50,000	50,000
Police Misc. Fees	4,490	5,270	5,000	5,200	5,200
Police Training Courses	-	325	-	-	-
Lindon Youth Court	830	540	500	500	500
LD Car Show Contrib to Police	5,500	5,000	-	5,720	-
Payment Convenience Fee	1,832	2,062	2,000	2,000	2,000
Donations	-	-	-	-	-
Fixed Asset Disposal Gain/Loss	291,800	182,749	286,500	407,753	45,900
Misc. Park Revenue	3,120	2,145	3,120	3,120	3,120
Sundry Revenue	12,100	28,021	5,000	5,000	5,000
Lease Revenue	97,818	98,487	100,000	100,000	100,000

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Maps and Publications	650	-	-	-	-
Funds from Financing Sources	480,520	79,894	500,000	521,780	82,000
TOTAL MISCELLANEOUS REVENUE	**911,132**	**437,731**	**932,120**	**1,101,073**	**293,720**
CEMETERY					
Sale of Burial Plots	39,155	63,745	40,000	40,000	40,000
Transfer Fees	80	-	-	-	-
Interment Fees	17,650	16,625	12,000	13,000	13,000
TOTAL CEMETERY	**56,885**	**80,370**	**52,000**	**53,000**	**53,000**
TRANSFERS AND CONTRIBUTIONS					
Admin Costs from RDA	147,700	141,183	26,740	26,740	26,740
Trfr from Parks CIP 47	-	-	-	17,070	-
Admin Costs from Water	216,251	233,297	249,444	249,444	249,444
PW Admin Dept cost share-Water	90,236	87,911	76,269	76,269	90,376
Joint Capital Exp from Water	-	-	54,000	54,000	-
Admin Costs from Sewer	197,835	208,519	216,860	216,860	216,860
PW Admin Dept cost share-Sewer	90,236	87,911	76,269	76,269	90,376
Joint Capital Exp from Sewer	-	-	18,000	18,000	-
Admin Costs frm Solid Waste Fd	16,600	16,780	16,000	16,000	16,000
Admin Costs from Storm Drain	66,444	77,678	87,776	87,776	87,776
PW Admin Dept cost share-Storm	90,236	87,911	76,269	76,269	90,376
Admin Costs from Telecomm Fd	2,250	2,500	2,500	2,500	2,500
Use of Fund Balance	-	-	-	252,906	427,283
TOTAL TRANSFERS AND CONTRIBUTIONS	**917,788**	**943,691**	**900,127**	**1,170,103**	**1,297,732**
TOTAL GENERAL FUND REVENUES	**10,036,061**	**9,981,602**	**10,390,674**	**11,019,133**	**10,341,879**
GENERAL FUND EXPENDITURES					
DEPT: LEGISLATIVE					
PERSONNEL					
Salaries & Wages	49,583	51,057	51,000	51,000	52,400
Planning Commission Allowance	8,500	8,100	9,200	9,200	9,600
Benefits - FICA	4,444	4,526	4,650	4,650	4,800
Benefits - Workers Comp.	641	1,059	900	1,100	1,150
TOTAL PERSONNEL	63,167	64,742	65,750	65,950	67,950
OPERATIONS					
Travel & Training	4,710	4,026	6,000	6,000	6,000
Miscellaneous Expense	1,182	1,109	2,500	2,500	2,500
Mountainland Assoc of Govt	4,473	4,504	4,505	4,525	4,525
Utah Lake Commission	3,019	3,019	3,100	3,100	3,100
Utah League of Cities & Towns	8,040	8,609	9,260	9,260	9,260
Chamber of Commerce	1,350	499	1,350	10,000	10,000
TOTAL OPERATIONS	22,774	21,766	26,715	35,385	35,385
TOTAL LEGISLATIVE	**85,941**	**86,508**	**92,465**	**101,335**	**103,335**
DEPT: JUDICIAL					
PERSONNEL					
Salaries & Wages	102,346	99,527	95,500	97,840	102,732
Salaries & Wages - Overtime	-	-	-	-	-
Benefits - FICA	7,989	7,700	7,300	7,480	7,854
Benefits - LTD	186	209	250	250	250
Benefits - Life	158	167	185	185	185
Benefits - Insurance Allowance	17,338	14,700	18,000	18,000	18,900
Benefits - Retirement	17,636	17,725	16,800	17,260	18,123
Benefits - Workers Comp.	112	117	200	200	200
TOTAL PERSONNEL	145,765	140,144	138,235	141,215	148,244
OPERATIONS					
Membership Dues & Subscrptions	174	216	350	350	350
Travel & Training	1,309	1,594	2,000	2,000	2,000
Office Supplies	2,833	4,995	4,500	4,500	4,500
Operating Supplies & Maint	561	249	500	500	500
Telephone	1,442	1,260	1,500	1,500	1,500
Gasoline & Oil	22	3	-	-	-
Professional & Tech Services	150,093	147,727	180,000	180,000	180,000
Insurance	1,535	2,118	2,200	2,200	2,200

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Court Surcharges & Fees	109,307	122,787	105,000	156,000	160,000
Bailiff Services	5,551	5,887	6,500	6,500	6,500
Purchase of Equipment	-	-	1,000	1,000	1,000
TOTAL OPERATIONS	272,828	286,836	303,550	354,550	358,550
TOTAL JUDICIAL	**418,593**	**426,981**	**441,785**	**495,765**	**506,794**
DEPT: ADMINISTRATION					
PERSONNEL					
Salaries & Wages	404,467	428,213	438,500	438,500	460,425
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Temp Employees	2,760	2,965	4,000	-	-
Benefits - FICA	32,600	34,281	33,900	33,900	35,595
Benefits - LTD	2,008	2,232	2,300	2,300	2,300
Benefits - Life	930	947	1,000	1,000	1,000
Benefits - Insurance Allowance	98,916	77,981	77,500	77,500	81,375
Benefits - Retirement	85,393	86,842	89,400	89,400	93,870
Benefits - Workers Comp.	1,633	2,508	2,000	2,000	2,000
TOTAL PERSONNEL	628,708	635,970	648,600	644,600	676,565
OPERATIONS					
Membership Dues & Subscrptions	1,175	1,079	1,200	1,200	1,200
Public Notices	2,887	3,248	5,000	5,000	5,000
Travel & Training	5,003	5,337	5,500	5,500	5,500
Tuition Reimbursement Program	-	-	-	-	5,500
Office Supplies	7,078	6,333	10,500	10,500	10,500
Operating Supplies & Maint	2,533	4,202	2,500	2,500	2,500
Miscellaneous Expense	179	132	300	300	300
Telephone	4,973	4,279	4,500	4,500	4,500
Gasoline & Oil	553	787	750	750	750
Employee Recognition	3,174	2,510	2,500	2,500	2,500
Professional & Tech Services	104,606	99,112	120,000	120,000	120,000
Merchant Fees	37,694	43,683	44,000	44,000	44,000
Bad Debt Expense	-	24	-	-	-
Insurance & Surety Bond	4,339	4,539	5,000	5,000	5,000
Insurance - Treasury Bond	900	1,266	1,300	1,380	1,400
Other Services	1,715	72	-	-	-
Purchase of Equipment	2,960	1,768	2,500	2,500	2,500
TOTAL OPERATIONS	179,770	178,369	205,550	205,630	211,150
CAPITAL OUTLAY					
Purchase of Capital Asset	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL ADMINISTRATION	**808,479**	**814,339**	**854,150**	**850,230**	**887,715**
DEPT: CITY ATTORNEY					
Professional & Tech Services	76,269	68,702	96,000	96,000	96,000
Claims Settlemnt Contingencies	5,075	8,871	20,000	20,000	20,000
TOTAL CITY ATTORNEY	**81,344**	**77,574**	**116,000**	**116,000**	**116,000**
DEPT: CITY ENGINEER					
Professional & Tech Services	190,377	227,603	200,000	200,000	125,000
TOTAL CITY ENGINEER	**190,377**	**227,603**	**200,000**	**200,000**	**125,000**
DEPT: ELECTIONS					
Election Judges	-	2,520	3,000	3,000	3,000
Special Department Supplies	26	-	750	750	750
Other Services	-	780	4,600	4,600	4,600
TOTAL ELECTIONS	**26**	**3,300**	**8,350**	**8,350**	**8,350**
DEPT: GOVERNMENT BUILDINGS					
PERSONNEL					
Salaries & Wages	5,363	2,649	-	-	-
Benefits - FICA	363	250	-	-	-
Benefits - Workers Comp.	52	178	-	-	-
TOTAL PERSONNEL	5,777	3,078	-	-	-
OPERATIONS					
Operating Supplies & Maint	4,783	3,897	15,000	15,000	15,000
Miscellaneous Expense	14,023	12,226	15,000	15,000	15,000
Utilities	30,972	33,362	45,000	45,000	45,000

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Telephone	-	748	21,000	24,000	1,000
Professional & Tech Services	485	791	500	16,000	2,000
Insurance	9,176	6,959	12,000	8,000	8,000
Other Services	17,683	36,588	45,000	45,000	45,000
TOTAL OPERATIONS	77,123	94,571	153,500	168,000	131,000
CAPITAL OUTLAY					
Building Improvements	-	-	80,000	80,000	80,000
Veterans Hall Renovation	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	80,000	80,000	80,000
TOTAL GOVERNMENT BUILDINGS	**82,900**	**97,649**	**233,500**	**248,000**	**211,000**
DEPT: POLICE SERVICES					
PERSONNEL					
Salaries & Wages	1,086,954	1,084,032	1,105,000	1,105,000	1,160,250
Salaries & Wages, X-ing Guard	18,554	18,214	19,150	19,150	20,108
Salaries & Wages - Overtime	45,475	52,325	55,000	55,000	55,000
Benefits - FICA	90,460	90,389	90,500	90,500	95,025
Benefits - LTD	5,625	5,826	6,100	6,100	6,100
Benefits - Life	2,708	2,721	2,800	2,800	2,800
Benefits - Insurance Allowance	273,421	232,652	292,500	292,500	307,125
Benefits - Retirement	357,829	334,243	369,100	369,100	387,555
Benefits - Workers Comp.	18,829	15,883	20,000	20,000	20,000
TOTAL PERSONNEL	1,899,855	1,836,286	1,960,150	1,960,150	2,053,963
OPERATIONS					
Membership Dues & Subscrptions	1,215	720	1,000	1,000	1,000
Uniform Expense	12,295	11,056	10,000	10,000	10,000
Travel & Training	12,384	9,121	10,000	10,000	11,000
Office Supplies	4,474	3,856	5,000	6,000	5,000
Operating Supplies & Maint	13,389	18,933	23,000	23,000	23,000
Telephone	16,929	13,663	17,000	17,000	17,000
Gasoline & Oil	42,394	31,812	36,000	36,000	36,000
Professional & Tech Services	38,228	42,963	60,000	45,000	45,000
Dispatch, Orem City	107,662	122,452	116,203	116,203	116,203
K9 Supplies and Services	-	-	-	5,000	5,000
Special Department Supplies	4,443	3,112	5,000	5,000	5,000
Insurance	8,855	6,001	11,000	11,000	11,000
Equipment Rental	-	(1)	-	-	-
Vehicle Lease	266,000	48,956	286,500	286,500	150,000
Other Services	-	-	-	-	-
Risk Management	756	408	1,000	1,000	1,000
Emergency Preparedness	4,028	7,465	1,500	7,220	1,500
Miscellaneous Exp.-Petty Cash	1,858	2,026	2,000	2,000	2,000
Youth Court Expenses	504	1,017	500	500	500
Nova/RAD Expense	1,492	1,366	1,300	1,800	1,800
Use of USAAV Funds	8,244	8,611	8,500	8,530	8,500
Purchase of Equipment	17,920	5,876	10,000	10,000	10,000
Vehicle Lease Principal	112,791	110,754	110,000	127,585	119,000
Vehicle Lease Interest	974	8,114	1,492	1,492	1,492
TOTAL OPERATIONS	676,836	458,280	716,995	731,830	580,995
CAPITAL OUTLAY					
Purchase of Capital Asset	480,520	-	-	-	84,000
Vehicles	-	79,894	500,000	521,780	82,000
TOTAL CAPITAL OUTLAY	480,520	79,894	500,000	521,780	166,000
TOTAL POLICE SERVICES	**3,057,211**	**2,374,459**	**3,177,145**	**3,213,760**	**2,800,958**
DEPT: FIRE PROTECTION SERVICES					
Operating Supplies & Maint	-	-	-	5,300	-
Telephone	-	-	3,600	300	600
Orem Fire/EMS	1,248,260	1,292,549	1,322,117	1,322,117	1,322,117
Dispatch	107,662	122,452	116,203	116,203	116,203
Other Services	360	326	400	-	-
Weed Abatement	-	-	-	-	-
TOTAL FIRE PROTECTION SERVICES	**1,356,282**	**1,415,328**	**1,442,320**	**1,443,920**	**1,438,920**
DEPT: PROTECTIVE INSPECTIONS					
PERSONNEL					
Salaries & Wages	152,358	155,874	201,150	161,150	211,208

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Salaries & Wages - Overtime	-	-	-	-	-
Benefits - FICA	12,602	12,000	15,450	12,450	16,223
Benefits - LTD	785	833	1,100	1,100	1,100
Benefits - Life	316	333	480	480	480
Benefits - Insurance Allowance	32,109	28,491	50,800	35,000	53,340
Benefits - Retirement	32,742	32,188	41,750	35,750	43,838
Benefits - Workers Comp.	1,824	2,972	2,200	2,200	2,200
TOTAL PERSONNEL	232,736	232,692	312,930	248,130	328,388
OPERATIONS					
Membership Dues & Subscrptions	723	341	1,200	1,200	1,200
Travel & Training	2,074	2,380	3,000	3,000	4,500
Office Supplies	2,103	1,610	3,650	3,650	4,000
Operating Supplies & Maint	980	2,427	3,000	3,000	5,000
Telephone	2,815	2,897	3,700	3,700	3,700
Gasoline & Oil	2,868	2,271	3,600	3,600	4,000
Professional & Tech Services	7,918	20,965	10,000	10,000	10,000
Insurance	1,974	2,723	3,000	3,000	3,000
Purchase of Equipment	-	350	4,330	4,330	5,000
TOTAL OPERATIONS	21,454	35,964	35,480	35,480	40,400
CAPITAL OUTLAY					
Purchase of Capital Asset	-	-	-	-	30,000
TOTAL CAPITAL OUTLAY	-	-	-	-	30,000
TOTAL PROTECTIVE INSPECTIONS	**254,190**	**268,656**	**348,410**	**283,610**	**398,788**
DEPT: ANIMAL CONTROL SERVICES					
Operating Supplies & Maint	1,246	631	1,000	1,000	1,000
Special Dept Supplies	-	-	250	250	250
North Ut County Animal Shelter	21,591	16,130	17,000	23,000	23,000
NUC Shelter-remit license fees	1,485	1,095	1,200	1,200	1,200
Purchase of Equipment	-	-	-	-	-
TOTAL ANIMAL CONTROL SERVICES	**24,322**	**17,856**	**19,450**	**25,450**	**25,450**
DEPT: STREETS					
PERSONNEL					
Salaries & Wages	118,315	121,381	123,200	123,200	129,360
Salaries & Wages - Overtime	210	-	-	-	-
Salaries - Temp Employees	3,689	3,349	4,000	4,000	4,000
Benefits - FICA	9,017	9,567	10,100	10,100	10,605
Benefits - LTD	627	711	680	680	680
Benefits - Life	316	333	350	350	350
Benefits - Insurance Allowance	34,682	28,908	32,800	32,800	34,440
Benefits - Retirement	26,248	25,848	26,150	26,150	27,458
Benefits - Workers Comp.	938	3,450	1,050	1,050	1,050
TOTAL PERSONNEL	194,043	193,549	198,330	198,330	207,943
OPERATIONS					
Membership Dues & Subscrptions	74	-	100	100	100
Uniform Expense	150	150	300	300	300
Travel & Training	1,683	1,659	2,100	2,100	2,100
Office Supplies	439	528	500	500	500
Operating Supplies & Maint	17,485	13,846	16,000	19,500	16,000
Miscellaneous Exp	514	167	200	200	200
Utilities	25,974	31,063	30,000	30,000	30,000
Telephone	1,271	1,439	5,000	2,000	2,000
Gasoline & Oil	6,249	6,510	10,000	10,000	10,000
Professional & Tech Services	65,199	31,456	30,000	30,000	35,000
Street-side Landscaping	33,957	44,145	46,000	46,000	46,000
Materials Testing	487	-	2,000	2,000	2,000
Traffic Study	1,973	-	2,000	2,000	2,000
Special Snow Removal	8,422	28,941	34,000	34,000	34,000
Sidewalk Maintenance	13,000	24,475	15,000	15,000	15,000
Special Dept Supplies	5,070	6,637	9,000	9,000	6,000
Insurance	4,283	2,723	5,000	5,000	5,000
UTA Tax Payment	364	309	500	500	500
Equipment Rental	2,289	339	2,500	2,500	2,500
Other Services	2,844	3,892	10,000	10,000	10,000
Purchase of Equipment	560	720	1,375	1,375	1,000
Lease Principal	-	-	-	-	-

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
TOTAL OPERATIONS	192,288	199,000	221,575	222,075	220,200
CAPITAL OUTLAY					
New Sidewalks	-	-	-	-	-
ADA Ramps	16,080	-	10,000	10,000	10,000
Improvements Other than Bldgs	-	-	-	-	-
Purchase of Capital Asset	-	-	180,000	180,760	-
Traffic Calming Projects	-	-	-	-	-
TOTAL CAPITAL OUTLAY	16,080	-	190,000	190,760	10,000
TOTAL STREETS	**402,410**	**392,549**	**609,905**	**611,165**	**438,143**
DEPT: PUBLIC WORKS ADMINISTRATION					
PERSONNEL					
Salaries & Wages	227,610	250,953	197,200	226,155	226,155
Salaries & Wages - Overtime	-	-	-	-	-
Benefits - FICA	18,557	19,394	15,300	17,515	17,515
Benefits - LTD	1,175	1,067	1,150	1,295	1,295
Benefits - Life	445	486	475	570	570
Benefits - Insurance Allowance	50,806	30,126	39,500	49,945	49,945
Benefits - Retirement	49,349	42,072	40,450	46,670	46,670
Benefits - Workers Comp.	2,064	3,102	2,500	2,955	2,955
TOTAL PERSONNEL	350,006	347,201	296,575	345,105	345,105
OPERATIONS					
Membership Dues & Subscrptions	-	-	-	500	500
Uniform Expense	150	148	300	450	600
Travel & Training	2,030	2,133	3,500	3,500	4,400
Office Supplies	86	27	500	500	500
Operating Supplies & Maint	17	51	500	500	500
Miscellaneous Expense	-	-	-	200	200
Telephone/Cell Phone	1,109	1,109	1,200	1,200	1,200
Gasoline & Oil	-	-	-	-	5,000
Professional & Tech Services	80	-	500	1,500	1,500
Purchase of Equipment	-	2,248	2,000	2,000	2,000
TOTAL OPERATIONS	3,471	5,716	8,500	10,350	16,400
TOTAL PUBLIC WORKS ADMINISTRATION	**353,477**	**352,916**	**305,075**	**355,455**	**361,505**
DEPT: PARKS					
PERSONNEL					
Salaries & Wages	121,502	128,750	129,200	129,200	135,660
Salaries & Wages - Overtime	1,614	2,666	2,150	2,150	2,150
Salaries - Temp Employees	13,435	17,304	15,000	15,000	15,000
Benefits - FICA	11,191	11,536	11,150	11,150	11,708
Benefits - LTD	629	686	725	725	725
Benefits - Life	364	389	370	370	370
Benefits - Insurance Allowance	34,017	28,812	26,900	26,900	28,245
Benefits - Retirement	27,269	27,715	27,350	27,350	28,718
Benefits - Workers Comp.	1,616	2,753	1,600	1,600	1,600
TOTAL PERSONNEL	211,637	220,611	214,445	214,445	224,175
OPERATIONS					
Membership Dues & Subscrptions	615	440	650	650	650
Uniform Expense	250	125	300	600	600
Travel & Training	2,248	1,509	2,555	3,000	3,000
Office Supplies	-	98	200	200	200
Operating Supplies & Maint	25,250	22,246	25,000	25,000	25,000
Other Supplies	12,099	8,544	7,000	7,000	7,000
Trails Maintenance	1,963	240	3,000	8,000	8,000
Utilities	4,094	5,866	15,000	15,000	15,000
Telephone	866	1,151	1,800	1,800	1,800
Gasoline & Oil	5,037	4,064	5,000	5,000	5,000
Professional & Tech Services	3,233	1,892	3,500	3,500	3,500
Parks Maintenance Contract	137,627	132,761	135,000	135,000	135,000
Special Dept Supplies	2,987	-	-	-	-
Insurance	2,503	2,723	3,000	4,300	4,300
Equipment Rental	81	726	1,000	1,000	1,000
Other Services	514	32	6,500	6,500	6,500
Tree City USA Expenses	662	846	750	2,000	2,000
Tree Purchases & Services	1,914	3,901	5,000	5,000	7,000
Purchase of Equipment	1,113	1,932	1,000	1,000	1,000
TOTAL OPERATIONS	203,054	189,098	216,255	224,550	226,550

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
CAPITAL OUTLAY					
Improvements Other than Bldgs	-	-	-	-	5,000
Purchase of Capital Asset	-	-	20,355	22,375	39,665
Trails Construction & Improvmt	-	-	-	-	-
Lindon Heritage Trail	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	20,355	22,375	44,665
TOTAL PARKS	**414,691**	**409,709**	**451,055**	**461,370**	**495,390**
DEPT: LIBRARY SERVICES					
Library Card Reimbursement	15,005	13,708	16,000	16,000	16,000
TOTAL LIBRARY SERVICES	**15,005**	**13,708**	**16,000**	**16,000**	**16,000**
DEPT: CEMETERY					
Operating Supplies & Maint	2,769	115	2,000	5,000	2,000
Professional & Tech Services	1,392	266	2,000	3,000	3,000
Grounds Maintenance Contract	6,378	7,348	7,350	7,350	7,350
Special Dept Supplies	776	989	2,000	2,770	2,000
Equipment Rental	2,187	564	3,500	3,500	3,500
Purchase of Equipment	-	-	-	-	-
TOTAL CEMETERY	**13,501**	**9,281**	**16,850**	**21,620**	**17,850**
DEPT: PLANNING & ECONOMIC DEVELOPMENT					
PERSONNEL					
Salaries & Wages	168,492	181,031	190,200	190,200	195,000
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Interns & Temp Emp	-	-	1,000	2,000	2,560
Benefits - FICA	13,897	13,947	14,650	14,650	15,500
Benefits - LTD	803	886	950	950	1,020
Benefits - Life	474	486	500	500	550
Benefits - Insurance Allowance	49,446	42,496	50,750	50,750	51,250
Benefits - Retirement	32,959	33,662	36,150	36,150	38,000
Benefits - Workers Comp.	1,374	2,246	1,600	1,600	1,800
TOTAL PERSONNEL	267,445	274,755	295,800	296,800	305,680
OPERATIONS					
Membership Dues & Subscrptions	1,041	576	1,200	1,200	1,670
Travel & Training	1,295	1,607	2,500	2,500	2,700
Office Supplies	1,814	1,471	2,800	2,800	2,800
Operating Supplies & Maint	503	261	2,000	2,000	2,000
Telephone	2,994	2,423	2,900	2,900	2,900
Gasoline & Oil	455	458	800	800	800
Professional & Tech Services	232	264	1,000	1,000	1,000
Insurance	2,173	2,723	2,800	2,900	2,900
Master Plan	-	-	500	500	500
Miscellaneous Expense	122	32	400	400	400
Economic Development Expense	-	-	-	-	10,000
Purchase of Equipment	2,850	700	2,000	2,000	3,400
Historical Preservation Socty	64	-	500	500	500
Historical Fund Raiser	-	-	357	357	357
TOTAL OPERATIONS	13,543	10,516	19,757	19,857	31,927
CAPITAL OUTLAY					
Purchase of Capital Asset	-	-	-	-	20,000
TOTAL CAPITAL OUTLAY	-	-	-	-	20,000
TOTAL PLANNING & ECON. DEVELOPMENT	**280,988**	**285,271**	**315,557**	**316,657**	**357,607**
DEPT: TRANSFERS AND CONTRIBUTIONS					
TRANSFERS					
Transfer to Road Fund	-	500,000	150,000	650,000	300,000
Trfr to Debt Svc - UTOPIA	411,089	419,311	427,697	427,697	436,251
Trfr to Debt Svc-Pub Sfty Bldg	-	-	199,806	199,806	199,024
Trfr to Fire Station CIP Fd 49	-	1,170,748	367,010	23,000	-
Transfer to Storm Drain Fd 54	-	-	-	121,253	200,000
Trfr to Recreation-Aquatics Bd	662,941	-	219,940	219,940	589,050
Trfr to Recreation-Hogan Bond	177,376	-	-	-	-
Trfr to Recreation Fund	200,000	150,000	250,000	600,000	300,000
TOTAL TRANSFERS	1,451,406	2,240,059	1,614,453	2,241,696	2,024,325
CONTRIBUTIONS					
Education Grants	1,000	1,000	1,000	1,000	1,000

Lindon 2017-2018 Tentative Budget

GENERAL FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Contrib - Miss Pleasant Grove	2,000	2,000	2,000	2,000	2,000
Little Miss Lindon Sponsorship	4,934	4,062	5,000	5,000	5,000
Parade Float Sponsorship	9,250	933	750	750	750
Contrib - Character Connection	-	-	-	-	-
Community Unification Programs	-	-	-	-	-
UTOPIA Assessments	-	15,084	-	-	-
UIA Assessments	-	-	-	-	-
Appropriate to Fund Balance, General Fund	727,737	444,780	119,454	-	-
TOTAL CONTRIBUTIONS	744,921	467,859	128,204	8,750	8,750
TOTAL TRANSFERS AND CONTRIBUTIONS	2,196,327	2,707,918	1,742,657	2,250,446	2,033,075
TOTAL GENERAL FUND EXPENDITURES	**10,036,061**	**9,981,602**	**10,390,674**	**11,019,133**	**10,341,879**

Lindon 2017-2018 Tentative Budget

REDEVELOPMENT AGENCY FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
STATE STREET DISTRICT					
REVENUES					
State St - Interest Earnings	6,665	9,650	2,000	3,000	3,000
State St - Tax Increment	147,454	131,959	137,000	163,500	137,000
State St - Prior Yr Tax Incr	66,344	54,309	54,000	43,000	54,000
State St - Sundry Revenue	-	-	-	-	-
State St - Use of Fund Balance	-	883,806	400,750	465,020	-
TOTAL STATE ST REVENUES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**
EXPENDITURES					
Miscellaneous Expense	3,745	107	-	4,100	4,100
Professional & Tech Services	2,500	1,785	-	1,670	1,670
Other Improvements	-	-	200,000	200,000	-
Admin Costs to General Fund	33,600	24,843	26,740	26,740	26,740
Trfr to CIP49-Public Safety Bg	-	462,242	-	-	-
Trfr to Rereation Fund	-	590,748	367,010	442,010	-
Appropriate to Fund Balance	180,618	-	-	-	161,490
TOTAL STATE ST EXPENDITURES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**
WEST SIDE DISTRICT					
REVENUES					
West Side - Interest Earnings	784	838	-	-	-
West Side - Use of Fnd Balance	12,476	16,150	-	92,071	-
TOTAL WEST SIDE REVENUES	**13,259**	**16,988**	**-**	**92,071**	**-**
EXPENDITURES					
Miscellaneous Expense	-	-	-	-	-
Professional & Tech Services	13,259	16,988	-	1,670	-
Other Improvements	-	-	-	90,401	-
Appropriate to Fund Balance	-	-	-	-	-
TOTAL WEST SIDE EXPENDITURES	**13,259**	**16,988**	**-**	**92,071**	**-**
DISTRICT #3					
REVENUES					
District 3 - Interest Earnings	3,660	4,521	1,000	2,000	500
District 3 - Tax Increment	831,588	850,637	-	-	-
District 3 - Prior Yr Tax Incr	7,716	2,277	-	-	-
District 3 - Sundry Revenue	-	-	-	-	-
District 3 - Use of Fund Bal	182,660	-	16,607	310,607	6,500
TOTAL DISTRICT #3 REVENUES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**
EXPENDITURES					
Miscellaneous Expense	-	107	107	107	-
Professional & Tech Services	10,128	52,703	15,000	25,000	7,000
Insurance	1,138	1,688	2,500	2,500	-
Tax Participation Agreements	269,841	175,743	-	-	-
Other Improvements	24,741	177,134	-	285,000	-
Trfr to Gen Fund - Admin Costs	114,100	116,340	-	-	-
Trfr to Debt Service	605,675	-	-	-	-
Appropriate to Fund Balance	-	333,720	-	-	-
TOTAL DISTRICT #3 EXPENDITURES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**

Lindon 2017-2018 Tentative Budget

PARC TAX FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
PARC Tax	475,198	497,163	510,000	510,000	510,000
Interest Earnings	881	2,474	2,400	2,400	2,400
Use of Fund Balance	-	-	-	-	33,750
TOTAL PARC TAX FUND REVENUES	**476,079**	**499,636**	**512,400**	**512,400**	**546,150**
PARC TAX FUND EXPENDITURES					
DEPT: AQUATICS CENTER					
Operating Supplies & Maint	14,171	4,985	15,000	15,000	15,000
Pool Chemicals	23,022	28,096	40,000	40,000	40,000
Utilities - Electicity	32,801	35,491	42,000	42,000	42,000
Utilities - Gas	12,936	16,151	17,000	17,000	17,000
Utilities - Telephone	133	798	1,000	1,000	1,000
Utilities - Water/Sewer	3,432	3,380	3,600	3,600	3,600
Purchase of Equipment	17,359	6,163	45,000	45,000	45,000
Trfr to Recreation-Capital Exp	43,568	15,457	-	49,200	100,000
TOTAL AQUATICS CENTER	**147,420**	**114,521**	**163,600**	**212,800**	**263,600**
DEPT: COMMUNITY CENTER					
Operating Supplies & Maint	3,035	3,538	4,000	4,000	4,000
Utilities - Electicity	5,561	7,455	8,000	8,000	8,000
Utilities - Gas	4,336	4,664	6,000	6,000	6,000
Utilities - Telephone	981	1,232	1,200	1,200	1,200
Utilities - Water/Sewer	3,307	3,583	4,000	4,000	4,000
Professional & Tech Services	-	12,145	15,000	15,000	15,000
Purchase of Equipment	3,723	7,480	-	7,300	10,000
Trfr to Recreation-Capital Exp	-	-	-	-	-
TOTAL COMMUNITY CENTER	**20,943**	**40,096**	**38,200**	**45,500**	**48,200**
DEPT: VETERANS HALL					
Operating Supplies & Maint	-	-	-	-	-
Utilities - Electicity	382	285	600	600	600
Utilities - Gas	529	441	600	600	600
Utilities - Water/Sewer	492	610	650	650	650
TOTAL VETERANS HALL	**1,403**	**1,336**	**1,850**	**1,850**	**1,850**
DEPT: PARKS AND TRAILS					
Operating Supplies & Maint	37,822	28,590	5,000	5,000	5,000
Utilities - Electicity	3,992	5,063	7,500	7,500	7,500
Utilities - Water/Sewer	22,356	23,456	23,000	23,000	23,000
Other Services	-	1,623	-	-	-
Improvements Other than Bldgs	33,306	30,806	70,000	110,000	100,000
Trfr to Parks CIP	-	5,000	-	5,000	-
TOTAL PARKS AND TRAILS	**97,476**	**94,538**	**105,500**	**150,500**	**135,500**
DEPT: GRANTS TO OTHER ENTITIES					
Grants to Other Entities	3,650	6,430	15,000	15,000	15,000
TOTAL GRANTS TO OTHER ENTITIES	**3,650**	**6,430**	**15,000**	**15,000**	**15,000**
DEPT: NON-DEPARTMENTAL					
Trfr to Recreation	32,925	80,870	80,100	80,100	82,000
Appropriate to Fund Balance	172,261	161,844	108,150	6,650	-
TOTAL NON-DEPARTMENTAL	**205,186**	**242,714**	**188,250**	**86,750**	**82,000**
TOTAL PARC TAX FUND EXPENDITURES	**476,079**	**499,636**	**512,400**	**512,400**	**546,150**

Lindon 2017-2018 Tentative Budget

DEBT SERVICE FUND

	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Trfr from RDA District 3	605,675	-	-	-	-
Trfr from Road Fd - 700 N Bond	213,984	213,446	213,526	213,526	213,396
Trfr from Gen Fd - UTOPIA	411,089	419,311	427,697	427,697	436,251
Trfr From Gen Fd-Pub Sfty Bldg	-	-	199,806	199,806	199,024
Trff from Park CIP Fund	10,000	10,000	10,000	10,000	10,000
Use of Fund Balance	-	-	-	-	-
TOTAL DEBT SERVICE REVENUES	**1,240,748**	**642,757**	**851,029**	**851,029**	**858,671**
EXPENDITURES					
2016 Public Safety Bldg Princ	-	-	157,000	157,000	157,000
2016 Public Safety Bldg Int	-	-	40,906	40,906	40,124
2016 Public Safety Bldg AgtFee	-	-	1,900	1,900	1,900
RDA District 3 Principal	581,000	-	-	-	-
RDA District 3 Interest	22,775	-	-	-	-
RDA District 3 Payng Agent Fee	1,900	-	-	-	-
SID 2001 Bond Principal	-	-	-	-	-
SID 2001 Bond Interest	-	-	-	-	-
Parks Prop. Purchase Principal	10,000	10,000	10,000	10,000	10,000
UTOPIA Bond	411,089	419,311	427,697	427,697	436,251
700 N Road Bond Principal	141,813	146,593	152,170	152,170	157,747
700 N Road Bond Interest	70,657	65,339	59,842	59,842	54,136
700 N Road Bond Pay Agent Fees	1,514	1,514	1,514	1,514	1,514
Appropriate to Fund Balance	-	-	-	-	-
TOTAL DEBT SERVICE EXPENDITURES	**1,240,748**	**642,757**	**851,029**	**851,029**	**858,671**

Lindon 2017-2018 Tentative Budget

CAPITAL IMPROVEMENT PROGRAM FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
CIP 11 - CLASS C ROADS					
REVENUES					
Road Fund Allotment	362,702	386,004	415,000	415,000	415,000
Road Impact Fees	98,218	82,551	20,000	32,000	20,000
Interest Earnings, Impact Fees	126	295	300	500	300
Interest Earnings PTIF Class C	2,126	1,246	1,200	1,500	1,500
Street Light Reimbursement	-	-	-	87,730	-
Interest, US Bank, 700 N Bond	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfer from General Fund	-	500,000	150,000	650,000	300,000
Use of Fund Balance	239,165	-	311,326	73,296	140,596
Use of Impact Fee Fund Balance	-	-	-	-	-
TOTAL ROAD FUND REVENUES	**702,338**	**970,096**	**897,826**	**1,260,026**	**877,396**
EXPENDITURES					
OPERATIONS					
Operating Supplies & Maint	-	-	-	-	-
Street Lights Utilities	77,933	82,557	85,000	85,000	85,000
Professional & Tech Services	24,850	5,442	30,000	37,500	30,000
Street Lights	2,808	7,912	15,000	90,000	15,000
Street Striping	1,500	4,763	7,000	7,000	7,000
Crack Sealing	25,000	-	27,000	27,000	27,000
Overlays	-	-	-	-	-
Purchase of Equipment	-	-	-	-	-
Trfr to Debt Serv - 700 N Bond	213,984	213,446	213,526	213,526	213,396
Appropriate to Fund Balance	-	544,848	-	-	-
Appropriate to Impact Fee bal.	98,344	82,846	20,300	-	-
TOTAL OPERATIONS	444,419	941,813	397,826	460,026	377,396
CAPITAL OUTLAY					
Class C Capital Improvements	257,919	28,283	500,000	800,000	500,000
TOTAL CAPITAL OUTLAY	257,919	28,283	500,000	800,000	500,000
TOTAL ROAD FUND EXPENDITURES	**702,338**	**970,096**	**897,826**	**1,260,026**	**877,396**
CIP 47 - PARKS PROJECTS					
REVENUES					
City Wide Impact Fees	292,500	262,500	180,000	180,000	180,000
City Wide Interest Earned	2,307	4,415	4,000	4,000	4,000
Funds from Financing Sources	-	-	-	-	-
Trfr from PARC Tax	-	5,000	-	5,000	-
Use of Fund Balance	-	-	-	199,070	-
TOTAL PARKS CIP REVENUES	**294,807**	**271,915**	**184,000**	**388,070**	**184,000**
EXPENDITURES					
OPERATIONS					
Professional & Tech Services	-	-	5,000	-	-
Payment on Lindon View Park	-	-	-	-	-
Trfr to General Fund	-	-	-	17,070	-
Trfr to Debt Service	10,000	10,000	10,000	10,000	10,000
Appropriate to Fund Bal	190,542	157,494	19,000	-	174,000
TOTAL OPERATIONS	200,542	167,494	34,000	27,070	184,000
CAPITAL OUTLAY					
Pioneer Park	-	-	-	-	-
Pheasant Brook Park	-	500	-	-	-
Meadow Park Fieldstone	-	20,809	-	23,000	-
Hollow Park	-	-	50,000	175,000	-
Keenland Park	-	-	-	-	-
City Center Park	-	-	-	-	-
Lindon View Trailhead Park	6,269	-	50,000	63,000	-
Fryer Park	87,997	83,112	50,000	100,000	-
Property Purchase	-	-	-	-	-
TOTAL CAPITAL OUTLAY	94,265	104,421	150,000	361,000	-
TOTAL PARKS CIP EXPENDITURES	**294,807**	**271,915**	**184,000**	**388,070**	**184,000**

Lindon 2017-2018 Tentative Budget

CAPITAL IMPROVEMENT PROGRAM FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
CIP 49 - PUBLIC SAFETY					
REVENUES					
Trfr from General Fund	-	1,170,748	367,010	23,000	-
Transfer from RDA	-	462,242	-	-	-
Interest Earnings	-	4,582	-	4,700	-
Bond Proceeds	-	2,600,000	-	-	-
Use of Fund Balance	-	-	2,582,225	2,727,237	-
TOTAL PUBLIC SAFETY CIP REVENUES	**-**	**4,237,572**	**2,949,235**	**2,754,937**	**-**
EXPENDITURES					
Professional & Tech Services	-	-	32,000	32,000	-
Insurance	-	1,050	1,600	1,600	-
Construction Costs	-	1,445,885	2,585,685	2,391,031	-
Furniture, Fixtures & Equipmnt	-	-	329,950	330,306	-
Cost of Bond Issuance	-	62,200	-	-	-
Appropriate to Fund Balance	-	2,728,437	-	-	-
TOTAL PUBLIC SAFETY CIP EXPENDITURES	**-**	**4,237,572**	**2,949,235**	**2,754,937**	**-**

Lindon 2017-2018 Tentative Budget

WATER FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Interest Earnings	548	791	650	1,200	1,200
Culinary Water Impact Fees	75,367	97,019	75,000	75,000	75,000
Interest, PTIF Cul Impact Fees	1,441	2,126	2,100	3,500	3,500
Hydrant Meter & Water Usage	5,841	6,552	4,000	12,000	5,000
Metered Water User Fees	1,143,350	1,251,579	1,396,740	1,364,200	1,486,980
Secondary Water User Fees	386,491	391,663	385,000	398,000	405,000
Water Line Inspection Fee	1,325	1,400	1,200	1,200	1,200
Water Main Line Assessment	34,852	13,536	2,000	2,000	2,000
Meter Installation, Bldg Permt	19,945	26,035	16,800	16,800	16,800
Utility Application Fee	1,550	1,620	1,000	1,000	1,000
Utility Collection Fees	47,749	50,528	45,000	45,000	45,000
Secondary Water Share Rentals	1,796	-	-	-	-
Fee in Lieu of Water Stock	82,457	199,744	-	-	-
Contributions from development	291,473	351,592	-	-	-
Water shares received	270,743	54,546	-	-	-
Sundry Revenue	2,631	165	-	-	-
Use of Impact Fees	-	-	-	-	-
Use of Fund Balance	-	-	94,155	771,905	122,387
TOTAL WATER FUND REVENUES	**2,367,558**	**2,448,895**	**2,023,645**	**2,691,805**	**2,165,067**
EXPENDITURES					
PERSONNEL					
Salaries & Wages	154,385	169,648	160,000	187,455	196,828
Salaries & Wages - Overtime	2,773	2,208	5,000	5,000	5,000
Salaries - Temp Employees	3,689	2,721	4,000	4,000	4,000
Benefits - FICA	12,303	13,238	13,400	15,500	16,275
Benefits - LTD	726	851	900	1,040	1,040
Benefits - Life	421	500	500	595	595
Benefits - Insurance Allowance	43,497	41,113	42,000	52,445	55,067
Benefits - Retirement	31,558	33,464	33,350	39,245	41,207
Benefit Expense	(27,794)	(32,924)	-	-	-
Actuarial Calc'd Pension Exp	18,285	24,420	-	-	-
Benefits - Workers Comp.	1,787	3,170	1,900	2,330	2,330
TOTAL PERSONNEL	241,630	258,409	261,050	307,610	322,342
OPERATIONS					
Membership Dues & Subscrptions	249	1,271	1,100	1,100	1,900
Uniform Expense	300	140	450	450	600
Travel & Training	2,463	1,296	3,500	3,500	4,400
Office Supplies	19,088	20,038	19,500	19,500	19,500
Operating Supplies & Maint	25,922	55,509	30,000	60,000	40,000
Miscellaneous Expense	-	-	-	-	-
Utilities	201,158	218,830	200,000	220,000	245,000
Telephone	6,550	6,559	9,500	6,500	6,500
Gasoline & Oil	8,251	4,558	10,000	10,000	10,000
Professional & Tech Services	117,832	89,550	50,000	142,000	105,000
Services - Impact Fees	53,089	42,545	10,000	10,000	25,000
Bad Debt Expense	-	-	-	-	-
Special Dept Supplies	38,047	56,175	52,000	52,000	80,000
Insurance	7,497	7,332	7,900	8,100	8,100
Equipment Rental	2,018	831	2,500	2,500	2,000
Other Services	3,745	2,235	7,000	7,000	7,000
CUP/Alpine Reach Watr Carriage	7,882	-	8,000	8,000	8,000
Claims Settlement/Expense	-	-	-	-	-
CUP/Bonneville OM&R	32,398	-	35,000	35,000	35,000
Purchase of Equipment	560	1,270	1,375	1,375	5,000
CUWCD Power Loss Charge	15,079	5,944	-	-	-
Water Stock Assessment	62,091	84,546	110,000	130,000	13,000
Depreciation	318,973	331,766	-	-	-
CUP Water Principal	-	-	53,280	53,280	54,997
CUP Water Interest	91,727	90,094	89,124	89,124	87,407
700 N Water Bond Interest	4,821	4,454	4,109	4,109	3,717
700 N Water Bond Principal	-	-	10,448	10,448	10,831
400 N Cul. Water Bond Interest	3,321	1,829	1,579	1,579	-
400 N Cul Water Bond Principal	-	-	31,574	31,574	-
2010 Wtr Meter Lease Principal	-	-	-	-	-
2010 Wtr Meter Lease Interest	3,000	120	-	-	-

Lindon 2017-2018 Tentative Budget

WATER FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Amort of Cost of Issuance	-	-	-	-	-
Close Out to Balance Sheet	-	-	-	-	-
Admin Costs to General Fund	216,251	233,297	249,444	249,444	249,444
P.W. Admin Costs to Gen. Fund	90,236	87,911	76,269	76,269	90,376
Joint Capital Exp to Gen Fund	-	-	54,000	54,000	-
Joint Capital Exp to Sewer Fd	-	-	164,000	164,000	-
Appropriate to Impact Fee Bal	-	-	52,543	53,943	38,953
Appropriate to Fund Balance	769,993	804,504	-	-	-
TOTAL OPERATIONS	2,102,541	2,152,604	1,344,195	1,504,795	1,151,724
CAPITAL OUTLAY					
Improvements Other than Bldgs	-	-	-	-	-
Purchase of Capital Asset	-	-	50,000	50,000	39,000
Well Reconstruction	-	-	51,500	131,500	52,000
Special Projects	23,387	37,882	316,900	697,900	600,000
Impact Fee Projects	-	-	-	-	-
TOTAL CAPITAL OUTLAY	23,387	37,882	418,400	879,400	691,000
TOTAL WATER FUND EXPENDITURES	**2,367,558**	**2,448,895**	**2,023,645**	**2,691,805**	**2,165,067**

Lindon 2017-2018 Tentative Budget

SEWER FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Sewer Charges	1,378,891	1,430,918	1,549,000	1,549,000	1,610,960
Interest Earnings	875	1,645	1,500	2,400	2,400
Sundry Revenue	-	-	-	-	-
Sewer Line Inspection Fee	1,325	1,375	1,200	1,200	1,200
Sewer Impact Fee	279,940	260,634	255,500	80,000	80,000
Interest PTIF Sewer Impact Fee	311	938	500	500	500
Sewer Assessment, 1900 West	11,315	18,513	9,400	9,400	9,400
Sewer Assessment, Other	8,353	10,787	2,000	2,000	2,000
Bond Proceeds	-	-	-	-	1,200,000
Contributions from development	178,217	226,341	-	-	-
Joint Capital Exp from Water	-	-	164,000	164,000	-
Use of Impact Fees	-	-	-	-	-
Use of Fund Balance	-	-	-	317,956	-
TOTAL SEWER FUND REVENUES	**1,859,226**	**1,951,151**	**1,983,100**	**2,126,456**	**2,906,460**
EXPENDITURES					
PERSONNEL					
Salaries & Wages	107,596	119,888	115,650	143,105	150,260
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Temp Employees	3,689	2,721	4,000	4,000	4,000
Benefits - FICA	9,024	9,548	9,600	11,700	12,285
Benefits - LTD	571	622	650	790	790
Benefits - Life	316	333	350	445	445
Benefits - Insurance Allowance	20,403	16,781	13,500	23,945	25,142
Benefits - Retirement	23,293	23,460	23,750	29,645	31,127
Benefit Expense	(20,515)	(23,082)	-	-	-
Actuarial Calc'd Pension Exp	13,497	17,120	-	-	-
Benefits - Workers Comp.	1,302	2,237	1,350	1,780	1,780
TOTAL PERSONNEL	159,176	169,629	168,850	215,410	225,830
OPERATIONS					
Membership Dues & Subscrptions	799	902	800	800	1,000
Uniform Expense	150	150	300	300	450
Travel & Training	2,040	1,742	2,100	2,100	3,200
Office Supplies	539	590	800	1,000	800
Operating Supplies & Maint	20,053	26,624	25,000	40,000	25,000
Miscellaneous Expense	-	-	-	-	-
Utilities	21,742	15,671	15,000	15,000	25,000
Telephone	1,564	1,599	5,100	2,000	2,000
Gasoline & Oil	5,177	5,218	6,000	6,000	10,000
Professional & Tech Services	73,315	26,762	60,000	175,000	165,000
Services - Impact Fees	9,803	64,228	50,000	5,000	5,000
Bad Debt Expense	-	-	-	-	-
Special Dept Supplies	3,937	5,527	5,000	5,000	20,000
Insurance	4,912	3,748	5,500	5,500	5,500
Orem City Sewage Collection	408,342	474,470	460,000	460,000	460,000
Equipment Rental	-	178	2,500	2,500	2,000
Other Services	5,229	3,700	6,000	6,000	56,000
Sewer Backup Claims	3,980	4,245	3,000	3,000	3,000
Purchase of Equipment	6,037	1,270	6,875	6,875	40,000
Depreciation	465,030	473,666	-	-	-
Orem Swr Plant Expansn Princpl	49,296	15,199	125,977	125,977	125,977
Geneva Rd Proj. Bond Principal	-	-	133,000	133,000	136,000
Geneva Rd Proj Bond Interest	65,927	62,856	59,600	59,600	56,275
Close Out to Balance Sheet	-	-	-	-	-
Admin Costs to General Fund	197,835	208,519	216,860	216,860	216,860
P.W. Admin Costs to Gen. Fund	90,236	87,911	76,269	76,269	90,376
Joint Capital Exp to Gen Fund	-	-	18,000	18,000	-
Appropriate to Impact Fee Bal	155,225	119,289	-	-	-
Appropriate to Fund Balance	108,883	177,458	80,469	-	76,192
TOTAL OPERATIONS	1,700,050	1,781,522	1,364,150	1,365,781	1,525,630
CAPITAL OUTLAY					
Purchase of Capital Asset	-	-	410,000	449,765	35,000
Special Projects	-	-	40,100	95,500	1,120,000
Impact Fee Projects	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	450,100	545,265	1,155,000
TOTAL SEWER FUND EXPENDITURES	**1,859,226**	**1,951,151**	**1,983,100**	**2,126,456**	**2,906,460**

Lindon 2017-2018 Tentative Budget

SOLID WASTE COLLECTION FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Waste Collection Fees	377,724	384,665	360,000	360,000	360,000
Recycling Collection Fees	43,082	46,529	40,000	40,000	40,000
Use of Fund Balance	-	-	26,700	26,700	26,700
TOTAL SOLID WASTE REVENUES	**420,806**	**431,193**	**426,700**	**426,700**	**426,700**
EXPENDITURES					
Other Supplies & Services	-	-	-	-	-
Republic Collection Fees	213,737	210,732	227,000	227,000	227,000
Landfill	122,501	126,235	125,000	125,000	125,000
Republic Recycling Charges	38,441	38,623	41,500	41,500	41,500
North Pointe Punch Passes	8,528	7,816	10,000	10,000	10,000
City Wide Cleanup	2,925	3,602	4,500	4,500	4,500
Insurance	827	1,141	1,200	1,200	1,200
Other Services	1,304	1,238	1,500	1,500	1,500
Admin Costs to General Fund	16,600	16,780	16,000	16,000	16,000
Appropriate to Fund Balance	15,942	25,027	-	-	-
TOTAL SOLID WASTE EXPENDITURES	**420,806**	**431,193**	**426,700**	**426,700**	**426,700**

Lindon 2017-2018 Tentative Budget

STORM WATER DRAINAGE SYSTEM FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Storm Water Utility	489,158	582,672	626,970	626,970	708,480
Storm Water Impact Fee	86,702	104,829	95,000	95,000	95,000
Sundry Revenue	(35)	135	-	-	-
Grant Proceeds	-	-	-	-	-
Interest Earned	-	-	-	-	-
Funds from Other Sources	-	-	-	-	-
Fixed Asset Disposal Gain/Loss	-	-	-	-	-
Contributions from development	270,001	328,139	-	-	-
Use of Fund Balance	-	-	-	60,403	2,405
TOTAL STORM WATER REVENUES	**845,827**	**1,015,775**	**721,970**	**782,373**	**805,885**
EXPENDITURES					
PERSONNEL					
Salaries & Wages	102,128	109,337	106,900	106,900	112,245
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Temp Employees	5,469	4,767	6,000	6,000	6,000
Benefits - FICA	8,565	8,852	8,700	8,700	9,135
Benefits - LTD	528	576	600	600	600
Benefits - Life	316	333	350	350	350
Benefits - Insurance Allowance	23,411	21,213	24,100	24,100	25,305
Benefits - Retirement	22,261	22,286	22,600	22,600	23,730
Benefit Expense	(19,606)	(21,926)	-	-	-
Actuarial Calc'd Pension Exp	12,898	16,263	-	-	-
Benefits - Workers Comp.	1,243	2,236	1,250	1,250	1,250
TOTAL PERSONNEL	157,213	163,938	170,500	170,500	178,615
OPERATIONS					
Membership Dues & Subsrcptions	2,252	1,478	2,500	2,500	2,500
Uniform Expense	223	123	300	300	300
Travel & Training	694	370	800	800	1,900
Office Supplies	687	636	1,000	1,000	1,000
Operating Supplies & Maint	14,925	17,634	25,000	25,000	25,000
Miscellaneous Expense	-	-	-	-	-
Utilities	1,269	1,680	2,000	2,000	2,000
Telephone	1,810	1,617	5,000	2,000	2,000
Gasoline & Oil	6,072	6,131	6,000	6,000	8,000
Professional & Tech Services	78,987	54,423	70,000	70,000	55,000
Services - Impact Fees	45,212	37,806	65,000	65,000	15,000
Claims Settlement/Expense	-	471	3,000	3,000	3,000
Bad Debt Expense	-	-	-	-	-
Special Dept Supplies	288	1,441	2,000	2,000	2,000
Insurance	4,447	2,933	4,600	4,600	4,600
Equipment Rental	-	178	2,500	2,500	2,000
Other Services	4,553	1,022	5,000	5,000	5,000
Storm Water Mgmt Program	800	800	1,000	1,000	1,000
Purchase of Equipment	1,640	1,270	1,625	1,625	1,500
Depreciation	299,503	307,391	-	-	-
700N Storm Water Bond Interest	13,096	12,101	12,187	12,187	10,097
700N Storm Wtr Bond Principal	-	-	27,342	27,342	29,423
Street Sweeper Principal	-	-	39,522	39,522	40,585
Street Sweeper Interest	7,155	3,455	3,276	3,276	2,213
Amort of Cost of Issuance	-	-	-	-	-
Close out to Balance Sheet	-	-	-	-	-
Admin Costs to General Fund	66,444	77,678	87,776	87,776	87,776
P.W. Admin Costs to Gen. Fund	90,236	87,911	76,269	76,269	90,376
Appropriate to Fund Balance	48,322	233,288	97,773	-	-
TOTAL OPERATIONS	688,614	851,837	541,470	440,697	392,270
CAPITAL OUTLAY					
Purchase of Capital Asset	-	-	-	-	-
Special Projects	-	-	10,000	171,176	235,000
Impact Fee Projects	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	10,000	171,176	235,000
TOTAL STORM WATER EXPENDITURES	**845,827**	**1,015,775**	**721,970**	**782,373**	**805,885**

Lindon 2017-2018 Tentative Budget

RECREATION FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Interest Earnings	100	13	500	-	-
Daily Admission	177,195	168,558	175,000	170,000	170,000
Resident Season Pass	20,931	22,675	-	-	-
Non-Resident Season Pass	13,575	12,022	-	-	-
Flow Rider Daily Admission	19,422	23,030	22,000	28,000	28,000
Pool Punch Pass	10,508	7,537	40,000	30,000	30,000
Water Aerobics	826	633	700	700	700
Consessions	55,562	57,502	50,000	60,000	65,000
Merchandise	906	1,074	1,300	1,400	1,400
Swim Classes	42,588	45,120	40,000	40,000	40,000
Swim Team	16,715	18,255	15,000	15,000	15,000
Flow Rider Lessons	3,610	4,440	2,200	2,200	2,200
Junior Life Guard	-	-	-	-	-
Flow Rider Rentals	615	1,025	5,500	5,500	5,500
Private Pool Rentals	44,931	51,841	37,500	55,000	60,000
Party Room Rentals	1,340	2,360	1,500	1,500	1,500
FlowTour Event	1,715	2,960	2,960	2,960	2,960
Recreation Center Classes	12,954	16,290	10,300	12,200	12,500
Recreation Sports Fees	46,715	62,242	61,550	61,550	61,550
Lindon Days Revenue	19,295	23,234	20,000	33,400	20,000
Till Adjustments	87	(335)	-	-	-
Community Center Donations	7,238	2,284	2,500	2,500	2,500
MAG Senior Lunch Donations	-	-	-	8,000	8,000
Community Center Rental	7,863	13,930	7,800	14,800	15,000
Grant Proceeds	5,835	24,357	-	5,450	5,450
Sundry Revenue	134	263	-	-	-
Transfer from PARC Tax Fund	76,493	96,327	80,100	129,300	182,000
Transfer from RDA	-	590,748	367,010	442,010	-
Trfr from GF-Aquatic Ctr Bond	662,941	-	219,940	219,940	589,050
Trfr from GF-Hogan Bond	177,376	-	-	-	-
Transfer from General Fund	200,000	150,000	250,000	600,000	300,000
Use of Fund Balance	-	81,467	108,415	-	18,251
TOTAL RECREATION FUND REVENUES	**1,627,469**	**1,479,847**	**1,521,775**	**1,941,410**	**1,636,561**
DEPT: AQUATICS FACILITY					
PERSONNEL					
Salaries & Wages	23,735	27,822	26,700	26,700	28,035
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Seasonal Help	263,971	307,851	280,000	280,000	280,000
Benefits - FICA	21,676	25,101	23,500	23,500	24,675
Benefits - LTD	128	140	150	150	150
Benefits - Life	53	56	75	75	75
Benefits - Insurance Allowance	5,803	5,055	6,050	6,050	6,353
Benefits - Retirement	5,350	5,440	5,700	5,700	5,985
Benefit Expense	-	-	-	-	-
Actuarial Calc'd Pension Exp	-	-	-	-	-
Benefits - Workers Comp.	3,026	5,191	3,400	3,400	3,400
TOTAL PERSONNEL	323,741	376,656	345,575	345,575	348,673
OPERATIONS					
Membership Dues & Subscrptions	1,725	3,573	1,500	1,500	1,500
Uniform Expense	5,899	5,142	4,000	4,000	5,500
Travel & Training	1,376	2,415	1,500	1,500	2,000
Licenses & Fees	1,915	2,381	2,500	3,500	3,500
Office Supplies	2,074	2,260	1,500	2,000	2,000
Operating Supplies & Maint	38,934	30,500	40,000	35,000	35,000
Pool Chemicals	11,231	-	-	-	-
Parts and Supplies	-	4	1,000	1,000	1,000
Miscellaneous Expense	594	5,951	6,000	6,000	6,000
Concessions Expenses	31,252	27,525	30,000	35,000	35,000
Utilities	45,359	51,642	50,000	50,000	50,000
Telephone	382	1,258	4,300	4,300	4,300
Gasoline & Oil	323	118	-	200	200
Professional &Tech Svcs	7,627	9,583	6,000	6,000	6,000
Insurance	4,760	1,141	6,000	6,000	6,000

Lindon 2017-2018 Tentative Budget

RECREATION FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
Other Services	-	-	-	-	-
Purchase of Equipment	10,795	-	-	5,000	5,000
TOTAL OPERATIONS	164,245	143,492	154,300	161,000	163,000
CAPITAL OUTLAY					
Building Improvements	-	-	-	-	-
Improvements	(0)	-	30,000	145,000	100,000
Purchase of Capital Asset	-	-	-	-	-
TOTAL CAPITAL OUTLAY	(0)	-	30,000	145,000	100,000
TOTAL AQUATICS FACILITY	**487,986**	**520,148**	**529,875**	**651,575**	**611,673**
DEPT: COMMUNITY CENTER					
PERSONNEL					
Salaries & Wages	128,899	120,623	139,500	139,500	146,475
Salaries & Wages - Overtime	-	-	-	-	-
Salaries - Temp Employees	-	2,529	4,000	4,000	17,000
Benefits - FICA	10,812	10,356	10,750	10,750	11,288
Benefits - LTD	327	361	400	400	400
Benefits - Life	194	204	225	225	225
Benefits - Insurance Allowance	23,214	15,596	13,400	13,400	14,070
Benefits - Retirement	12,824	13,222	14,125	14,125	14,831
Benefit Expense	(16,007)	(18,362)	-	-	-
Actuarial Calc'd Pension Exp	10,531	13,618	-	-	-
Benefits - Workers Comp.	1,149	1,786	1,350	1,350	1,350
TOTAL PERSONNEL	171,943	159,932	183,750	183,750	205,639
OPERATIONS					
Membership Dues & Subscrptions	680	474	700	700	700
Uniform Expense	-	479	-	-	200
Recreation Uniforms	8,821	15,375	13,000	13,000	13,000
Travel & Training	591	2,225	2,300	2,300	5,000
Licenses & Fees	-	255	300	300	300
Office Supplies	3,094	3,063	3,000	3,000	3,000
Operating Supplies & Maint	11,442	14,098	10,000	10,000	9,000
Parts and Supplies	-	-	1,500	1,500	1,500
Miscellaneous Expense	246	95	500	500	500
Concessions Expenses	-	611	600	600	600
Utilities	10,898	9,522	12,500	12,500	12,500
Telephone	1,404	2,056	12,500	12,500	12,500
Gasoline & Oil	473	499	1,000	1,500	1,500
Professional &Tech Svcs	5,518	7,311	6,500	6,500	6,500
Recreation Program Expenses	13,952	25,728	32,000	32,000	32,000
Comm. Ctr. Program Expenses	5,696	5,835	7,500	8,500	9,500
Senior Ctr. Program Expenses	2,396	1,286	2,000	3,000	5,000
Lindon Days	44,423	44,404	50,300	59,130	50,300
Other Community Events	4,849	3,498	5,500	5,500	5,500
Healthy Lindon	319	80	1,000	1,000	1,000
Comm. Ctr Advisory Board	-	-	-	-	-
Insurance	1,975	-	4,500	4,500	4,500
Other Services	8,204	24,190	4,000	4,000	4,000
Purchase of Equipment	-	-	-	5,000	1,600
TOTAL OPERATIONS	124,981	161,085	171,200	187,530	180,200
CAPITAL OUTLAY					
Building Improvements	-	-	-	-	-
Purchase of Capital Asset	-	-	-	17,605	-
TOTAL CAPITAL OUTLAY	-	-	-	17,605	-
TOTAL COMMUNITY CENTER	**296,924**	**321,017**	**354,950**	**388,885**	**385,839**
NON-DEPARTMENTAL					
OPERATIONS					
Depreciation Expense	276,368	284,051	-	-	-
2008 Aquatics Center Principal	-	-	2,515	2,515	310,000
2008 Aquatics Center Interest	322,659	73,650	363,585	363,585	19,000
Aquatic Ctr Paying Agent Fees	1,900	1,900	1,900	1,900	1,900
2009 Hogan Bond Principal	-	-	-	-	-
2009 Hogan Bond Interest	281	-	-	-	-
Hogan Bond Paying Agent Fees	-	-	-	-	-
2015 Refunding Principal	-	-	-	-	40,000
2015 Refunding Interest	30,392	266,437	267,050	267,050	266,250

Lindon 2017-2018 Tentative Budget

RECREATION FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
2015 Refunding Agent Fees	-	1,600	1,900	1,900	1,900
2015 Refundng Cost of Issuance	132,201	-	-	-	-
Bond Amortization	-	-	-	-	-
COI Amortization	(2,561)	(2,510)	-	-	-
Premium Amortizatn Series 2015	(20,307)	(75,755)	-	-	-
Loss Amortization Series 2015	30,927	89,311	-	-	-
Close Out to Balance Sheet	-	-	-	-	-
Appropriate to Fund Balance	70,700	-	-	264,000	-
TOTAL OPERATIONS	842,560	638,683	636,950	900,950	639,050
TOTAL NON-DEPARTMENTAL	842,560	638,683	636,950	900,950	639,050
TOTAL RECREATION FUND EXPENDITURES	**1,627,469**	**1,479,847**	**1,521,775**	**1,941,410**	**1,636,561**

Lindon 2017-2018 Tentative Budget

TELECOMMUNICATIONS FUND	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
REVENUES					
Customer Conncection Fee	49,052	53,817	50,000	50,000	50,000
Contributions from development	38,230	43,776	-	-	-
Sundry Revenue	-	-	-	-	-
Use of Fund Balance	-	-	-	-	-
TOTAL TELECOMMUNICATIONS REVENUES	**87,282**	**97,593**	**50,000**	**50,000**	**50,000**
EXPENDITURES					
UTOPIA Customer Services	43,066	51,423	47,500	47,500	47,500
Depreciation	-	1,529	-	-	-
Admin Costs to General Fund	2,250	2,500	2,500	2,500	2,500
Appropriate to Fund Balance	41,967	42,141	-	-	-
TOTAL TELECOMMUNICATIONS EXPENDITURES	**87,282**	**97,593**	**50,000**	**50,000**	**50,000**

Lindon 2017-2018 Tentative Budget

SUMMARY OF CHANGES IN FUND BALANCES

	Governmental Funds						Proprietary Funds						Total All Funds
	General	RDA	PARC Tax	Roads CIP	Parks CIP	Debt Svc	Water	Sewer	Garbage	Storm	Recreation	Telecomm.	
Beginning Balances	**2,159,700**	**311,581**	**450,551**	**222,369**	**507,456**	**-**	**1,306,926**	**1,241,540**	**86,582**	**(294,889)**	**63,988**	**3,624**	**6,060,627**
Revenues													
Program revenues													
Charges for services	2,146,349						1,891,980	1,610,960	400,000	708,480	539,310	50,000	**7,347,079**
Grants and contributions	58,500										7,950		**66,450**
General revenues													
Property taxes	2,020,327												**2,020,327**
Sales tax	3,800,700												**3,800,700**
Other taxes	1,595,000	191,000	510,000	415,000									**2,711,000**
Other	293,720	3,500	2,400	21,800	184,000		150,700	1,295,500		95,000		-	**2,046,620**
Total revenues	**9,914,596**	**194,500**	**512,400**	**436,800**	**184,000**	**-**	**2,042,680**	**2,906,460**	**400,000**	**803,480**	**547,260**	**50,000**	**17,992,176**
Transfers In	**-**	**-**	**-**	**300,000**	**-**	**858,671**	**-**	**-**	**-**	**-**	**1,071,050**	**-**	**2,229,721**
Expenses													
General government	3,118,694	39,510											**3,158,204**
Public safety	4,265,328												**4,265,328**
Streets	438,143			377,396									**815,539**
Parks and recreation	495,390		364,150										**859,540**
Capital projects	-	-		500,000	-								**500,000**
Debt Service	-					858,671							**858,671**
Water							2,126,114						**2,126,114**
Sewer								2,830,268					**2,830,268**
Solid Waste									426,700				**426,700**
Storm Water Drainage	-									805,885			**805,885**
Recreation Fund											1,636,561		**1,636,561**
Telecomm. Fund												50,000	**50,000**
Total expenses	**8,317,554**	**39,510**	**364,150**	**877,396**	**-**	**858,671**	**2,126,114**	**2,830,268**	**426,700**	**805,885**	**1,636,561**	**50,000**	**18,332,809**
Transfers Out	**2,024,325**	**-**	**182,000**	**-**	**10,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**2,216,325**
Ending Balances	**1,732,417**	**466,571**	**416,801**	**81,773**	**681,456**	**-**	**1,223,492**	**1,317,732**	**59,882**	**(297,295)**	**45,736**	**3,624**	**5,733,390**
Percent Change	**-19.8%**	**49.7%**	**-7.5%**	**-63.2%**	**34.3%**	**0.0%**	**-6.4%**	**6.1%**	**-30.8%**	**-0.8%**	**-28.5%**	**0.0%**	**-5.4%**

GENERAL FUND:

	Fund Bal.	% of Rev.
6/30/2017	2,159,700	24.21%
6/30/2018	1,732,417	17.70%

GENERAL FUND LIMITS:

ending max	2,446,674	25.0%
ending min	489,335	5.0%

Example General Fund Balance Levels based on projected revenues for:

	2016-2017	2017-2018
25%	2,229,874	2,478,649
24%	2,140,679	2,379,503
22%	1,962,289	2,181,211
20%	1,783,899	1,982,919
18%	1,605,509	1,784,627

Date printed: 4/14/2017

8. Recess to Lindon City Redevelopment Agency Meeting (RDA) *(10 minutes)*

Sample Motion: I move to recess the Lindon City Council meeting and convene as the Lindon City RDA.

Call Lindon City RDA to order, then review/approve RDA minutes.

Notice of Meeting of the
Lindon City Redevelopment Agency

The Lindon City Redevelopment Agency (RDA) will hold a meeting beginning at **8:00 p.m.**, or as soon thereafter as possible**,** on **Tuesday, April 18, 2017** in the Lindon City Center council chambers, 100 North State Street, Lindon, Utah. The agenda will consist of the following:

Conducting: Jeff Acerson, Chairman

(Review times are estimates only)

1. **Call to Order / Roll Call** *(5 minutes)*
2. **Approval of minutes from *January 17, 2017*** *(5 minutes)*
3. **Public Hearing — Adoption of FY2018 Tentative Budget; Res. #2017-2-RDA** *(5 minutes)*
   The RDA Board of Directors will review and consider the Tentative Budget for fiscal year 2018. The RDA will also hold a public hearing to adopt the Proposed Budget on May 16, 2017 and a public hearing to adopt the Final Budget on June 20, 2017.

Adjourn and reconvene the Lindon City Council meeting.

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 **Date:** April 14, 2017
Time: 11:00 a.m. **Place:** Lindon City Center, Lindon Police Dept, Lindon Community Center

The Lindon City Redevelopment Agency held a meeting on **Tuesday, January 17, 2017** beginning at approximately 7:25 p.m. in the Lindon City Center, City Council Chambers, 100 North State Street, Lindon, Utah.

Conducting: Jeff Acerson, Chairman

PRESENT	**ABSENT**
Jeff Acerson, Chairman	
Matt Bean, Boardmember	
Carolyn Lundberg, Boardmember	
Van Broderick, Boardmember	
Jake Hoyt, Boardmember	
Dustin Sweeten, Boardmember	
Adam Cowie, Executive Secretary	
Kathryn Moosman, City Recorder	

COUNCILMEMBER SWEETEN MOVED TO RECESS THE MEETING OF THE LINDON CITY COUNCIL AND CONVENE THE MEETING OF THE LINDON CITY REDEVELOPMENT AGENCY AT 7:26 P.M. COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

1. **Call to Order/Roll Call**

2. **Review of Minutes** – The minutes of the RDA meeting of October 18, 2016 were reviewed.

BOARDMEMBER HOYT MOVED TO APPROVE THE MINUTES OF THE LINDON CITY RDA MEETING OF OCTOBER 18, 2016 AS PRESENTED. BOARDMEMBER SWEETEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

BOARDMEMBER BEAN	AYE
BOARDMEMBER BRODERICK	AYE
BOARDMEMBER HOYT	AYE
BOARDMEMBER LUNDBERG	AYE
BOARDMEMBER SWEETEN	AYE

THE MOTION CARRIED UNANIMOUSLY.

CURRENT BUSINESS –

3. **Public Hearing – Resolution #2017-1-RDA; FY2017 Budget Amendments.** The Board of Directors will review and consider Resolution #2017-1-RDA outlining proposed FY2017 budget amendments for the RDA.

BOARDMEMBER BRODERICK MOVED TO OPEN THE PUBLIC HEARING. BOARDMEMBER LUNDBERG SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

DRAFT

Kristen Colson, Lindon City Finance Director, referenced the budget amendments included in the outline of amendments previously presented to the City Council. She noted it is recommends that $75,000 in State Street RDA funds be budgeted for a portion of the Aquatics Center lighting project. She noted additional funds for the lighting upgrades will come from PARC tax. Increased patron traffic and/or extended stay of patrons into later hours that will also impact the State Street RDA area is anticipated to be beneficial to the businesses within the RDA area. Lighting at the Aquatics Center will also improve safety and security of the facility which, in turn, benefits the RDA area as a whole.

Chairman Acerson called for any public comments. Hearing none he called for a motion to close the public hearing.

BOARDMEMBER BRODERICK MOVED TO CLOSE THE PUBLIC HEARING. BOARDMEMBER SWEETEN SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Chairman Acerson called for any comments or discussion from the Board. Hearing no comments he called for a motion.

BOARDMEMBER BRODERICK MOVED TO APPROVE RESOLUTION #2017-1-RDA, AMENDING THE FY2017 RDA BUDGET. BOARDMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

BOARDMEMBER BEAN	AYE
BOARDMEMBER BRODERICK	AYE
BOARDMEMBER HOYT	AYE
BOARDMEMBER LUNDBERG	AYE
BOARDMEMBER SWEETEN	AYE

THE MOTION CARRIED UNANIMOUSLY.

ADJOURN -

BOARDMEMBER BRODERICK MOVED TO ADJOURN THE MEETING OF THE LINDON CITY RDA AND RE-CONVENE THE MEETING OF THE LINDON CITY COUNCIL MEETING AT 7:39 P.M. BOARDMEMBER SWEETEN SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – April 18, 2017

_____
Adam Cowie, Executive Secretary

_____
Jeff Acerson, Chairman

DRAFT

RDA Agenda Item #3.

3. **Public Hearing – Adoption of FY2018 Tentative Budget; Res. #2017-2-RDA** *(5 minutes)*
   The RDA Board of Directors will review and consider the Tentative Budget for fiscal year 2018. The RDA will also hold a public hearing to adopt the Proposed Budget on May 16, 2017 and a public hearing to adopt the Final Budget on June 20, 2017.

   See attached Resolution and FY2018 Tentative Budget for the RDA.

   Sample Motion: I move to (approve, continued, deny) Resolution #2017-2-RDA adopting the FY2018 RDA budget.

- -

Sample Motion: I move to adjourn the Lindon RDA meeting and reconvene the Lindon City Council meeting.

RESOLUTION NO. 2017-2-RDA

A RESOLUTION ADOPTING THE 2017-18(FY2018) LINDON CITY REDEVELOPMENT AGENCY (RDA) TENTATIVE BUDGET AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Redevelopment Agency (RDA) of Lindon City is required by Utah State Code to adopt a Tentative Budget to identify tentatively expected revenues and expenditures anticipated in fiscal year (FY) 2018 budget; and

WHEREAS, the Board of Directors desires public input on the Tentative Budget and proposed revenues and expenditures; and

WHEREAS, the Board of Directors has advertised a public hearing to be held on April 18, 2017 to receive public comment on the Tentative Budget for FY2018 prior to adoption, and

WHEREAS, the Tentative Budget will continue to be refined and discussed in additional public hearings prior to adoption of the final FY2018 budget.

THEREFORE, BE IT RESOLVED by the Lindon City RDA as follows:

Section 1. The Lindon City RDA FY2018 Tentative Budget is adopted as shown in the attached Exhibit A.

(See attached Exhibit A)

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this _____ day of _____, 2017.

By _____
Jeff Acerson, Chair

Attest:

By _____
Adam M. Cowie, Executive Secretary

Lindon 2017-2018 Tentative Budget

REDEVELOPMENT AGENCY FUND

	2014-2015 Actual	2015-2016 Actual	2016-2017 Original Budget	2016-2017 Amended Budget	2017-2018 Budget
STATE STREET DISTRICT					
REVENUES					
State St - Interest Earnings	6,665	9,650	2,000	3,000	3,000
State St - Tax Increment	147,454	131,959	137,000	163,500	137,000
State St - Prior Yr Tax Incr	66,344	54,309	54,000	43,000	54,000
State St - Sundry Revenue	-	-	-	-	-
State St - Use of Fund Balance	-	883,806	400,750	465,020	-
TOTAL STATE ST REVENUES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**
EXPENDITURES					
Miscellaneous Expense	3,745	107	-	4,100	4,100
Professional & Tech Services	2,500	1,785	-	1,670	1,670
Other Improvements	-	-	200,000	200,000	-
Admin Costs to General Fund	33,600	24,843	26,740	26,740	26,740
Trfr to CIP49-Public Safety Bg	-	462,242	-	-	-
Trfr to Rereation Fund	-	590,748	367,010	442,010	-
Appropriate to Fund Balance	180,618	-	-	-	161,490
TOTAL STATE ST EXPENDITURES	**220,463**	**1,079,724**	**593,750**	**674,520**	**194,000**
WEST SIDE DISTRICT					
REVENUES					
West Side - Interest Earnings	784	838	-	-	-
West Side - Use of Fnd Balance	12,476	16,150	-	92,071	-
TOTAL WEST SIDE REVENUES	**13,259**	**16,988**	**-**	**92,071**	**-**
EXPENDITURES					
Miscellaneous Expense	-	-	-	-	-
Professional & Tech Services	13,259	16,988	-	1,670	-
Other Improvements	-	-	-	90,401	-
Appropriate to Fund Balance	-	-	-	-	-
TOTAL WEST SIDE EXPENDITURES	**13,259**	**16,988**	**-**	**92,071**	**-**
DISTRICT #3					
REVENUES					
District 3 - Interest Earnings	3,660	4,521	1,000	2,000	500
District 3 - Tax Increment	831,588	850,637	-	-	-
District 3 - Prior Yr Tax Incr	7,716	2,277	-	-	-
District 3 - Sundry Revenue	-	-	-	-	-
District 3 - Use of Fund Bal	182,660	-	16,607	310,607	6,500
TOTAL DISTRICT #3 REVENUES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**
EXPENDITURES					
Miscellaneous Expense	-	107	107	107	-
Professional & Tech Services	10,128	52,703	15,000	25,000	7,000
Insurance	1,138	1,688	2,500	2,500	-
Tax Participation Agreements	269,841	175,743	-	-	-
Other Improvements	24,741	177,134	-	285,000	-
Trfr to Gen Fund - Admin Costs	114,100	116,340	-	-	-
Trfr to Debt Service	605,675	-	-	-	-
Appropriate to Fund Balance	-	333,720	-	-	-
TOTAL DISTRICT #3 EXPENDITURES	**1,025,624**	**857,435**	**17,607**	**312,607**	**7,000**

9. Continued Public Hearing — Commercial Design Standards; Ord. #2017-1-O *(20 minutes)*

This item was continued from the February 7, 2017 Council meeting. The City Council will review and consider updates to the Commercial Design Standards for buildings and site development.

See attached information from the Planning Department.

Item 9: Continued Public Hearing — Ordinance Amendment Commercial Design Standards

Applicant: Lindon City Staff **Presenting Staff**: Hugh Van Wagenen **Type of Decision**: Legislative **Planning Commission Recommendation**: Recommended approval with 4-1 vote. Commissioner Johnson voted nay because the ordinance takes an already restrictive document and makes it more restrictive.	**SUMMARY OF KEY ISSUES** 1. Whether it is in the public interest to approve the proposed amendment to the Lindon City Commercial Design Standards. **MOTION** I move to (*approve, deny, continue*) Ordinance 2017-1-O (*as presented, with changes*).

BACKGROUND

This is a continued public hearing from the February 7, 2017 City Council meeting. The item was continued so that staff could gather input from architects and developers regarding cost implications of the proposed changes. Some feedback has been received at the time of this writing and staff will continue to solicit feedback until April 18. All feedback will be presented in the City Council meeting.

At the encouragement of the City Council and Planning Commission, the 700 North Steering Committee was assembled to make suggestions regarding the future development of the 700 North commercial corridor. The Committee was made up of elected, appointed, and lay members of the community and began meeting in January of 2016. Recently, the Committee presented their recommendations to the Commission and Council. One such recommendation was to amend the existing Commercial Design Standards to reflect additional standards regarding building articulation and façade variation, screening of mechanical equipment, and building entryways. The changes are meant to increase the architectural quality of new commercial development within Lindon.

DISCUSSION & ANALYSIS

1. In the original 700 North Steering Committee presentation, four slides regarding additional architectural standards for building articulation, building entrances, and screening of mechanical equipment were presented for consideration. Please see attachment one for those slides.
2. New wording has been added to *Section V. Architectural Character* intended to reflect the suggested changes to the Standards. Please see attachment two for the redline additions to the text. Text changes can be found on pages 24, 27, and 29 of the Standards.
3. The Committee suggestions included several pictures to demonstrate the desired architectural feature. No additional pictures have been added to the Commercial Design Standards, although that is a possibility.
4. Although originating with the 700 North Committee, the presented changes would be applicable to all new development in every commercial zone within the City, not strictly the Lindon Village Commercial zone. See attachment three for the current zoning map.

PLANNING COMMISSION

There was a healthy discussion amongst the Planning Commission regarding this proposal. The discussion focused around whether or not these changes should be applied City wide, just in the

Lindon Village Commercial zone, and whether any design standards were appropriate at all.

There was concerned voiced from Commissioner Johnson that increased design standards limit the ability of small business owners to develop smaller lots along State Street due to cost constraints.

Two Lindon residents, Krisel and Mike Travis, were in attendance and also expressed concern over limiting creative design in Lindon and concern that the standards were to conservative in general.

ATTACHMENTS

1. Slides from Committee presentation regarding architectural standards
2. Revised Lindon City Design Standards
3. Current Lindon City Zoning Map

Suggested Lindon Design Guideline Amendments

Break-up long monotonous rooflines (determine minimum feet) by dividing elevations into smaller parts. This can be accomplished by a change of plane, projection or recess, or by varying a cornice or roofline (ie. Pitched)

Require Crown-molded rooflines. Large uninterrupted expanses of a single material are prohibited.

The apparent mass of large buildings shall be reduced and a varied architectural street appearance created by manipulating the building form using:

1. Offsets
2. Recesses
3. Changes in Plane
4. Changes in Height
5. Windows
6. Trellises
7. Berming at the edge of buildings in conjunction with landscaping can be used to reduce structure mass and height along street facades

Appropriate use of roof plane variation and materials

Innapropriate roof plane and use of materials

Require Screening of utility/mechanical units

Ground mechanical units must be screened from view with wing walls, landscaping, or a combination of both.

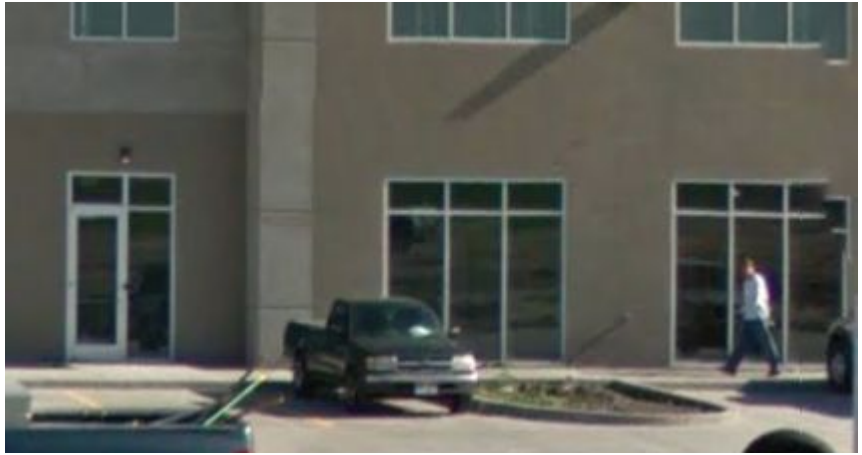
Appropriate vegetative buffers shall be placed to screen and buffer all utility boxes and pedestals.

Appropriate screening of utility boxes with walls or vegetation

Innapropriate or non-existent screening

Entries - Require entries have one or more of the following:

1. Canopy, overhang or arch above the entrance (columns & pillars),Canopy or awning to create visual depth and shade
2. Recesses or projections in the building facade surrounding the entrance
3. Peaked roof or raised parapet structures over the door
4. Display windows surrounding the entrance



Articulation - enhance the visual interest of buildings

(1) Facade modulation – stepping portions of the facade to create shadow lines and changes in volumetric spaces,
(2) Use of engaged columns or other expressions of the structural system,
(3) Horizontal and vertical divisions – by use of textures or materials (usually combined with facade modulation),
(4) Dividing facades into storefronts with visually separate display windows,
(5) Providing projections such as balconies, cornices, covered entrances, porte-cocheres, trellis', pergolas, arcades and colonnades (providing such trellis' and awnings extend outward from the underlying wall surface at least 36-inches),
(6) Variation in the rooflines by use of dormer windows, overhangs, arches, stepped roofs, gables or other similar devices.

Appropriate Articulation

Inapropriate Articulation

Appropriate

Appropriate

Inappropriate building articulation

ORDINANCE NO. 2017-1-O

AN ORDINANCE OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH, AMENDING THE COMMERCIAL DESIGN STANDARDS OF THE LINDON CITY CODE TO MODIFY ARCHITECTURAL AND DESIGN STANDARDS IN THE COMMERCIAL ZONES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the proposed amendment will provide greater certainty and predictability in the land use application process; and

WHEREAS, the proposed amendment is consistent with the vision of the General Plan to ensure that new development is of high quality and reflects quality architectural and site design standards consistent with its particular use and location; and

WHEREAS, the proposed amendment is consistent with the goal of the General Plan to improve the image and appearance of commercial areas by adoption of specific design guidelines; and

WHEREAS, the Lindon City Planning Commission has recommended approval of an amendment to the Lindon City Commercial Design Standards; and

WHEREAS, a public hearing was held on January 24, 2017, to receive public input and comment regarding the proposed amendment; and

WHEREAS, the Council held a public hearing on February 7 and April 18, 2017 to consider the recommendation.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lindon, Utah County, State of Utah, as follows:

SECTION I: Lindon City Commercial Design Standards are hereby amended to read as follows:

See attached Lindon City Commercial Design Standards

SECTION II: The provisions of this ordinance and the provisions adopted or incorporated by reference are severable. If any provision of this ordinance is found to be invalid, unlawful, or unconstitutional by a court of competent jurisdiction, the balance of the ordinance shall nevertheless be unaffected and continue in full force and effect.

SECTION III: Provisions of other ordinances in conflict with this ordinance and the provisions adopted or incorporated by reference are hereby repealed or amended as provided herein.

SECTION IV: This ordinance shall take effect immediately upon its passage and posting as provide by law.

PASSED and ADOPTED and made EFFECTIVE by the City Council of Lindon City, Utah, this _____day of _____, 2017.

_____
Jeff Acerson, Mayor

ATTEST:

_____
Kathryn A. Moosman,
Lindon City Recorder

SEAL

Commercial Design Standards

Adopted Aug. 1, 2006. Revised Nov. 21, 2006
Revised Feb. 2014 (Sections 2.5.2; 4.2; VI Appendices)
Guidelines to Standards September 2015
Revised 2017 by Ordinance 2017- -O

Lindon City Community Development
100 N. State Street
Lindon, Utah 84042
(801) 785-7687
Fax (801) 785-7645
www.lindoncity.org

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I. Introduction

1.1 Lindon History

The Lindon City area was settled in 1861, and was originally known as “Stringtown” because of the line pattern of homes built along the route between Pleasant Grove and Orem. The town incorporated in 1924 with 458 residents, encompassing an area of approximately 3 and one half square miles. Commercial and public buildings were also built during the early years of settlement and the incorporation of the town. However, unlike neighboring Pleasant Grove and many other small Utah towns in the late 1800's and early 1900's, Lindon did not develop a town center or higher intensity core of commercial and public buildings.

The city has experienced significant residential growth in the last few decades with the 2005 population nearing 10,000, and commercial uses have expanded to meet the needs of Lindon’s growing population. Lindon wishes to accommodate this commercial growth, yet retain the rural character of the community, as well as preserve the historical and architectural attributes that contribute to the character of Lindon. Several historic residential structures remain in Lindon, with some being used in a commercial capacity. Two of these residential structures, along with the historic Cullimore Mercantile building stand at the intersection of State Street and 400 North. These remaining structures, along with other preferred building styles, provide the historical basis upon which these standards have been developed.

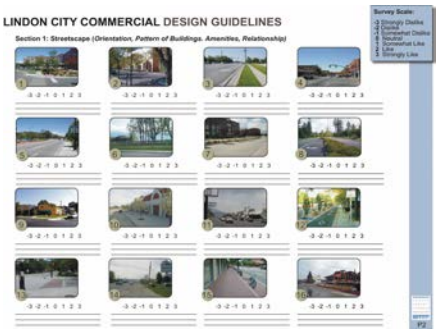
Fig. 1 View of Lindon City, Utah Lake, and Oquirrh Mountain Range.

1.2 Intent of Standards

Fig. 2 Historical residence.

This document is intended to be applied to all areas zoned General Commercial (CG). The Lindon City commercial areas, consisting primarily of the State Street and 700 North corridors, are dynamic areas and are progressing forward. The object of these guidelines is to guide future development that will enhance the character of Lindon City.
In order to respect and reference their heritage, Lindon has chosen to draw primarily upon the historical building types and styles of the town for new commercial structures. *See figure* 2. City officials and residents also find craftsmen and alpine type construction very appealing.

Figure 3: Community input.



Input from the public, city staff, and elected officials has led to the establishment of guiding principles to promote appropriate development standards (*See figure 3)* that will create a vibrant commercial corridor as well as small commercial districts that respect and enhances the heritage of the community's identity. Although Lindon does not have a historic town center, there is a desire to create that kind of small town Main Street district or gathering place in Lindon.

New structures should affect the area in a positive manner, signifying continued growth, and not be detrimental through use of inappropriate massing, scale, or materials. These standards utilize approaches that intend to encourage a sense of place and a sustainability of the area. The standards are not meant to preclude making exception in the case of innovative design, and modifications to the standards are allowed at the discretion of the Planning Commission and the City Council.

Each of the three subsections in the document provides guidance for various design aspects of building in the Lindon City Commercial District:

- Streetscape
- Site Design
- Architectural Character

Photographs, drawings, and diagrams included in each section illustrate desirable characteristics that describe the general intent of these standards. Strict adherence to the standards may require some flexibility depending on specific site conditions. Such flexibility, however, should not be contrary to the general intent for each section, as described.

Several useful tools to assist the city and developers are included in the appendices, including a color palette of Utah-based earth tones, a glossary of architectural terms, and a building materials guide.

II. Streetscape

2.1 General Intent / Introduction

Streets are important public spaces that contribute to the character and identity of a commercial area. The intent of streetscape standards is to create a collective streetscape of buildings,

landscaping, and other site design elements that identify the commercial zones of Lindon City as a cohesive commercial district, rather than a conglomeration of individual commercial structures. The overall streetscape design will be visually attractive, as well as safe and comfortable.

2.2 Layout & Spatial Form

The general pattern of buildings should help define streets as public open spaces. The following standards can be used to enhance spatial definition of the commercial area. Special consideration should be given to further enhance the streetscape and public amenities of key intersections, such as State Street and 400 North, and future key intersections along 700 North. The use of a special overlay district may be used to implement a special streetscape enhancement approach.

- Buildings located on corner lots should orient to both streets. In order to define these corner pad sites, a setback of 20-50 feet is recommended on both street-facing facades as far as sites permit.
- Orient and align the street-facing façade of buildings to the street to help define and shape the street.
- Orient primary entrances to streets and other public spaces, such as plazas, courtyards, and pathways, that have higher levels of pedestrian activity.
- Where possible, maintain and restore contributing historic buildings to conserve historic character in the Commercial District.
- Consolidate driveways and entrances to minimize the amount of breaks, maximize safety and support the continuity of the streetscape design.
- Locate a landscaped parking strip between street and walkway to provide a buffer from traffic. Parking strips are recommended be a minimum of 6 feet wide. A width of 10 feet may be allowed to accommodate a meandering style of walkway/sidewalk.

Fig. 4 When possible use landscaping to maintain a buffer between sidewalks and parking lots.

2.3 Amenities (Trees, Landscaping, Furnishings)

- The use of amenities, such as street trees and planter boxes, are important to an overall streetscape design and can greatly help define a wider street. A consistent landscape and amenity design and theme along the length of a street or block can strengthen the association of unrelated buildings.
- In addition to street trees, other landscaping such as lawn, shrubs, or ground covers provide a buffer between people and cars, as well as providing seasonal colors. Proper maintenance is essential to keep the benefits of these areas continuous.

Fig. 5 Planter boxes/pots add to the color and attractiveness of the streetscape.

- Where a landscaping strip does not exist, install planter boxes and/or plant trees along sidewalk.
- Hanging baskets or large pots are also encouraged to enhance the façade and provide color and create a more pedestrian friendly atmosphere.
- Coordinated street furnishings, such as fencing, trash receptacles, bollards, bicycle racks, and seating, can be an important component in creating a unified, attractive look to a commercial streetscape. Maintenance, safety, and durability are the main considerations regarding choice and placement of furnishings.

Fig. 6 Planters, benches, parking strips, pots, and trees create an attractive commercial streetscape.

2.3.1 Trees

Street trees can be a critical element in defining the edges of a street. To realize the effect, the correct type of street trees must be installed in a well-designed manner and well maintained over time. Refer to the "Lindon City Tree Planting Guide" for detailed information on selecting trees for a site.

Fig. 7 Trees with a large canopy provide shade and help to define a specific corridor.

- Provide a parking strip of street trees between street and walkway, with trees spaced a minimum of every 30 feet. Trees should be placed a minimum of 40 feet from street corners to allow visibility at intersections.
- Select trees and other plant materials based on appearance, hardiness, and appropriateness to site location, solar orientation, and climate. Low-water, low maintenance, and adaptable varieties are desirable. Consult water conservation programs and the Lindon City Tree Planting Guide for recommendations of appropriate tree varieties.
- Keep the choice of street tree(s) consistent for each corridor. Establish a pattern or design that will continue the length of the corridor for greatest effect in defining the space.
- Select trees that will provide a large canopy while maintaining a suitable height to keep unobstructed passage of vehicles and pedestrians.

- Space trees appropriately from each other and from buildings and other structures to allow for full canopy growth.
- Street trees should have a consistent, continued spacing without omissions. Design driveways, lamp poles, and other elements around the spacing of the trees.
- Careful consideration should be given when selecting the type and location of trees in front of businesses so as to not obstruct business signage or building identification (See fig. 8).
- Street trees planted along the 700 North corridor shall be specified by the City. Type and location of the required trees can be obtained at the Planning Dept.

Fig. 8 Trees should be appropriately spaced and located so as not to overly obstruct the view of buildings, signage, or entryways (as shown above).

2.3.2 Landscaping, Pedestrian paving, & Entry Markers

- Landscaping along streets, easements, and public corridors should be consistent to reinforce the overall identity of the commercial district.
- All landscaped areas should be regularly maintained in a neat and orderly appearance as appropriate to the plant types. Leaves, clippings, and other debris should be immediately cleared when accumulation occurs.
- A parking strip of lawn may be most appropriate in streetscapes with a large area between the sidewalk and the street, or where a low pedestrian volume exists. Turf should be used in areas where there is a minimum of 4 feet available, in order to accommodate irrigation systems and mowing.
- Pavers and stamped or colored concrete are desired effects around pedestrian foot traffic areas.
- Parking strips should use a system that is permeable, in order to sustain and enhance the survival of street trees.
- Acceptable paving materials include brick, flagstone, or concrete pavers. Colored, scored, or stamped concrete may be considered.
- Identifying a beginning and end of a corridor or district can enhance the definition of the street. Use well-designed entry monuments, statues, or other means to mark the entrance into the Commercial District of Lindon City.
- Use district gateway markers throughout the commercial zone to define the district. The scale of the markers should relate to the street width and size of buildings nearby. Markers should be effective both for the pedestrian and vehicular traffic (See fig. 10).

Fig. 9 Planted medians are desirable ways to define the streetscape, especially on wider streets.

Fig 10 Marked entrances define commercial districts.

2.4 Paths & Walkways

Paths and walkways are used to provide proper separation of pedestrian and vehicular movement in a manner that encourages pedestrian activity, comfort, and safety. Paths and walks within the commercial areas are encouraged to be linked in some way to the overall trail system of Lindon City.

- Crosswalks should be of a paving material different from the rest of the street or drive to emphasize their location and increase the safety of pedestrians.
- Walkways and sidewalks should be separated from travel lanes by either on-street parking or landscape treatments.

Fig. 11 Pedestrian corridors should be marked by landscaping and other treatments. Corridors provide access between buildings and parking areas. Delineating crosswalks using a different paving material or painted stripes enhances pedestrian safety and the overall streetscape.

- Walkway widths will vary depending on intensity of adjacent uses. Recommended minimum requirements are 10 feet for primary walkways in high pedestrian traffic areas (i.e., stores, restaurants, etc.), and 4 feet for secondary walkways in lower traffic areas (i.e., service oriented businesses, public buildings, etc.). All high traffic walkways shall have a minimum of 6' unobstructed walking space (with respect to overhanging of parked vehicles, landscaping, seating, etc.).
- Use wider sidewalks or patios to create additional space for more intensive sidewalk uses such as outdoor dining, rather than greatly encumbering the sidewalk for such uses.
- Provide overhead weather and sun protection, such as canopies, awnings, balconies, or other overhangs, at building entrances.
- Provide pedestrian circulation and access to buildings adjacent to pedestrian corridors.
- Periodically interrupt large blocks and development parcels exceeding 200 feet in length periodically with pedestrian paths, alleys, or driveways. These routes should be provided with appropriate lighting and amenities such as landscaping and seating.
- Develop pedestrian corridors to connect activity centers and blocks throughout the business district and to surrounding residential neighborhoods. This promotes foot traffic and creates a more vibrant commercial district.
- Use walkways between neighboring developments to enhance the flow of pedestrians.
- Where on-street parking is not practical, other types of buffering such as landscaping, street trees, seating, etc., should be used to improve perception of pedestrian safety.

- Articulate and enhance pedestrian ways with furnishings, waste and recycle bins, lighting, paving materials, public art, and landscaping.

Fig. 12 Providing open space for seating creats a more friendly and inviting environment for walking, dining, and lounging.

- Provide for proper collection and drainage of water, snow, and ice from roofs, balconies, etc., to avoid standing water on walkways that may freeze and create a slipping hazard.
- Drainage grates should allow safe passage by bicycles and pedestrians, and should be designed with some redundancy to reduce the possibility of clogging by leaves and other debris.

2.5 Lighting & Fencing

Coordinate streetscape lighting is required throughout the Commercial District, including type of light source, style of poles and fixtures. Lighting styles should be harmonious and complement the architectural and landscape features of the district.

2.5.1 Street Lighting

Street lighting is an important component of the overall character of a commercial district, as well as improving the quality and safety of the street. Street lighting should be consistent throughout the district. Street lighting can also be placed in planted and paved medians.

Fig.13. Decorative lighting with hanging baskets increases safety and enhances the streetscape.

- If on street parking is provided, street light poles should be located at least 2.5 feet from the curb to avoid contact with car doors and bumpers.
- Light poles should be placed a minimum of 100 feet apart.

- Street lights are required along streets in commercial zones. The approved lighting in Lindon is the Holophane Washington Postlite Luminaire on a black post with a total height of 19'-9" (See fig. 13).
- Light fixtures used in parking areas should not exceed 25 feet in height.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.

Fig. 14 Two rail white fence adds continuity and uniformity to the commercial district.

2.5.2 Fencing

- A white two rail fence is encouraged in all CG, MC, and PC-1-2 zones to enhance the character and consistency of the commercial area of Lindon City.
- Fences should not block access of pedestrians from the sidewalk to a commercial structure(s).
- Fencing height along public street frontages shall not exceed 36 inches.

2.5.3 Pedestrian Scale/Pathway Lighting

Pedestrian scale lighting plays an important role in the overall character of a commercial district. This type of lighting, such as lower poles and bollards, should be used along walkways, public plazas, and other pedestrian areas to illuminate and identify routes and provide safety at night.

- Align lights with street trees where possible.
- Lights should be spaced 100 feet apart to avoid excess glare and provide room for street trees and other furnishings.
- Lights should be properly located to avoid glare into second story windows.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.

Fig. 15 Lighting adds charm to a shopping district and encourages shopping after dark.

III. Site Design

3.1 Setbacks

Front, street-facing setbacks should be compatible with the pattern of Lindon's historic structures being used in a commercial capacity, such as those located at the 400 North and State Street intersection.

Fig. 1 Where street parking exists, wide sidewalks are desireable to provide an uninhibited walkway for pedestrians.

- A setback of 20-50 feet is generally desirable on State Street and 700 North.
- Avoid setbacks greater than 50 feet. Buildings that are located too far back from the street generally do not contribute in a positive manner to the overall streetscape of the area.
- A maximum front setback of 50 feet with no more than one row of parking stalls is recommended to avoid a suburban atmosphere of large parking lots fronting the street. A landscaped setback should be located between the sidewalk and the parking area. For large 'big box' buildings, the city may consider increasing the maximum setback.
- Large 'big-box' stores are encouraged to locate towards the rear of a property and provide smaller pad sites closer to the primary public street. These pad sites can consist of secondary buildings with more pedestrian oriented amenities.
- Utilize the front and side setbacks to create usable public gathering spaces, such as plazas or patio/outdoor seating areas, or for landscaping or public art.
- Avoid placing parking in the front setback between building and street; the majority of parking shall be located to the side or rear of a building to maintain the connection between building and street.
- Greater setbacks may be considered for buildings that propose a public park/plaza area in front of the primary, street-facing façade.

- Side and rear setbacks for structures within a commercial zone shall not be required.
- Setbacks for structures abutting residential uses or zones shall be a minimum of 40 feet.
- Corner sites shall have a recommended setback of 20-50 feet on both street facing facades in order to properly define the intersection if site permits.
- Include a minimum landscaped front setback of 20 feet along 700 N and State Street to retain a sense of openness and small, rural atmosphere. Front landscaping on side streets may include a hard-scaped public plaza, large sidewalk or outdoor patio dining area.
- For narrower side streets off of the main commercial corridors (State Street and 700 North), no minimum landscaped setback is required, but there cannot be a net loss in landscaping. This will allow for a pedestrian scale of buildings that are built closer to the sidewalk, enhancing the sense of a commercial district for an area.
- A 20' setback should be considered between the sidewalk and parking lots that are located to the side of a building.

3.2 Parking

- Surface parking should be located so as to minimize the break in streetscape character and design, yet have sufficient visibility for safety and convenience.
- The use of shade trees, landscaping, and low screen walls can help diminish the dominant and often negative visual impact of parking lots, especially near adjacent residences and parks. A minimum of 20% of the parking lot area is required to be landscaped (See fig. 2).

Fig. 2 Landscaping beautifies the area and conceals large parking lots as well as provides shade - thus cooling the urban environment.

- On-street parking provides an effective buffer for the pedestrian as well as easy access to surrounding businesses and reduces the amount of surface lot parking needed. Spaces on side streets provide a positive perception of parking availability.
- Locate the majority of surface parking to the rear of buildings. Side parking lots are allowed, but should be minimized to allow more continuity between adjacent structures. Big box buildings may require surface parking to be located in the front.
- Encourage the use of shared parking lots that provide more efficient parking patterns. Shared parking with all businesses in an area can help reduce the overall amount of surface parking needed in the commercial district.

- On-street parking may be considered where street width and traffic patterns/speed limits allow. Angled parking may be effectively utilized on side streets.
- Parking should be visible from an entrance to the building.
- Avoid access to parking from/through residential areas.
- Design primary access points to avoid traffic conflicts. Wherever possible, they should be located across from existing access drives and streets.
- Minimize the number of access points from the street by encouraging shared/common driveways for multiple buildings or a building complex.
- Encourage the use of side streets or drives for access to parking areas.
- Make parking areas visible enough to discourage crime and vandalism and utilize CPTED (Crime Prevention Through Environmental Design) principles in the design and layout of the parking (resource: http://www.cpted-watch.com/).
- Provide perimeter and interior islands throughout parking lots to break up hard-surfaced areas. Islands should be landscaped with shade trees that will provide a canopy as well as other lower level landscape elements and plantings (Refer to Lindon City's Tree Guide for recommended varieties).
- Interior islands should be minimum 6' to 10' in width to allow adequate drip line for trees and landscaping. This minimizes visual impact of expanses of asphalt and controls cross traffic through the lot.
- Locate parking lots back from buildings to allow for pedestrian space, such as walkways benches, and landscaping.
- Separate parking from pedestrian walkways, using landscaping elements.
- Include other amenities such as public art near or within parking areas to add visual interest.

Fig. 3 In smaller spaces, smaller varieties of trees are required as to not destroy the sidewalk or create extensive maintenance costs.

Fig. 4 This short brick fence seperates the sidewalk from the parking lot and obscures the cars from the street view.

Fig. 5 Shaded on-street parking is desirable on small side streets.

3.3 Driveways & Circulation

- Encourage shared driveways, cross easements, and automobile entrances to minimize vehicle trips and conflicts between automobiles and pedestrians. Use a coordinated and shared system to access parking and delivery areas at the rear of buildings where possible.

- Walkway materials perpendicular to the drive shall continue across the drive apron to help alert drivers to possible pedestrian activity.
- Interior circulation drives should be articulated and reinforced with other site design features such as lighting standards, trees and other plantings, special paving and walkways. Include an interior circulation system that clearly defines the route to parking areas.
- Minimize conflicts between pedestrians, service vehicles, and customer vehicles through proper design and layout of the parking lot.
- Reduce traffic impacts to neighboring residential areas with appropriate landscape buffers between the uses and by proper location and design of all parking areas.
- Clearly delineate crosswalks from parking areas to surrounding businesses/residences with the use of contrasting pavers and/or striping.

Fig 6 Shaded/covered walkways are desirable, especially to promote use in extreme weather.

3.4 Site Lighting

Lighting styles within individual developments should complement the architecture and landscape design as well as the overall Commercial District streetscape lighting scheme. Avoid selecting different types of lighting for individual developments.

Fig. 7 Lighting enhances architectural characteristics.

3.4.1 Building Lighting

- Lighting may be used to highlight and articulate building facades.
- Building facades should be lit primarily at street level.
- Above the first floor, light should only be used to selectively highlight unique building features without lighting the entire structure.

3.4.2 Landscape Lighting

- Lighting can be used to accent and highlight plantings and landscaping elements.
- Direct accent lighting upward into trees to achieve appropriate light levels and pleasant accent effects. This provides for a low intensity that offers dramatic illumination of nearby pedestrian areas.
- Reserve special architectural lighting for individual plaza areas to emphasize focal points.

3.4.3 Lighting Levels

- Lighting levels should be sufficient to produce a safe, visible nighttime environment, without producing excess light and glare.
- Lighting levels should not be less than 0.5 footcandles at 5 feet above the ground plane, with an average of approximately 3 footcandles at 5 feet above the ground plane throughout parking areas and pedestrian walks.
- Consider ambient lighting from indoors when determining lighting levels.
- Outdoor building lights and pole lights should not produce obtrusive off-site glare. Use full or partial cut-off fixtures that eliminate direct light pollution.

3.5 Signage

- The signs covered in this section cover mainly pedestrian oriented signs. Refer to Title 18 of the Lindon City Code for more details.
- Signs should be used sparingly to provide information, identify businesses, and assist pedestrians and drivers with way-finding. Signs should be compatible with structures and storefronts, and should be simple and straightforward to avoid visual clutter.
- Signs should be located closest to the ground floor of buildings, where pedestrians and drivers most easily see them. Signs should be easy to read.

Fig. 9 Signs can add architectural character and be used to enhance the streetscape.

3.5.1 Commercial Signs

- A variety of shapes, sizes, and materials are possible for most signs. Sign materials and colors should be complementary to the materials, colors and architecture of the related structure. Excessively bright colors should be avoided.
- Simplicity in design, style, and shape is preferred over complex or fancy signs.
- Signs should be large enough to be visible and read with ease, yet not dominate the structure or streetscape by an overly large scale.
- Fully backlit signs are not recommended. Individual backlit or neon letters, or front- or side-lit signs are preferred. Lighting fixtures for signs should be consistent with the architecture and lighting scheme for the building/development.
- Signage or wording is not permitted on any part of awnings.

Fig. 10 Bright colored signs that distract from the façade are not desirable.

- Sign materials should be of high quality, durable materials that will maintain their beauty and appearance for many years. Consider the use of materials such as bronze, brass and copper, that patina naturally, are suitable.

- Signs on historic structures should be designed and attached in such a way that they do not damage or destroy elements of the building.
- Signs within a development should have a common element, such as type of sign, color scheme, or lettering to provide a sense of continuity.

3.5.2 Sign Types and Location

Some of the types of signs recommended may be appropriate for use as a primary sign for a business entity. Others may be more appropriate for use as a secondary or pedestrian-scale sign that is better seen while walking by or through a development.

Fig. 11 Monument signs are the most desirable sign type.

Monument signs

- A free-standing, two-sided sign, generally placed in the front setback area between the building and the street
- Appropriate at entry drives or paths for building complexes, and may include identification for multiple businesses.
- Suitable for use with historic structures to avoid unnecessary damage to the structure, which often can occur with sign installation.

Fig. 12 Bracket signs should be moderately sized, simple, and easy to read.

Blade/Bracket Mounted signs

- A two-sided sign, usually mounted by a metal bracket and projecting from a building's façade. Blade/bracket signs do not conform to the current code but may be considered as part of a pedestrian orientated development.
- Can be well suited for both pedestrians and drivers, since they can be viewed from far down a sidewalk or street depending on the size/scale.
- Can also be located on the corner of a building where they can be visible from two directions.
- Often shaped to mimic an architectural element of the building to reinforce the style of the building.
- Simple mounting brackets should be used, so as not to detract from the sign itself.

Fig. 13 Small pole signs may be permitted in pedestrian-oriented developments.

Signboards/Flush Mounted signs

- Usually a long, narrow panel, located just above the main entrance on a storefront. Sometimes, individual lettering is used directly on the building instead of attached to a signboard panel.
- Generally most suitable as a pedestrian-scale sign, or at an intersection, where signs can be viewed most easily at oblique angles.

Pedestrian-scale, artistic pole signs

- Pedestrian-scale artistic pole signs are not allowed under current code but may be considered in a pedestrian-oriented development.
- Usually a wooden or metal pole with an extended arm to attach a hanging signboard that is catered to pedestrian traffic.
- Height should be such that the hanging signboard does not interfere with pedestrian traffic. Generally, height does not exceed 8 to 10 feet.
- Suitable at the front of a yard or plaza where businesses may be set back from the street or are not visible.
- Suitable for use with historic structures to avoid unnecessary damage to the structure, which often can occur with sign installation.

Window and Door Signs

- Simple lettering or motifs that are placed on storefront display windows, glass panels of entry doors, or upper floor windows.
- Traditionally, these were painted signs, but the same look may be achieved through the application of thin, vinyl appliqués; another alternative is to hang a sign placed on clear glass or acrylic in the window or door.

Plaques

- Wall mounted plaques located near an entry or recessed vestibule; often used to direct patrons to upper level offices or businesses.

Fig. 14 Reader board signs are adaptable and can be used in many different ways to display information and advertisements.

Wayfinding Signs

- Directional signs should be low, highly visible, and integrated with other graphic and design systems throughout the district. Directional signage for cars and people on the street should be consistent with any signage within the interior of a development.
- Locate signs to avoid blocking important views for pedestrians or drivers.
- Larger retail developments or complexes may include a single monument at public drive entries noting the names of businesses within the complex.
- Each building within a complex or development should have a legible address sign, visible both day and night. Numbers should be a minimum of 8” high.

IV. Historical Building Forms and Architecture

4.1 Historic Architectural Styles of Lindon

Architectural styles and the details associated with them are considered secondary characteristics of a structure. Each building form has traditionally accommodated a range of architectural styles, and can also accommodate more contemporary styles of architecture. The architectural styles commonly represented in Lindon's historic structures are Classical, Victorian, and Bungalow, with most buildings using a vernacular version of these styles. Vernacular architecture is basically defined as the regional and local manifestations of a style. It is the architecture that most people build in a given time and place. Vernacular buildings utilize the basic conventions of a style, but are often scaled-down and simplified, and used on a smaller scaled structure. Excessive ornamentation, even in the Victorian-styled buildings, is not commonly seen in Lindon's vernacular architecture. Thus, simple detailing is encouraged for all building types and styles, with an emphasis on enhancing the structure, rather than trying to achieve a “period look” or style through the use of excessive ornamentation.

Fig. 1 Old central passage home

4.2 Lindon Design Theme

The basis of the following standards is respect for Lindon’s historic building forms. Accordingly, the design of future development along State Street and 700 North should incorporate, as much as possible, these historic building forms. Craftsman and alpine style developments are similar to these historical buildings are also acceptable. Individual buildings with smaller footprints better fit this historic theme than larger buildings and “big box” retailers. The historic feel of Lindon can be further enhanced through site design. Streetscapes should include sidewalks and street trees to create an attractive and safe environment for pedestrians. Locating most off-street parking on the sides and rear of buildings will help preserve the traditional, small-town feel of Lindon. As the Lindon City slogan “a little bit country” expresses, the community has a desire to preserve its rural heritage. The design of the State street and 700 North corridors should reinforce this desire.

Fig. 2 Historic cross wing home now converted to a commercial use.

Multiple options are given for recommended building forms to provide flexibility and variety in design and avoid the development of too many similar structures. Certain forms are more suited for smaller structures, while other forms may accommodate a wide range of building sizes. Care should be taken by developers and the city to work with a building form that is appropriate for the massing and scale of the proposed structure. Variations and adaptations of these basic building forms is expected, although the approach of tacking on different elements to a boxy building to achieve a “period/historic look” should be avoided. Major variations should be considered on a case-by-case basis.

4.3 Building Form / Type

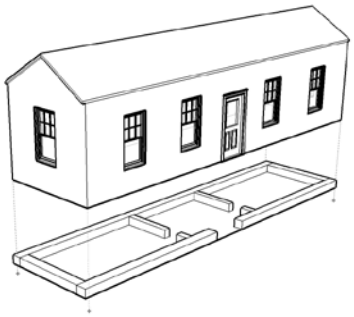


Fig. 3 Hall Parlor or central passage.

The primary characteristic of a structure is the basic building form or type. Most of Lindon's historic structures are residential buildings, with some currently being re-used in a commercial capacity. Thus, the recommended building forms in these standards, based on those commonly found in Lindon, include both commercial and residential types. Listed below are the general characteristics of these building forms.
Building type refers to the basic form or shape of a building, and is not always associated with a particular architectural style, though some types are more commonly seen in some styles of architecture than others, especially residential buildings. Some building forms are residential in nature, yet may be appropriately adapted for commercial structures. Listed are those most commonly seen in Lindon or are variations of those seen.

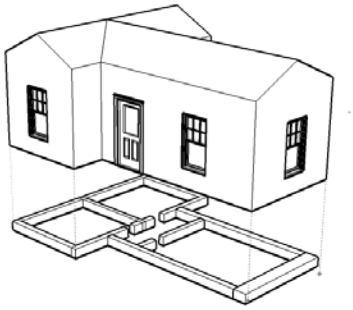


Fig. 4 Cross wing or gabled ell

4.4 Preferred Building Forms

There are three primary styles of historical homes built in Lindon City. They include Central Passage /Hall-Parlor, Cross Wing/ Gabled Ell, and Bungalow. All three forms are characterized by pitched roofs. These building forms are preferred over flat roofed “block” building forms.

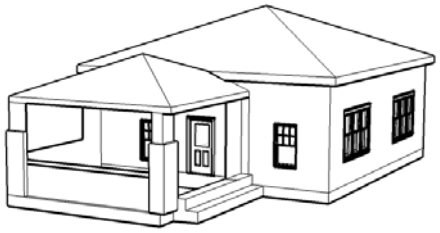


Fig. 5 Bungalow

A. A hall-parlor or central passage structure was most commonly used in a residential manner, but may be successfully used for smaller commercial or office structures. As symmetry is an essential component of this form, it is not recommended for uses that may require a covered drive-through area.

B. The cross wing or gabled ell replaced the hall-parlor as most common house type in the years after 1880. This form was most commonly used in a residential manner, but is also seen historically in institutional or public uses and is similar to the central block form in some ways. It may be successfully used for commercial or office structures in a range of sizes. Its asymmetrical form is a departure from the hall parlor/central passage form, and was often seen in association with Victorian styles, which embraced asymmetry and the enhancement of irregular massing forms.

Fig. 6 Historic Lindon home (gabled ell)

C. The bungalow was the most popular house type in the first quarter of the 20th century. It was also used for smaller civic buildings, such as schools, libraries, city halls, and for small churches. It can be well adapted for use in smaller commercial structures, especially those that are situated near residential areas. Some bungalows often had a porte cochere attached to the side of the house, which would be an ideal form for businesses, such as banks, that require a drive-through area.

4.5 Additional Building Forms (Block forms)

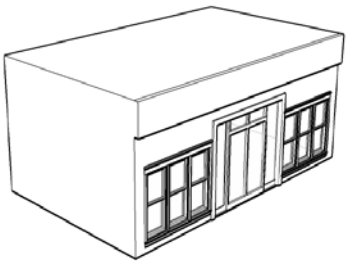


Fig. 7 One-part block

Commercial - Block Forms

Some of the historical commercial buildings in Lindon are One-part Block (Cullimore Mercantile; Walker's Service Station) and Central Block with Wings (Old South School).
These buildings are flexible in that they can have a variable number of bays or wings, large plate-glass display windows and are easy to build and replicate. While Lindon City would consider such designs, modern architectural improvements would need to be made to dress up the structure.

A. The one-part commercial block is suitable for a wide range of commercial uses, and can also house multiple businesses. One-part commercial blocks are an attached or freestanding, single street-level structure that is a simple box or rectangular plan. The defining feature of the one-part commercial block is the storefront.

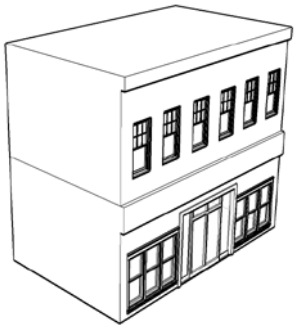


Fig. 8 Two-part block

B. Similar to the one-part block, the two-part block can be utilized by a wide range of uses. Two-part commercial blocks are an attached or freestanding structure of a simple box or rectangular plan separated into two distinct zones: the street level and upper. The street-level zone is for public uses, such as retail, while the upper stories are for more private uses such as residential, office, or meeting areas. This type of building form is ideal for incorporating offices or residential above one or more businesses on the street level.

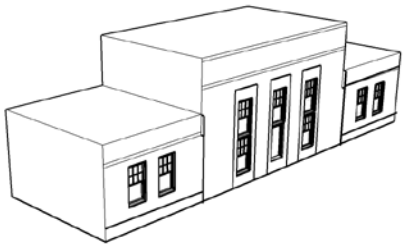


Fig. 9 Central block with wings

C. A central block with wings is more commonly used for banks or public and institutional buildings, but may be used for commercial and office structures. As symmetry is an essential component of this form, it is not recommended for uses that may require a covered drive-through area.

Fig. 10 One-part Block

Fig. 11 Two-part block

V. Architectural Character

5.1 General Intent / Introduction

The character of Lindon City should be positively conveyed through the appropriate use of massing, form, and materials in new commercial structures. In this chapter, general standards for all development are presented first, followed by standards specific for each recommended building form.

New commercial development should be sensitive and complementary to the heritage of Lindon City yet be balanced with present objectives to encourage development diversity and establish a vibrant commercial area.

The architectural standards are designed to promote development that is compatible and complementary to the historic built environment of Lindon. However, direct imitation of historic architectural styles and specific details is not recommended, but historical design principles should be incorporated into the design.

Rhythms and proportions of existing buildings should be identified and incorporated into new construction. These include such things as window to wall or solid-void ratio, bay division, proportion of openings, entrance and porch projections, and site coverage.

Exterior surfaces should be compatible with those of historic structures or the collective character of Lindon in regard to scale, type, size, finish, texture, and color. Finishes should complement the existing scheme of Lindon's historic structures. Roof form and style should be similar to or replicate those found in historic buildings and be appropriate for the selected building form.

Fig. 1 Massing of a building can be broken up by the variation of depth, texture, and color.

Fig. 2 Pitched roofs and rustic architectural features are preferred design characteristics that are consistent with the historic character of Lindon.

Contemporary design and architectural expression that follows the basic principles of the standards is appropriate. The standards are not meant to preclude making exception in the case of innovative design.

5.2 General Standards

5.2.1 Massing and Orientation

- Utilizing appropriate massing and orientation can allow new development to complement the heritage of Lindon. New structures should use massing and orientation similar to that of historic structures. Building placement and orientation should also reinforce the connection to primary and secondary streets, contributing in a positive manner to the streetscape of the commercial area.

Fig. 3 Even very large buildings can be broken up into smaller sections and avoid large blank walls.

- Small, individual developments are preferred. Several small developments contribute a greater degree of diversity than a few large developments.
- Where large buildings are unavoidable, they should be located at the rear of a development parcel or staggered with adjacent developments, with smaller individual developments along the street to preserve a consistent streetfront.
- Breaking up large buildings with multiple bays is required, and each façade should provide a meaningful purpose such as individual entrances to the larger building. On large buildings the façade should broken up every 30' to 40' with color, change of building materials, depth, height, or other architectural characteristics. On smaller buildings, the break in façade should be every 15' to 25'. Appropriate detailing, scale, and proportion area elements that can be addressed through facade design.
- Orient buildings to the main street, either parallel to the street or at a maximum angle of 45 degrees. If a building is on a corner lot, it may have a corner orientation. This is not to preclude entrances or façade detailing to other orientations, such as a side parking lot.
- The perceived width of buildings should be consistent with smaller developments. Divide wider buildings into modules to convey a sense of more traditional construction, yet remain true to the interior layout/programming of the building. This is especially recommended for a series of adjacent businesses built in one development.

Fig. 4 Artistic design & architectural features can decrease the impact of 'big-box' size and massing**.**

- Use courts and atria to help vary the mass of buildings with large floor plates and introduce natural light to the interior.
- Differentiate between the ground floor and upper floors by ~~P~~providing~~e~~ for depth and variation in a façade through the use of different colors, materials, and other details.
- Building articulation is important to visually engage the populace. This can be accomplished through façade modulation, use of engaged columns or other expressions of the structural system, horizontal and vertical divisions through differing textures and materials. Variation in rooflines is also appropriate through the use of dormer windows, overhangs, arches, stepped roofs, gables or similar devices.

Fig. 5 Color changes & variation in material and depth are good tools to break up the massing of a building.

- Avoid flat looking walls/facades and large, boxy buildings. Break up the flat front effect by introducing projecting elements such as wings, porticos, bay windows, trellises, pergolas, port-cocheres, awnings, recessed balconies and/or alcoves, cornices, or other offsets, changes in plane, and changes in height. Staggered bays will also contribute to a greater definition of a façade. Specific standards for different building forms are given in the recommended building forms section of this chapter.
- Berming at the edge of buildings in conjuction with landscaping can be used to reduce structure mass and height along street facades.
- Give the greatest consideration in terms of design emphasis and detailing to the street facing façade (or façades if a corner site). Clusters of buildings in a single planned development may utilize common or compatible building forms and/or architectural styles, with a secondary emphasis on the internal relationships of buildings around a shared parking facility, interior court, landscaped yard, or plaza.
- Buildings on corner sites shall orient to both streets. These buildings are encouraged to have an entrance situated at or near the corner.
- Use sculpture, fountains, monuments, and landscape to enhance the three-dimensional quality of outdoor spaces.

5.2.2 Height

Building heights shall comply with the limits as established in the city code for the underlying zone. Building heights of one to three stories are considered desirable and appropriate to the scale of Lindon City.

5.2.3 Mixed Use Housing

Since Lindon strives to create an attractive & vibrant shopping district along the 700 North corridor, maintaining commercial uses on the ground floor is essential. The second and third floors of commercial buildings can be used for office space, retail and in some cases housing (if specific amenities are provided). Second and third story housing my be feasible along the 700 North corridor if additional public pedestrian amenities are provided such as open space, pocket parks, plazas, sitting areas, extra landscaping, fountains, etc. A starting recommendation is that for every two square feet of amenities that provide a public benefit, one square foot of livable housing may be added on upper floors. This housing must be utilized as part of a mixed use

development, therefore street level commercial elements are required to be part of the project. The Planning commission & City Council must approve any mixed use developments.

Fig. 6 Mixed used developments can be architecturally pleasing, satisfy housing needs, and also create vibrant shopping districts**.**

5.2.4 Exterior Walls and Surfaces: Building Materials

- Materials for exterior walls and surfaces should be selected based on durability, appearance, timelessness as well as compatibility with those used for the historic structures found in Lindon.
- Several notable historic buildings in Lindon are constructed of a locally quarried honeycomb limestone. The limestone was often transported then cut on the construction site, into large blocks. Most of the other notable historic buildings in Lindon are constructed of brick. To complement and be compatible with the character of Lindon, masonry building materials, such as brick, stone, and colored decorative concrete block, are highly preferred for use as the primary building material (85% or greater) of commercial development. Fenestration can also be used to count toward the 85% of the recommended building materials. Many varieties and colors of brick or stone are available and acceptable for use. While use of the same historic honeycomb limestone is not feasible, other masonry materials, such as decorative concrete block and other types of stone may be formed and used in a manner similar to the limestone. Other materials may be considered for use as a primary building material, based on review by the city.

Fig. 7 Emphasis on the detailing of the street-facing façade creates a pleasing experience for the pedestrian as well as the overall character of a commercial district.

- Secondary building materials may include brick, stone, colored decorative concrete block, stucco, wood/cement fiber siding & timbers. These materials are highly desirable over metals, plastics, vinyl, and faux siding materials including synthetic stucco-type materials.

Fig 8 Wainscotting is encouraged to break up the façade and inhibit a color or material from dominating the building façade.

- Scale, texture, detailing, and fenestration should be greatest at the ground floor, where the level of visibility and adjacency to pedestrian activity is greatest.
- Use materials in a manner that is consistent and visually true to the nature of the building material. (See Appendix A for additional materials standards.)
- Use primary building materials for facades that front onto public ways. Secondary building materials may be used as accents on these facades or on less visible facades.
- Use natural building breaks (such as inside corners) for changes in materials, rather than abrupt changes or changes at outside corners to avoid the appliqué look of a material.
- Avoid the use of synthetic materials.
- Innovative use of other materials may be considered.

Fig. 9 Secondary building materials (such as the timbers over this entryway) are encouraged as accents to a primary building design.

- Consider durability and life cycle in the selection of materials.

5.2.5 Texture, Colors, Finishes

- Design elements such as color and materials should reinforce the scale and character of the Commercial District and the heritage of Lindon. Avoid large areas of the same color and/or materials with no relief. Conversely, avoid the use of too many materials and/or colors, which may create busy or incongruous facades. Use materials that have a modular pattern closest to pedestrian ways to add scale, texture and visual interest.
- Earth tones are generally preferred over harsh or

Fig. 10 Individual businesses can share a larger building but stand out by changing the color or material of the facade**.**

loud colors, except where more vibrant colors are used to create a special effect that is harmonious with the adjacent context. *A color palette of Utah earth tones has been provided in the appendix for use as a reference guide to color selections in developments.*

- The use of color schemes should be compatible with the surrounding areas.
- Simplicity is encouraged regarding color. Excessive amounts of different colors should not be used. Brighter colors are recommended for use as accents only.
- The texture and finish of a structure should convey a modern, yet timeless, building.

Fig. 11 Arches, sills, trim, muntins, and other architectural features can enhance windows and entryways..

- Vary colors and materials to break up the monotony in larger developments.

5.2.6 Windows and Doors/Fenestration

- Windows and doors make important contributions to the appearance of any building and should be of a similar design and style to the general character of Lindon's historic buildings.
- Building entries shall have one or more of the following treatments: canopy, overhang, awning or arch; recesses or projections in the building façade including display windows surrounding the entrance; peaked roof or raised parapet structures over the door.

Fig. 12 Architectural characteristics that do not blend in, such as these 'pasted on timbers', should be avoided.

- Facades that front on to public ways should contain functional windows and doors, with a balance of solids and voids.
- Windows at the ground level should generally be of clear glass, and placed at a height that relates visual connection of indoor and outdoor environments.
- Avoid blank facades with no fenestration.
- Avoid the use of dark-tinted or reflective glass windows. Where possible, awnings, balconies, eaves, arbors, landscaping, and other shading devices are effective, and can be far more visually interesting.
- Materials for framing windows shall be compatible to the primary exterior material. Aluminum or similar framing materials that do not match are discouraged.
- Consider the use of canopies or awnings on windows that directly abut pedestrian walkways to provide protection from the elements.

Fig. 13 Covered entrances or porches create a more attractive façade.

- Sun and glare can be controlled with awnings, canopies, balconies, trellises, foliage, and other shading devices that also protect pedestrians from inclement weather.

- The ground floor of the primary façade shall be 60% fenestration at the pedestrian level.
- A significant amount of the primary ground story façade facing public streets, easements and other right-of-way corridors should be transparent glazing, to enhance the pedestrian environment, to connect the building interior to the outside, and to provide ambient lighting at night.
- Dark and obscure glazing should not be used at the ground level, except where harsh solar conditions cannot be controlled with other devices.

5.2.7 Architectural Styles: Exterior Trim and Decorative Detailing

While building form is the primary identifying characteristic of a structure, architectural style, represented by the use of exterior trim and detailing, is a secondary characteristic. Different architectural styles can be used on the same basic building form.
Many of the historic structures are of a vernacular architecture - smaller residences that use a scaled-down version of styles popular at the time. Thus, in general, most detail is simple in form and application, while still being attractive. This simplified approach to trim and detail should also be utilized for new construction.

- Use details and features that work well with the chosen primary and secondary building materials.
- Design details to be visually true and consistent with their materials of construction.
- The use of details can break up uninspiring solid surfaces and helps to avoid the box-like appearance often seen in new construction.
- Trim and details should be simple in material and design. A classic, timeless style should be used.
- Materials for trim and details shall be compatible with the primary exterior material. Detailing should be authentic with the characteristics and capabilities of the materials.
- Excessive ornamentation is not recommended.
- The use of details such as timbers, stones, and beams should be considered.
- Avoid use of pasted on details that do not reflect internal pattern of building or are not proper use of materials (see figure 12 on pg 27).
- Avoid façade appliqués as a method to modulate the façade. Exterior materials, massing, modulation, etc., should relate to the indoor function and use of the structure.

Fig. 14 Variation in rooflines, slope, and plane provide character to a commercial structure.

5.2.8 Roofing

Roofing is a significant design feature. The form, height, color, pattern, materials, configuration and massing of the roof contribute to the success of a structure. Roof mass and form should be consistent with the scale and proportions of the building as well as the architectural character (see Fig 14 above). Use roof materials and patterns that are appropriate to the overall character and form of the building.

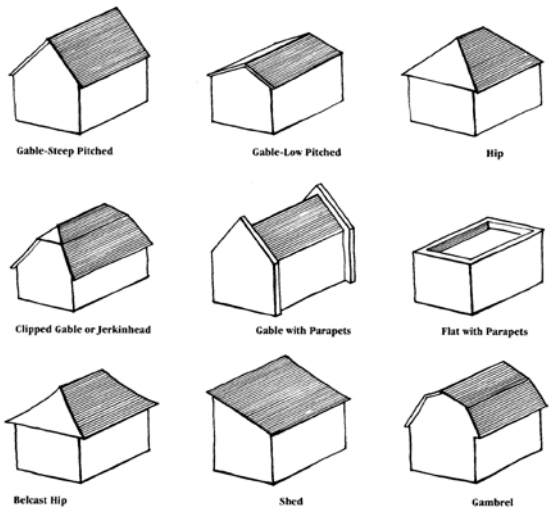


Fig. 15 Variety of roofing styles

- Use no more than two roof types in a single structure i.e. a primary and secondary roof type.
- Variations in rooflines through dormer windows, overhangs, arches, stepped roofs, gables or other similar devices promote visual interest.
- Parapets require cornice treatments.
- Roof materials visible from the street (i.e. sloped roofs), should be harmonious in texture, color, and material with other building materials.
- Sloped roofs should be carefully designed to shed snow away from all pedestrian ways.

5.2.9 Mechanical and Service Areas

Mechanical, electrical, and communications equipment such as heating and cooling units, transformers, control boxes, and antennas should not be located on primary facades.

- Rooftop mechanical units are desirable where possible, and should be screened from view with integrated architectural elements (walls, parapets, etc.).
- Ground mechanical units must be screened from view with wing wall, landscaping, or a combination of both.
- Appropriate vegetative buffers shall be placed to screen and buffer all utility boxes and pedestals.
- Meters, stacks, and service pipes should be located conveniently for service and use, but not on primary façades.
- Loading docks should be located near parking facilities, in alley ways or on side streets, and designed or screened in a way that minimizes their visual impact.

5.3 Specific Standards for Recommended Building Forms

The following recommended building forms for new commercial structures in Lindon are based on those common and/or similar to historic structures in Lindon, as depicted in the introduction. Some building forms have a residential basis, yet may be appropriately adapted for commercial structures.
For each building form, standards are given for the following elements:

1. Massing and Form
2. Height and Scale/Size

3. Roofing
4. Exterior Walls and Surfaces (Building Materials)
5. Fenestration (Windows and Doors)
6. Exterior Trim and Decorative Detailing

<u>5.3.1 Building standards:</u> Massing & Form, Height & Scale, Roofing, Exterior Walls & Surfaces, Fenestration, and Exterior Trim & Detailing.

Fig. 16 Two-part commercial block building.

1. Massing and Form

A. One and two-part Commercial Block

- Large plate-glass display windows shall be used to distinguish the front façade or storefront.
- The number of bays can range from one to five when building a One-part Commercial Block (Cullimore Mercantile; Walker's Service Station).
- The façade need not be symmetrical, although bays should be of the same or similar widths.
- If the structure is used for a business requiring a drive-through area (such as a bank or restaurant), use an extension of the roofline detail and supportive elements on the facade to encompass a covered drive-through area that is consistent with the building.
- A linear series of adjacent businesses may be incorporated into one block, utilizing separate bays for each business. Or, a series of adjacent blocks may be used more successfully if the size of the development would exceed five bays in width.

Fig. 17 Gabled Ell with historic western theme and cupola.

B. Central block with wings (Old South School)

- Use a symmetrical composition of a central block with identical wings.
- The central block will project from the wings and should be accentuated by size and/or height, as well as decoration.
- The wings will generally be lower and recessed from the central block.

Fig. 18 Bungalow with a covered entryway.

C. Hall-Parlor/ Central Passage

- Use a symmetrical building composition, with the long side of the building being the primary façade.
- May be either three or five bays across on the front façade.
- Depth of the building should be one or two rooms deep.

- A covered front porch may be used.

D. Cross Wing/ Gabled Ell

- The form will have two or more wings placed at right angles to each other.
- The basic building may take the form of a “T”, “L”, or “H”
- The form/shape could be repeated or mirrored for larger structures or a connected series of stores.

E. Bungalow

- Use a square or rectangular floor plan.
- Use the form for the entire structure, rather than just a bungalow entrance on the front of a block building.
- A variety of form types may be used to create a ‘small gabled cottage’ style of building.
- Narrow end to the street with a hip or gable roof.
- Broad gabled roof that projects out over a front porch, usually with a top half story that has a centrally placed gabled or hip dormer.

2. Height and Scale/Size

A. One and two-part Commercial Block

- Scale and Size may vary from a small building (such as the Cullimore Mercantile) to larger structures.
- Bays should generally range from 15’ - 25’ in width for small buildings; large buildings 30’ - 40’.
- For corner buildings, articulation of the corner with additional height may be considered.
- Scale and Size may vary from a small two-story building of one or two bays to larger structures that would encompass up to five bays.

Fig. 19 Bays & entryways break up this façade.

B. Central block with wings

- Buildings may be one to three stories in height.
- The height of the central block should be higher than that of the wings.

C. Hall-Parlor/ Central Passage

- Buildings may be one, one and a half, or two stories in height.
- This building type is best suited for smaller buildings (a footprint of less than 6,250 square feet)

Fig. 20 A simple building with appropriate features can create a unique appearance.

D. Cross Wing/ Gabled Ell

- Buildings may be one, one and a half, or two stories in height.
- A range of sizes may be accommodated with this form by utilizing additional sections of the projecting and flanking wing form.

E. Bungalow

- Buildings may be one, one and a half, or two stories in height.
- This building type is recommended for smaller buildings (a footprint of less than 6,250 square feet)

3. Roofing

A. One and two-part Commercial Block

- Sloped roofs should be the primary roof form and should use a material that is compatible in material and color with the exterior material of the building and any flat roof material. Wood or faux wood shingles, or architectural asphalt shingles are preferred.
- The flat roof can be used, but should always be used with a parapet and/or decorative cornice. Secondary roof forms, such as gabled, hip, or shed roofs may be considered for use to break up larger structures or for use on the corner of buildings situated on a corner.
- A wide range of roofing materials can be used for the flat roofs.

Fig. 21 Possible variation of rooflines

B. Central block with wings

- The entire structure may have flat roof with parapet or cornice detailing or the central block may be gabled with a flat roof used on the wings. For a structure that has a gabled center block and gabled wings, refer to the cross wing form in the residentially influenced building form section.

C. Hall-Parlor/ Central Passage

- A steeply pitched gable roof (8:12 to 14:12) is the preferred roof form. A hip roof may also be used.
- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.

D. Cross Wing/ Gabled Ell

- A steeply pitched gable roof (8:12 to 14:12) or a hip roof are the preferred roof forms.
- All sections of the roof should have the same height for the peak.

- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.

E. Bungalow

- Use a low-pitched gable or hip roof that projects out over the eaves.
- Dormers, if used, may have gable, hip, or shed roofs all work well with either primary roof form.

4. Exterior Walls and Surfaces (Building Materials)

Fig. 22 Stucco is common but other materials should be used to enhance the appearance.

- Brick, Stone, or Colored Decorative Block should be utilized as the primary building material (85% or greater of the building), especially on street-facing facades (Refer to Appendix 6.2).
- If using Stone or Decorative Concrete Block, details such as the texture of the block and the mortar joints should be similar to that of the historic structures of Lindon (Refer to Appendix 6.2).
- All of the above, as well as Cement Stucco, Wood, Architectural Metals, colored or decorative concrete, and cement board siding may be used as secondary (less than 40%) building materials, and on less visible facades.
- Foundation ribbons may be created from a material complementary to the primary building material.

5. Fenestration (Windows and Doors)

- If using muntins to create the look of paned glass, use an exterior application to create a visible shadow line, lending to an authentic look. Coordinate with an interior application of muntins.
- Avoid center pressed muntins, which lack a look of authenticity

A. One and two-part Commercial Block

Fig. 23 Large open windows add to the façade

- Large, transparent storefront windows are an essential component of the one-part commercial block.
- Storefront windows should be framed with a material complementary to the primary building material(s). Wood or metal are framing materials that work well with brick or stone.
- If storefront windows do not reach to the ground, a projecting sill should be used at the bottom.

- Transom windows should be used above storefront windows. These are often also transparent, but clear, decorative colored glass may be used to add detail to the building façade. Transoms may be either single or multi-paned.
- Awnings, if used, may be either metal or fabric. These should generally be mounted just above or below the transom windows when used on the storefront.

- Use of recessed entries that are flanked by the storefront display windows is encouraged, however flush entries may also be used (See fig. 23).
- Upper levels use more traditional windows with a vertical emphasis. These windows should be inset, with a sill and lintel, and may incorporate some simple detailing to add definition to the upper zone.
- If the building is free-standing, windows on the sides of the building should be vertical in orientation and proportional to the size of the building. These windows should be inset, with a sill and lintel. Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Panes are also encouraged to add character to windows.

Fig. 24 Window trim and awnings add to the visual character of the fenestration.

B. Central block with wings

- Locate the main entrance to the building in central block section.
- Additional entrances are allowed in the wings.
- High, vertical windows should be used in the central block.
- The same style of windows used in the central block should be used in the wings, but usually of a smaller scale. These windows should continue around to the sides and potentially the back of the building, depending on the interior use of the structure.
- Windows should be inset, with a sill and lintel, and should incorporate some simple detailing in the molding or casing elements to add definition to the building.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.

Fig. 25 Addition of muntins, color variations, trim, sills and arches create attractive windows.

C. Hall-Parlor/ Central Passage

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins, or detailing in the lintel and/or molding.

- Molding or trim around the windows can be used to enhance a simple window shape.
- Entries may be accented with a covered porch area. Roofing of the entry porch should be of the same form as the main roof.

D. Cross Wing/ Gabled Ell

- Entrances should be located in side facing/flanking wing. These entrances may be protected by a porch or awning, which will add detail to the façade.
- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Molding or trim around the windows can be used to enhance a simple window shape.

E. Bungalow

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used. Windows and doors may be enhanced with geometric patterns, created in stained or leaded glass, or by the use of wooden muntins. These are often seen only in the top half of windows and doors.

6. Exterior Trim and Decorative Detailing

- Some form of detailing or fenestration should be used every 15 to 25 feet along each side of small building (every 30'to 40' for large buildings). Windows, doors, art or architectural detailing at the first floor level are all options for a blank wall.
- Enhance buildings with usable details and accents, such as a covered porch or walkway.
- Avoid trying to incorporate multiple styles in one structure, instead use consistent, continuous detailing.
- Utilize colors, textures, and changes in building material to give definition to the façade.

A. One and two-part Commercial Block

- Use simple decorative detailing to enhance the features of building rather than using excessive decoration or pasted on details.

Fig. 26 These block form buildings have an attractive, modern, clean look achieved through detailing**.**

- Detailing should be focused on the primary, street-facing façade of the building.
- Utilize colors, textures, and changes in building material to give definition to a building's façade.
- Avoid trying to *excessively* break up a building's façade. Instead use consistent detailing along the façade.
- Two-part commercial blocks often incorporate more detailing than the one-part block. Simple, decorative detailing that evokes an architectural style should be used.
- Most detailing should be focused on the street-level.
- Upper level(s) feature less detailing than the street-level.

Fig. 27 This older two-part block building has been restored to maintain a modern appearance.

B. Central Block with Wings

- The central block portion should be further accentuated through use of detailing.
- Stylistic influences may be incorporated in both the central block and wings, with a greater emphasis on the central block.
- Detailing should be consistent on all sides of the building, although the primary, street-facing façade may have a greater emphasis of detail.

C. Hall-Parlor/ Central Passage

- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.
- Use simplified versions of historic elements seen in Lindon.

D. Cross Wing/ Gabled Ell

- Decoration and detailing should be consistent between the façade of the facing wing and the porch/front of the flanking wing
- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.

Fig. 28 Gabled Ell with historic western theme.

E. Bungalow

- Use sparse and simple detailing that highlights or exposes the structural elements of the building, such as the eaves, windows, and doors.
- Detailing should be more reserved in decoration and rely on the exposed elements, such as partially exposed framing members in the end of the roof, rather than adding on details.
- Use simplified versions of historic elements seen in Lindon bungalows.

VI. Appendices

I. Preference Lists:

These architectural features are considered desirable and are suggested as "recurring themes" for buildings within the City.

a. Cupolas
b. Arched windows with muntins
c. Exposed Timbers
d. White two-rail fences along streets & walkways
   i. Where white two-rail fencing is used, the following standards are encouraged: A continuous three (3) foot tall fence with post dimensions of five (5) inches by five (5) inches with rail dimensions of two (2) inches by six (6) inches. The posts should be installed eight (8) feet on center with two (2) rails between posts. The fence should be placed adjacent to any dedicated streets so as to generally appear in a continuous fashion. Placement of the fence should typically be two (2) feet behind the sidewalk within the required landscaping strip.
e. Pitched roofing styles
f. Stone wainscot and other stone or brick accents
g. "Country Accents" in line with the Lindon theme, "A Little Bit of Country."

II. Building Materials Standards

The use of details and features that work well with the chosen primary and secondary building materials are most effective. Design buildings such that details are visually true and consistent with their materials of construction. Provided are standards for:

A. Brick
B. Timbers
C. Stone
D. Stucco
E. Siding/Cement fiber panels
F. Concrete Block Masonry- split faced or decorative.
G. Concrete Tilt Up Building
H. Wood / cement fiber siding

Fig 1. Brick is a classic and timeless building material.

A. Brick

Brick is a modular material and should be used in a manner that achieves a sense of permanence and quality.

- Dimensions of facades and openings should course out with brick modules where possible, to avoid small, cut pieces of brick.
- Trim with appropriate water table detail.

- Brick should appear self-supporting and three-dimensional. Avoid wide spans (over 10') at openings.
- Use some form of header or lintel at all openings. These should be deeper for wider spans.
- Use inset windows, brick jamb returns, and projecting sills at windows. Recess windows.
- Avoid pieces of wall that are less than one brick wide between openings, or less than two bricks wide at a corner.
- Use the range of decorative patterns brick offers. Use combinations of soldiers, headers, stringers, etc. to form patterns that create cornices, wall caps, water tables, and other details. Use patterns in a manner consistent with the material.

B. Timbers

Wood beams or exposed logs can be used to add to the architectural appeal of the building. This type of treatment is often seen in Craftsman & Alpine style construction.

- The use of timbers helps to maintain the historical & western feel of the city.
- Used as decoration over porches and windows and other overhangs.

Fig. 2 Timbers dress up a building front and entrance and add to the character of Lindon.

C. Stone

Stone is a substantial material rooted in the land. Stone and stone panels must be used in a manner that appears self-supporting and three-dimensional in order to feel genuine.

- Avoid wide spans (over 10') at openings.
- Avoid narrow pieces of stone wall less than 1' wide between openings, and less than 2' wide at corners.
- Take care in the detailing and construction to create a believable corner.
- Keep mortar joints consistent in width to match apparent breaks between stones with breaks in modules.

Fig. 3 This entryway is oriented to the corner and is emphasized by the use of stone.

- Show some form of header or lintel at all openings. Wider spans should utilize deeper headers and lintels.
- Use inset windows, stone jamb returns, and projecting sill at windows.

D. Stucco

Stucco is traditionally a rough 'plaster type' finish coat over masonry walls. Use in a simple manner over large planar wall surfaces.

- Stucco turns corners without need of trim, so keep clean lines at the corners.
- Emphasize the material with broad overhangs, deep recesses at openings, and delicate details such as thin metal rails.
- Avoid narrow pieces of wall at corners or between windows.
- Create points of emphasis to provide contrast to stucco walls. Use slight changes in plane, changes in texture (walls vs. trim), or inset panels of contrasting finish and color (ceramic tile).
- Use appropriate scoring joints to create smaller panels that allow for natural expansion and contraction without unnecessary cracking. Joints should tie in with natural breaks or openings where cracks might naturally develop.

E. Wood Siding / Cement Fiber Panels

Siding is traditionally a lightweight material over a frame structure. If using a cement-based product, choose those with a genuine appearance and use an authentic manner when detailing.

- Avoid vinyl, plywood, or pressboard siding.
- Critical details, both visually and functionally, are joint sealings at corners, soffits, openings, and between siding pieces.
- Combinations of trim, fascia, subfascia, soffits, eaves and rakes protect the vulnerable joints in a building that is sided. Work to create a functional, unified, and harmonious family of these details.
- Ensure that the scale of details is appropriate to the function.
- Apply details consistently on all sides of the building.

- Stagger vertical joints in horizontal pieces of siding.
- Avoid small sections of siding between openings and at corners.
- Use a base to protect sided walls from the elements. Masonry bases are preferred.
- Provide an attractive and functional transition to the base.

F. Decorative Concrete Block Masonry

A modular material used in a similar manner to brick or cut stone. Many different textures and sizes are available.

- Dimensions of facades and openings should course out with the block modules where possible, to avoid small cut pieces of block.
- Use a stain or color finish for visible areas.
- Consider the use of patterns to enhance the building; create cornices, wall caps, water tables, and other details using patterns.
- Accent with detail blocks of different texture/finish.
- Use inset windows.
- Avoid pieces of wall that are less than one block wide between openings, or are less than two blocks wide at corners.
- Large sections of smooth faced, plain block in highly visible areas is not permitted.

G. Concrete tilt up buildings

A Tilt-up is a building constructed of concrete panels, commonly used for commercial or industrial facilities, such as; office buildings, warehouses, retail centers, manufacturing facilities, etc. Large concrete panels are typically poured on site and raised by a crane in place to form the exterior walls of the building.

- It is strongly recommended that stamped, stained, or textured panels be used to add character and appeal to the building. Plain, blank panels over large expanses of wall will not be permitted.
- Wainscot is also recommended to break of the façade.
- Use change of color or change of material to break up large walls of cement.
- *Plain cement panels without decorative features are not permitted.*
- Windows can also be used to add character and break up the wall area.

III. Glossary of Architectural terms

Readers of this book may find several descriptive architectural terms with which they are not familiar. This glossary of terms is provided to give simple definitions of words used throughout this text.

ADOBE - A large, unfired brick made of clay-based mud and straw binder, handpicked in a form and dried in the sun.

ARCADE - A range of arches supported by piers or columns. A passageway, of which one side is a range of arches supporting a roof.

ARCH - A structural element designed to support the weight above an opening. A true arch consists of wedge-shaped stones or bricks that make a curved bridge spanning an opening.

ASHLAR - Textured, rough-hewn stone; or the simulated appearance of rusticated stone in concrete blocks.

ASTRAGAL - A molding of half-round profile, especially the strip covering the joint between a pair of doors or casements.

BALCONET - A decorative balcony that is too small to stand on.

BALUSTRADE - A railing consisting of a handrail supported on balusters, often built on a base.

BALUSTERS - Lathe-turned or straight spindles that support a handrail as part of a balustrade.

BARGEBOARD - Ornamental trim board along the face of the incline of a roof gable.

BATTERED WALL - A wall that slopes inward as it rises; a tapering pier. Common on Pueblo walls and Bungalow porches.

BAY WINDOW - A window that projects from the outer wall, extending the floor space and creating an alcove in the interior space.
BELCAST ROOF - A roof slope with a convex profile creating a distinctive curve, associated with some Victorian and Bungalow styles.

BELT COURSE - A slightly raised horizontal band marking a division in wall surfaces.

BOARD-AND-BATTEN - Vertical plane siding with joints covered by narrow wood strips.

BRACKET - A supporting member, often L-shaped or triangular, for a projecting roof cave, balcony or shelf.

BROKEN SCROLL - A Colonial decorative motif placed over doors or windows featuring a central ornament flanked by interrupted gable moldings.

CANALE - A waterspout extending beyond the plane of an exterior wall or parapet.

CANTILEVER - Construction in which a beam or structure extends beyond the face of a wall, being supported only at the one end.

CASEMENT - A window with the sashes opening outward on vertical hinges.

CASING - Decorative trim encasing a window or door opening.

CHICAGO STYLE - With reference to windows, a symmetrical, flat-arched, tri-partite gang of windows with a large, fixed picture window in the center, flanked on both side by narrower, operable windows.

CLASSICAL ORDERS - In classical architecture, the design of a column and entablature relating to a specific style and time period, including: Doric, Ionic, Corinthian, Composite and Tuscan.

COPING - The sloped capping or top course of a wall made of stone, metal, wood, or some other material for the purpose of protecting the wall from weather.

CORBEL - A projection of successive level of masonry beyond the wall surface producing a bracket form.
CORNICE - The projecting member at the top of a wall or roof trim.

COLUMN - A vertical round shaft that supports, or appears to support, a load.

CREEPING DAMP - (Sometimes called rising damp) The vertical movement of water through a substance by capillary action. Common on lower levels of masonry buildings

CROSS WING - A house form involving two intersecting rectilinear shapes, one recessed.

CROWN MOLDING - A curved molding used to terminate the trim on cornices, walls, casings and cabinets.

CUPOLA – A small structure built on top of a roof & used as architectural treatment or observation post.

CURVILINEAR PARAPET - The multiple-curving, ornamental motif on the center of the top of a parapet wall, especially in Mission Style architecture.

DEAD LOAD - The uniform, fixed weight inherent in any structure (as opposed to LIVE LOAD).

DECKING - The material used to cover the floor of a porch, balcony or other flat exterior walking surface.

DENTILS - A classical ornamental molding consisting of a horizontal series of block-like projections thought to have been based on the appearance of rows of teeth.

DORIC - The simplest of the classical orders.

DORMER - A projecting gable in a pitched roof with a window or windows on its front vertical side.

DOUBLE HUNG - A window in which both the upper and lower sash are independently operable in vertical movement within the same frame.

EAVE - The edge of a roof that projects over the outside wall.

ELEVATION - A "head-on" drawing of face of a building or object, without any allowance for the effect of the laws of perspective.

ENTABLATURE - In classical architecture, the horizontal member immediately above the columns consisting of the architrave, the frieze and the cornice.

FACADE - The front or principal face of building: any side of a building that faces street or other open space.

FANLIGHT - A semi-elliptical or semicircular window, usually over a door.

FASCIA - A flat board with a vertical face that forms the trim along the edge of a flat roof or along the eaves of a pitched roof.

FEDERAL - A classical American architectural style. Dating from 1780 to the mid-1800's.

FENESTRATION - The arrangement and design of windows in a building.

FINIAL - A terminal form at the top of a spire, gate-post, pinnacle, or other point of relative height.

FLASHING - Metal sheets at the junction of roofs and walls or chimneys used to prevent leaking.

FLUSH - Being even with or in the same plane or line as.

FLUTING - A decoration consisting of long, rounded grooves in columns or casings.

FOOTPRINT - A popular term for the shape of an area within the perimeter of a floor plan.

FRAME - The part of an encasement of an opening supporting a door or window. Also, a method of building construction employing a skeletal system of several repetitive structural components, as in wood-frame or steel-frame, or the work of constructing such a system.

FRONTISPIECE - A classical, ornamental projection, including windows, around a major door. Sometimes refers to a wing extending forward from the facade.

GABLE ROOF - A ridged roof forming a gable at each end. A roof with a single peak.

GABLE - The upper (usually triangular shaped) terminal part of a wall under the eave of a pitched roof.

GAMBREL ROOF - A roof with two slopes on each of two sides, the lower steeper than the upper.

GLAZING - Glass set in windows.

GREEK REVIVAL - A classical American architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the west. Architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the West.

HALF-TIMBER - A form of Medieval construction using exposed wood framing with the intervening spaces filled with stucco or masonry. Ornamental trim that reflects the internal structure.

HIGH STYLE - Common terminology for the most elaborate and formal versions of major architectural styles.

HIP ROOF - A roof with sloping ends and sides, usually with four sides terminating in a ridge or point.

HOOD - A protective, often ornamental cover over doors or windows.

HUE - Generally, color or a particular shade or tint of a given color.

IN-KIND - Matching the original material.

ITALIANATE - An architectural style from the mid-to-late nineteenth century which derived its designs and forms from mansions and villas of the Italian Renaissance.

JACOBEAN - A seventeenth century English architectural style, revived in America in the early twentieth century, characterized by red brick Wells, and steep, coped, cast concrete gable trim.

JERKINHEAD - A gable roof with the ends of the gables clipped off to form small hips.

JOINERY - The hand-crafted intersecting joints in ornamental woodwork; associated with woodwork, eaves and cabinetry.

LACE WORK - Fine wooden or metal ornamental screens or scrollwork.

LANCET ARCH - A tall, thin, three-centered or pointed arch surrounding a window opening or vent.

LINTEL - A supporting beam placed over a door, window or other opening; usually visible and of a contrasting material from the wall surface.

LIVE LOAD - A moving or inconstant structural load or weight (such as people) that a building's structure carries in addition to its own weight.

LOGGIA - A covered second-story porch, typically cantilevered and framed by a balustrade. Square posts or turned columns usually support a shed roof.

MANSARD ROOF - A roof that slopes in two planes, the lower of which is usually steeper. Typical of the French Second Empire style.

MILL FINISH - The raw, unfinished color and texture of an aluminum or other metal product, such as a window or door fame, as it comes directly from the mill or factory.

MUNTIN - A small piece of wood or metal in a window sash holding in place and separating one piece of glass from another.

ONE-OVER-ONE (1/1) - A double-hung window with one pane of glass in the top sash and one pane in the bottom. 2/2 has two panes over two panes. A likewise 4/4, 6/6, 12/9 and other window patterns.

ORIEL - A projecting corner window supported by brackets.

OXIDATION - In rusting or burning, the chemical union of a substance with oxygen.

PALLADIAN WINDOW - A tri-partite window consisting of a large, central, round headed window flanked by two smaller, rectangular windows.

PARAPET - A low wall at the edge of a roof, porch, or terrace.

PATINA - A thin coating or color change resulting from natural oxidation during aging; for example, the changing of copper to a greenish-blue color over time.

PENDANT - A hanging ornament.

PERGOLA - An arbor or colonnade with columns or posts supporting open roof timber.

PIECE-IN - To add a piece or pieces matching the original in order to repair.

PILASTER - A pier or half-column of shallow depth applied to a wall.

PINNACLE - A terminal ornament or protecting cap, usually tapered upward to a point or knob and used as a high point of a roof.

PITCH - The degree of slope or inclination, as in the steepness of a roof.

PLASTER - A wall finish material, usually made of lime gypsum or cement, sand and water, applied in a plastic state with or without a heavy texture, to exterior or interior surfaces.

PLINTH BLOCK - A small, slightly projecting block at the bottom of the casing around a door opening.
PLUMB - The degree to which a wall is perfectly vertical.

POLYCHROMATIC - Featuring several colors, as opposed to monochromatic or one color.

PORTAL - A principal entrance, usually recessed and arched.

PORTE COCHÈRE - An open-walled but covered structure attached to the side of a building through which a carriage or automobile may pass or under which they may park. Also a roof and supporting projection over a driveway near the entrance to a house; later referred to as a carport.

PRESERVATION - The process of preserving the existing form, character and appearance of a structure through techniques designed to arrest or slow the deterioration of a structure, or to improve structural conditions.

PROJECTING BAY - Typically a three sided extension from the main facade of a building, containing windows and ornamental elements; sometimes called a "pent" or "slanting" bay or BAY WINDOW.

QUARREL - A small, diamond-shaped pane of glass, one of many in a window. Associated with English styles.

QUOINS - An ornamental element, usually of masonry, on the corners of buildings that expresses the structural interlocking of the corner.

RAISED PANEL - In wood millwork, a door, cabinet or furniture with beveled panels inset in flat wooden frames. Doors will usually have several raised panels, as opposed to slab or flat panel doors that may have only one panel per door.

RAFTER - A wooden frame member stretching from the ridge to the eave of the roof.

RENOVATION - The introduction of new elements to a building to replace old worn parts.

RESTORATION - To employ treatments aimed at returning a building to its original appearance and condition.

REHABILITATION - To take corrective measures to make a building usable or livable again.

RIDGE - The horizontal top line formed by the meeting of two sloping roof planes.

RIDGE CAP - The wood, tile or metal cap covering the ridge of a roof.

ROMAN ARCH - A semi-circular or "round" arch, invented by the Romans.

ROOF CRESTING - A decorative metal element placed along a ridgeline.

ROOF PITCH - The relative angle of the roof slope.

SASH - The movable frame holding glass in a window opening.

SCONCES - Decorative wall fixtures or lamps. Wrought iron sconces are common to the Spanish Colonial and Mediterranean Revival styles.

SCUPPER - An opening through a wall that allows for roof drainage. Term also refers to the metal funnel which catches runoff water and directs it into the downspout.

SECOND EMPIRE - An American architectural style from the mid-to-late nineteenth century, employing the Mansard roof and related elements from the reign of Napoleon.

SEGMENTAL ARCH - A gently curving arch having the shape of the uppermost segment of a circle.

SHAKE - A thick, wavy, rough, shingle made of wood, used in Ranch Era architecture.

SHED ROOF - A single sloped roof.

SHINGLE STYLE - A turn of the century American architectural style characterized by the use of shingles on most wall surfaces, often paired with Colonial Revival ornamentation.

SIDELIGHTS - Tall, narrow windows with small glass panes flanking a doorway, or picture window.

SOLID CORE - With reference to doors, a slab door made of solid wood rather than several panels with a hollow interior.

SPINDLEWORK - Delicate ornamentation of turned wood spindles, typically from the Victorian Era, often found on porches and as ornamentation for doorways.

SQUARE - Forming a right angle.

STUCCO - Plaster for exterior walls.

SURROUND - Ornamental trim or casing surrounding a door or window opening.

TERRA COTTA - Cast and fired clay units, usually larger and more intricate in form and detail than brick.

THATCH - A Medieval roofing material consisting of matted or woven straw; imitated by undulating wood shingles in Period Revival architecture.

THREE-POINTED ARCH - An elliptically shaped arch with its curve established by three perspective points beneath the arch.

TRANSOM - A window opening over a door.

TRI-PARTITE - Consisting of three similar, joined components, such as windows or ornament.

TRUNCATED - Having the top of a hip roof cut off by a flat plane.

TUDOR ARCH - An English arch which slopes gently upward to a point. Associated with English Revival styles.

TURRET - A small tower, sometimes corbelled from the corner of a building & extending above it.

VENTS - Ventilation openings, pipes or shafts.

VESTIBULE - A small entrance room or enclosure situated at an exterior entry to a building.

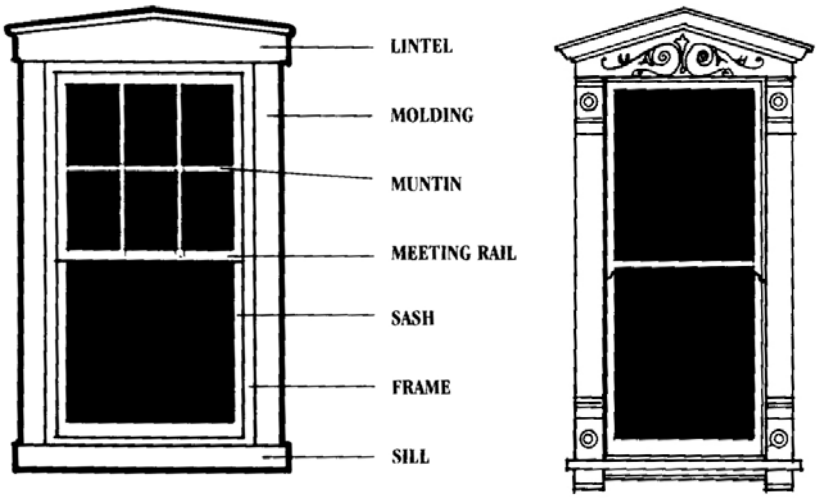
VIGA - A horizontal roof beam, usually a wood log exposed and extending beyond the plane of a wall or parapet.

VERANDA - A long, roofed, gallery-like arcade or porch that spans the width of a facade.

VERNACULAR - Indigenous architecture characteristic of a certain locale.

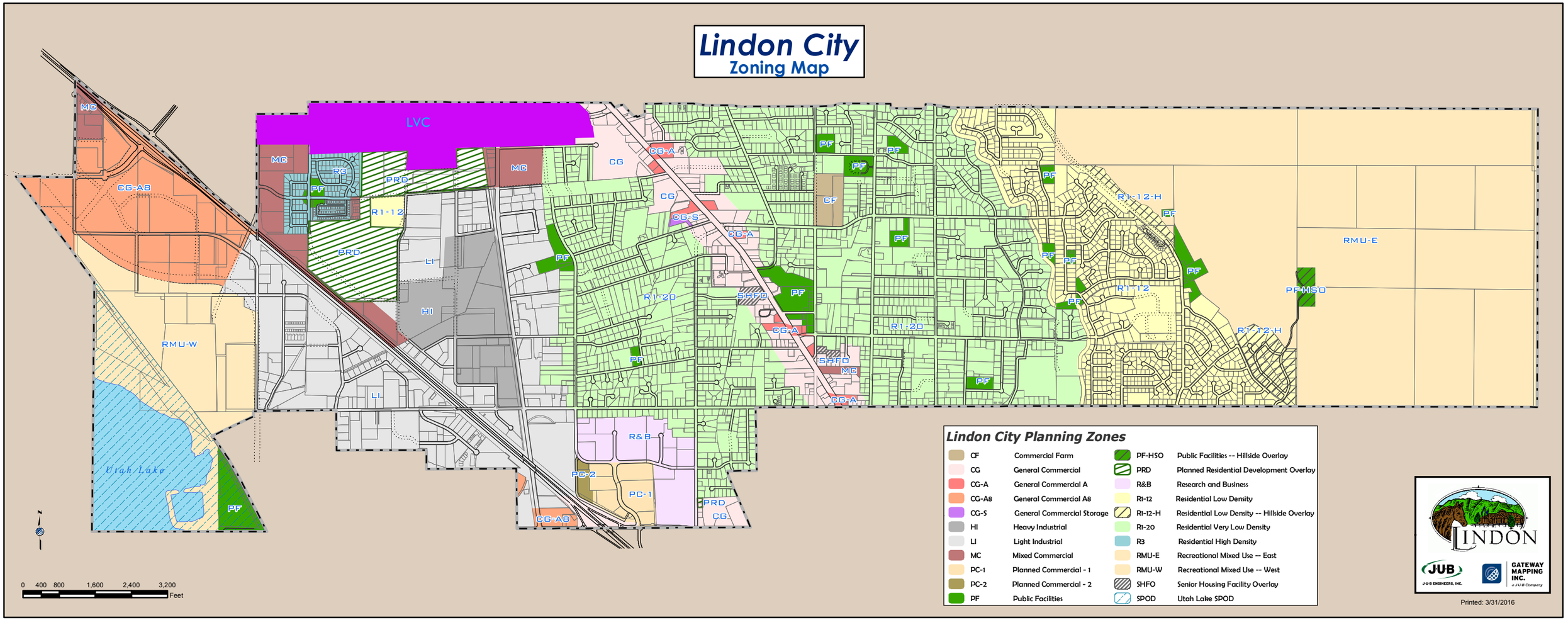
WAINSCOT – Wood, stone, brick or stucco paneling or some other decorative material that is applied to the lower section of a wall and may extend around the entire facade.

WINGWALL - A non-structural ornamental wall extending out to the side of a building.



IV. Utah Mountain Desert Color Palette

Lindon City
Zoning Map



Lindon City Planning Zones

CF	Commercial Farm	PF-HSO	Public Facilities -- Hillside Overlay
CG	General Commercial	PRD	Planned Residential Development Overlay
CG-A	General Commercial A	R&B	Research and Business
CG-A8	General Commercial A8	R1-12	Residential Low Density
CG-S	General Commercial Storage	R1-12-H	Residential Low Density -- Hillside Overlay
HI	Heavy Industrial	R1-20	Residential Very Low Density
LI	Light Industrial	R3	Residential High Density
MC	Mixed Commercial	RMU-E	Recreational Mixed Use -- East
PC-1	Planned Commercial - 1	RMU-W	Recreational Mixed Use -- West
PC-2	Planned Commercial - 2	SHFO	Senior Housing Facility Overlay
PF	Public Facilities	SPOD	Utah Lake SPOD

LINDON

JUB ENGINEERS, INC.

GATEWAY MAPPING INC. a JUB Company

Printed: 3/31/2016

10. Concept Review — McCann Main Street Development *(15 minutes)*

The Council will review a concept plan from Marc McCann who is requesting review of possible subdivision options for property located at 122 N. Main, adjacent to the Lindon Hollow.

See attached information from the Planning Department.

Item 10: Concept Review — McCann Main Street; 122 N Main

Applicant: Marc McCann **Presenting Staff**: Hugh Van Wagenen **Type of Decision**: None **Council Action Required**: No	**SUMMARY OF KEY ITEMS** 1. This is a concept review to receive feedback from the Planning Commission and City Council regarding the applicant's proposal. **MOTION** No motion necessary.

OVERVIEW

A Concept Review allows applicants to quickly receive Planning Commission and/or City Council feedback and comments on proposed projects. No formal approvals or motions are given, but general suggestions or recommendations are typically provided.

The proposal is located at approximately 122 North Main Street. The applicant is interested in developing the property into four buildable lots on a private lane and leaving large portions of the Hollow untouched (attachment #2). Currently, City Code requires private roads to be built to public standards in the eventuality that the road is taken over by the City. This concept does not meet current City Code.

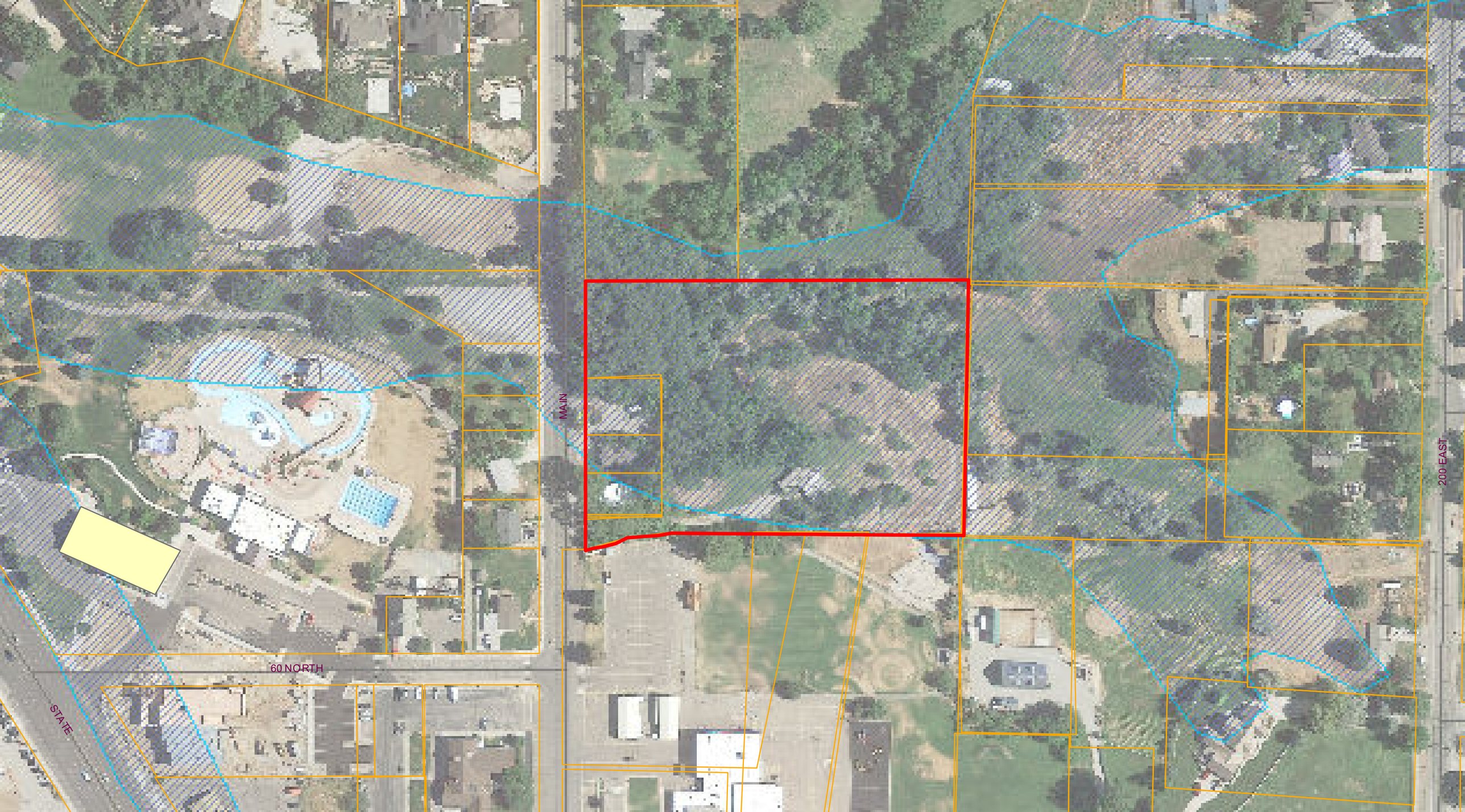
A concept that has a standard local public street has also been submitted (attachment #3). This proposal has six lots and two that would be located in directly in the Hollow. It should be noted that the Hollow is designated as a Sensitive Area and FEMA Flood Zone within the City and is subject to additional regulations for development. Attachment #1 shows the boundaries of the Hollow Sensitive Area (blue outline).

The applicant has removed portions of the property from the Flood Zone as shown in attachment #4. The City anticipates this area of the Hollow acting as a storm water detention basin as shown in attachment #5 and indicated in the attached email from the City Engineer. That same email describes some additional issues with the development proposals.

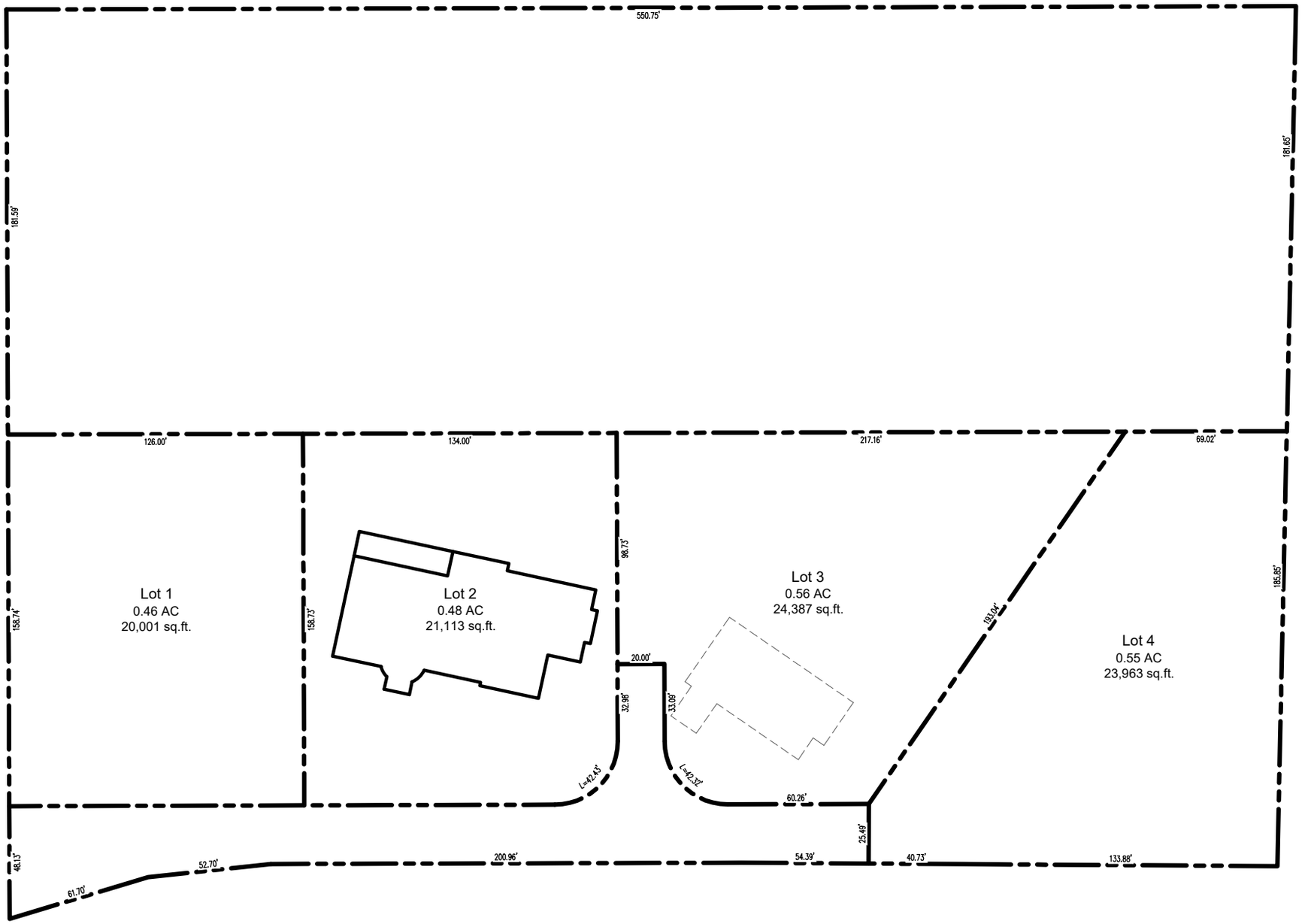
The Planning Commission was generally favorable to the preferred concept with the understanding that some code changes would need to be initiated.

ATTACHMENTS

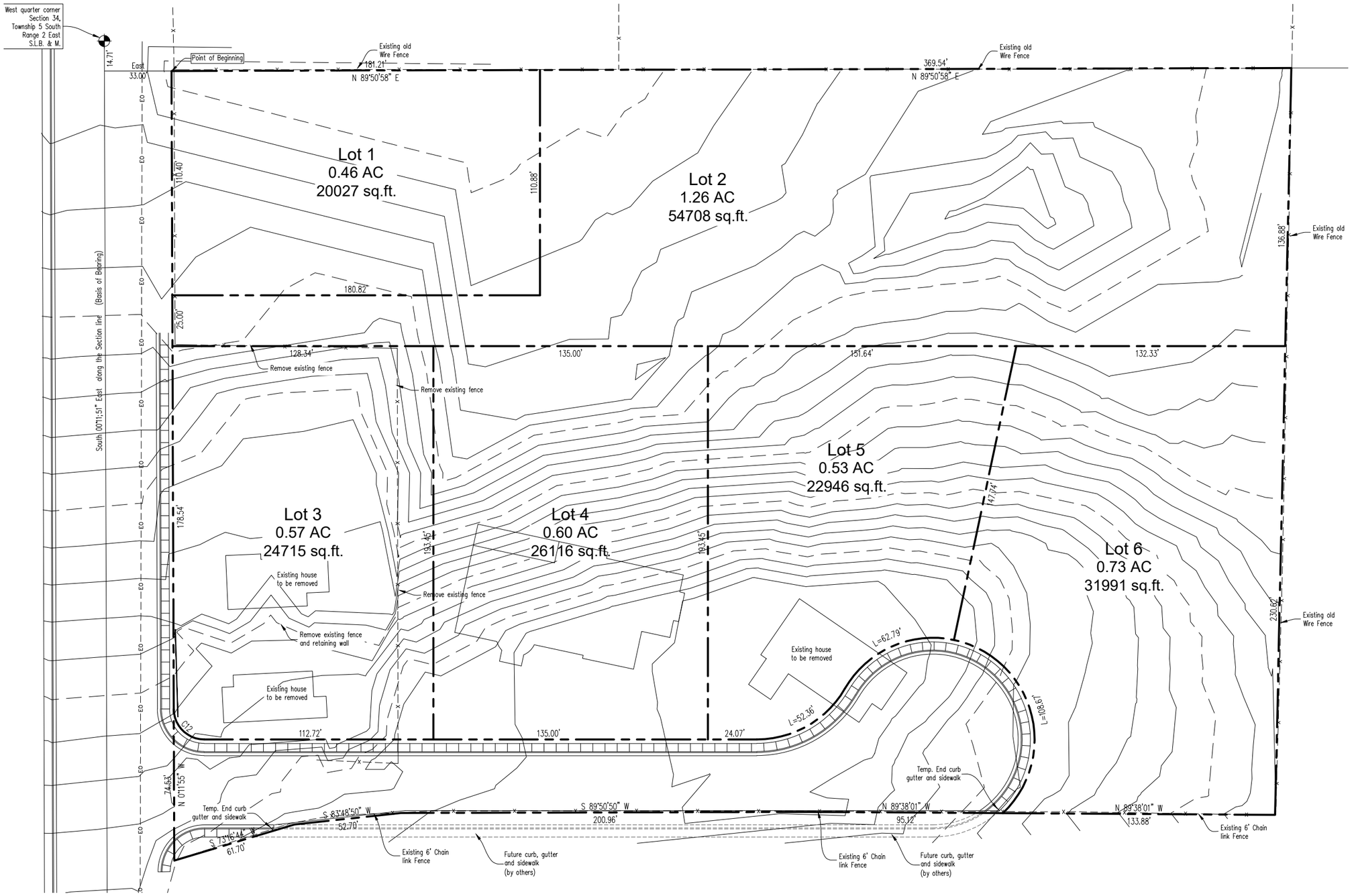
1. Aerial showing existing lot lines and Sensitive Area
2. Preferred concept with private lane
3. Alternate concept with public roadway
4. Amended Flood Zone designation
5. Detention Basin Contours
6. City Engineer email

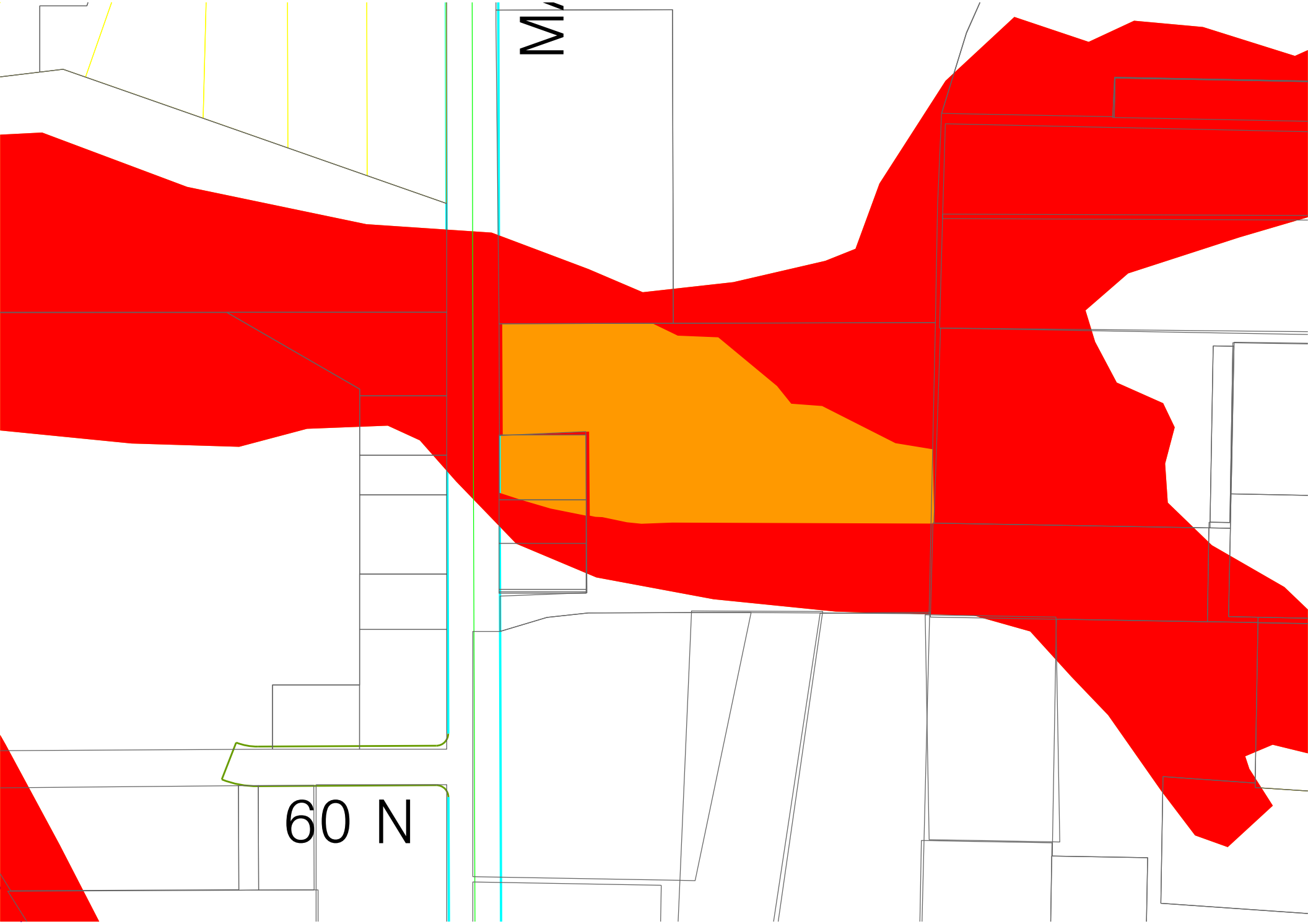

MAIN
60 NORTH
STATE
200 EAST

Attachment 2: Preferred concept



Attachment 3: Public roadway concept

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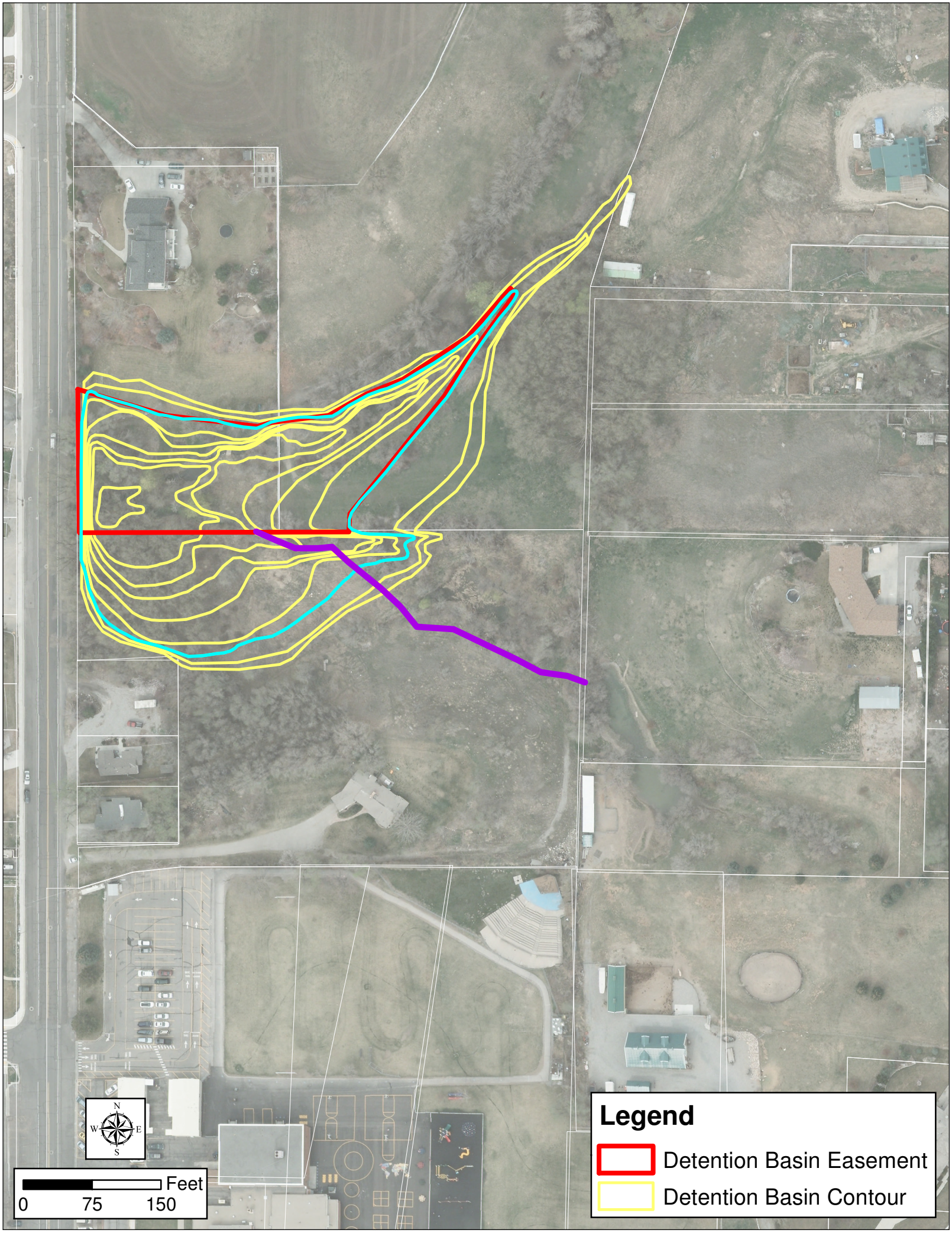
Legend
Detention Basin Easement
Detention Basin Contour
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Feet
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150

From: Mark Christensen
Sent: Tuesday, April 11, 2017 7:47 AM
To: 'Hugh Van Wagenen' <hvanwagenen@lindoncity.org>
Cc: Jocelynn Crowther <jcrowther@jub.com>; Michael Clark <mclark@jub.com>; Adam Cowie <acowie@lindoncity.org>; Brad Jorgensen <bjorgensen@lindoncity.org>
Subject: RE: Hollow Concept off Main Street

Hugh,

Thanks for sending this. There are a few more things that the Planning Commission/City Council should be aware of:

1. FEMA Flood Zone

a. In addition to being part of a Sensitive Lands District, the northerly part of the property is also in a FEMA Flood Zone A (a 100-year flood zone). The boundaries of the Sensitive Lands District are defined as that of the FEMA Flood Zone as they existed at the time.

b. Most of the FEMA Flood Zone boundaries in Lindon are not the result of a study, and the boundaries of some seem questionable. However, they are legal boundaries, but they can be changed with a study. In this case, the property owners had a study done that amended the boundary of the FEMA Flood Zone in 2015. The attached sketch shows in red the portion that remains; the orange was removed.

c. We do not know why the study approved by FEMA in 2015 changed the flood zone boundaries the way it did. We would expect that the flood zone would include a considerable portion of the land at the northwesterly part of the development, since water would be backed up by Main Street. The attached file called Hollow Detention Basin.pdf shows a blue line that is about what we would expect to be inundated in a 100 year event. Note that the purple line on that same sketch is the boundary of the flood zone according to the 2015 map amendment. We will look into the difference.

d. 17.32.310.2.e states, "No lot one acre or less in area shall include flood-lands. All lots more than one acre shall contain not less than forty thousand square feet of land which is at an elevation at least two feet above the elevation of the one-hundred-year recurrence interval flood…."

e. Because of the flood zone and the ordinance either lot 1 or lot 2 or both in the public roadway concept would not be a viable lot, having less than 40,000 square feet at least 2 feet above the established 100-year flood boundary.

f. We don't know why they didn't remove the southerly 110 or so feet of property from the FEMA Flood Zone A. It will need to be done in order for the southerly 4 lots to be viable, but doing so shouldn't be a problem.

2. Planned Lindon City Detention Basin

a. We plan for a storm water detention basin in the FEMA Flood Zone east of Main Street. This should be a little higher than the lowest point in Main Street, as additional flood waters would spill over Main Street rather than continue to rise. This is the blue line in the Hollow Detention Basin.pdf file.

b. As far as I know we do not possess an easement for storm water detention on this property (one may have been signed but never recorded?), though we do possess an storm water detention easement on the King and Bonnett properties to the north – this is the red line in the Hollow Detention Basin.pdf file.

3. Improvements on the south side of the planned road would probably never be constructed, as the land is part of the Lindon Elementary School property, and would only be constructed if the land were redeveloped and subdivided. Partial streets that will someday be widened are more palatable than ones that will likely never be widened. While the sidewalk may not serve much purpose on the south side, curb and gutter is put on roads to help maintain the asphalt edge and to contain and convey storm water. We recommend that the public roadway concept include curb and gutter on the south side.

4. There may be reason to consider allowing the public road to be built with a narrow cross section (but that could accommodate widening to the south should that land ever redevelop) since there will likely never be development on the south side of the road – perhaps parking could be eliminated on one side of the road, and the asphalt width could be reduced to 29 or 31 feet of width (12' lane against either a fence on the south or sidewalk on the north, 10' lane, 7' parking lane [or wider on the south because of the adjacent fence]).

11. Discussion Item — General Plan Update; Public Survey Questions *(20 minutes)*

The Council will discuss with Planning Director, Hugh Van Wagenen, possible questions and/or topics to be included in a public survey to help guide updates and needed changes to the Lindon City General Plan.

See attached information from the Planning Department.

Item 11: Draft Survey 2017 General Plan Update

This is a draft survey intended to gauge public opinion on updates to the General Plan. The Planning Commission reviewed the questions and had some suggestions which are found in the document below. Please come with any edits and suggestions of your own. Staff hopes to have a final version by the end of April.

Lindon City has a 'General Plan' document that consists of goals, policies, and maps intended to help guide the future development of the city for the next 5 to 30 years. The document is periodically updated to ensure adequate planning for the future. A 'General Plan Committee', made up of citizens throughout Lindon, will be formed to assess the plan and the future needs/desires of the city after collecting community input. *Completing this survey is an opportunity for you to participate in the future vision of our community.* This survey should take about 10 minutes to complete.

1. Are you a resident of Lindon?
    a. Yes
    b. No
2. Are you a business owner in Lindon?
    a. Yes
    b. No
3. Where is your home located in Lindon?
    a. West of Geneva Road
    b. Between Geneva Road and State Street
    c. Between State Street and the Murdock Canal Trail (~800 East)
    d. East of the Murdock Canal Trail
    e. I do not have a home in Lindon
4. How long have you lived in Lindon?
    a. Less than 2 years
    b. 2 – 5 years
    c. 6 – 10 years
    d. 11- 20 years
    e. Over 20 years
    f. I do not live in Lindon
5. Are you male or female?
    a. Male
    b. Female
6. What is your family household income?
    a. Less than $45,000/yr
    b. $45,001 to $75,000/yr
    c. $75,001 to $100,000/yr
    d. $100,001 to $150,000/yr
    e. Over $150,000/yr

Land Use

1. In terms of future development of Lindon, please rank the following development types in order of importance, from most important (1) to least important (10). Please use each number between 1 and 10 only once.
    a. Corporate and local office spaces _____

DRAFT

b. Residential townhomes, condominiums, or apartments _____
c. Industrial development (light manufacturing, warehouses, etc.) _____
d. Parks and open space _____
e. Transit-Oriented Mixed Use (residential/commercial built around bus/light-rail) _____
f. Large lot (1/2 acre), low density residential development _____
g. Commercial development (retail, restaurant, and service businesses) _____
h. Smaller lot (8,000 to 12,000sq/ft), medium density residential development _____
i. Agricultural uses _____
j. Other _____

2. Of Lindon's 5,760 zoned acres, currently 14% is zoned Commercial/Office, 15% is zoned Industrial/Mixed Commercial, 35% is zoned undevelopable/public facilities, and 36% is zoned Residential. In your opinion, what is the optimal land use mix by percentage? Please indicate a percentage for each use below, totaling to 100%:
   a. Commercial/Office _____%
   b. Industrial/Mixed Commercial_____%
   c. Undevelopable/Public Facilities_____%
   d. Residential_____%
3. How often do you shop/receive services in Lindon?
   a. Daily
   b. Weekly
   c. Monthly
   d. I do not shop or receive services in Lindon
4. Years ago Lindon adopted the slogan 'little bit of country'. Does the slogan 'little bit of country' still reflect what Lindon is today?
   a. Yes
   b. No
      i. If Yes, what gives Lindon it's "little bit of country" feeling? (Mark all that apply)
         1. People/Residents
         2. Residential lot size
         3. Public parks/open space
         4. Right to own and keep animals on residential property; i.e. horses, cows, pigs, chickens, goats, etc.
         5. Businesses
         6. Architecture
         7. Street improvements/sidewalks/trails
         8. Other _____
      ii. If No, why not? (Mark all that apply.)
         1. People/Residents
         2. Residential lot size
         3. Public parks/open space
         4. Right to own and keep animals on residential property; i.e. horses, cows, pigs, chickens, goats, etc. Street improvements/sidewalks/trails

DRAFT

5. Businesses
6. Architecture
7. Other _____

5. Do you own large animals? (horses, sheep, cows, goats, etc.)
   a. Yes
   b. No
6. Do you favor or oppose the continued allowance of large animal rights in residential areas?
   a. Strongly favor
   b. Somewhat favor
   c. Somewhat oppose
   d. Strongly oppose
   e. Don't know
7. Which **three** items do you feel are the most important for the aesthetic appearance of the City? (select three only)
   a. Improved street shoulders (curb, gutter, sidewalks)
   b. Planting more trees and flowers along streets and in parks
   c. Requiring architectural standards / guidelines for buildings
   d. Weed control
   e. Protecting open spaces (farms, orchards, pastures, parks, etc.)
   f. Parking regulations
   g. Encourage development of vacant lands
   h. Requiring landscaping in front of businesses
   i. Street lighting
   j. Trash pick-up and removal
   k. Enforcement of local zoning ordinances
   l. Other _____
8. What **three** items make Lindon unique and/or special for you? (select three only)
   a. Schools
   b. Home styles / price
   c. Aesthetics / appearance
   d. Open space
   e. Parks & recreation opportunities
   f. Proximity to family
   g. Proximity to work, schools, etc.
   h. Residential lot size
   i. Animal rights
   j. Safety / crime rate
   k. Proximity to shopping, services
   l. Business opportunities
   m. Other_____

DRAFT

Moderate Income Housing

Utah County is expected to double in population in the next 30 years to nearly 1.2 million residents. Affordable housing to accommodate the growing population is a topic the General Plan considers.

1. The city tries to provide opportunities for housing needs of individuals and families of all life stages. The types of housing needed for a family, seniors, or singles can differ (single family, apartments, town homes, condos, etc.). Do you feel the city needs more housing options than what is currently provided?
    a. Yes - What housing type is needed?_____
    b. No - Why not? _____
2. What type of housing should be located adjacent to non-residential zones? Check all that apply.
    a. Lots over 20,000 square feet
    b. Multi-family (condos, townhomes)
    c. Lots under 8,000 square feet
    d. Lots between 8-12,000 square feet
    e. Lots between 12-20,000 square feet
3. Should ½ acre minimum lot size standards be relaxed in ½ acre zoned areas?
    a. Yes
    b. No
    c. Don't know
4. Accessory apartments are allowed within owner occupied single family homes as part of a plan to provide moderate income housing options within the City. Do you feel such apartments should continue to be an option in providing moderate income housing?
    a. Yes
    b. No
    c. Don't know

Public Facilities

1. The city has long term plans for zoning, transportation, public utilities (water, sewer, storm water), and parks & trails. What other item(s) do you feel are important for Lindon to consider when looking at long-term goals and guidelines?
    a. _____
    b. Don't know

Recreation, Parks, Trails

1. Do you feel 'open space' is a defining characteristic of Lindon City?
    a. Yes
    b. No

DRAFT

2. How would you define **'open space'**? (Rank in order of importance, 1-4 with 1 being most important)
    a. Agricultural areas (pastures, farms, orchards) _____
    b. Improved public parks (grass areas, ball fields, playgrounds) _____
    c. Large front and backyards of residential homes / large lots _____
    d. Natural spaces (undeveloped foothills or wetlands) _____
3. Do you favor or oppose the city trying to secure land for open space preservation?
    a. Strongly favor
    b. Somewhat favor
    c. Somewhat oppose
    d. Strongly oppose
    e. Don't know
4. The city has an existing trails master plan and has constructed portions of the network. Do you favor or oppose continued trail development in Lindon?
    a. Strongly favor
    b. Somewhat favor
    c. Somewhat oppose
    d. Strongly oppose
    e. Don't know
5. How often do you use trails, sidewalks, or bike lanes within Lindon?
    a. Daily
    b. Weekly
    c. Monthly
    d. I don't use trails, sidewalks, or bike lanes within Lindon
6. What would increase your use of trails, sidewalks, or bike lanes? Check all that apply.
    a. Favorable weather
    b. Shorter distance between destinations
    c. Better connections between the trail, sidewalk, and bike lane system
    d. Additional trails, sidewalks, and bike lanes
    e. Other_____
    f. Nothing
7. For what purpose do you use local trails, sidewalks, or bike lanes? (Select all that apply)
    a. Commuting to work
    b. Recreation/Exercise
    c. Local errands (e.g. taking children to school, shopping, religious activities, etc.)
    d. Other _____
    e. I don't use trails, sidewalks, or bike lanes

DRAFT

Streets and Transportation

1. The City adopted a Bicycle and Pedestrian Master Plan in 2015 that outlines priority areas for improvements to both pedestrian and bicycle infrastructure facilities. How would you prioritize City investment in bicycle and pedestrian infrastructure?
    a. Very high priority
    b. High priority
    c. Neutral
    d. Low priority
    e. Very low priority
2. Do you feel the City has adequate street connectivity, i.e. ability to travel conveniently from one area of the City to another?
    a. Yes
    b. No
3. If you commute to work, what is your average commute time?
    a. Less than 10 minutes
    b. 11-20 minutes
    c. 21-30 minutes
    d. More than 30 minutes
4. How would you rank the quality of existing public roads in Lindon?
    a. Good
    b. Fair
    c. Poor
5. Do you feel Lindon has adequate public transportation options?
    a. Yes
    b. No
    c. Don't know

Additional

1. As you know, Lindon City government officials must deal with a variety of pressing problems and issues. Which one issue to you feel deserves the greatest attention at the present time?
    a. _____
    b. Don't know
2. As you have interacted with the City and its employees, how would you rate the quality of service and professionalism you received?
    a. Very satisfied
    b. Somewhat satisfied
    c. Somewhat dissatisfied
    d. Very dissatisfied
    e. Don't know
        i. If you selected letter c. or d. above, please tell us how we can do better:
        _____

DRAFT

If you have any additional comments you would like to relay to City officials regarding Lindon's future, please write them below:

If you would like to be contacted about additional city meetings relating to the future of Lindon, please provide your name, email, and phone number below.

Name:

Email:

Phone Number:

Thank you for helping us with this survey!

To find out more about Lindon, please visit our **NEW** website at www.lindoncity.org or on Facebook at http://www.facebook.com/lindoncity

DRAFT

12. Review & Action — Planning Commissioner Appointment *(5 minutes)*

The Council will consider re-appointment of Bob Wily as a member of the Planning Commission. This will be Bob's second term which will last for three years, or until his respective successor has been appointed.

See attached letter which the Mayor will sign if the Council votes in favor of Bob's re-appointment.

Sample Motion: I move to (approve, deny, continue) the re-appointment of Bob Wily as a Lindon City Planning Commissioner.

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

TEL 801-785-7687
FAX 801-785-7645
www.lindoncity.org

Robert M. Wily
311 North 1130 East
Lindon, Utah 84042

April 19, 2017

Bob,

On April 18, 2017, the Lindon City Council approved the recommendation of Mayor Acerson to re-appoint you as a member of the Planning Commission for Lindon City. Our records indicate that this will be your second term as a Planning Commissioner. It is anticipated that you will serve a full three-year term which will expire the last day of April 2020 or until your respective successor has been appointed.

We're excited to continue working with you and appreciate your willingness to serve the City of Lindon. You've been a great voice for our community. As always, please feel free to contact me at 801-785-7687 to discuss any questions you may have about the position or issues within the city.

Sincerely,

Hugh Van Wagenen
Planning Director

Jeff Acerson
Mayor

13. Review & Action – Storm water piping & street improvements along Gillman Lane (20 minutes)
The Council will consider appropriating up to $200,000 in General Fund reserve monies to install system improvements including a storm water pipe and other street improvements along portions of Gillman Lane. The developer of the Ken's Cove Subdivision is willing to participate with installation costs of some of these improvements and upsized piping while installing other subdivision infrastructure.

Staff will review this request in detail at the meeting. Essentially, a proposed subdivision development will be doing work to install a smaller storm drainage pipe where the city will eventually need a much larger storm water pipe. The developer (Deny Farnworth) is willing to install the up-sized materials and will contribute funds towards what would have been spent on the smaller pipe installation. The developer is also willing to do additional off-site concrete curb/gutter/sidewalk that the City is requesting be made to connect to nearby improvements and eliminate gaps in curb/gutter/sidewalk.

Costs are estimates only and there are some cost variables that have not been finalized yet. Details and issues will be presented in the meeting.

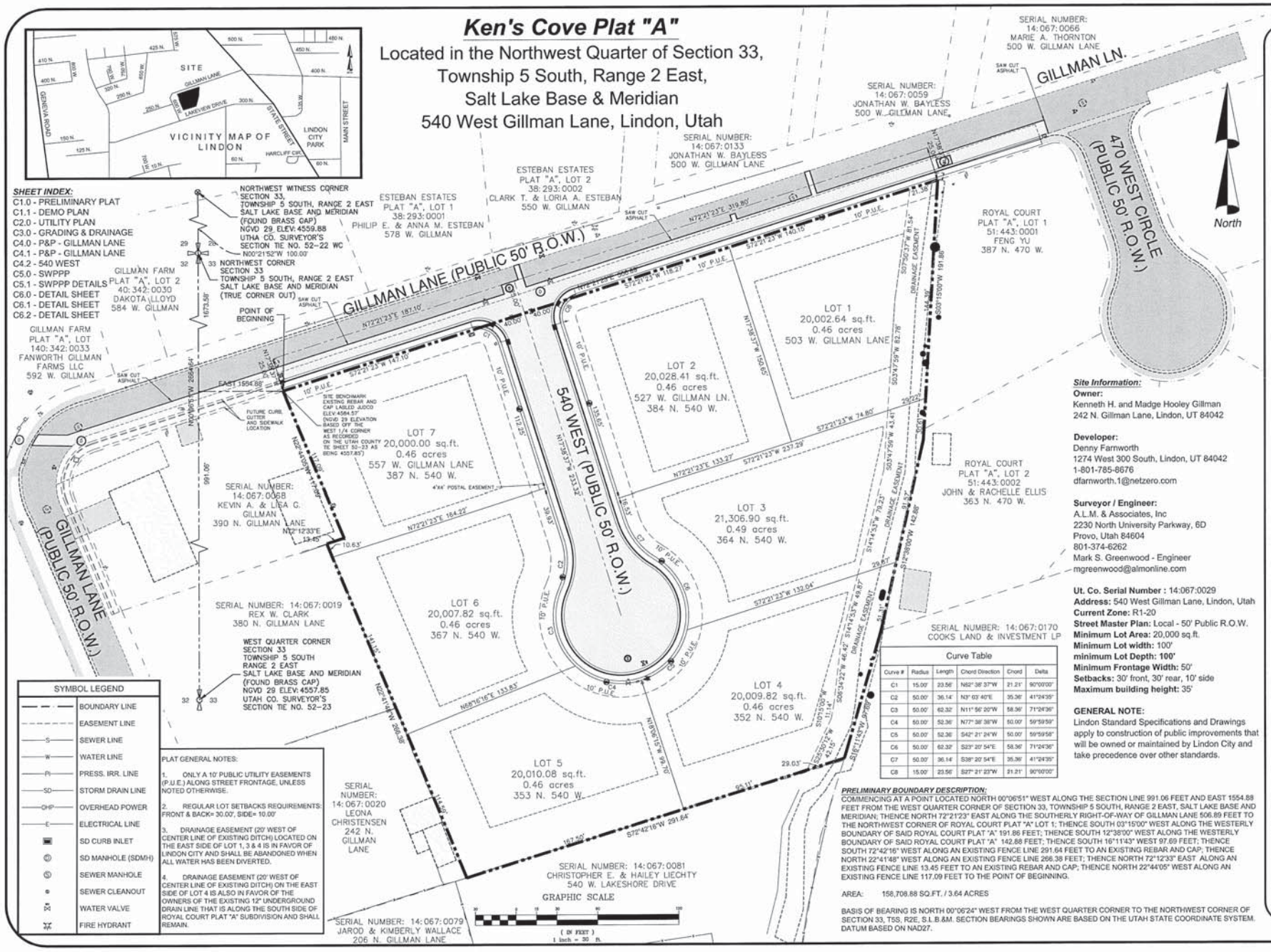
Sample Motion: I move to (approve, deny, continue) the appropriation of up to $200,000 in General Fund reserve monies to install storm water system piping and public street improvements along portions of Gillman Lane as discussed.

Ken's Cove Plat "A"

Located in the Northwest Quarter of Section 33,
Township 5 South, Range 2 East,
Salt Lake Base & Meridian
540 West Gillman Lane, Lindon, Utah

SHEET INDEX:

C1.0 - PRELIMINARY PLAT
C1.1 - DEMO PLAN
C2.0 - UTILITY PLAN
C3.0 - GRADING & DRAINAGE
C4.0 - P&P - GILLMAN LANE
C4.1 - P&P - GILLMAN LANE
C4.2 - 540 WEST
C5.0 - SWPPP
C5.1 - SWPPP DETAILS
C6.0 - DETAIL SHEET
C6.1 - DETAIL SHEET
C6.2 - DETAIL SHEET



SYMBOL LEGEND	
	BOUNDARY LINE
	EASEMENT LINE
S	SEWER LINE
W	WATER LINE
PI	PRESS. IRR. LINE
SD	STORM DRAIN LINE
OHP	OVERHEAD POWER
E	ELECTRICAL LINE
	SD CURB INLET
	SD MANHOLE (SDMH)
	SEWER MANHOLE
	SEWER CLEANOUT
	WATER VALVE
	FIRE HYDRANT

PLAT GENERAL NOTES:

1. ONLY A 10' PUBLIC UTILITY EASEMENTS (P.U.E.) ALONG STREET FRONTAGE, UNLESS NOTED OTHERWISE.
2. REGULAR LOT SETBACKS REQUIREMENTS: FRONT & BACK= 30.00', SIDE= 10.00'
3. DRAINAGE EASEMENT (20' WEST OF CENTER LINE OF EXISTING DITCH) LOCATED ON THE EAST SIDE OF LOT 1, 3 & 4 IS IN FAVOR OF LINDON CITY AND SHALL BE ABANDONED WHEN ALL WATER HAS BEEN DIVERTED.
4. DRAINAGE EASEMENT (20' WEST OF CENTER LINE OF EXISTING DITCH) ON THE EAST SIDE OF LOT 4 IS ALSO IN FAVOR OF THE OWNERS OF THE EXISTING 12" UNDERGROUND DRAIN LINE THAT IS ALONG THE SOUTH SIDE OF ROYAL COURT PLAT "A" SUBDIVISION AND SHALL REMAIN.

Curve Table

Curve #	Radius	Length	Chord Direction	Chord	Delta
C1	15.00'	23.56'	N52° 36' 37"W	21.21'	90°00'00"
C2	50.00'	36.14'	N3° 03' 40"E	35.36'	41°24'35"
C3	50.00'	62.32'	N11° 56' 20"W	58.36'	71°24'36"
C4	50.00'	52.36'	N77° 36' 38"W	50.00'	59°59'59"
C5	50.00'	52.36'	S42° 21' 24"W	50.00'	59°59'58"
C6	50.00'	62.32'	S23° 20' 54"E	58.36'	71°24'36"
C7	50.00'	36.14'	S38° 20' 54"E	35.36'	41°24'35"
C8	15.00'	23.56'	S27° 21' 23"W	21.21'	90°00'00"

PRELIMINARY BOUNDARY DESCRIPTION:

COMMENCING AT A POINT LOCATED NORTH 00°06'51" WEST ALONG THE SECTION LINE 991.06 FEET AND EAST 1554.88 FEET FROM THE WEST QUARTER CORNER OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; THENCE NORTH 72°21'23" EAST ALONG THE SOUTHERLY RIGHT-OF-WAY OF GILLMAN LANE 506.89 FEET TO THE NORTHWEST CORNER OF ROYAL COURT PLAT "A" LOT 1; THENCE SOUTH 03°15'00" WEST ALONG THE WESTERLY BOUNDARY OF SAID ROYAL COURT PLAT "A" 191.86 FEET; THENCE SOUTH 12°38'00" WEST ALONG THE WESTERLY BOUNDARY OF SAID ROYAL COURT PLAT "A" 142.88 FEET; THENCE SOUTH 16°11'43" WEST 97.69 FEET; THENCE SOUTH 72°42'16" WEST ALONG AN EXISTING FENCE LINE 291.64 FEET TO AN EXISTING REBAR AND CAP; THENCE NORTH 22°41'48" WEST ALONG AN EXISTING FENCE LINE 266.38 FEET; THENCE NORTH 72°12'33" EAST ALONG AN EXISTING FENCE LINE 13.45 FEET TO AN EXISTING REBAR AND CAP; THENCE NORTH 22°44'05" WEST ALONG AN EXISTING FENCE LINE 117.09 FEET TO THE POINT OF BEGINNING.

AREA: 158,708.88 SQ.FT. / 3.64 ACRES

BASIS OF BEARING IS NORTH 00°06'24" WEST FROM THE WEST QUARTER CORNER TO THE NORTHWEST CORNER OF SECTION 33, T5S, R2E, S.L.B.&M. SECTION BEARINGS SHOWN ARE BASED ON THE UTAH STATE COORDINATE SYSTEM. DATUM BASED ON NAD27.

Site Information:

Owner:
Kenneth H. and Madge Hooley Gillman
242 N. Gillman Lane, Lindon, UT 84042

Developer:
Denny Farnworth
1274 West 300 South, Lindon, UT 84042
1-801-785-8676
dfarnworth.1@netzero.com

Surveyor / Engineer:
A.L.M. & Associates, Inc
2230 North University Parkway, 6D
Provo, Utah 84604
801-374-6262
Mark S. Greenwood - Engineer
mgreenwood@almonline.com

Ut. Co. Serial Number : 14:067:0029
Address: 540 West Gillman Lane, Lindon, Utah
Current Zone: R1-20
Street Master Plan: Local - 50' Public R.O.W.
Minimum Lot Area: 20,000 sq.ft.
Minimum Lot width: 100'
minimum Lot Depth: 100'
Minimum Frontage Width: 50'
Setbacks: 30' front, 30' rear, 10' side
Maximum building height: 35'

GENERAL NOTE:
Lindon Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Lindon City and take precedence over other standards.

A.L.M. & Associates, Inc.
Engineering · Surveying · Development · Planning
2230 North University Parkway, Building 6D., Provo, Utah 84604 ph:(801) 374 - 6262

Ken's Cove Plat "A"
Deny Farnworth
PRELIMINARY PLAT

No.	Revision	Date

C1.0
OF SHEETS
Proj # 389 - 1714

P:\389-1714\dwg\1714-Preliminary Plat r10.dwg 03/29/2017

GENERAL NOTES:

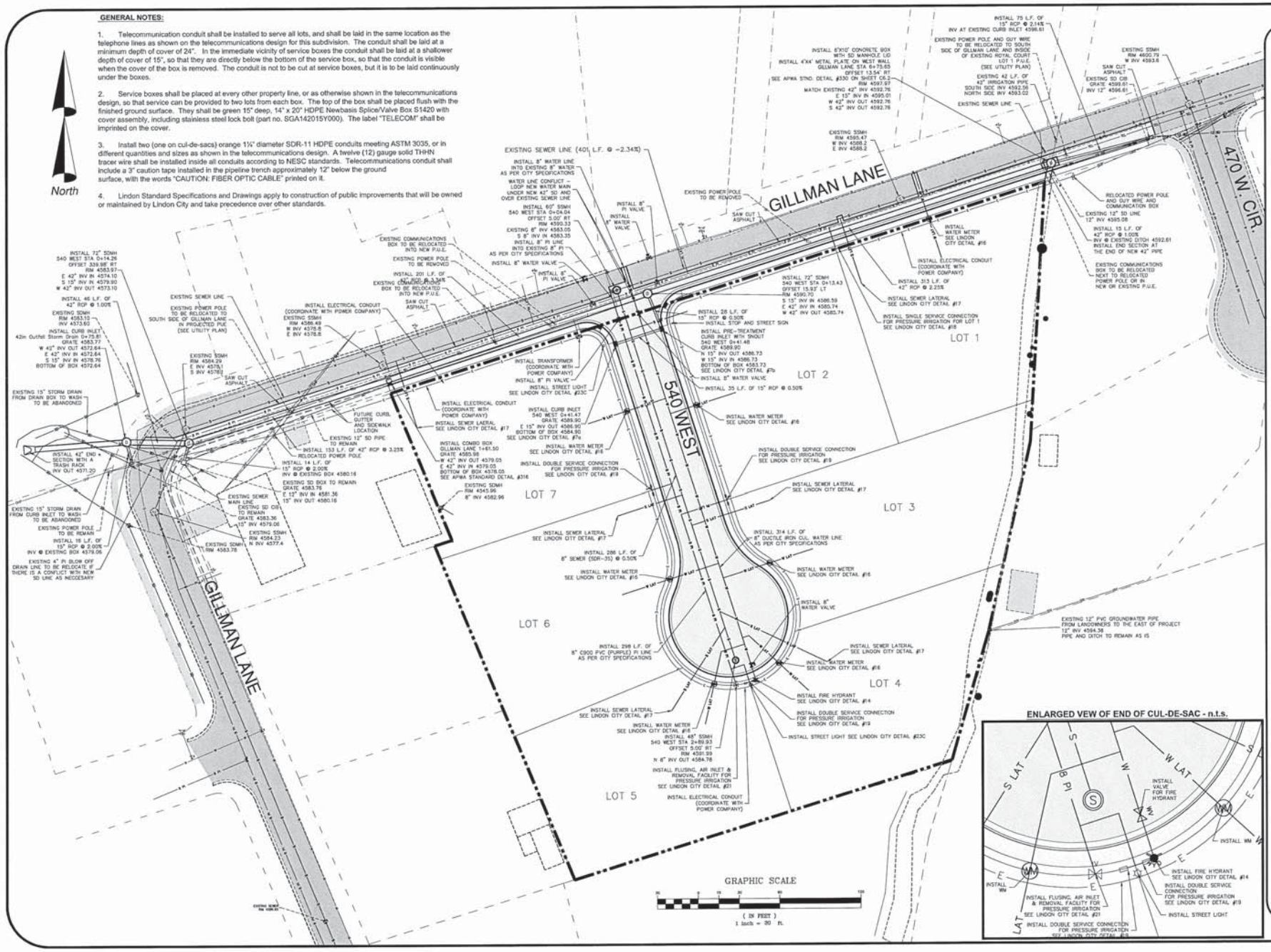
1. Telecommunication conduit shall be installed to serve all lots, and shall be laid in the same location as the telephone lines as shown on the telecommunications design for this subdivision. The conduit shall be laid at a minimum depth of cover of 24". In the immediate vicinity of service boxes the conduit shall be laid at a shallower depth of cover of 15", so that they are directly below the bottom of the service box, so that the conduit is visible when the cover of the box is removed. The conduit is not to be cut at service boxes, but it is to be laid continuously under the boxes.

2. Service boxes shall be placed at every other property line, or as otherwise shown in the telecommunications design, so that service can be provided to two lots from each box. The top of the box shall be placed flush with the finished ground surface. They shall be green 15" deep, 14" x 20" HDPE Newbasis Splice/Valve Box S1420 with cover assembly, including stainless steel lock bolt (part no. SGA142015Y000). The label "TELECOM" shall be imprinted on the cover.

3. Install two (one on cul-de-sacs) orange 1½" diameter SDR-11 HDPE conduits meeting ASTM 3035, or in different quantities and sizes as shown in the telecommunications design. A twelve (12) gauge solid THHN tracer wire shall be installed inside all conduits according to NESC standards. Telecommunications conduit shall include a 3" caution tape installed in the pipeline trench approximately 12" below the ground surface, with the words "CAUTION: FIBER OPTIC CABLE" printed on it.

4. Lindon Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Lindon City and take precedence over other standards.

North



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Engineering · Surveying · Development · Planning
2230 North University Parkway, Building 6D, Provo, Utah 84604 ph:(801) 374 - 6262

Ken's Cove Plat "A"
Deny Farnworth
UTILITY PLAN

No.	Revision	Date

C2.0
OF SHEETS

Proj # 389 - 1714

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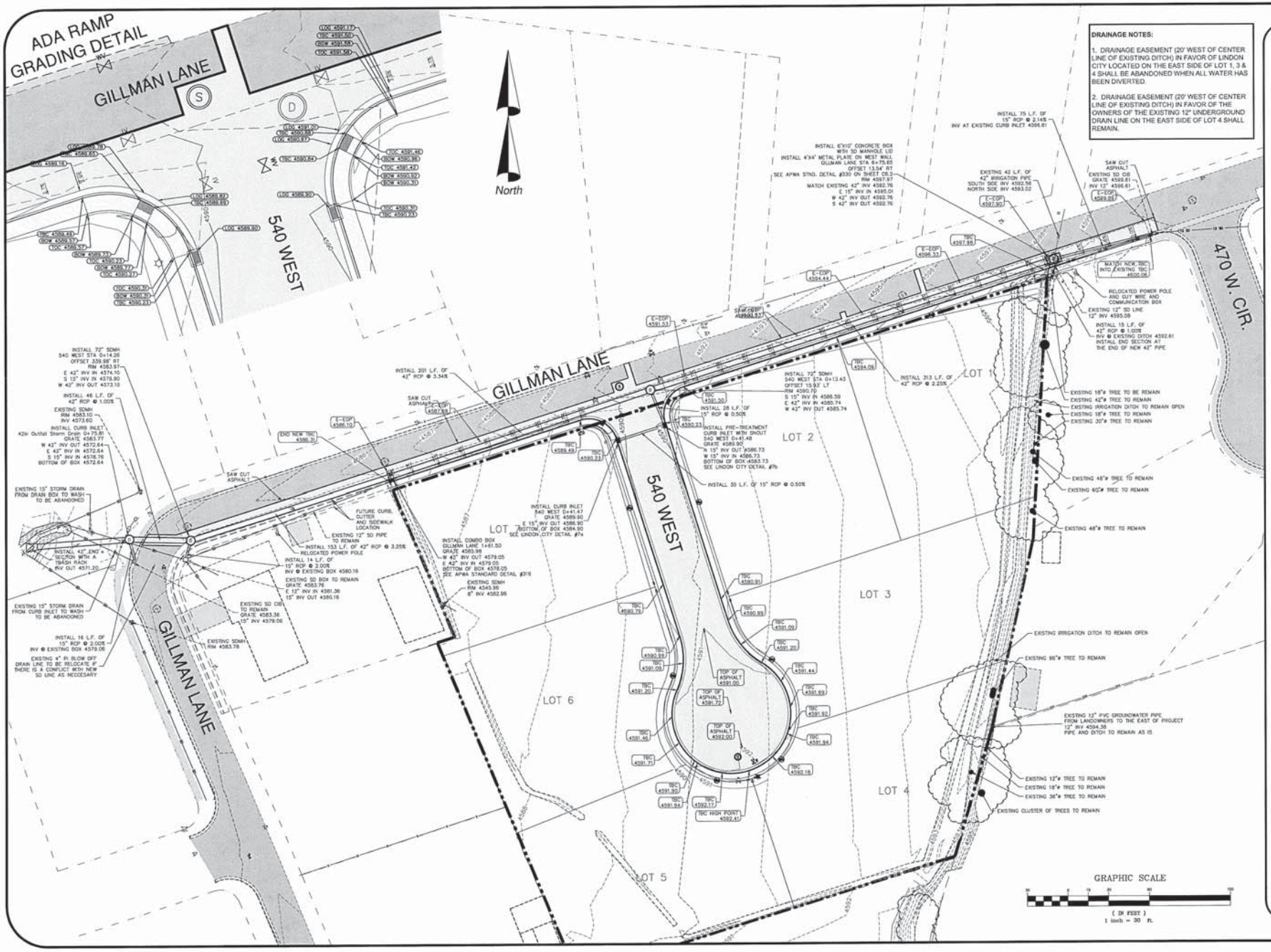

DRAINAGE NOTES:

1. DRAINAGE EASEMENT (20' WEST OF CENTER LINE OF EXISTING DITCH) IN FAVOR OF LINDON CITY LOCATED ON THE EAST SIDE OF LOT 1, 3 & 4 SHALL BE ABANDONED WHEN ALL WATER HAS BEEN DIVERTED.

2. DRAINAGE EASEMENT (20' WEST OF CENTER LINE OF EXISTING DITCH) IN FAVOR OF THE OWNERS OF THE EXISTING 12" UNDERGROUND DRAIN LINE ON THE EAST SIDE OF LOT 4 SHALL REMAIN.

SEAL

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Engineering · Surveying · Development · Planning
2230 North University Parkway, Building 6D, Provo, Utah 84604 ph:(801) 374 - 6262

Ken's Cove Plat "A"

Deny Farnworth

GRADING & DRAINAGE PLAN

No.	Revision	Date

C3.0 OF SHEETS

Proj # 389 - 1714

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14. Review & Action — Lindon City Policies & Procedures Manual; Res. #2017-11-R *(10 minutes)*

The Council will review and consider the updated Lindon City Policies & Procedures Manual outlining employee policies and procedures for employment with Lindon City. Some sections of this manual have previously been approved by the Council, but the entire document has been reformatted and updated and for ratification purposes is requested by Staff to be re-approved in its entirety.

See attached Resolution and updated / reformatted Lindon City Policies & Procedures Manual.

The Council has approved past changes to sections 4, 5, and 6 of the Policies & Procedures Manual (which is the majority of the document). No material changes have been made to those sections since last being approved by the Council. However, please skim the other sections including the Introduction and Sections 1-3 & 7-9 which have had minor updates over several years.

This document combines all the past and current changes into this newly formatted policy manual. All of the sections have been reviewed and approved by our attorney.

Sections with more significant wording changes/updates:

- Introduction
- Section 1.2 – City Council Agenda (added sub-sections 2a and 2b)
- Section 3.5 - Surplus Property Disposal (added base dollar value limit of $100 before needing Council approval for disposal)
- Appendix A (added tuition reimbursement form; performance evaluation forms)

Sample Motion: I move to (approve, deny, continue) the updated Lindon City Policies & Procedures Manual.

RESOLUTION NO. 2017-11-R

A RESOLUTION APPROVING UPDATED POLICIES AND PROCEEDURES FOR LINDON CITY EMPLOYEES, TO BE INCLUDED IN THE LINDON CITY POLICIES AND PROCEDURES MANUAL, AND SETTING AN EFFECTIVE DATE.

WHEREAS, Lindon City desires to amend its employee Policies and Procedures to conform with current practices and laws of the State of Utah; and

WHEREAS, enactment of new and updated Policies and Procedures will ensure fair and legal practices that will govern the employee practices and job functions for the City; and

WHEREAS, the creation of the new policies will benefit the City, its employees, and the public for which it serves.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

Section 1. The Lindon City Policies and Procedures Manual is hereby amended and approved to include updated Policies and Procedures, attached as 'Exhibit A'.

(see Exhibit A)

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this _____ day of _____, 2017.

By _____
Jeff Acerson, Mayor

Attest:

By _____
Kathryn A. Moosman, City Recorder

SEAL:

Lindon City Policies and Procedures Manual

Revised & Adopted April 18, 2017

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Introduction

Welcome to Lindon City! We hope employment with Lindon provides you with a challenging and rewarding experience. The information contained in this manual was prepared to give employees a better understanding of the benefits, responsibilities, and obligations of employment with the City. Please read it thoroughly and retain it for future reference. Employees are expected to be familiar and comply with the policies and procedures described in this manual.

Policy Manual Creation and Applicability

The Lindon City Policies and Procedures Manual is created and authorized as outlined in Lindon City Code, Chapter 1.20 (Policies and Procedures) to govern the administrative functions and employee policies of the City that are not otherwise outlined within Lindon City Code. The Manual should identify the organizational structure, rules, benefits, responsibilities, and obligations of employment with the City including policies on topics such as risk management, proper use of city property and equipment, purchasing and procurement, personnel policies, employee benefits, performance responsibilities, etc. These policies are applicable organization-wide. As such, this manual supersedes and replaces all department-specific policies in the event of a current or future conflict. Additional department-specific policies and procedures are incorporated herein by reference, including the Lindon City Police Department Policy Manual (Lexipol manual), the Lindon City Aquatic Center policies and procedures, Lindon City Justice Court policies, Public Works safety policies and procedures, adopted OSHA policies, etc.

Policies and Procedures Do Not Constitute a Contract

The policies and procedures expressed in this manual, as well as those in other personnel and department materials which may be issued from time to time, do not create a binding contract, agreement, obligation or liability on the part of the City. The City disclaims any construction of this manual as, or implication of, an employment contract.

This policy manual should not be construed to limit the City's right to discharge employees or to create any other obligation or liability on the City. The City reserves the right to unilaterally change or make exceptions to the policies and procedures stated in the manual at any time, for any reason.

No supervisor, manager, or representative of the City other than the Mayor or City Administrator, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing sections of the manual. Any actual employment agreement must be in writing and signed by the Mayor or City Administrator.

We wish you success in your position and hope that your employment relationship with the City will be an excellent experience. Should you have any questions about this manual, please contact our HR representative or the City Administrator.

Lindon City Employees' Value Statement

We Are Honest
We give truthful accurate statements to the best of our ability;

We Are Responsible
We give fairness, reliability, and devotion to our jobs serving the residents of Lindon;

We Are Respectful
We honor and value each person's point of view, whether a fellow employee or member of the public;

We Are Professional
We realize that each individual has their own perspective, and respond with tolerance, compassion, and generosity;

We Are Loyal
We stand beside each other and defend the principles and standards of Lindon City.

We Display the Qualities of Integrity.
We Represent Lindon City to the World.

Lindon City Community Vision Statement

It is Lindon City's Community Vision to provide for a strong, positive civic image and identity within a clean and attractive physical setting which seeks to preserve a high quality, open, rural living atmosphere which is also receptive to compatible services and amenities provided by some elements of urban living.

The Objectives of this Community Vision are to:

1. Recognize and promote Lindon as a dynamic Utah County community with a distinctive rural environment consistent with its traditional, family-oriented values.

2. Promote Lindon as a regional center for technology, commercial, and industrial facilities with excellent accessibility and a high quality business environment.

3. Organize and develop land use areas to take full advantage of Lindon's strategic location in regard to the major rail, highway, and air amenities.

4. Preserve, protect and enhance the historical, cultural, and natural resources of the community.

5. Maintain the quality of existing and future neighborhoods and land use areas within the City through preservation of animal rights, community beautification, improved parks & trails, and other pursuits relating to provident living, recognizing all segments of our community (age, economic status, etc.).

6. Channel future growth and development into areas that can be efficiently and effectively served by public infrastructure and facilities.

7. Ensure that new development is of high quality and reflects quality architectural and site design standards consistent with its particular use and location.

8. Promote intergovernmental cooperation and communication regarding issues of future development within and around Lindon City.

9. Protect and maintain the rights of Lindon City residents to own and possess on their property, as is appropriate for property size, farm animals such as horses, cows, chickens, pigs, goats, sheep, etc., as well as cats and dogs; and provide these same rights to new residential developments.

10. Consider and provide for efficient public safety services either through a Lindon City Public Safety Department and/or contracting services from neighboring municipalities.

Section 1 – Governmental Organization and Administration

1.1 CITY STRUCTURE
- 1.1.1 City Administrator
- 1.1.2 Department Heads
- 1.1.3 Employees
- 1.1.4 Chain of Command

1.2 CITY COUNCIL AGENDA

1.3 OTHER AGENDAS

1.1 CITY STRUCTURE

Lindon City is organized as a six-member Council form of government as defined for Fourth Class Cities in the Utah Municipal Code, with an appointed City Administrator. Responsibilities and authority for the Mayor and City Council are outlined in Lindon City Code, Title 2. Responsibilities and authority for non-elected staff and city employees are outlined in this Lindon City Policies and Procedures Manual (manual) as governed and authorized by Lindon City Code, Chapter 1.20 and as follows in this manual.

1.1.1 City Administrator

Under the general direction of the Mayor and City Council, the City Administrator acts as the Chief Administrative Officer of the City. The City Administrator is charged with the responsibility of administering and enforcing all City ordinances and city policies, and for the coordination of the activities of the various departments of the City for the express purpose of providing effective and efficient municipal services to the citizens.

The City Administrator acts as the Personnel Director, overseeing implementation of all Human Resource activities and implementation of personnel policies and procedures. The City Administrator also acts as the City Risk Manager and implements policies and procedures related to risk elimination, reduction or transfer. In addition, the City Administrator acts as the Public Information Officer (PIO) for non-emergency events, with the Chief of Police, or his/her appointed designee, acting as the PIO during public emergencies or criminal investigations.

1.1.2 Department Heads

Department organization and administrative structure within the City is established by the City Administrator, with each department having a Department Head. Department Heads may consist of positions such as Chief of Police, Public Works Director, Finance Director, Chief Building Official, Planning Director, Parks & Recreation Director, or other positions as determined by the City Administrator. These positions are held by specialized professionals who are directly responsible to the City Administrator for the efficient operation of their particular departments. The City Administrator can, by delegating authority and accountability to these Department Heads, use his/her time to better coordinate all City activities and services.

1.1.3 Employees

The most vital element in any organization is its employees. Close identification with the major objectives of City growth and development and a desire to serve the general interest of the community are necessary characteristics of effective City employees. Employees should be familiar with the goals and guidelines found within the Lindon City Community Vision Statement and shall adhere to the Lindon City Employees' Value Statement.

1.1.4 Chain of Command

Each employee must understand the requirements and responsibilities of their respective job in relation to the City organization as a whole. Effective communication is vital to create an orderly work flow and to allow the accomplishment of required duties. Each employee must understand and use the proper

lines of communication. When a problem arises, the employee should address questions or concerns to the appropriate supervisor. If the problem is not adequately addressed at the supervisory level, the employee should address concerns with the appropriate Department Head. In most cases, the problem can be addressed at this level. When necessary, the Department Head will communicate with the City Administrator to resolve problems or concerns.

If further review is necessary, the City Administrator will present the matter to the Mayor and City Council for consideration. All information on policies and procedures, Council decisions, rules and regulations, or other directions relating to the concern will be forwarded to the employees through the same line of communication, also known as the chain of command.

The Mayor and City Council members are encouraged to communicate problems and/or concerns through the City Administrator, and should not typically seek out individual staff members without prior communication with the City Administrator or Department Head.

1.2 CITY COUNCIL AGENDA

The City Council agenda is defined as the formal schedule of matters of business to be discussed by the City Council in a public meeting. The agenda is the method by which the Council considers matters of concern, passes laws, determines policies, hears citizen requests, holds public hearings, etc. Therefore, it is important that the agenda be prepared so as to give the Mayor and Council adequate time to study the issues prior to a public meeting. In general, all City Council agenda preparation, documentation, and follow-up will be completed by or under the direction of the City Administrator, or other designees, as follows:

1. Items to be placed on the agenda and considered by the City Council must be in the City Administrator's office in writing by noon on the Wednesday before the next City Council meeting.

2. All agenda items requiring any type of action on the part of City officials will be coordinated through the City Administrator's office.
   - 2a. Agenda action items requested by City Council members but not previously directed by a majority of the City Council in a prior public meeting shall only be approved and authorized by the Mayor prior to preparing and posting the agenda. The Mayor's approval is not necessary for non-action items requested by City Council members, such as work sessions or discussion items.
   - 2b. Agenda action items requested by a majority of City Council members in a prior public meeting shall be placed on a future meeting agenda as soon as is practicable.

3. As regularly as possible, the agenda will be prepared and distributed to the Mayor and City Council members, department heads, and local media representatives on the Friday preceding the Tuesday meeting.

1.3 OTHER AGENDAS

Agendas for other advisory commissions and committees, such as the Planning Commission and Board of Adjustment, shall be prepared by the Department Head, or other designees, under the direction of the City Administrator.

Section 2 – Risk Management/Safety Rules & Regulations

2.1 PURPOSE
2.2 POLICY
2.3 CITY COUNCIL REVIEW
2.4 CITY DEDICATION TO SOUND RISK MANAGEMENT PRACTICES
2.5 RISK MANAGER
2.5.1 Risk Management Committee
2.6 CLAIM OR NOTIFICATION OF LAW SUIT
2.7 ACCIDENT INJURY OR LOSS PROCEDURE
2.8 EMPLOYEE RESPONSIBILITY FOR RISK MANAGEMENT
2.9 DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITY FOR RISK MANAGEMENT
2.10 DRIVERS LICENSE VERIFICATION
2.11 VEHICLE SAFETY
2.11.1 Definitions
2.11.2 General Vehicle Safety
2.11.3 Driver Responsibility
2.11.4 Vehicular Accidents
2.11.5 Vehicle Backing
2.11.6 Vehicle Loading
2.12 TRAFFIC CONTROL DEVICES
2.12.1 Placement and Maintenance of Traffic Control Devices
2.12.2 New Streets and Subdivisions
2.12.3 Emergency Sign Response
2.12.4 Traffic Control Device Requests
2.13 PERSONAL-INJURY ACCIDENTS ON CITY PROPERTY
2.13.1 Procedures and Responsibilities

2.1 PURPOSE

Lindon City is committed to establishing, to the extent practical, a safe environment in which employees of the City and members of general public may use facilities in safety and security. Lindon City, its elected officials, appointed officials, employees and volunteers are dedicated to sound risk management practices.

2.2 POLICY

It is the policy of Lindon City to set forth objectives of the City relating to risk management and to establish an orderly process and program for managing the risks of the City. This policy also creates a system of internal procedures providing a continuing reassessment of exposure to loss, loss-bearing capacity and available financial resources to protect the City against such losses. All employees will be required to adhere to these policies. Department heads will ensure that these regulations are carried out.

2.3 CITY COUNCIL REVIEW

These policies shall be reviewed by the City Council from time to time, as deemed necessary by the governing body.

2.4 CITY DEDICATION TO SOUND RISK MANAGEMENT PRACTICES

All City operations will be conducted to avoid, eliminate, reduce, transfer, and manage associated risks. City goals include providing municipal services and a place of employment free from hazards, and to help protect the community from sustaining losses. In fulfilling this goal, the City has established the procedures set forth in this Section.

2.5 RISK MANAGER

The City Administrator will serve as the Risk Manager for the City, and is responsible to implement and administer a comprehensive safety and loss prevention program. The Risk Manager will also be responsible to identify risk exposure areas and take actions to avoid or prevent risk to the City. As necessary, the Risk Manager will represent the City on any insurance board or committee by which the City is represented.

2.5.1 Risk Management Committee

The Risk Management Committee is responsible to develop methods to stimulate and maintain interest in the City's safety, risk management and loss prevention programs. The Risk Management Committee will review and discuss accident, injury and loss summaries and make risk management recommendations to the City Risk Manager and City Council. The Risk Management Committee will hold regular quarterly meetings. Employees involved in any accident or loss may be required to meet with the Risk Management Committee to discuss details of the incident. Special meetings may be convened when necessary to study and resolve specific problem areas. Procedures followed by the Risk Management Committee in the event of an accident, injury are outlined in the Procedures as outlined below.

2.6 CLAIM OR NOTIFICATION OF LAW SUIT

Once a claim or notification of a lawsuit is received, the Risk Manager or appointed designee will, within one business day notify the City insurance provider with the details of the claim or lawsuit. The City Attorney will also be notified when appropriate;

The insurance provider, the Risk Manager, and the City Attorney, if necessary, will then decide an appropriate response to the claim or lawsuit

2.7 ACCIDENT INJURY OR LOSS PROCEDURE

The following procedure will be followed in the event of an accident resulting in an injury, or loss:

1. An employee involved in a traffic accident while driving a City or personal vehicle on City business shall follow the procedures outlined in the Policies and Procedures Manual Section 2.11.4 (Vehicular Accidents).
2. A Risk Management Committee meeting will be scheduled within 30 days of the date of occurrence.
3. The employee involved in the accident may be required to appear before the Committee to explain the details of the incident.
4. The Committee will review any accident reports, photographs of damage, witness statements, or other information relative to the accident.
5. The Committee will consider the following during the course of the review:
    a) whether the accident, injury, or loss was preventable on the part of the employee;
    b) whether any disciplinary action is warranted; and,
    c) whether any lessons can be learned as a result of the accident, injury, or loss which may benefit the City or its employees and create a safer work environment.
6. The following criteria will be used by the Risk Management Committee in determining whether disciplinary action will be imposed;
    a) Whether the employee was at fault in the accident, injury, or loss;
    b) Whether the accident involved recklessness, negligence, malfeasance or any criminal act;
    c) Whether the employee was under the influence of drugs or alcohol;
    d) The severity of the accident, injury, or loss; and
    e) Any at fault accidents, injuries, or losses involving the employee. Any employee involved in two or more at fault accidents may be subject to disciplinary action. The Committee may also consider previous accidents, injury, or loss in making a determination regarding discipline.
7. Disciplinary action imposed by the Risk Management Committee could consist of any combination of the following:
    a) Up to one year probation during which the employee would not be eligible for any pay increases or promotions;
    b) Up to ten days off without pay;
    c) The inability to drive a City vehicle for a period of time to be determined by the Department Head with input from the Risk Management Committee;
    d) Completion of a traffic school program at the expense of the employee;
    e) Completion of a defensive driving course at the expense of the employee;

f) An employee involved in three or more at fault accidents, injuries, or preventable losses may be subject to disciplinary action up to and including termination pursuant to disciplinary policy found in the Policies and Procedures Handbook, section 5.27; or
g) Other disciplinary action deemed appropriate by the committee.

8. Each accident, injury, or loss will be considered on a case by case basis. The Committee will have the authority to impose the above disciplinary measures following an at-fault accident, injury, or loss or withhold disciplinary action if specific circumstances are determined to not warrant such action.
9. A letter documenting the decision of the Committee will be maintained in the employee's personnel file.
10. A record of the proceeding will be maintained in the office of the City Recorder.

2.8 EMPLOYEE RESPONSIBILITY FOR RISK MANAGEMENT

As a part of the City's Risk Management Program, each employee is expected to place safe conditions in the highest priority while performing daily tasks, including the following:

1. Using safety equipment which has been provided in performing daily work assignments;
2. Warning co-workers of unsafe conditions or practices they are engaged in which could result in an accident;
3. Operating only equipment or using tools for which training or orientation has been provided;
4. Reporting defective equipment immediately to a supervisor;
5. Reporting dangerous or unsafe conditions that exist in the work place, as well as throughout the City. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken sewers, missing, damaged or visually blocked signs, etc.;
6. Reporting all injuries or accidents regardless of severity;
7. Placing barricades or restricting unsafe areas that result from City work that could present a hazard to the public; and
8. Taking care not to abuse tools and equipment to maintain the safety and usability for as long as possible, as well as to ensure that they are in the best possible condition while being used.

2.9 DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITY FOR RISK MANAGEMENT

Each Department Head or supervisor is responsible for the fulfillment of department goals and objectives as well as the health, safety and welfare of each employee in the department. Department Heads and supervisors are responsible to thoroughly train subordinate personnel, and enforce workplace safety practices. Department Heads and supervisors are expected to be proactive in identifying and eliminating potential safety hazards in their department through the use of safety inspections and proper maintenance of all equipment to minimize safety hazards. Department Heads are expected to set an example in workplace safety practices, and to give full support to City safety programs and practices.

2.10 DRIVERS LICENSE VERIFICATION

Drivers will carry a valid driver license that corresponds to the type of vehicle being used when operating any City vehicle. Driving records of prospective employees will be reviewed to identify unsafe or uninsurable drivers. Each employee will be required to provide a copy of their driving record as a condition of employment. Driving records of all employees who operate vehicles for the City will be

reviewed annually by the City. Employees with poor driving records will be prohibited from driving City vehicles, and may be subject to termination.

Any employee who is required to drive a vehicle in fulfilling their employment responsibilities shall immediately notify their Department Head if their driving privileges become restricted, or are denied, suspended, or revoked for any reason. Notification to the City should also occur if an employee is taking medications that suggest limiting operation of vehicle and machinery, or has a medical condition where driving should be restricted. This will allow the City to evaluate the situation and its impact on the employees' ability to perform essential duties.

2.11 VEHICLE SAFETY

2.11.1 Definitions

Light Duty Truck: Any pickup truck, utility truck or one-ton truck.

Heavy Duty Truck: Any dump truck exceeding one ton, flat bed truck, truck mounted equipment, or heavy equipment.

2.11.2 General Vehicle Safety

Each employee must make a concerted effort to use and treat City equipment in a manner which will facilitate the maximum usage possible for all City equipment. Each employee, whether driving a vehicle or traveling as a passenger, is responsible for the safe operation of the vehicle. City employees are required to act according to the guidelines set forth in this Section.

2.11.3 Driver Responsibility

Before initial use of any vehicle, the driver will walk around and inspect the vehicle for damage or inoperable equipment which might create an unsafe situation. Any deficiency encountered will be promptly reported to the Department Head or supervisor. Appropriate action will be taken to correct the situation. Employees may not be required to operate an unsafe vehicle. Misuse, carelessness, or purposeful recklessness will be grounds for disciplinary action up to and including termination. Department Heads, or appointed designee, will maintain a complete list of all City-owned vehicles and will schedule routine service and maintenance for each vehicle.

2.11.4 Vehicular Accidents

If a City employee driving a City vehicle, or driving a private vehicle on City business, is involved in an accident, the following guidelines shall be followed:

1. Stop the vehicle immediately and render assistance to any inured person;
2. Obtain the name, address, telephone number and driver's license number of the drivers of other vehicles involved;
3. Obtain the name, address and telephone number of witnesses to the accident;
4. Obtain the name and address of the other driver's insurance carrier;
5. Notify the Department Head or City Risk Manager immediately or as soon as possible. Vehicle operators shall be held accountable and subject to disciplinary action for failure to report a vehicular accident;

6. Contact the appropriate law enforcement agency;
7. City employees may give their name, address, and license number to other drivers if it is requested. Under no circumstances are any statements or written accident reports to be given, except to law enforcement officers investigating the accident, the Risk Manager's office or a representative of the City's insurance carrier;
8. The employee involved in the accident will submit a Vehicle Accident Report Form to the City Risk Manager as soon as is reasonably possible following the accident; and
9. The accident will be reviewed by the Risk Management Committee (RMC) at the next RMC meeting.

2.11.5 Vehicle Backing

It is recognized that backing a vehicle is inherently dangerous and must be done in the safest manner possible. City employees will be required to act according to the following guidelines when backing a vehicle on City property or while on City business:

1. Drivers' are encouraged to back safely into parking spaces when and where possible. Backing into parking spaces provides a clear view of the parking area along with potential obstacles. If backing into a parking space is not feasible, employees are encouraged to pull forward into a double space to allow the vehicle to be driven forward when exiting the parking space;
2. When backing a parked City vehicle is necessary, the driver shall walk completely around the vehicle before starting the vehicle. Drivers should look over their shoulder while backing. If looking over the shoulder is not possible, drivers should use the side and rear view mirrors. When backing a heavy duty truck, another employee should "spot" for the driver whenever possible; and
3. Failure to adhere to these guidelines will be considered a violation of City policy and may result in disciplinary action up to and including termination.

2.11.6 Vehicle Loading

It is recognized that loading a vehicle improperly may contribute to accidents and must be done in the safest manner possible. City employees will be required to adhere to the following guidelines:

1. When loading a light duty City truck, care must be taken to ensure that the load is balanced and will not shift in transit. Covers must be used if the load is one where there is a possibility of it blowing from the truck. Covers must be tied down securely;
2. When loading a heavy duty City truck, the load must be balanced and care must be taken to not exceed the legal weight limit; and
3. Failure to adhere to these guidelines will be considered a violation of City policy and may result in disciplinary action up to and including termination.

2.12 TRAFFIC CONTROL DEVICES

Lindon City will use the Manual of Uniform Traffic Control Devices (MUTCD) prepared by the Federal Highway Administration for the US Department of Transportation to guide the placement of traffic control devices. The purpose of the MUTCD is to provide uniform standards and design criteria for all traffic control devices including signs, signals, pavement markings and devices placed on, over, or adjacent to a street or highway.

2.12.1 Placement and Maintenance of Traffic Control Devices

The Public Works Department is responsible for the acquisition, placement and maintenance of traffic control devices and pavement markings. The Public Works Director, or appointed designee, shall see that traffic control devices are properly placed.

2.12.2 New Streets and Subdivisions

The Public Works Director, or appointed designee, is responsible to determine the proper traffic control devices needed in all new subdivisions and on newly constructed streets. The Planning Department is responsible to provide a preliminary plat to the Public Works Department after it has been approved by the City Council.

The Public Works Director, or appointed designee, will complete a Lindon City Work Order Form for installation of all new traffic control devices, and will oversee the installation of traffic control devices in all new subdivisions.

All traffic control devices should be inspected annually. Police, public works employees, building inspectors and other city workers should be alert to signs that are down or blocked from view by foliage or other materials. Unsafe conditions should be reported immediately to the Public Works Department.

2.12.3 Emergency Sign Response

All employees are required to immediately report any missing or downed signs. Employees will immediately notify the Public Works Department when a stop sign or other warning sign is missing, has been knocked down, or is obstructed from view. If it is after regular hours, the employee will call the Public Works Director or Police Department. The Public Works Department will have department personnel assigned to respond during non-duty hours to traffic control device problems when called by the police dispatcher. Action on other types of signs will be taken without undue delay.

2.12.4 Traffic Control Device Requests

Any City department or resident may request that additional traffic control devices be installed. These requests will be submitted to the City Administrator through the Public Works Department. City Council approval is required after the City Administrator's consultation with the Public Works Director, City Engineer, and review of the MUTCD for changes involving stop signs, school zone signs, one-way streets, speed limits or where there is a major impact or change on the vehicular or pedestrian traffic.

2.13 PERSONAL-INJURY ACCIDENTS ON CITY PROPERTY

The purpose of this section is to set policy for the administering and assisting of persons injured while on City property, in City vehicles, or in City buildings.

2.13.1 Procedures and Responsibilities

1. If it appears the person is so seriously injured that an ambulance or doctor is necessary, call one immediately. If possible and necessary, determine the family physician and call him/her.
2. If a vehicle is involved in the accident, contact the appropriate law enforcement agency.

3. Obtain written statements from those who witnessed the accident.
4. As soon as the injured person is cared for, contact the City Risk Manager's office, write a report of what happened, and give it to the Risk Manager. The report filed should address the following:
    a. Date of report;
    b. Name of the person preparing the report;
    c. Date and time of accident;
    d. Location of the accident;
    e. If possible, the name and address of injured person;
    f. What you saw happen (be specific);
    g. What you were told happened and by whom; and
    h. Names and addresses of other people who might have witnessed the accident.
5. Forward the original of all reports and statements to the Risk Manager. Forward a copy to your Department Head.

Section 3 – City Property and Equipment

3.1 PROCEDURES AND RESPONSIBILITIES
3.2 CITY OWNED PROPERTY RENTAL
3.3 AUTHORIZED USE OF CITY VEHICLES
3.3.1 VEHICLES ASSIGNED TO CITY ADMINISTRATOR, POLICE CHIEF, AND PUBLIC WORKS DIRECTOR
3.4 PRIVATE USE OF CITY EQUIPMENT
3.5 SURPLUS PROPERTY DISPOSAL

3.1 PROCEDURES AND RESPONSIBILITIES

The purpose of this section is to establish a policy which will allow City employees to know how to handle requests for use of City-owned equipment by parties outside the normal scope of City services and responsibilities.

3.2 CITY-OWNED PROPERTY RENTAL

The City will reserve a picnic pavilion, Veterans Hall, Aquatics Center or Community Center facilities for an individual or group upon receipt by Lindon City of a completed reservation application and proper deposit. A reservation can be made by contacting the Lindon Community Center. Rental rates are available in the annual budget.

Every person or group reserving any city park or public building shall respect the property and abide by common rules of courtesy such as:

1. Use the facility only for purposes for which it was designed;
2. Leave the area clean, neat, and orderly upon departure;
3. Respect the right of others, their reservation times, and any of the City's specifically posted rules and regulations at the facility; and
4. Conform to all provisions contained in the City's Ordinances.

Any damage done to a facility or park will be charged to the responsible group and that group shall be held legally liable for compensation of such.

Ceremonial scissors and stanchions used for ribbon cutting ceremonies are also available for rent.

3.3 AUTHORIZED USE OF CITY VEHICLES

Authorized persons – defined by individual department heads, subject to approval of the City Administrator – are authorized to operate and/or ride in City vehicles. No one except City employees may operate City vehicles unless authorized by the City Administrator.

Additional policies for use of Police Department vehicles can be found in the Lindon City Police Department Policy Manual.

Persons who are assigned to be "on-call" for emergency situations may have use of a City vehicle during the specific time they are "on-call." Such vehicles may be garaged at the employee's home, but they shall not be permitted to travel beyond Provo on the south and Lehi on the north.

City vehicles are not to be used by employees to ride from the yard, substations, park building, City offices, etc. for lunch purposes. However, if the employee has a specific job assignment and goes directly from that job to lunch and back to the job site, then a City vehicle can be used.

3.3.1 VEHICLES ASSIGNED TO CITY ADMINISTRATOR, POLICE CHIEF, AND PUBLIC WORKS DIRECTOR

It is the policy of the City that the City Administrator, Police Chief, and Public Works Director may use the City vehicle assigned to him/her within the restrictions outlined below. It is recognized by the City Council that these positions are, within reason, on-call and may be expected to respond 24 hours per

day in the event of an emergency. Therefore, it is reasonable and appropriate to allow the personal use of assigned vehicles unless otherwise listed in employment contracts where use of a personal vehicle is part of a compensation package.

Use of a city vehicle for these positions includes reasonable personal use, the transporting of family members and others, and otherwise using the vehicle for reasonable travel needs as if it were his/her personally owned vehicle. The City is responsible for all expenses including, but not limited to, gas, oil, maintenance, repairs, and insurance. This vehicle use is subject to the following restrictions:

1. No personal travel is authorized beyond the boundaries of Utah County for anything other than City business.
2. The City vehicle shall not be used for personal activities that may cause significant wear or damage to the vehicle such as towing personal trailers or campers or boats, off-road use, hauling of yard materials or personal waste and debris, etc.
3. Only a City employee shall operate the vehicle.
4. The City's insurance carrier must be notified of this policy to affect appropriate coverage.

3.4 PRIVATE USE OF CITY EQUIPMENT

Except as otherwise permitted within this manual, it is the policy of the City that City facilities and equipment are not to be used for activities or projects outside the scope of the City's normal service delivery requirements. Facilities and equipment are not to be used for an employee's or elected official's personal use or benefit unless furthering the purposes of the City and delivery of its services. Authorization for use by private parties or other public entities may be granted by the City Administrator or Public Works Director for those instances where the general benefit of the citizens of Lindon is apparent or in emergency situations. The City Administrator shall report these conditions to the Mayor and the City Council.

3.5 SURPLUS PROPERTY DISPOSAL

Property that becomes surplus to the needs of the City (equipment, tools, vehicles, etc. – but not including land) shall be declared surplus by one of the following methods:

1. If the property value is estimated at more than $100 then the item shall be declared surplus by Resolution of the City Council and sold as outlined below; or
2. If the property value is estimated at less than $100 then the item shall be declared surplus by Memo from the Department Head and City Administrator and sold as outline below; or
3. If the property is broken or beyond reasonable repair and/or considered junk, it may be declared surplus by Memo from the Department Head and City Administrator and disposed of at the discretion of the City.

Once property is declared surplus by methods 1 or 2 above, it shall be offered for sale to the public through listings on www.publicsurplus.com, or other similar web site with access available to the general public for bidding or purchase. The property will be offered for minimum bids, where applicable. If the minimum bid is not realized, staff may dispose of the property at their discretion including selling for less than the minimum bid.

Computer equipment such as hard drives, laptops, or tablets shall not be considered "surplus property" due to possible protected information still remaining on the computer equipment. Such equipment shall be destroyed at the discretion of the Department Head at the end of the useful life of the equipment.

Other computer equipment such as monitors, printers, etc. may be disposed of according to the Surplus Property Disposal policy outlined above.

Section 4 – Purchasing and Procurement

4.1 POLICIES AND PROCEDURES
4.2 DEFINITIONS
4.3 ADMINISTRATION
4.4 PERSONAL PURCHASES
4.5 PROHIBITION OF GIFTS OR REMUNERATIONS
4.6 BID PROCESSES
4.7 ERRORS AND MISTAKES IN BID PROCESS
4.8 PURCHASE ORDERS
4.9 SPENDING APPROVAL LIMITS AND CHOICE OF BID PROCESS
4.10 EXCEPTIONS TO BIDDING REQUIREMENTS
4.11 BID AWARDS
4.12 AGREEMENTS WITH OTHER AGENCIES
4.13 SPECIAL RULES AND PROCEDURES REQUIRED BY STATE LAW
4.14 APPEALS / PROTESTS
4.15 CITY CREDIT CARDS / PURCHAING CARDS

4.1 POLICIES AND PROCEDURES

The provisions of this Policy govern the purchase of goods and services by the City. Its primary purpose is to ensure best service, materials and construction at the most reasonable cost to the City. In addition, this Policy will assure the community that the procurement process of the City is committed to fair and equal opportunity with integrity and openness.

4.2 DEFINITIONS

Unless the context requires otherwise, the terms used in this Policy shall have the following meanings:

1. **Bidding:** Procedure used to solicit quotations on price and delivery from various prospective suppliers of specified supplies, equipment, and contractual services.

2. **Bid process:** The process used by the City to solicit and award bids or contracts. Examples of bid processes used in this Policy include formal competitive bidding (competitive bid), requests for proposals (RFP), and open market procedure (open market).

3. **City Administrator:** The City Administrator of Lindon City, Utah, or his or her designee.

4. **Lowest responsible bidder:** A bidder who:
    a. has submitted a bid in compliance with the invitation to bid and within the requirements of the City's plans and specifications;
    b. is the lowest bidder that satisfies, if applicable, the City's criteria relating to financial strength, past performance, integrity, reliability, quality of equipment, delivery times, and other factors that the City uses to assess the ability of a bidder to fully and in good faith perform the contract requirements;
    c. has furnished, as may be required, a bid bond or equivalent in money as a condition to the award of a contract; and
    d. furnishes a payment and performance bond as required by law.

5. **Public property:** Any item of real or personal property owned by the City.

6. **Supplies, materials and equipment:** Any tangible object or thing furnished to or used by any City department or by any City employee in the performance of his or her duties. For purposes of brevity, supplies, materials, and equipment shall hereafter be collectively referred to as "supplies".

4.3 ADMINISTRATION

The City Administrator, or designee, shall administer the purchasing procedures outlined in this Policy. The City Administrator shall perform the following duties and have the following powers concerning purchasing matters:

1. Administer and maintain the purchasing procedures and other rules and regulations established by this Policy and its authority;
2. Recommend new or revised purchasing rules and regulations as are deemed desirable and in conformance with other statutory requirements, and to interpret the provisions of this Policy and applicable statutes;
3. Negotiate and execute contracts for the purchase of supplies and the provision of services;

4. To the extent possible, obtain full and open competition on purchases according to this Policy;
5. Keep informed of current developments in the field of purchasing, i.e., prices, market conditions, new products, etc.;
6. Prescribe and maintain such forms as are reasonably necessary to the operation of this Policy and other rules and regulations;
7. Supervise the inspection of all supplies to assure conformance with specifications;
8. Transfer surplus or unused supplies between departments as needed; and
9. Maintain a bidders' list, vendors' catalog file, or other records needed for the efficient operation of the purchasing procedures.

4.4 PERSONAL PURCHASES

Unauthorized personal procurements shall be considered cause for disciplinary action. City officials and employees shall not use opportunity for discounted or government rates to purchase goods or services for personal use, unless the supplier makes such goods or services available to all municipal officials and employees on the same terms, provided the official or employee pays for such items from his or her own money, and provided that these purchases will not improperly influence the officials, employees or a City department in the discharge of their duties or in making purchases of commodities.

4.5 PROHIBITION OF GIFTS OR REMUNERATIONS

Every officer and employee of the City is expressly prohibited from accepting, directly or indirectly, from any person, firm, or corporation to which any purchase order or contract is, or might be awarded, any rebate, gift, money, or other items with a value greater than the limits established in Title 67 of the Utah Code, except where given for the use and benefit of the City.

4.6 BID PROCESSES

Except as provided in Section 4.5.5, bids shall be accepted and awarded by the City Administrator pursuant to one of the bid processes outlined in this Section. The City shall substantially comply with the following guidelines for the specific bid process used:

1. **Competitive Sealed Bidding by Invitation (Competitive Bid - I).**
   a. Description. ‘Competitive sealed bidding by invitation’ is a procedure in which vendors or contractors are selectively invited by the City to submit formal bids to provide a designated product or to complete a designated project in accordance with specifications provided by the City.
   b. Appropriateness. Competitive sealed bidding by invitation is generally appropriate for smaller scale or simpler construction or public works projects and for the procurement of smaller or repeating orders of goods and services.
   c. Invitation to bid. The City shall invite no less than three bidders to submit bids. Notice should include a general description of the articles to be purchased or the work to be performed, the location where bid plans and specifications may be secured, and the due date/time and place for bids to be submitted.
   e. Bid procedure.

i. Sealed bids (or electronically submitted bids) shall be submitted as designated in the invitation with the statement "Bid for (item or project)" on the envelope (or in the heading of the electronic transmission).
ii. Bids may be opened informally by the City or Engineer, but results of the bids and/or information in the bids shall not be divulged to others responding to the same invitation to bid.
iii. Bids submitted to the City shall be evaluated on the basis of compliance with specifications and other relevant criteria.

f. Bid Award. (See section 4.7 of this Policy)

2. **Competitive Sealed Bidding by Advertisement (Competitive Bid - A).**
   a. Description. 'Competitive sealed bidding by advertisement' is a procedure in which vendors or contractors submit formal bids based on an advertisement soliciting bids, to provide a designated product or to complete a designated project in accordance with specifications provided by the City.
   b. Appropriateness. Competitive sealed bidding by advertisement is generally appropriate for most large scale construction or public works projects and for the procurement of large or repeating orders of goods and services. When contractor or product quality is a prime concern in awarding a project bid, the City may pre-qualify bidders according to a policy established by the City Administrator.
   c. Notice advertising bids. The City shall provide notice of its invitation for bids. Notice should include a general description of the articles to be purchased or the work to be performed, the location where bid plans and specifications may be secured, and the time and place for opening bids. The notice inviting bids shall be provided at least ten (10) days prior to bid opening by one or more of the following methods:
      i. Published in industry media or government websites;
      ii. Delivered to responsible prospective bidders; or
      iii. Posted or advertised in other manners deemed appropriate by the City Administrator in order to receive the greatest amount of responsible bidders.
   e. Bid procedure.
      i. Sealed bids (or electronically submitted bids) shall be submitted as designated in the notice with the statement "Bid for (item or project)" on the envelope (or in the heading of the electronic transmission).
      ii. Bids shall be opened (or read, in the case of electronically submitted bids) in public at the time and place stated in the notice.
      iii. Bids submitted to the City shall be evaluated on the basis of compliance with specifications and other relevant criteria.
   f. Bid Award. (See section 4.7 of this Policy)

3. **Requests for Proposals (RFP).**
   a. Description. Requests for proposals (RFPs) are invitations for suppliers or contractors to submit a proposal on a specific product or service. The City awards the contract for the product or service based on criteria set forth in the request for proposals, or as otherwise determined by the City Administrator.
   b. Appropriateness. RFPs may be used when required by law, or when the City Administrator determines that the use of formal competitive bidding is either impractical or not advantageous to the City. If the City is requesting a price to complete

an already designed project or to purchase a specific product(s), it will generally be more appropriate to use the competitive sealed bids procedure rather than the request for proposals procedure. Professional services will generally be procured through the request for proposals procedure.

In making this determination, the City Administrator shall consider factors such as:

i. whether there may be a need for price and service negotiation;
ii. whether there may be a need for negotiation during performance of the contract;
iii. whether the relative skills or expertise of the offerors will need to be evaluated;
iv. whether cost is secondary to the characteristics of the product or service sought, as in a work of art;
v. whether the conditions of the service, product or delivery are unable to be sufficiently described in the invitation for bids;
vi. whether the City is requesting the offeror to propose a method or strategy for completing the project; and
vii. whether there may be a need to negotiate completion times related to the project.

c. Notice.
   i. Proposals shall be solicited through a request for proposals.
   ii. Public notice of the RFP shall be posted on the City web site at least ten (10) days before opening of the bids.
d. Request for proposals. The request for proposals shall state the relative importance of price and other evaluating factors.
e. Opening of proposals. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation.
f. Revision of proposals.
   i. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements.
   ii. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revision may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.
   iii. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
g. Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration price, the evaluation factors set forth in the request for proposals, and other criteria set forth in section 4.7 of this Policy as deemed appropriate by the City Administrator.

4. **Open market procedure (Open Market).**
   a. Description: Open Market procedure consists of a Department Head or other employee searching out and soliciting the best available price for goods or services. This may be accomplished through internet searches, phone contacts, written bids and proposals,

etc. This process may include solicitation from a limited selection of providers of the good or service.

b. Price Quotations. Purchases shall, whenever possible, be based on at least three (3) bids (price quotations) and shall be awarded to the lowest responsible bidder.
c. Request for Quotations. Bids (price quotations) shall be solicited from prospective vendors by written or oral request, or may be obtained through internet, catalog, or other advertisements.
d. Records. The person soliciting the price quotations shall keep a record of quotations solicited, including vendor names, date of solicitation and price quoted, and shall include this information with the purchase order.

4.7 ERRORS AND MISTAKES IN BID PROCESS

The City Administrator may waive minor irregularities in bid procedures if he or she determines, in his/her sole discretion, that the minor irregularities do not have a material effect on the outcome of the bid process and that the process remains fundamentally fair to the City and all participants, as allowed by the procurement documents used in specific instances. In cases where the error has a material effect on the outcome of the bid process, the City Administrator may (1) reject all bids, (2) award the bid to the lowest responsible bidder (if the City elects to disqualify bidders who do not strictly comply with the bid specifications), or (3) correct mistakes in accordance with policies adopted by the City Administrator or in accordance with procurement rules in the State Administrative Code. Formal protests or appeals shall follow Section 4.10 of this Policy.

4.8 PURCHASE ORDERS

1. A purchase order (PO) shall be used whenever goods and services are to be acquired by outright purchase. The purchase order shall specify the nature of the goods or services to be acquired, the purchase price or estimate thereof, the vendor name and contact information, the department or division for whom the acquisition is being made, the general ledger number where the funding for the proposed purchase has been appropriated, and other provisions or information as may be appropriate. PO's shall be signed by the appropriate 'Approval Authority' as identified in Table 1 of Section 4.5.5. PO's shall then be submitted to the Accounts Payable Clerk for processing and payment.

2. Purchase orders are not required to be obtained for the following:
    a. Purchase and/or payment of supplies or services valued less than $2,500;
    b. Purchase and/or payment of recurring contractual services (janitorial, IT services, grounds, attorney, engineering, etc.);
    c. Purchase and/or payment of supplies or services approved by the City Council through an RFP or Competitive Bid process;
    d. Purchase and/or payment of routine, consistent expenses such as, but not limited to, payroll expenses, utility bills, water share assessments, or similar expenses; and
    e. Other routine purchases and/or payments authorized by the City Administrator as being exempted from having to obtain a PO. The Accounts Payable Clerk shall keep records of any authorized PO exemptions.

4.9 SPENDING APPROVAL LIMITS & CHOICE OF BID PROCESS

1. Except as otherwise provided in this Policy or by provisions of State or Federal law, purchases of supplies or services shall follow one of the bid processes outlined in 4.4 of this Policy for the appropriate dollar amount thresholds listed in Table 1 of this section. The cost of the supplies or service shall not be divided to avoid bid requirements. Purchases of $2,500 or less are not required to obtain a bid unless deemed appropriate by the Department Head. In cases where more than one alternative bid process is listed in Table 1 as acceptable for a given dollar amount, any of the listed bid process alternatives shall be acceptable, and the City shall not incur any liability for choosing one alternative over another.
2. For Open Market and RFP bid processes, the City shall strongly consider procuring supplies and services from local providers (within Lindon City), after consideration of cost differences for comparable supplies and services.

Table 1 - Spending Approval Limits & Allowed Bid Processes

Purchase Value or Contract Service Value	Bid Process	Purchase Order	Approval Authority
$2,500 or less	Not required	Not Required	Department Head
$2,501 - $10,000	Open Market	Required	Department Head and, Finance Director or City Administrator
	RFP, or Competitive Bid-(I or A)	Not Required	City Council
$10,001 - $20,000	Open Market	Required	Department Head and City Administrator
	RFP, or Competitive Bid-(I or A)	Not Required	City Council
$20,001 - $125,000 or amount established in UCA 11-39-101, whichever is greater	Open Market	Required	Department Head, City Administrator and City Council
	RFP, or Competitive Bid-(I or A)	Not Required	City Council
Greater than $125,000 or amount established in UCA 11-39-101, whichever is greater	Competitive Bid-A	Not Required	City Council
State/Federal Contract Prices	Not required	Required if over $2,500	Dependent upon purchase amounts listed above

4.10 EXCEPTIONS TO BIDDING REQUIREMENTS

The bid process requirements set forth in this Policy do not apply in the following situations:

1. **Professional service contracts.** Contracts for professional services may be awarded at the discretion of the City Administrator without using the competitive sealed bids process.
    a. Professional Services. Professional services include the following: accounting, auditing, architecture, banking, insurance, engineering, appraisal, legal, court reporter, medical, education, research, consulting, and other services where the professional qualifications of the contractor are of prime importance.

Professional service contracts shall be awarded based on professional qualifications, experience, willingness and ability to meet the City's specific service requirements, cost of service, and other criteria deemed important by the City Administrator.

b. Annual Audit. A professional service contract for the annual fiscal year financial audit shall be awarded by the City Council in consultation with the City Finance Director and City Administrator. This contract may be awarded for consecutive years; however, the performance of the auditing firm shall be reviewed the end of each year and the City Council shall determine whether to continue the contract for additional years or put it back out to bid.

2. **Sole Source Procurements.** Sole source procurement may be used only if the City Administrator determines that a service, product, or requirement is reasonably available only from a single supplier or contractor. Examples of circumstances which may necessitate sole source procurement are:
   a. If there is only one vendor or supplier who can provide the needed product or service;
   b. If the compatibility of supplies, accessories, replacement parts, or service is of paramount consideration;
   c. If a sole supplier's product is needed for trial use or testing;
   d. If the City is procuring utility services;
   e. If the City seeks to add to, repair or maintain supplies owned by the City which may be more efficiently added to, repaired or maintained by a particular person or firm; and
   f. If the City seeks supplies which, by reason of the training of City personnel or the inventory of replacement parts maintained by the City, is more compatible with the existing supplies owned by the City and if the supplies can only be acquired from a sole source. The justification for sole source procurement shall be included in the procurement documentation. The City Administrator may establish policies governing the negotiation of sole source procurements.

3. **Auction, closeout, bankruptcy sales.** If the City Administrator determines that supplies can be purchased at any public auction, closeout sale, bankruptcy sale or other similar sale, and if the City Administrator finds that a purchase at any such auction or sale will be made at a cost below the market cost in the community, a contract or contracts may be let, or the purchase made, without complying with the competitive bidding requirements of this Policy.

4. **Exchanges.** Exchanges of supplies between the City and any other public agency which are not by sale or auction shall be by mutual agreement of the respective public agencies.

5. **Projects performed by City employees.** City employees may be used to complete City projects, provided that the City complies with State statutory requirements governing contracts for municipal public improvements.

6. **State bid list.** The City may purchase supplies from the vendor who has submitted the lowest bid price for such items to the State of Utah Purchasing Office (or any agency of the Federal government) at the quoted price, without any solicitation or price quotation or invitation to bid. For such purposes, the quoted price shall be deemed to be the lowest price available for such items and the City need not follow any other bidding requirements.

7. **Utah Correctional Industries Division.** Goods and services produced by the Utah Correctional Industries Division may be purchased from the Utah Correctional Industries Division without following any of the bidding requirements set forth herein.

8. **Emergency Procurements.** In times of emergency, the City Administrator, or designee, may choose the most practical means available to procure needed goods and services. If the situation allows, the City Administrator shall attempt to achieve as much competition in the emergency procurement process as possible. Emergency procurement shall be limited to the services, supplies, and construction necessary to meet the emergency. For purposes of this paragraph, an emergency is a condition or situation which creates an immediate threat to the public health, safety, or welfare. Examples of conditions or situations which may constitute emergencies include earthquakes, floods, terrorist attacks, wars, epidemics, riots, road failures, utility failures, structure failures, and equipment failures.

9. **Unsuccessful Competitive Sealed Bidding.** If the bids received in response to a competitive sealed bid process are unreasonable, noncompetitive, or in excess of available funds, and if the City Administrator determines that time or other circumstances will not permit the delay required to re-solicit competitive sealed bids, the City may procure the needed goods or services using the emergency procurement procedure.

10. **Internet Auction Sites.** The City may acquire supplies from internet auction sites without following formal purchasing procedures if the City Administrator determines that there is an established market price for the supplies and that the supplies can be acquired less expensively from an internet auction site.

11. **Used Supplies.** The City may acquire used supplies without following formal purchasing procedures if the City Administrator determines that there is an established market price for the used supplies and that it is beneficial for the City to acquire the used supplies.

12. **Ongoing Construction Work.** If a contractor has been hired to work in a given area by a person or entity other than the City, and if the City has work that needs to be completed in the area, and if the City Administrator determines that there is an established price for the type of work that the City needs completed and that the City can save on mobilization costs by hiring the contractor that is already in the area, then the City may negotiate with and contract directly with the contractor without following formal purchasing processes.

13. **Purchases by Other Governmental Entities.** If another governmental entity has, after a competitive process, awarded a bid to purchase supplies from a particular vendor within the preceding 180 days, the quoted price may be deemed to be the lowest price available for such items and the City need not follow formal purchasing procedures. Any such purchase must be approved by the City Administrator on a case by case basis.

14. **Federal or State Money.** In cases where federal or state money is being used, or in cases where federal or state procurement laws or procedures govern the types of goods or services being procured, the City shall follow the applicable federal or state procurement laws or procedures in lieu of the procedures set forth in this Policy.

15. **Donated Funds.** In cases where a donor or grantor has contributed funds to the City, the City may expend the funds in the manner designated by the donor or grantor in lieu of the procedures set forth in this Policy.

16. **Construction Manager/General Contractor Contracts (CMGC).**
    a. The City Administrator shall be granted the discretion, when in the best interest of the City, to select a Construction Manager/ General Contractor or CMGC method of construction contracting for a particular project.
    b. A "CMGC" or "Construction Manager/General Contractor" method means a modified Design Build process in which the City enters into a contract for both the design consultant and the contractor with the right to negotiate the price of construction during the design phase. The contract shall contain an option to go to a competitive bid process at the end of design if the negotiated price is not acceptable to the City.
    c. When selecting the CMGC method, the City Administrator shall include in the contract file a written statement describing the facts that led to the selection of this particular method of construction contracting management for that project.
    d. Before choosing a CMGC contract method, the City Administrator shall consider the following factors:
        i.. When the project must be ready to be occupied;
        ii. The type of project;
        iii. The extent to which the requirements of the procurement unit, and the way they are to be met are known;
        iv. The location of the project;
        v. The size, scope, complexity, and economics of the project;
        vi. The source of funding and any resulting constraints necessitated by the funding source;
        vii. The availability, qualification, and experience of public personnel to be assigned to the project and the amount of time that the public personnel can devote to the project; and
        viii. The availability, qualifications, and experience of outside consultants and contractors to complete the project under the various methods being considered.
    e. The CMGC shall be selected following a standard bidding process, unless an exception to the requirement to use a standard procurement process as defined in this Subsection exists and is noted in the construction file.

f. When entering into a subcontract that was not specifically included in the CMGC cost proposal, the construction manager/general contractor shall procure the subcontractor by using a standard procurement process, unless an exception to the requirement to use a standard procurement process as defined in this subsection exists and is noted in the construction file.

4.11 BID AWARDS

1. **Rejection of Bids.** The City Administrator may, at his or her own discretion, reject and deny any and all bids presented, with or without cause, and may require the City to re-solicit for bids as set forth in this Policy.
2. **Lowest Responsible Bidder.** Except as otherwise allowed or required, the City Administrator shall award the contract or bid to the lowest responsible bidder as defined in section 4.2(4) of this Policy.
3. **Tie Bids.** If two (2) or more of the bids received are for the same total amount (quality and service being equal), the City Administrator may negotiate with the bidders and obtain the best bid possible and/or give preference to a bidder based within Lindon City.
4. **Single Bids.** The City Administrator may require a price or cost analysis if only one bid is received. The bidder may be required to furnish a detailed cost proposal, and the bid award shall be subject to subsequent negotiation.
5. **Bonds.** Before entering a contract, the City Administrator shall have authority to require performance, payment and other bonds deemed necessary in such amounts as deemed necessary to protect the interests of the City. The types and amounts of the bonds to be required shall be described in the notice inviting bids.
6. **Contracts.** Contracts for services or supplies may be signed by the Mayor or City Administrator.
7. **Change Orders.** Change orders of up to 20% over the original project cost estimate, and within the scope of funds budgeted by the City Council, may be approved by the City Administrator as deemed appropriate. Change orders exceeding 20% of the original project cost estimate shall be approved by the City Council.

4.12 AGREEMENTS WITH OTHER AGENCIES

The City shall have the power to enter into joint purchase agreements with any or all other public agencies within the State for the purchase of any commodity, if the City Administrator finds the joint purchase agreement to be in the best interests of the City.

4.13 SPECIAL RULES AND PROCEDURES REQUIRED BY STATE LAW

State law requires the City to follow specific bid procedures for specified types of supplies and services. This Section sets forth the requirements and cites the applicable State law. The City shall comply with the applicable State law, as amended, regardless of whether or not this Policy reflects the most recent version of State law.

1. **Procurement for Building Improvements or Public Works Projects.** The City shall follow the requirements of Utah Code 11-39-101 et seq. for projects associated with Building Improvements or Public Works Projects. Utah Code shall govern in all cases of conflict with City policy below.

a. When the City embarks on Procurement for Building Improvement or Public Works Projects the City shall, in accordance with UCA 11-39-102 as amended, cause:
   i. Plans and specifications to be made for the Building Improvement or Public Works Project; and
   ii. An estimate of the cost of the Building Improvement or Public Works Project to be made.
b. When the City's prepared estimate for Building Improvement or Public Works Projects exceeds the Bid Limit as defined in UCA 11-39-101 the City shall follow the process and requirements prescribed in UCA 11-39-101 et seq. for Procurement for Building Improvements and Public Works Projects.
c. When the City's prepared estimate for Building Improvement or Public Works Projects does *not* exceed the Bid Limit as defined in UCA 11-39-101, the City shall follow the processes contained in this Policy as appropriate.

2. **Procurement for Class C Roads Improvement Projects.** The City shall follow the requirements of Utah Code 72-6-108 through 110 for projects associated with Class C Roads. Definitions associated with Class C Road Improvements are contained in Utah Code 72-6-109. Utah Code shall govern in all cases of conflict with City policy below.
   a. When the City embarks on Procurement for Class C Road Improvement Project the City shall, in accordance with UCA 72-6-108 as amended, cause:
      i. Plans and specifications to be made for the Class C Road Improvement Project; and
      ii. An estimate of the cost of Class C Road Improvement Project to be made.
   b. When the City's prepared estimate for Class C Road Improvement Project exceeds the Bid Limit as defined in UCA 72-6-109, the City shall follow the process and requirements prescribed in UCA 72-6-108 for Procurement for Class C Road Improvement Project.
   c. When the City's prepared estimate for Class C Road Improvement Project Projects does *not* exceed the Bid Limit as defined in UCA 11-39-101, the City shall follow the process contained in this Policy as appropriate.

4.14 APPEALS / PROTESTS

Any actual or potential provider who is aggrieved in connection with the solicitation or award of a contract of procurement may protest the procurement by filing a written statement with the City Recorder within three (3) business days of the closing of the bid, or award of the bid, whichever is applicable. Following such notification, the notice will be forwarded to the City Administrator or designee within fifteen (15) days of the procurement decision under protest. The notice shall contain the following information:

1. The protesting party's name, address, and daytime telephone number, the signature of the protesting party or the attorney for the protesting party, and the date the protest statement was signed; and
2. The relief sought, supported by a statement of fact and the recitation of the reasons and the legal authority in support of the protest sufficient to permit review.

The City may proceed with the protested procurement except that the City Administrator may suspend the procurement process for so long as he or she determines is appropriate. The City Administrator may

designate another individual to assist in reviewing the matter, which assistance may include finding facts, analyzing the protest, and making recommendations.

The City Administrator or designee may request additional information from the protesting party or from other persons to make a determination. The protesting party shall provide all information reasonably needed to decide the protest except information which is protected from disclosure by law, or which could reasonably be expected to result in unfair, competitive injury to the protestor in spite of the protections for the protest or provided by law, including the Utah Government Records Access Management Act, Chapter 63 G-2, Utah Code Annotated as amended.

The City Administrator or designee shall review and decide protests, and shall issue a written determination to the protesting party within fifteen (15) days of receipt of the protest. If the City Administrator fails to issue a decision within fifteen (15) days after the receipt of the protest, said failure shall be considered in the equivalent of an order denying the appeal or protest.

4.15 CITY CREDIT CARDS / PURCHASING CARDS

1. General Guidelines.
    a. The City Administrator and Department Heads are issued, by the Finance Director, personalized credit cards and/or State purchasing cards and are authorized to carry the card with them.
        i. The cards are valuable property which requires proper treatment by users to protect it from misuse by unauthorized persons.
        ii. If the card is lost or stolen Department Heads shall immediately notify the Finance Director who will contact the appropriate parties necessary to freeze or cancel the card.
    b. Department Heads are responsible for coding each transaction to proper GL accounts upon receipt of the monthly credit or purchase card statement. Coded statements shall then be submitted to the Accounts Payable Clerk in a timely fashion.
    c. All finance charges and late fees will be charged to departments incurring those charges.
    d. Employees shall be held to spending limits approved by the Department Head even though the card limits may exceed authorized spending authority.
2. Approved Uses. The City's credit cards are intended for the following types of usage:
    a. Unforeseen circumstances where obtaining a check is impractical;
    b. On-line purchases of supplies, equipment, or materials not available through established purchase accounts;
    c. Authorized travel and training fees or registration (courses, seminars, conferences, etc.);
    d. Lodging, rental car for out of state travel, etc.; or
    e. Other purchases as approved by the Department Head.
3. Credit Card Violations. Violations of credit card use will lead to cancellation of card privileges and may be cause for disciplinary action. Card violations include but are not limited to:
    a. Purchase of items for personal use;
    b. Use of the credit card for cash advances;
    c. Use of the credit card for purchase of more than the users authorized spending limit, or by splitting purchases into more than one transaction in order to exceed the authorized limit; or
    d. Failure to notify the City of lost or stolen cards.

Section 5 – Personnel Policies

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5.1 PURPOSE

Lindon City is committed to a working relationship with employees based on mutual trust, ethical behavior, and responsibility.

5.2 POLICY

It is the policy of Lindon City to establish guidelines and restrictions which allow employees to be aware of various conditions of employment related to all positions within the City. All employees will be required to act according to the following guidelines:

5.3 PROCEDURE

The City Administrator acts as the Personnel Director unless otherwise designated. The Personnel Director is responsible to control, supervise, and give direction to Department Heads concerning personnel issues. The Personnel Director has authority to recommend appointments, promotions, demotions, or termination of any City officers or personnel in accordance with applicable personnel policy.

5.4 HIRING PROCEDURES

All employee positions will typically be hired through a process which may include, but is not limited to, panels of interviewers with participants which may be made up of staff, Department Heads, Council members (one of which is assigned to the department), and/or the Mayor.

Time limited seasonal and temporary employment position can be hired without a formal interview process at the discretion of the supervisors and Department Head.

All appointments shall be based upon specific abilities relating to each position as outlined in job descriptions.

5.4.1 Means of Recruitment

Employees may be recruited to fill positions in the City work force. The method of recruitment shall be recommended by the Department Head and approved by the Personnel Director before any recruitment is commenced. Employees may be recruited for positions in the following ways:

1. **Announcement For Public Recruitment.** Announcement of a position shall take place with publication using any of the following: the Lindon City website, the Lindon City Facebook page, the Utah League of Cities and Towns Job Bank, Utah Department of Workforce Services, and professional publications related to specific vacancies. Announcements may specify the title of the position, the nature of the work to be performed, education and technical preparation desirable for the performance of the work, application deadline, manner of making applications and other pertinent information.

2. **Open Public Recruitment.** Open public recruitment is not required for promotions or transfers within the City. However, notice to potentially eligible employees shall be given at least seven

days prior to the closing date for applications. Notice shall be given as determined by the Personnel Director or Department Head, and shall at least include posting the available position on the City web site. The notice must state the position, application filing locations and closing date for applications. Employees interested in promotions or transfers shall fill out a new employment application.

3. **Promotion of an existing employee.** Employees may be promoted to a higher job classification upon recommendation from the Department Head and approval of the Personnel Director. Past and present job performance, especially as it relates to the following shall be considered:
    A. Job knowledge and job skills;
    B. Ability to perform the job (including physical fitness);
    C. Dependability;
    D. Judgment when faced with decisions;
    E. Aptitude for and attitude on the job;
    F. Ability to accept responsibilities;
    G. Quantity and quality of work;
    H. Initiative and resourcefulness;
    I. Relationship with other employees and the public;
    J. Supervisory abilities and skills (if applicable);
    K. Promise of continued development (including relevant education);
    L. Record of disciplinary actions; and
    M. Record of absenteeism and tardiness.

4. **Transfer of an Existing Employee.** An employee may be transferred to another department if approved by the Personnel Director after considering the recommendations of the affected Department Heads and taking into consideration the same factors listed above. No employee shall be transferred to a position for which the person does not possess the minimum qualifications. An employee demoted to a position of less remuneration may appeal the transfer in accordance with the provisions of the Lindon City Administrative Policies and Procedures Manu.

5.4.2 Selection Policies

1. **Employment Application.** All application forms must be signed by the applicant. The Personnel Director or Department Head may require proof of statements as they deem necessary. The City may reject any application which indicates that the person does not meet the minimum qualifications established for the position or where the application is defective or incomplete. Applications may also be rejected if the applicant:
    a. Is found to have falsified his application;
    b. After reasonable accommodation, is physically unfit to fully perform the duties of the position;
    c. Is addicted to or uses illegal drugs;
    d. Is not within the legal age limit prescribed by law for City employment; or
    e. Has received a dishonorable discharge from the armed forces resulting from a general court martial.

2. **Interview.** Department Heads or designated supervisor will be responsible for interviewing prospective applicants for positions with the City. As part of the interview process Department Heads may give job-related written, verbal or practical tests. Applicants may also be given practical tests on use of equipment, physical agility exams and be involved with role-playing exercises. During the interviews Department Heads may consider these test results as well as relevant education, training and work experience, especially as it relates to the minimum qualifications, minimum requirements and physical agility standards which are required for the position. No questions may be asked relating to age, gender, sexual orientation, race, national origin, marital status, disability, political beliefs, religious affiliations, or regarding any other protected class.

3. **Background and Reference Checks.** Department Heads are encouraged to contact references listed on the employment applications. Background investigations will be conducted on all prospective employees, as well as volunteers working on an ongoing basis.

4. **Drug Test.** All prospective employees, as well as volunteers working on an ongoing basis**,** will be referred to a medical facility chosen by the City to conduct a pre-employment drug screen in accordance with the City's Drug-Free Workplace Policy.

5. **Selection.** The Personnel Director, or an appointed designee, will review the recruitment procedures for compliance with this section prior to final selection of the employee.

6. **Removal From Consideration**. Criminal conviction, drug test results indicating illegal drug use, or any other unsatisfactory background information may be cause to remove the applicant from consideration.

7. **Veterans Preference.** In accordance with Utah Code 71-10-2 as amended, Lindon City shall grant a veterans preference upon initial hiring to each preference eligible veteran or preference eligible spouse as specified below:

    a. "Preference eligible" means: (a) any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; (b) a disabled veteran with any percentage of disability; (c) the spouse or unmarried widow or widower of a veteran; (d) a purple heart recipient; or (e) a retired member of the armed forces who retired below the rank of major or its equivalent.

    b. "Active Duty" means active military duty and does not include active duty for training, initial active duty for training, or inactive duty for training.

    c. "Disabled Veteran" means any individual who has: (a) been separated or retired from the armed forces under honorable conditions; and (b) established the existence of a service−connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the federal Department of Veterans Affairs or a military department.

d. "Veteran" means: (a) an individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or (b) any individual incurring an actual service−related injury or disability in the line of duty whether or not that person completed 180 consecutive days of active duty.

When a preference eligible individual applies for any career service position with the City and meets the minimum job requirements for the position, he/she will be invited to take any examinations or other numeric rating or ranking mechanisms (including an interview) used to select an individual for the position. If the applicant receives a passing score, Lindon City shall give preference in hiring by adding to the applicants score as follows:

a. 5% of the total possible score, if the individual is a veteran;
b. 10% of the total possible score, if the individual is a disabled veteran or a purple heart recipient; or
c. In the case of a preference eligible spouse, widow or widower, the same percentage the qualifying veteran is, or would have been entitled to.

When a preference eligible individual applies for any career service position with the City that does not require an examination, or where examination and/or interview results are other than a numeric score, the individual shall be given preference in interviewing and hiring for the position.

8. Political Activity or Affiliation. Partisan political activity, political opinion, or political affiliation of an applicant for a position with the City may not provide a basis for denying employment to the applicant.

9. **Department Head Employment Status.** All Department Head positions hired on or after January 1, 2017 will be at-will employees.

5.4.3 Appointment

After the recruitment file has been reviewed by the Personnel Director, the Department Head may be authorized to hire the selected individual. Before commencing work the new employee will complete a W-4 form, and other employment documentation as required by State or Federal law. The new employee will be provided with or given access to a digital copy of the Lindon City Policies and Procedures Manual.

1. **Orientation.** The Department Head or designated supervisor will be responsible for facilitating the adjustment of an employee to the work situation and for completing an orientation on the following items:
   A. Provide a clear statement of the employee's duties and official relationships;
   B. Introduce the employee properly to those with whom the employee will be working;
   C. Instruct and guide the employee in learning to perform job functions;
   D. Explain and issue, with a receipt, all items of equipment that must be returned upon end of employment. The property receipt must be signed by both the employee and the supervisor; and

E. Provide additional information which is job related.

2. **Probation.** All employees are subject to a twelve month probationary period during which time they may be terminated without recourse. After the probationary period, employee performance will be evaluated by the Personnel Director and/or the appropriate supervisor or Department Head. If performance is satisfactory, the employee will be taken off probationary status. If performance is unsatisfactory, the employee may be terminated, or a probationary extension may be imposed for up to an additional six months. Following any probationary extension period, a final determination will be made as to the employment status of the employee.

   Under certain circumstances, the probationary period may be concluded after six months upon the recommendation of the Department Head and approval by the Personnel Director. Nothing herein shall be construed to establish the expectation that the probationary period will end at six months. New employees should typically expect a 12 month probationary period.

5.5 ANTI-NEPOTISM

No person shall be allowed to work in a department wherein a member of the person's immediate family is employed as the Department Head; or wherein a member of the person's immediate family would have direct or indirect supervision or control over that person. "Immediate family" as used in this section means father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, step-children, step-parents, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

Seasonal and temporary positions which are limited in time and/or scope, as well as volunteer positions, are not subject to the terms of the anti-nepotism policy.

5.6 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Lindon City to comply with the guidance set forth in Title VII of the Civil Rights Act of 1964, according to Public Law 92-261, passed March 24, 1972, and subsequent amendments thereto. It is also the policy of Lindon City to comply with the Americans With Disabilities Act passed July 26, 1990, and subsequent amendments thereto.

Lindon City will hire, promote, classify, transfer, discipline, and terminate all employees without reference to race, religion, gender, age, disability, sexual orientation, political affiliation or national origin. No class of job will be closed to any individual because of the above referenced criteria. COPY FROM

"Disability" refers to a qualified individual with a disability as defined in Title 42 of the United States Code. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, is able to perform the essential functions of a particular position. As required under the Americans With Disabilities Act, it shall be the judgment of Lindon City to determine what functions of a job are essential, and any written description of the job prepared by the City before advertising or interviewing applicants for the job shall be considered essential job functions.

Personnel will be compensated on the basis of equal pay for equal work. No individual will receive reduced compensation for equal work on the basis of age, race, gender, religion, national origin, sexual orientation, political affiliation or disability.

Lindon City does not discriminate on the basis of disability in admission, access to, or treatment in City programs.

5.7 EMPLOYMENT STATUS

5.7.1 Exempt Employees

The following positions have been designated as being exempt positions based on FLSA employment standards; City Administrator, Planning and Economic Development Director, Finance Director, Chief Building Official, Chief of Police, Parks & Recreation Director, Public Works Director, Justice Court Judge, and any other established Department Head positions.

Exempt employees are classified as Administrative Staff as defined in FLSA Section 54. Administrative Staff are expected to supervise their own activities, as well as the activities of those under their supervision. Administrative Staff reports to the Governing Body through the City Administrator. Administrative Staff is responsible to carry out established policies of the City and decisions of the Governing Body as handed down through the City Administrator.

Exempt positions will be reviewed periodically to determine whether or not exempt status should be withdrawn based on changes in duties and related factors.

Where services are obtained through contract or agreement with professional firms, such as attorney, engineer, accountant, etc., the terms of such contract or agreement will apply.

5.7.2 Regular Full-time Employees (non-exempt)

1. Regular full-time status is achieved if an employee:

    a. Is not hired on a temporary basis;
    b. Has satisfactorily met the requirement for employment;
    c. Has satisfactorily completed a probationary period of at least six months as outlined in section 5.4;
    d. Has worked an average of 40 hours or more per week annually; and
    e. Has a job classification that qualifies for full time status.

5.7.3 Regular Part-time Employees (non-exempt)

1. The Mayor and City Council members are hereby designated as regular part-time employees. Other employees so designated must meet the following requirements:
    a. Is not hired on a temporary basis;
    b. Has satisfactorily met the requirements for employment;
    c. Has satisfactorily completed a probationary period of at least six months as outlined in Section 5.4;

d. Has worked an average of less than 30 hours per week annually. In determining the average weekly hours worked, time taken off shall be held against the employee if such time was taken using accrued personal or sick leave or for time taken under the Family Medical Leave Act; and
e. Has a job classification that qualifies for part-time job classification.

2. Employees with an average annual work schedule of at least 30 hours but less than 40 hours per week will receive benefits on a pro rata basis for the hours worked, except that employees eligible for health care benefits under the Affordable Health Care Act shall receive full medical coverage. Benefits will begin or be applied for on the date of hire.

5.7.4 Temporary & Seasonal Employees

Temporary and seasonal appointments, such as interns, lifeguards, or Public Works and Parks summer help, are made by Department Heads with approval of the Personnel Director to carry out seasonal or temporary work. Temporary and seasonal positions do not qualify for regular benefits and are employed as at-will positions.

5.8 CHILD LABOR EMPLOYMENT

It is the policy of Lindon City that no one under the age of sixteen (16) shall be hired for any position, with the exception of youth recreation and swimming programs during the summer—or other exceptions where 14 and 15 year-olds can be used prudently within federal and state government guidelines.

5.9 PROHIBITION OF POLITICAL ACTIVITY

1. **No Political Activities During Employment Hours.** Except as provided by federal laws, no City employee or official shall engage in political campaigning or solicit political contributions of any kind during hour of employment. For purposes of this Section, hours of employment shall mean any time in which an official or employee is acting within the course and scope employment.

2. **No Use of Municipal Equipment for Political Purposes**. No City employee or official shall use municipal equipment while engaged in political activity.

3. **No Use of Influence or Position for Political Purposes**. No City employee or official shall, either directly or indirectly, use their position or employment status to coerce, command, or advise another municipal employee or official to pay, lend, or contribute anything of value to a political party, committee, organization, agency or person for political purposes.

4. **No Political Test or Requirement.** No City employee or official shall attempt to make, or infer or insinuate as much, that another employee or official's personnel status, or salary or compensation, is dependent upon the support or lack of support for a political party, committee, organization, agency or person engaged in political activity.

5. **Prohibition on Holding Elected City Position and City Employment Simultaneously.** An elected City official or an official appointed to the City Planning Commission cannot simultaneously hold any employment (whether full of part time) with Lindon City.
6. **No Restriction of Private Political Activities.** Nothing herein shall be construed to restrict the right of employees to hold membership in, and support a political party or candidate, to maintain political neutrality, or to attend political meetings outside of working hours, express an opinion on all political subjects outside the workplace, or on personal social media outlets, enjoy freedom from interference in voting, or to contribute freely to political causes.

5.10 GARNISHMENTS

The City is opposed to employees receiving garnishments. Department Heads should discuss the matter with such employees and arrange for improvement in the situation. Section 70C-7-104 of the Utah Code, states that no employee may be discharged "because earnings have been subject to garnishment in connection with any one judgment." However, garnishment on more than one indebtedness judgment may justify the City in taking disciplinary measures.

5.11 REDUCTION IN FORCE

If specific circumstances, such as lack of funds or lack of work, dictate a necessary reduction in force, the Governing Body shall lay-off the necessary number of employees after conferring with the Personnel Director and Department Head(s) while considering length of service and performance.

5.12 SEPARATION

No employee may be dismissed from service as a result of a change in the elected administration of the City or for the political expediency of an elected official.

5.13 RESIDENCY

The City does not give preference in employment to Lindon taxpayers or their dependents, nor require establishment of residency within its corporate limits as a condition of employment for any position.

5.14 TRANSFER, REASSIGNMENT, RESIGNATION, PROMOTION

5.14.1 Transfers

A transfer is defined as a move from one department to another, and should not be confused with the managerial function of moving personnel from one division or office to another within the same department by promotion, demotion or reassignment.

Transfers must be approved by Department Heads. A transferring employee must qualify for the job to which he/she is transferring. A transferred employee shall retain all accumulated sick leave and annual leave.

5.14.2 Reassignment

Employees who are reassigned shall be paid at the same salary that they received prior to reassignment. If such salary exceeds the maximum of the range for the position to which they are assigned, they shall receive the maximum for the pay step for the position.

5.14.3 Resignation

Excessive turnover is costly and should be avoided. Competent employees who resign voluntarily should be interviewed by the Department Head and Personnel Director. In such instance, the employee should be encouraged to reconsider. If the reason for the resignation is a misunderstanding or mistake by the City, an effort shall be made to correct the situation. Employees who resign and desire to leave the City in good standing should give at least a two week notice.

5.14.4 Promotion

Any employee receiving a promotion shall start on the first step of the salary range of the class to which he/she is promoted, and be eligible for merit increases as elsewhere provided, unless the present salary level is equal to or exceeds the probationary step of the class to which he/she is promoted. If this occurs, the promoted employee shall receive a salary increase to the next higher step.

5.15 WORKERS COMPENSATION

Lindon City operates under the provisions of the State of Utah Worker's Compensation Act which provides that “any employee injured, or the dependents of any employee killed, during the course of his/her duties shall receive compensation for loss sustained on account of such injury or death, and for medical, nurse and hospital services, medicines, and funeral expenses.”

Any injury occurring on the job must be reported to the supervisor immediately using forms prescribed by the State Labor Commission. Forms must be completed and submitted to the Personnel Director within seven days of the injury.

5.16 CAREER DEVELOPMENT

Employees are encouraged to take advantage of education and training benefits to improve job skills and to qualify for transfers and promotions. These benefits are limited to training and education which is relevant to the employee's current position or "reasonable" transfer and promotion opportunities. "Reasonable" is defined as attaining the minimum qualifications for promotion or transfer with no more than two years of additional education or training. These benefits will be available to all employees on a first-come first-serve basis, subject to the availability of budgeted funds.

Requests for education and training may be initiated by either the employee or the Department Head by completing and submitting an Employee Travel Request & Expense Disbursement Form (See Appendix A). Reference to training received should be made on the Performance Evaluation forms. Final decisions on requests for education and training will be made by the Personnel Director.

5.17 PAYMENT OR REIMBURSEMENT FOR TRAVEL

In state travel for training opportunities is preferred. If specific training is available only out of state, travel and associated expenses must be approved by Personnel Director.

Reasonable travel expenses on duly authorized trips on City business to attend conventions, conferences, and meetings will be paid for or reimbursed by the City. Travel expenses must be included in an annual budget for each department anticipating travel as part of the budget process.

The following expenses will considered for payment or reimbursement:

5.17.1 Transportation Costs

1. If a commercial airline is used, tourist or economy fare must be requested and used if available. First class will be allowed only if tourist or economy fares are not available.
2. Personal cars may be used if judged economical or advantageous to the City by the Personnel Director. Reimbursement for personal car use shall be at the rate per mile allowed by current federal reimbursement guidelines. Employees are instructed to use available City-owned vehicles and credit accounts whenever possible.

5.17.2 Subsistence and Other Costs

Subsistence, which consists of meals (excluding alcoholic beverages) and lodging will be paid or reimbursed as outlined.

1. Lodging and meal expenses will be paid or reimbursed based on the Utah State Travel Guidelines, and may be adjusted annually.
2. Other costs, such as parking fees, toll road charges and emergency repairs for City vehicles will be paid or reimbursed with receipts.
3. Reasonable local transportation charges will be paid or reimbursed with receipts.
4. Conference registration fees and extraordinary expenses, such as purchase of incidental supplies or publications will be paid by or reimbursed with receipts.
5. Money may be advanced for anticipated expenses upon request and submission of a Travel Request & Expense Disbursement Form.

5.18 HARASSMENT POLICY

5.18.1 Purpose

Lindon City is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individuals, and each employee's values and sensibilities. Accordingly, Lindon City officers and administration are committed to enforcing its Harassment Policy at all levels within the workplace and creating an environment free from discrimination and harassment of any kind.

5.18.2 Policy

It is the policy of Lindon City to establish guidelines and restrictions to eliminate discrimination and harassment of any kind in the workplace. Employees of Lindon City will be required to act according to the following guidelines:

1. Any verbal, non-verbal or physical action may constitute harassment if it is based on a person's protected status. For the purposes of this policy, areas of protected status at Lindon City include race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age. Harassment based on protected classes may create an intimidating, hostile or offensive work environment that unreasonably interferes with work performance or negatively affects an individual's employment opportunities. Harassment based on any of these protected categories will not be tolerated. The following are examples of conduct which could be considered harassment:
    a. Making derogatory comments, insults, suggestive remarks, or jokes regarding an individual's race, color, national origin, religion, gender, disability, age, or sexual orientation.
    b. Conduct which has the purpose or effect of degrading, or creating an intimidating, hostile or offensive work environment related to an individual's race, color, national origin, religion, gender, disability, age, or sexual orientation.
    c. Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to their race, color, national origin, religion, gender, disability, age, sexual orientation.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

In addition, severe and/or persistent aggressive or bullying type behavior directed toward another employee which is not related to protected classes may be cause for disciplinary action. Reports of aggressive behavior will be considered on a case by case basis.

2. Included in the Harassment Policy of Lindon City is sexual harassment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as "unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature or sex-based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) an employment decision is based on an individual's acceptance or rejection of such conduct, or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

3. Prohibited acts of sexual harassment can take a variety of forms. The following are examples of conduct which could be considered sexual harassment:
    a. Persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching.
    b. Sexually suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another.
    c. Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct, or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances.
    d. The open display of sexually oriented pictures, posters, or other material which could be offensive.
    e. The use of City computers to import or forward e-mail or other items which are objectionable or obscene in nature.

f. Retaliation against an individual for reporting or complaining about harassing conduct. Possible acts of retaliation may include changing work assignments, providing inaccurate work information, or refusing to cooperate or discuss work-related matters, as well as intimidation or questioning of an individual.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

5.18.3 Procedures

It is difficult to list every possible inappropriate situation. If a question arises concerning the implementation of these standards, an employee should consult with the Supervisor and/or Department Head to resolve any issues or answer any questions. Any employee who believes he/she has been subjected to harassment or hostile work environment based on any of the Protected Classes, or harassment of any kind has the right to file a complaint.

Minor violations of this policy can often be resolved through discussion with the Supervisor/Department Head. If the Supervisor/Department Head has participated in the harassment or satisfactory results are not obtained, or if the violation is serious, the following procedure is to be followed:

1. If an employee of Lindon City feels they have been harassed or discriminated against based on any Protected Class, including sexual harassment, the following procedure will be followed:
    a. Document the harassment, including dates, times, names of individuals involved, specific setting, etc.
    b. Complete and submit a Discrimination/Harassment complaint form available from the Personnel Director (see Appendix A).
    c. Submit the completed form and report the incident to the Personnel Director or the Human Resource Manager.

2. Upon receiving the written complaint of harassment or discrimination, the Personnel Director will proceed as follows:
    a. Once a complaint has been received, the Personnel Director will initiate an investigation within five working days of notification. If the Personnel Director is the subject of the investigation, it will be performed by the Human Resource Manager. The investigation will include an interview with the employee who made the initial report, the person towards whom the suspected harassment was directed if that person is someone other than the complainant, and the individual accused of the harassment. Any other person who may have information regarding the alleged harassment may also be interviewed. To the extent possible, confidentiality will be maintained, while ensuring a thorough investigation.
    b. Upon completion of the investigation, the Personnel Director or Human Resource Manager will prepare a written report within ten working days from notification of the suspected harassment unless extenuating circumstances prevent it, in which case the report shall be prepared as promptly as possible and the complainant shall be notified as to the reason for the delay. The report will include a finding that harassment did occur, did not occur, or that there is inconclusive evidence as to whether harassment occurred. When requested, a copy of the report will be given to the employee who made the initial report, the employee to whom the harassment was directed, and the employee suspected of the harassment.

c. Disciplinary action will be taken against any employee found to have engaged in harassment of any other employee. Lindon City has the right to apply any level of discipline, up to and including termination, depending on the nature and severity of the offense. Where a hostile work environment has been found to exist, Lindon City will take all reasonable steps to eliminate the conduct creating such an environment.

3. All information relating to any report of harassment which is reported to and handled by the Supervisor /Department Head will be forwarded to the Personnel Director for documentation.

5.18.4 Supervisors

Commission of an act of harassment by a supervisor with respect to any employee under the supervisor will result in a written reprimand, suspension or termination, depending upon the nature and severity of the misconduct. Supervisors are required to report any acts of harassment they become aware of. Failure to report such incidents will be cause for disciplinary action up to and including termination.

5.18.5 Citizens, Contractors, and Vendors

Any vendor, citizen or contractor deemed to be harassing a City employee will be dealt with according to the provision of State and Federal law. Those having a business association with the City may have the association terminated for acts of harassment.

5.18.6 Consensual Relationships

Consensual relationships between employees working in the same department are strongly discouraged but not prohibited. Lindon City employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. If a supervisor and employee enter a consensual relationship, the person in authority can no longer supervise or evaluate the work of the individual with whom they are in a relationship. The person in authority is responsible to take steps to resolve the conflict by consulting with her/his supervisor to identify who can supervise and evaluate the work of the individual with whom they share a consensual relationship. Furthermore, care should be taken to ensure that the relationship does not interfere with either employee's work performance, and that the nature of the relationship does not affect either employee negatively according the sexual harassment guidelines. The Personnel Director or Department Head should be notified of consensual relationships between City employees, including a written statement signed by both parties that the relationship is consensual and welcome. The City Personnel Director or Department Head should also be notified in the event that the consensual relationship is terminated. The City reserves the right to terminate any supervisor in a consensual relationship with another City employee if it is deemed necessary to avoid potential or perceived conflicts of interest or harassment issues.

5.19 PERSONAL APPEARANCE POLICY

5.19.1 Purpose

This policy has been developed to encourage the proper dress and grooming of Lindon City employees. Proper appearance contributes to the morale of all employees and can affect the business and professional image the City presents to patrons, visitors, and vendors.

5.19.2 Policy

It is the policy of Lindon City to establish basic guidelines concerning the personal appearance of employees. In order to maintain a professional atmosphere, all employees are expected to maintain the following minimum standards:

1. Employees must be able to perform their job duties without interfering with the performance of other employees. Therefore, employees must maintain a high standard of personal hygiene, including no offensive odors during work hours. This includes strong perfumes or colognes which may present a health hazard to other employees or patrons.
2. Employees must wear clothing appropriate to their employment. Appropriateness may vary depending upon the nature of work performed and the degree of public contact. However, radical departures from conventional community dress and grooming standards are not permitted, regardless of the nature of the job performed.
3. Employees must wear clothing that is clean and neat. Employees are prohibited from wearing clothing styles which are disruptive or interfere with the work environment and professional appearance of City employees including but not limited to, clothing which is offensive, clothing that advertises alcohol, tobacco, drugs, sexually suggestive material, or commercial products, as well as clothing that is torn, ragged, or cut-off. Additionally, tight fitting clothing, short skirts revealing any area above mid-thigh, low-cut blouses or tops that reveal cleavage or chests, tank tops, or shirts or pants that reveal the stomach or back area during movement are not permitted.
4. Excessive ornamentation such as body piercing for the wearing of non-traditional jewelry, such as multiple earrings, studs in the nose, lips, eyebrows or tongue, is not permitted during work hours. When possible, tattoos should be covered while at work. Wearing of jewelry of any kind should be kept to a minimum for the purposes of safety.
5. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Exotic hairstyles, such as Mohawks, spikes, or hair that is unnatural in color (pink, green, blue, etc.) can be disruptive and are discouraged.

5.19.3 Procedure

It is difficult to list every possible inappropriate situation. If a question arises concerning the implementation of these standards, an employee should consult with the Supervisor and/or Department Head to resolve any issues. The Department Head will make the final decision regarding correction or discipline.

Employees who violate these standards will receive verbal instruction from their Supervisor or Department Head regarding appropriate appearance. If it is determined that a violation of this policy has occurred, the employee will be sent home and directed to return to work with proper appearance on the direction of the Supervisor or Department Head. Under such circumstances, employees will not be compensated for the time away from work, and shall not be eligible to use or apply other paid time off.

Subsequent violations of a similar nature are cause for further disciplinary action up to and including termination.

5.20 WEAPONS POLICY

5.20.1 Purpose

Lindon City is committed to maintaining a work place that is free of violence. This obligation includes the regulation of recognized hazards which contribute to violence or could cause serious harm. While Lindon City desires to maintain an environment free of dangerous weapons, the City recognizes that the regulation of the possession and carrying of firearms is reserved solely to the state legislature and adopts the following provisions subject to such regulations and provisions in the state code.

5.20.2 Policy

It is the policy of Lindon City to establish clear guidelines regarding the possession and use of weapons during hours of employment. For purposes of this Section hours of employment shall mean any time in which an official or employee is acting within the course and scope of their employment or duties. All Lindon City employees and officials will be required to adhere to the following provisions:

1. **Strict Compliance with State and Federal Law.** If an official or employee elects to carry a firearm during hours of employment, they shall strictly obey all state and federal laws and regulations pertaining to the carrying or possession of a firearm, either concealed or otherwise.
2. **Houses of Worship and Private Property.** During hours of employment, Lindon City employees are restricted from possessing or carrying any firearm into any house of worship or onto any private property where the owner, or person with apparent authority, makes it known, either through actual or constructive notice, that firearms are prohibited on such property.
3. **Unattende**d **Weapons**. No official or employee may leave any firearm, or other dangerous weapon as defined by Section 76-1-601, unattended or unsecured on City property or within a City vehicle or equipment. A firearm or dangerous weapon will be considered to be secured only if it is securely locked in private vehicle or has a secured gun lock that prevents the firearm from being discharged.
4. **Discharge of Firearms Prohibited**. While the state legislature has reserved the right to regulate the carrying and possession of firearms, in § 10-8-47, it has delegated to municipalities the authority to regulate the use or discharge of firearms. As such, no official or employee may discharge any firearm during hours of employment.
5. **Exceptions**. The only exceptions to this policy are police officers, security guards or other persons who are required to carry a weapon in the performance of their duties.

5.20.3 Procedure

Any employee who becomes aware of a violation of this policy is required to immediately notify the Personnel Director.

Failure to abide by this policy may result in discipline up to and including termination. Further, carrying a weapon onto City property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from city property, and may result in prosecution.

5.21 FMLA (FAMILY MEDICAL LEAVE ACT) POLICY

5.21.1 Purpose

Lindon City supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. FMLA requires covered employers to provide up to twelve weeks of unpaid, job protected leave per year to eligible employees for certain family and medical reasons.

5.21.2 Policy

It is the policy of Lindon City to outline the specific requirements for the use of the Family Medical Leave Act (FMLA) according to standards established by the United States Government. Employees are eligible if they have worked for a covered employer for at least one year, and for at least 1,250 hours over the previous twelve months, and if there is a qualifying status change. Qualifying status changes include:

a. a serious personal health condition that prevents an employee from performing his or her job;
b. care of a child during the first year following birth, adoption, or foster care placement;
c. care of an immediate family member who has a serious health condition; or
d. a chronic health condition which requires intermittent absences from work.

Leave taken for one of the reasons stated above will be designated FML. FML is not intended to cover short-term illnesses that do not meet the definition of a serious health condition, where treatment and recovery are brief.

Qualifying immediate family members include: spouse, daughter, or son, step daughter, step son, foster child, or other persons for whom the employee is legally responsible.

5.21.3 Procedure

FMLA request forms are available from the Personnel Director (see Appendix A). When a qualifying status change is anticipated, verbal notice should be given as far in advance as possible, followed by a written request submitted thirty days prior to the leave. When an incident is immediate or unforeseen, notice should be given as soon as is practical, within one to two days of when the need for leave becomes known to the employee.

Appropriate documentation of the qualifying status change should accompany any request for FML. Documentation for a serious health condition requires a written statement from a medical doctor. Appropriate documentation, such as court records, must also be submitted for qualifying status changes related to adoption or foster care placement.

Following submittal of FML request forms and documentation, the Personnel Director will notify the employee if the request meets the guidelines necessary for FML eligibility using the FMLA Response Form (see Appendix A). If FML is granted, the employee will be required to furnish a report every two weeks of their status and intent to return to work. If circumstances of leave change and the employee

will be able to return to work earlier than the date indicated in the original request, two days' notice is required before returning to work. In the event that leave will extend beyond the date originally requested, additional documentation may be required at the discretion of the Personnel Director.

Paid leave, such as sick leave, vacation leave, and compensatory time will run concurrently with FML. Total leave cannot exceed twelve weeks per year beginning on the date FML begins. Eligible FML leave may be taken concurrently during a twelve week period, intermittently over the twelve month period, or on a reduced work schedule over the twelve month period. Only the amount of leave actually taken will be applied to the twelve week period of leave.

Employment benefits will be maintained during the leave period. When leave is concluded, the individual will return to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Any request for FML must meet the standards established by this policy and the Family Medical Leave Act of 1993.

5.22 COMPUTER AND INTERNET USE

5.22.1 Purpose

This policy has been developed to encourage the proper use of computers, laptops, tablets, smart phones, or similar electronic devices, including electronic mail and internet systems, (hereafter collectively referred to as "computers") provided to employees by the City to assist in efficient performance of job functions. This policy is also intended to balance the needs of the City in creating a safe and non-offensive workplace along with a reasonable expectation of privacy by employees.

5.22.2 Policy

It is the policy of Lindon City to establish basic guidelines concerning the appropriate use of computers within the City. These computers have been provided by the City to employees for the purposes of performing functions such as communication, information exchange, and research and are the property of Lindon City.

5.22.3 Guidelines

An employee of the City should be aware that the City reserves the right to inspect at any time the contents of any computer, file, e-mail file, voice mail, internet usage, or other equipment provided by the City. Reasons for such inspections may include, but are not limited to:

a. System, hardware or software problems;
b. General system failure;
c. A lawsuit against the City;
d. Suspicion of a crime or violation of policy; or
e. The need to perform work or provide a service when the employee is unavailable.

5.22.4 Computer Use

As stated above, the City reserves the right to review, at any time, all files on any computer owned by the City. Upon request all passwords must be given to the City when the files are password protected.

Minimal use of City computers to send or receive personal e-mails, or brief use of the internet for personal reasons is allowable, provided that such use does not interfere with the employees work responsibilities or is completed on the employees own time or break periods. Other personal use of City computers is authorized only if approved by the appropriate Department Head or the Personnel Director.

Certain uses of city owned computers, including internet and e-mail systems, are prohibited and include, but are not limited to, the following:

a. Political activity as outlined in Section 5.9 - Prohibition of Political Activity;
b. Commercial or business activities not related to the City;
c. Sending obscene or suggestive messages;
d. Sending, viewing, or downloading offensive graphic images;
e. Storage of large amounts of personal data such as photographs, music, or other files;
f. Personal use of City computers for a private business;
g. Threats or harassment;
h. Slander or defamation; or
i. Any illegal activities.

5.22.5 Enforcement

Violations of this policy will be reviewed on a case-by-case basis and may result in disciplinary action, up to and including termination. This policy will be enforced with restraint and in a reasonable manner, and will be used only when there is a compelling reason to do so.

Any employee who becomes aware of a violation of this policy by another employee should report the violation to the Personnel Director or Department Head.

5.23 CELL PHONE USE

5.23.1 Purpose

This policy has been developed to encourage the proper use of cell phones while operating a City vehicle or private vehicle on City business, and to balance the communication needs of the city in creating a safe and open workplace.

5.23.2 Policy

It is the policy of Lindon City to establish basic guidelines concerning the use of cell phones while driving in city vehicles and operating private vehicles on city business for the safety of the driver, passengers, and other drivers on the road; and to establish a policy whereby the City and the employee share in the cost of city provided cell phones.

5.23.3 Cell Phone Use

When operating a City vehicle or driving a private vehicle on City business, employees will minimize the use of cell phones. If taking or making a call while driving, the employee will be required to act in compliance with Utah State Code 41-6a-1716; Handheld Wireless Communication Device as follows:

- Wireless communication devices are defined as a wireless telephone, text messaging device, or laptop computer
- Prohibited activities while operating a moving vehicle on the highway include; write, read or send a written message, dial a phone number, access the internet, view or record a video, or enter data into the device.
- Exceptions to the prohibited activities listed above include; using a handled device for voice communication, viewing a GPS or navigation app, during a medical emergency, reporting or requesting assistance relating a safety hazard or criminal activity, use of a hands-free or voice operated technology system integrated into the vehicle.
- Use by law enforcement or emergency service personnel within the scope of their employment also constitutes an exception to the prohibited activities.

5.23.4 Cost Sharing

In specific situations, and with Department Head approval, employees using a cell phone in the course of their duties may use their personal cell phone on a personal account for City business. In this case, the City will reimburse the employee $10 per month to compensate for cost associated with City business.

Employees may choose to use a cell phone issued and paid for by the City. In this case, the employee will pay $10 per month through payroll deduction to compensate for the cost of personal use of the cell phone.

5.23.5 Enforcement

Violations of the cell phone "use" portion of this policy will be reviewed on a case-by-case basis and may result in disciplinary action up to and including termination. Violation of these standards constitutes a Class C Misdemeanor or a Class B Misdemeanor if the violation causes serious bodily injury to another person. A second or subsequent conviction of the same violation within the past three years also constitutes a Class B Misdemeanor.

5.24 DISCIPLINARY PROCEDURES

It is the responsibility of each employee to observe regulations necessary for the proper operation of City government functions. Administrative procedures have been established for handling disciplinary measures. As a part of any disciplinary action, employees will be counseled as to the action which precipitated the discipline, and improved job performance which will correct the unacceptable situation or behavior. Employees will also be given an opportunity to respond to the allegations and provide a written statement regarding the disciplinary action.

Employees may not be discharged, suspended without pay, or demoted because of the employee's political or religious beliefs.

The following levels of discipline may be applied as appropriate to the situation:

5.24.1 Verbal Warning

Whenever grounds for disciplinary action exist, and the supervisor or Department Head determines that more severe action is not required, the Department Head should verbally communicate to the employee the observed deficiency. Verbal Warnings will be documented by the Department Head using a Disciplinary Action form signed by the Department Head and the Employee. The documentation will include the date and time of the conversation, and a brief description of the conversation. The Disciplinary Action form will be forwarded to the Personnel Director for documentation purposes. The documentation will be placed in the employees personnel file for a period of two years. Records of verbal warnings will be removed from an employee's personnel file after the two year period provided no additional disciplinary action has occurred. Disciplinary action consisting of a verbal warning may not be appealed.

5.24.2 Written Reprimand

A Department Head may reprimand an employee in writing. Written reprimands are to be documented on a Disciplinary Action form signed by the Department Head and the Employee. The documentation will consist of the date and time of the reprimand, a detailed description of the deficiency, and any expected corrective action on the part of the employee. The Disciplinary Action form will then be forwarded to the Personnel Director. The documentation will be retained permanently in the employees personnel file. Disciplinary action consisting of a written reprimand may not be appealed.

5.24.3 Pre-Disciplinary Hearing

Prior to imposing disciplinary actions of Probation, Suspension without pay (of more than 2 days), Demotion, or Termination of an employee, a Pre-Disciplinary hearing will be held with the employee, the Department Head and the Personnel Director. The employee will be notified of the date and time of the hearing using a Notice of Pre-Disciplinary Hearing form. At the Hearing, the employee will have the opportunity to present information which may have an impact on the decision to take disciplinary action. Following the hearing, the employee will be notified of what disciplinary action, if any, will be taken using a Disciplinary Action Form, or if no disciplinary action will be taken.

5.24.4 Probation

A Department Head may, with the written approval of the Personnel Director, place an employee on probation as a disciplinary measure. On or before the effective date of the probationary period, the employee will be notified using a Disciplinary Action Form stating the reasons for the probation, the length of the probation, and the objectives that must be met during the probationary period to restore the employee to a non-probationary status, and to avoid further disciplinary action. Action taken will be documented by the Department Head using a Disciplinary Action Form signed by the Department Head and the Employee. Disciplinary action consisting of imposition of a probationary period may not be appealed.

5.24.5 Suspension Without Pay

A Department Head may, with the written approval of the Personnel Director, suspend an employee without pay for up to, but not exceeding ten calendar days as a disciplinary measure. On or before the effective date of the suspension, the employee will be notified using a Disciplinary Action Form of the reasons for the suspension without pay, the length of the suspension, and the objectives that must be met during the suspension in order for the employee to be reinstated, and to avoid further disciplinary action. Action taken will be documented by the Department Head using a Disciplinary Action Form signed by the Department Head and the Employee.

5.24.6 Demotion

A Department Head may, with the written approval of the Personnel Director, demote or reduce in salary any employee for disciplinary reasons. On or before the effective date of the demotion, the employee will be notified using a Disciplinary Action Form of the reason for the demotion, and objectives which must be met to avoid further disciplinary action. Action taken will be documented by the Department Head using a Disciplinary Action Form signed by the Department Head and the Employee.

5.24.7 Termination

A Department Head may, with the written approval of the Personnel Director, terminate an employee for disciplinary reasons. The City reserves the right to terminate any employee proven to be in violation of any policy set forth in this manual, depending on the nature and severity of the offense. Action taken will be documented by the Department Head using a Disciplinary Action Form signed by the Department Head and the Employee.

Following is a summary of possible actions which may be cause for termination:

a. Insubordination;
b. Conviction of a crime of moral turpitude or dishonesty or felony while an employee of the City;
c. Indulging in offensive conduct or using offensive language;
d. Deliberate or careless conduct endangering the safety of the public or other employees;
e. Inducing or attempting to induce any City employee to commit an unlawful act, or violate City regulations, official policy, or department directives;
f. Using, threatening, or attempting to use personal or political influence to secure special consideration as a City employee;
g. Incompetency or inefficiency in the performance of job duties resulting in two consecutive unsatisfactory ratings on performance evaluations;
h. Carelessness or negligence with City monies or property;
i. Theft or intentional destruction of City property;
j. Intentional falsification of personnel records, time reports, or other City records;
k. Being under the influence of intoxicants or drugs while on duty;
l. Sleeping on duty except as may be provided for in official City regulations;
m. Change in ability to comply with the job description;
n. Failure to notify the Department Head and Personnel Director of a change in the status of the employee's driver's license;

o. Revocation of an employee's driver's license;
p. Excessive absenteeism or tardiness;
q. Excessive horseplay and related activities which create safety hazards;
r. Violations of safety rules and practices;
s. Smoking in posted or unauthorized areas;
t. Failure to report to work without notifying the Supervisor or Department Head, unless it is not possible to give such notice;
u. Inattentiveness to work, failure to start work at the designated time, quitting early, or leaving work without authorization from the Supervisor or Department Head; or
v. Vending, soliciting, or collecting contributions on City time or premises without proper authorization.

This list should not be construed to be all-inclusive. It is difficult to list every possible situation which may be cause for termination.

5.25 SUSPENSION, DEMOTION OR TERMINATION APPEALS PROCEDURES

5.25.1 Employee Appeals Authority

The City shall contract with an appointed independent Employee Appeals Authority who will hear appeals of Suspension, Demotion or Termination. This individual may be an attorney from another municipality or firm that has experience with municipal employee policies and regulations.

5.25.2 Appeals of Suspension, Demotion or Termination

It shall be the policy of Lindon City to comply with the appeal procedure outlined in Section 10-3-1106 of the Utah State Code.

In the case of suspension, demotion or termination, a full-time regular employee, who is not an appointed, at-will, or probationary employee, has the right to appeal the decision to the Employee Appeals Authority. The appeal must be in writing and filed with the City Recorder within ten days of the demotion or termination. The City Recorder will then refer the matter to the Employee Appeals Authority which will receive evidence and fully hear and determine the matter. The employee shall be entitled to appear in person and to be represented by counsel (at the employee's expense), to have a public hearing, to confront any witness's whose testimony is to be considered, and to examine any evidence.

In the event that Employee Appeals Authority does not uphold the suspension, demotion or termination, the City Recorder shall certify the decision to the affected employee, and also to the Personnel Director and/or Department Head. The employee shall be paid his salary, commencing with the next working day following the certification by the City Recorder of the decision of Employee Appeals Authority, provided the employee reports for his/her assigned duties the next working day.

5.26 SUSPENSION PENDING INVESTIGATION AND DECISION

At the sole discretion of the City, an employee may be suspended (with or without pay) pending an investigation. If after an investigation the employee is found guiltless, the employee shall be restored to his or her position and compensated for any lost pay.

5.27 GRIEVANCE PROCEDURE

It is the policy of Lindon City insofar as possible to prevent the occurrence of grievances and to deal promptly with those which do occur.

Whenever a grievance other than for disciplinary action arises or is directed to the attention of the Department Head, the Department Head shall discuss all relevant circumstances with the employee and address the grievance to the extent the Department Head deems advisable and possesses authority.

If the Department Head fails to settle the grievance in a satisfactory manner, the employee shall provide a written grievance with the Department Head's decision to the Personnel Director within ten days of the notice to the employee of the Department Head's decision. The Personnel Director shall promptly discuss all relevant circumstances with the employee and Department Head and address the grievance to the extent the Personnel Director deems advisable and possesses authority.

If the Personnel Director fails to settle the grievance in a satisfactory manner, the employee shall within ten days of the notice of the Personnel Director's decision file with the Personnel Director a written appeal explaining the basis for the appeal. The Personnel Director shall transmit the appeal and a brief explanation to the Employee Appeals Authority.

The Employee Appeals Authority shall schedule a hearing with the parties within 15 working days after the Personnel Director's receipt of the grievance. The Employee Appeals Authority shall render a written decision to the employee within five working days after conclusion of the hearing. The Employee Appeals Authority shall render its findings and decisions to all concerned parties, in writing, which decision shall be final and binding.

5.28 CONFLICTS OF INTEREST

5.28.1 Disclosure Statement

All City employees, elected officials, and appointed officials are required to submit an annual disclosure statement regarding conflicts of interest or potential conflicts of interest related to their position with the City. The disclosure form is included in Appendix A.

5.28.2 Referring to a Partner Agency

In the event that a current or former City Employee or an immediate family member of a current or former City Employee, including current or former Elected or Appointed Officials, is involved in any legal action or incident involving or investigated by the Lindon City Police Department, the case shall be referred to a partner agency, such as Pleasant Grove City or Orem City, for investigation and/or prosecution. Any legal action or incident involving or investigated by the City which affects a vendor

with whom the City conducts substantial business, or a contracted professional serving the City, shall also be referred to a partner agency. This policy will not apply to minor infractions, or in the event of an emergency situation. In the case of an emergency situation, the case shall be referred to a partner agency as soon as practicable for investigation and/or follow up. Immediate family member shall mean husband, wife, son, daughter, father, mother, sibling, or any equivalent step family member or in-law family member.

Section 6 – Employee Compensation & Benefits

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6.1 COMPENSATION

6.1.1 Cost of Living Allowance (COLA)

Cost of living allowances (COLA) may be considered each year when it is determined from an appropriate index that such an increase is warranted, and after considering the impact of such an increase on the City budget. If approved by the Governing Body as part of the annual budget, COLA increases will be effective on July 1 each year.

6.1.2 Merit Increases

A regular full time or regular part time employee may qualify for a merit increase effective January 1 each year. The City Council will consider approval of Merit Pay Increases as part of annual budget adoption in June of each year, with an additional fiscal evaluation occurring in December each year prior to implementation of merit increases for payment beginning in January of each year. The six month fiscal review prior to implementation of Merit Increases is intended to protect the City from experiencing financial constraints in the event that budgeted revenue is less than anticipated. When approved by the City Council, Merit Pay Increases will be implemented using the Evaluation Score Table as follows:

Table 6-1

Table of Evaluation Scores and Merit Percent	
Final Score	**Merit Percent**
8 or higher	100%
7 – 7.9	90%
*6 – 6.9	70%
4 – 5.9	No Merit
1 – 3.9	Probation
*Range steps 1-5 must score 6.0 or higher for full merit.	

1. A regular full time or regular part time employee may qualify for a merit increase effective January 1 each year, based on the following criteria:
    a) After an annual performance evaluation employees will be eligible for a full or partial merit increase as approved by the City Council based on the following Performance Evaluation criteria:
        - Employees currently working in Step 1 through Step 5 on the pay scale will be moved to the next step on the pay scale for an evaluation score of 6.0 average or better.
        - Employees currently working between the Mid and High steps in their respective pay range will be eligible to receive the full merit increase or a partial merit increase at the percentage approved by the City Council based on the Final Score and Merit Percent shown in Table 6.1 above.

b) In the case of an exceptional employee, after full written justification and review, he or she may be moved to a higher step upon Department Head recommendation and Personnel Director approval; and
c) For employees completing the probationary period, if the evaluation at the end of the probationary period shows 6.0 performance score or better, an employee may be granted a step increase.
d) Performance Evaluation Forms are found in Appendix A.

6.1.2(a) Merit Pay Bonus Program

In addition to traditional performance based merit increases for employees within their pay range, a one-time merit bonus pay opportunity is provided for employees who have reached the high end of their pay scale. This one-time payment will be based upon the same performance criteria as other employees who have reached the high end of their pay range. Merit Pay Bonuses will be paid on the first payday following January 1st of each year, based on results of the Performance Evaluation.

6.1.3 Work Period

1. The City's standard work week begins Saturday at 12:00am and ends the following Friday at 11:59pm. FLSA nonexempt employees may not deviate from this 40-hour work week.
2. City offices are typically open Monday through Friday from 8 a.m. to 5 p.m. The City Council may adopt alternative business hours for Public Works, Parks & Recreation, or other facilities as deemed appropriate to best accommodate the public.
3. Department Heads may approve flexible starting and ending times for employees as long all staffing needs are met and standard public services are accommodated during regular business hours. Telecommuting, as needed, may only be approved on a limited basis by Department Heads.
4. An employee is required to be at work on time. An employee who is late, regardless of the reason, including inclement weather, shall, with Department Head approval, make up the lost time by using accrued leave, leave without pay or adjusting their work schedule to make up the time.
5. Employees shall account for all hours worked through an approved employee time card or other method authorized by the Department Head. Failure to properly document hours worked may be cause for termination.
   a. An employee's time worked shall be calculated in increments no smaller than 5 minutes.

6.1.4 Lunch and Break Periods

1. Each full time work day shall include a minimum of 30 minutes non-compensated lunch period, unless otherwise authorized by the Department Head.
   a. Lunch periods may be used to shorten a work day if approved as part of a flexible work schedule by the Department Head.
2. An employee may take one 15-minute compensated break period for every four hours worked.
   a. Break periods may be accumulated on the same day of work to accommodate a longer mid-day lunch period if approved by the Department Head (example: 1.5 hour lunch period as opposed to 1 hour lunch period).

b. 15 minute break periods may not be accumulated on the same day of work to accommodate a shorter work day.
c. Except as outlined in 2(a) of this section, unused 15 minute break periods are not accruable.

6.1.5 Overtime

From time to time Department Heads or other management may require employees to work overtime. Overtime work shall occur only in emergency situations. The practice of overtime work shall be kept to an absolute minimum. All overtime work must have prior approval of the Department Head. For classified employees (non-exempt employees as defined by Fair Labor Standards Act (FLSA) guidelines), any time worked over forty (40) hours in one work week will be considered overtime. Time worked does include holidays observed by the City, but does not include vacation, sick or compensatory time used or a Personal Holiday taken. Overtime will be paid on a time and one-half basis and may be in the form of compensatory time off (comp time) or monetary compensation as specified in this manual. The decision whether to allow compensatory time or overtime pay will be at the discretion of the Personnel Director, after consultation with the Department Head. Nothing in this or any other City policy shall be construed to give an expectation or right to continued or future overtime hours.

The maximum accumulation of comp time will be 240 hours, unless otherwise mandated by FLSA guidelines. An employee who has accrued the maximum number of compensatory hours shall be paid monetary overtime compensation for any additional overtime hours of work. The City may prohibit an employee who has accumulated the maximum amount of comp time from working additional overtime hours. The City may require an employee to use accumulated compensatory time before vacation, sick, or personal holiday can be used. Payment for unused compensatory time shall be made in the event of separation from service for any reason.
Exempt employees (as defined herein and by FLSA guidelines) required to work beyond the regular work period shall be compensated in accordance with the Administrative Leave section.

6.1.6 Weekends and Holidays

Many positions are required to work on weekends and holidays (i.e., police, life guards, parks & recreation staff, etc.). Except for employees who are 'called-out' to return to work in emergency situations, employees scheduled or required to work on weekends will not be paid overtime unless they have exceeded forty (40) hours of work during the regularly defined work week.

6.1.7 On-call

The Public Works Director, or designee, will provide 24 hour on-call coverage to receive and respond to all calls after hours. The Parks & Recreation Director may also assign one parks employee to be on call during the secondary water service operation and during heavy rental periods between April 1st and October 31st.

One qualified and trained public works and/or parks employee will be assigned to be on call for a seven day period. The Department Head will determine if the employee is qualified. The (on-call) coverage will commence at 3:30 pm on Friday and will continue until 3:30 pm the following Friday, or as otherwise relieved of on-call duty. During this time, the on-call employee shall not consume alcohol, or

use any drug that may impair the judgment or ability of the employee to perform assigned duties (See Section 7, Drug Free Workplace).

The assigned on-call employee will be provided with a vehicle and cellular phone. To accommodate being available to receive all calls, the employee will be allowed to use the vehicle for personal use, provided the employee always carries the pager and/or phone issued by the City when using the vehicle. While on-call, the employee must be able to report to work within 30 minutes (including traffic congestion). Employees assigned to be on-call will receive weekly on-call pay. On-call pay will be adjusted to include the same annual cost of living adjustment given to other employee pay scales within the City. With approval from the Department Head, on-call employees may elect to receive the equivalent compensatory time in lieu of monetary on-call pay.

In order to reduce response time of snow removal during winter storm events, if snow is forecasted within a 24-hour period, snow plows may be taken home at night if the employee residence is within one-mile radius of the City limits. The plow is to be parked at a safe location on the employees' property and may not be used for any personal use except returning to work. The employee shall not use the plow for snow removal on personal property or other non-public property. The action of taking a snow plow home after work hours does not constitute being 'on-call' in regards to receiving on-call pay, unless an individual has been specifically assigned as the 'on-call' employee. Employees will not be compensated for commute times to-and-from their place of residence.

6.1.8 Call-Out

Non-exempt employees who are required to work outside the scope of normal office hours to assist with unscheduled, emergency situations shall receive compensatory time at the time-and-a-half rate for each hour worked. The employee shall be compensated for a minimum of one hour of work for each 'call-out'. All call-out hours will be paid on a time and one-half basis regardless of the number of hours worked during the regular work week. Hours worked by an employee coming in early or staying late to finish a project or other non-emergency work activity are not eligible as call-out or overtime hours worked unless the employee has exceeded 40 hours during the work week.

With direction from the Department Head, employees who are on-call may call other employees for assistance. Other employees who are 'called-out' will be compensated per the call-out requirements in this section, but shall not receive 'on-call' pay. If other employees are not reasonably available to respond to needed assistance, the on-call employee may continue to contact employees from other departments who may be available and/or qualified to assist in the matter. During emergencies, the Personnel Director or Department Head may compel employees to report to work or otherwise respond to call-out situations. Failure of any employee to report to work during emergency call-outs will be reviewed on a case-by-case basis and may result in disciplinary action up to and including termination.

If an employee is required to return to work after having left the premises, all time spent responding to calls, including travel time to and from work, shall be compensated at the time-and-a-half rate as hours worked.

Any employee who is called back to work during non-scheduled emergency work hours and has recently consumed alcohol or drugs which may impair the ability of the employee to safely perform his/her

duties shall notify the supervisor of the impairment and shall not report to work (See Section 7, Drug Free Workplace).

Scheduled, non-emergency, work activities that are not during regular office hours, in which an employee was given at least 24-hours notice of the activity, are not eligible for call-out / overtime pay unless the employee has worked more than 40 hours during the work week, and has the approval to receive overtime pay (or comp time) from the Department Head.

6.1.9 Administrative Leave

Exempt employees who as part of their normal duties spend more than forty (40) hours a week in work assignments are eligible to receive Administrative Leave. This leave is not accruable nor is it vacation. Administrative Leave must be taken during same work week as the extended work days unless specifically approved by the Personnel Director.

6.1.10 Salary Advancement

Increases based on the meritorious or superior performance of job duties as indicated by a performance evaluation are available upon recommendation of the Personnel Director. A "Salary Advancement" is separate from a "Merit Increase." Salary advancements are available only within the current pay range identified for the position in the Salary Scale.

6.1.10(a) Salary Scale

Employee salary advancement shall be based on a 6-step scale. Advancement through the first 5 steps of the pay range is dependent on favorable performance evaluations through the first five years of an employee's employment. Given favorable performance evaluations, an employee may advance a full single step for each year of employment, up to the 5th step (Mid-Point) in the assigned pay range. Advancement from the 5th to 6th step in the pay range shall be based on approved merit increases and favorable performance evaluations. The City Council may approve a merit increase percentage for each fiscal year based on budgetary constraints. Employees may receive all or a portion of the approved merit increase percentage based on their Performance Evaluations shown in Section 6, Table 6.1. The current Salary Scale is available in the Employee Compensation section of the annual budget.

6.1.11 Separation Pay

When employees terminate, they shall be required to return all tools, keys, equipment and other property and to clear all financial obligations prior to receiving their final paycheck. For dismissals for cause, the employee must adhere to the above policy within 48 hours from notice of termination, and will be required to sign a "Release and Covenant Not to Sue" when appropriate. Any obligations not cleared within the appropriate time will be deducted from the final paycheck. Final paychecks shall include compensation for all unused annual leave and qualified overtime, but shall not include accrued sick leave, other than for retiring employees.

6.1.12 Severance Pay

When a full-time employee is separated from City employment due to a reduction in force through no fault of the employee, and when such separation requires immediate action preventing a two-week notice, the employee shall be paid two weeks of severance pay in lieu of the two-week notice.

6.1.13 Pay Advancement

The City will not make pay advances to employees.

6.1.14 Pay Days

Pay days shall be every other week. Pay shall be up to and include Friday of the second week. Paychecks will be disbursed the following Wednesday.

6.1.15 Direct Deposit

Employees will be paid through direct deposit into a savings or checking account.

6.2 PAY SCALE COMPENSATION PLAN

A copy of the current Pay Scale is available in the Compensation Section of the Annual Budget.

6.2.1 Initial Appointment

1. All positions in the City are assigned a Pay Range in Lindon City Salary Scale. Initial Appointment shall be at the first step of the salary range. The Personnel Director may approve appointment to a higher step within the same range if:
    a. An employee cannot be recruited for the position at the beginning rate; or
    b. The qualifications of the individual selected for the position exceed the minimum requirements and the individual can be expected to perform at a level equal to that of other individuals being paid at the same step.

6.2.2 Classification

All City positions are comparatively evaluated on a set of common factors and assigned a grade encompassing a specific salary range on a salary plan. All employees hired on a regular full-time basis will receive compensation according to the classification of the position for which they are hired. Most employees will be hired at step 1 of the salary plan and will progress through the salary range based on performance warranting such advancement. Recommendations for advancement must be approved by the Personnel Director.

The City typically completes a salary study every two to three years which focuses on similar job duties and classifications in neighboring municipalities of similar size in Utah and Salt Lake counties. Based on results of the study, job classifications and pay ranges may be adjusted as appropriate.

6.2.3 Reclassification

1. If the duties and responsibilities of a position change significantly, the Department Head should submit a written request for reclassification to the Personnel Director. The

Personnel Director will perform an analysis of the position and make a final recommendation for or against reclassification.

2. If circumstances arise requiring removal of a position from the Staffing Plan, job security shall be attempted by:
    a. Returning the employee to a previous position, if possible;
    b. Promoting the employee based on merit and qualification, if reasonable;
    c. Transferring the employee to another department to fill a position for which the employee is qualified or may become qualified, if possible; or
    d. Terminating the employee if none of the above alternatives is feasible.

6.3 OUTSIDE EMPLOYMENT

No employee may engage in outside employment which in any manner interferes with the proper and effective performance of official duties or which results in a conflict of interest. It is necessary that an employee give priority to employment with the City.

EMPLOYEE BENEFITS

Note - Permanent, full-time employees are compensated with a variety of benefit programs. Permanent part-time positions working less than 30 hours per week, and seasonal employees are non-benefited positions, and do not receive compensation through benefit programs. Permanent full-time employee benefits are outlined in the following sections.

6.4 INSURANCE BENEFITS

6.4.1 Medical and Life Insurance Benefits

Subject to annual review and budgetary constraints, the City shall provide health insurance, and may provide dental, long term disability and life insurance for regular full-time employees and their dependents. Per the Affordable Care Act, the City shall also provide health insurance benefits to those employees working more than thirty (30) hours per week annually.

All benefits of full-time City employees or employees eligible for health care benefits under the Affordable Health Care Act begin or are applied for on the date of hire.

The City studies benefit costs each year during the annual budget approval process. Changes to insurance providers may be made each year if a more cost effective alternative is identified. Allowable enrollment dates vary between insurance providers. Therefore, if the insurance provider under contract with the City allows enrollment on the date of hire, health and dental insurance benefits will begin on the date of hire. If the insurance provider under contract with the City requires the enrollment date to be the first of the month, health and dental insurance benefits will begin the first of the month following the date of hire. Employees will be notified of the effective date of coverage at the time new-hire paperwork is completed.

Current insurance benefit offerings include:

- The City will pay 100% of medical insurance premiums and 50% of dental insurance premiums for employees who qualify for family coverage.
- The City will pay 100% of medical and dental insurance premiums for employees who qualify for employee plus one (double) or employee only (single) coverage.
- An additional $100 per month will be paid for employees hired prior to January 1, 2015 for employee plus-one coverage.
- An additional $50 per month will be paid for employees hired prior to January 1, 2015 with employee only coverage.
- During years when a High Deductible Health Plan (HDHP) is offered as an insurance option, employees who elect the HDHP option will have the difference between the premium for the Traditional Insurance plan and the HDHP insurance plan deposited into a Health Savings Account (HSA).

6.4.2 Benefit in Lieu of Insurance Coverage

Employees who have coverage under a Health Insurance Policy through another source may elect to receive a Benefit in Lieu of Insurance rather than enrolling in the Health Insurance Policy offered by the City as secondary coverage.

All employees hired to benefited positions prior to January 1, 2015 electing the Benefit in Lieu of Insurance Coverage will receive $500 monthly. Employees hired to benefited positions on or after January 1, 2015 may elect to receive $300 monthly. Benefits in Lieu of Insurance Coverage will be paid into a 401k or 457 retirement account through Utah Retirement Systems, or the employee may elect to have the cash amount paid into their monthly pay check. Applicable taxes and withholdings will apply to cash amounts paid to an employee.

Employees may also choose to use all or a portion of the $500 or $300 monthly payment to pay other benefit costs, such as dental, dental, life, accident or vision insurance premiums, or have the funds deposited into a qualifying Health Saving Account or Flexible Spending Account.

The Benefit in Lieu of Insurance is available to employees only when the employee has insurance coverage through another source, and is not intended to be an incentive to go without medical insurance. Proof of other insurance coverage may be required prior to paying this benefit.

6.5 SOCIAL SECURITY

The City matches all employee contributions to the Social Security program, as administered by the Federal Government.

6.6 EMPLOYEE RETIREMENT SYSTEM

6.6.1 Utah Retirement Systems

All employees of the City working twenty (20) hours or more per week, and **also** receiving benefits such as health insurance or paid holiday, sick or vacation time, are required to participate in the Utah Retirement Systems. Utah Retirement Systems sets the rate of contribution for the retirement plan.

Benefits eligible employees hired by a participating employer prior to July 1, 2011 participate in Tier 1 of the Utah Retirement Systems. Benefits eligible employees hired by a participating employer on or after July 1, 2011 participate in Tier 2 program of the Utah Retirement System. Elected officials are designated as non-benefited part time employees, and are ineligible for retirement benefits under the Tier 2 program. No retirement contributions are made for benefits ineligible part time employees under Tier 2.

6.6.2 Retirement Savings Account Contribution

Subject to annual review and budgetary constraints, the City will pay 1.5% of regular full time employee's gross wage into a 401K or 457 retirement account on behalf of the employee.

If an employee elects to make a voluntary contribution to a retirement savings account, the City will also pay a matching contribution of up to 1.5% of the employee's wage into a retirement savings plan through Utah Retirement Systems, for a maximum City contribution of 3% of the employee's wage. The employee matching contribution shall be paid into the retirement savings plan through payroll deduction.

6.7 ANNUAL VACATION LEAVE

6.7.1 Annual Vacation Leave

Employees are encouraged to take annual leave each year as it is earned. Employees shall earn vacation time as follows:

YEARS OF SERVICE	ANNUAL HOURS EARNED
0-1	40
2-10	80
11-20	120
21+	160
Exempt Employees	160

Vacation time will be earned and credited each pay period at the applicable rate. Vacation may not be taken until earned. Only regular full-time employees are eligible for vacation time. Vacation will not accrue to an employee while on leave without pay.

6.7.2 Exempt Employees

Exempt employees shall schedule their annual leave in harmony with their area of responsibility, assuring that no City services will be omitted in their absence.

6.7.3 General Procedures

The following guidelines apply to all employees when taking annual leave:

1. The City may, at the discretion of the Department Head or City Administrator, require employees with accrued annual leave in excess of two years of earned leave to use the leave which is in excess of two years.

2. Annual leave will be scheduled with the Department Head so as to meet the operating requirements of the City and, insofar as possible, the preference of employees. Seniority, within the various departments, shall apply in case of conflict with leave schedules.
3. Annual leave will accrue if an employee works for more than one department, but employment must be continuous. Annual leave shall not accrue during any period when an employee is on leave without pay status; however, employees on a leave with pay status will continue to accrue annual leave.
4. Holidays shall not constitute a day of annual leave. When an authorized holiday falls within the time period of an employee's annual leave, the employee will be entitled to one additional day beyond the specified annual leave period.
5. No employee will be granted annual leave for a period in excess of two weeks at any one time except by prior arrangement with the Department Head and City Administrator. Employees requesting annual leave from two to five working days must do so at least one week in advance. Employees requesting annual leave for a period longer than five working days must do so at least two weeks in advance.
6. Upon termination of employment with the City, an employee's accrued annual leave will be paid with the final check. The amount of annual leave should first be approved by the Department Head and the City Administrator.
7. Annual leave and sick leave shall start to accrue at the beginning of the employee's first full bi-weekly pay period and shall not be credited for less than a full bi-weekly pay period.

6.8 SICK LEAVE

6.8.1 Eligibility

Each regular full time employee earns 96 hours (12 days) of sick leave each year and is credited each pay period at the applicable rate. Sick leave will not accrue for an employee while on leave without pay except for an on-the-job injury or absence from work based on the Family Medical Leave Act.

6.8.2 Authorized Use of Sick Leave

Sick leave is available for a full time City employee for any illness or disability which renders the employee incapable of working, excluding any disability sustained in the course of performing gainful employment while off duty.

Illness or disability in the immediate family of an employee requiring the presence of the employee to provide care for the family member shall constitute a covered illness or disability. Immediate family members shall mean spouse, child, step-child, or other dependent of the employee, such as foster child or a child of whom the employee has legal guardianship.

Any illness or disability for which the employee receives Worker's Compensation Insurance payments shall be excluded from sick leave coverage for the period of time that the employee is entitled to the Worker's Compensation payments.

Abuse of these sick leave provisions will not be tolerated. Disciplinary action will be taken where there is abuse of sick leave.

Verification from a doctor confirming that the employee is unable to work may be required for lengthy absences due to illness or injury, as well as an estimated time when the employee is expected to return to work.
Sick leave will not be approved for sickness, disease or disability caused by intemperance or illegal conduct. Intemperance is defined as the habitual or excessive use of alcoholic beverages or liquor.

6.8.3 Reporting Sickness

The employee or a member of the employee's immediate family must notify his/her supervisor of absence from work prior to or within one half hour after the scheduled reporting time. The employee will keep his/her supervisor informed as to his/her illness daily if the disability persists.

6.8.4 Sick Leave Records

The City will maintain official records of sick leave accumulation and use. Sick leave may not be taken before it is accrued.

6.8.5 Conversion for Retiring Employees

Upon retiring from City employment, an employee may convert up to 50% of 60 days (480 hours) of his/her unused accumulated sick leave. A maximum of 30 days (240 hrs.) unused accumulated sick leave is available to be converted upon retirement. Accumulated sick leave in excess of 480 hours is not available for the 50% conversion upon retirement. Employees must be on the City/State Retirement Program in order to qualify for this conversion.

No sick leave conversion will be allowed upon termination other than for reason of retirement.

6.8.6 Pregnancy

Women who are pregnant or have related conditions shall be treated the same as all other employees on the basis of their ability or inability to work, taking into account the Family Medical Leave Act

6.8.7 Sick Leave Buy-back

In an effort to provide financial protection for employees who experience serious illness or injury, employees are encouraged to accumulate 480 hours (5 years @96 hours per year) of paid sick leave. Employees with more than 480 hours of accumulated sick leave may sell, or convert to vacation leave, half of their unused sick leave from the previous 12 months. Employees with more than 288 hours (3 years @96 hours per year) of accumulated sick leave may sell, or convert to vacation leave, one-fourth of their unused sick leave from the previous 12 months. Employees may not sell back sick leave hours that would take them below the 480 or 288 hour minimum balances.

The sell back provision is strictly voluntary. An employee may decide to continue accumulating paid sick leave as a hedge against long term illness.

6.8.8 Donation of Sick Leave

Employees may donate accrued sick leave to another employee. The employee requesting donation of sick leave from other employees should initiate the request by submitting the Sick Leave Donation Request Form, found in Appendix A, to the City Administrator. The City Administrator will disseminate the request to employees through Department Heads. Any employee who wishes to donate sick leave to the employee making the request will fill out the donor portion of the request form and return it to the Department Head.

Requests for donation of sick leave should be made only in extraordinary circumstances, such as an extended illness or serious injury of an employee or an immediate family member of an employee covered under the sick leave policy. Donated sick leave will be available only after the employee has exhausted all other paid leave, including sick leave, vacation leave and compensatory time off. All donations of sick leave will be kept confidential.

6.9 BEREAVEMENT LEAVE

Leave with pay may be granted to employees to attend the funeral of a member of his/her immediate family. Such leave shall not be charged against accrued annual or sick leave.

The amount of time granted for funeral leave will be governed by the individual circumstance and at the discretion of the City Administrator, but not to exceed 3 days.

For purposes of this section, "Immediate Family" shall mean: wife, husband, children, parents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, brothers, or sisters of the employee.

Leave without pay may be granted by the City Administrator to attend funeral services of extended family members or close personal friends. Employees may opt to use vacation time to attend funerals of individuals not covered under the bereavement leave policy, or for leave in excess of the 3 days permitted under this policy.

6.10 UNAUTHORIZED LEAVE

Any absence from duty that is not covered by an authorized grant-of-leave shall be recorded as leave without pay and shall be the basis for disciplinary action and for a deduction of pay.

6.11 MILITARY LEAVE

Leave may be granted for a period of active military service. Extended military leave is defined as any leave of six months or more, and short-term military leave is any leave of less than six months in duration.

6.11.1 Short-term Military Leave

Short term military leave is authorized for permanent City employees pursuant to the following conditions:

a. Permanent employees are entitled to eleven working days military leave per year without total loss of compensation or other fringe benefits. Any employee requesting such leave must provide the City Administrator with a copy of the military orders placing him/her on active duty status;
b. Employees granted Short Term military leave will receive, for the period of leave, compensation from the City computed as follows: the amount of the employee's bi-weekly salary/wage less the amount of compensation received by the employee from the military reserve unit;
c. Employees are required to furnish to the City Administrator written verification of the amount of compensation received by the employee from the military reserve unit prior o the pay period following the employee's return to work; and
d. Except in emergencies, employees who are members of reserve units of the military shall notify their immediate supervisor at least four weeks in advance and shall indicate in writing their intention and anticipation with regard to periods of active duty. Such written notification shall be made part of the individual employee's personnel file.

6.11.2 Extended Military Leave

Extended military leave without pay may be granted to regular full-time or regular part-time employees who enlist, are drafted or are recalled to active service in the armed forces of the United States of America in accordance with the provision of the Universal Military Training and Service Act. Former employees shall be permitted to return to City employment pursuant to the following conditions:

a. The leave of absence may not exceed four years from the date of entry into the military service (unless the employee is involuntarily detained longer.);
b. The employee must have satisfactorily completed the period of active duty and must furnish to the City a certificate to that effect;
c. Any employee leaving active military duty is authorized 40 days from the active duty release date in which to request reinstatement to a position of comparable status and compensation. If the employee declines an offer for a position vacancy, reinstatement rights may be canceled by the governing body; and
d. If, due to a service connected disability, an employee is not qualified to perform all the duties of the former position, the employee will be placed in the closest comparable position for which they are qualified.

6.12 HOLIDAYS

The following days have been designated by the City as paid holidays for benefited employees:

New Years Day – January 1;
Martin Luther King Jr. Day – 3rd Monday in January;
Presidents Day – 3rd Monday in February;
Memorial Day – Last Monday in May;
Independence Day – July 4th;
Pioneer Day – July 24th;
Labor Day – 1st Monday in September;
Thanksgiving Day – 4th Thursday in November;

Day after Thanksgiving – Day after 4th Thursday in November;
Christmas Eve – December 24th (1/2 day only. Offices close at noon.)
Christmas Day – December 25th;
Day before or day after Christmas - as selected by City Administrator; and
Personal Holiday – as selected by employee.

If a holiday falls on a Saturday, the holiday will be observed on the Friday before the holiday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday.

6.13 JURY DUTY

An employee who in obedience to a summons or notice to appear as a juror or to a subpoena or direction by proper authority, appears as a witness for the Federal Government, the State of Utah, a political subdivision thereof, or testifies in their capacity as a Lindon City official, officer, or employee in private litigation matters shall be entitled to the difference between regular compensation and the compensation or fees received (in excess of traveling expenses) as a witness or juror.

Time absent by reason of subpoena in private litigation or by some party other than the Federal Government or a subdivision thereof, to testify in an unofficial capacity, but as an individual, shall be taken as leave without pay or vacation leave, at the discretion of the employee.

6.14 EMPLOYEE PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

It is the policy of Lindon City to encourage participation by City employees in those professional and technical organizations which will further knowledge and professional contacts for the benefit of the City as well as the employee.

It is the purpose of this directive to outline the procedure by which employees can join professional and technical organizations with the City participating in the cost associated with those memberships. In most instances, both the City and the employee will benefit from an employee belonging to professional and technical organization. Procedures for requesting participation in professional organizations is as follows:

1. At the budget preparation stage, each Department Head will list as part of their budget request a funding amount for training of personnel. The request will be evaluated as part of the annual budget approval process.
2. No fee for a professional or technical organization will be paid by the City unless authorized by the Department Head and included in the annual fiscal budget.

6.15 DIFFERENTIAL PAY FOR PROFESSIONAL CERTIFICATION

It is the policy of Lindon City to provide differential pay for specific professional certifications which contribute directly to the ability of an employee to provide a broader range of service to the community or to provide a current service at a reduced cost.

The purpose of this policy is to recognize and reward employees who improve their skills, knowledge and proficiency in carrying out their assigned functions through additional training and certification.

6.15.1 Guidelines

1. Professional certifications which qualify an employee for differential pay must represent a level of training and skill **beyond what is required** to perform the regularly assigned duties of the position.

2. The City Administrator and the Department Head shall evaluate requests for differential pay. The Department Head must approve cross-training and certifications outside of the employees division or department.

3. Employees eligible to receive differential pay must submit proof of the initial certification and of all renewals and/or recertification to the City Administrator through the Department Head.

4. The differential pay shall be effective the first pay period after proof of certification has been submitted. It shall terminate the pay period in which the employee is no longer certified.

5. The Department Head shall be responsible to maintain records of all certifications and expiration dates and to terminate the differential pay if proof of re-certification has not been provided.

6.15.2 Approved Differentials

Approved differentials are as follows:

1. All employees in the Public Works Water and Sewer division who become certified with the State of Utah as a Grade I, II, III, or IV Systems Operator are eligible to receive monthly differential pay as follows:
   a) Grade I $20/month
   b) Grade II $40/month
   c) Grade III $60/month
   d) Grade IV $125/month
   e) Backflow/Cross Connection $40/month

   (Differential pay rates for grade levels are not cumulative.)

2. Employees in the Parks Division who become certified by the International Society of Arboriculture (ISA) as a Certified Arborist shall receive $50 per month in addition to their regular salary.

3. The Risk Manager is eligible to receive a $100 per month differential pay upon certification as an Associate in Risk Management (ARM).

4. The Finance Director and Treasurer are eligible to receive monthly differential pay as follows:
   a) Certified Public Finance Administrator $40/month; and
   b) Certified Government Finance Manager $40/month

5. Employees in the Building Department may receive monthly differential pay for the following certifications:
    a) ICC Certified Building Inspector $50/month
    b) ICC Fire Code Inspector $50/month
    c) ICC Plans Examiner $50/month
    d) ICC Accessibility Inspector/Plans Examiner $25/month
    e) ICC Structural Steel & Welding Special Inspector $25/month
    f) ICC Pre-stressed Concrete Special Inspector $25/month
    g) ICC Structural Masonry Special Inspector $25/month

    (The maximum combined differential pay for employees of the building department is $175 per month.)

6. The Planning and Economic Development Director and Assistant Planner are eligible to receive a $100 per month differential pay upon certification by the American Institute of Certified Planners.

7. The City Recorder and Deputy Recorder are eligible to receive monthly differential pay as follows:
    a) Certified Municipal Clerk $40; and
    b) Master Municipal Clerk $40

8. The Storm Water Supervisor and Storm Water Technician are eligible to receive a $40 per month differential pay upon certification by the Utah State Environmental Quality Department.

6.16 TUITION REIMBURSEMENT

Employees are encouraged to take advantage of education and training benefits to improve their job skills and to qualify for transfers and promotions. These benefits are limited to training and education which is relevant to the employee's current position or "reasonable" transfer and promotion opportunities. "Reasonable" is defined as attaining the minimum qualifications for promotion or transfer with no more than two years of additional education or training. However, Lindon City will not be obligated to reward education and training through promotion, transfer, reassignment or salary increase.

Final decision on requests for education and training will be made by the City Administrator and appropriate City Councilmember over the department. These benefits will be available to all employees on a first-come first-serve basis, subject to the availability of budgeted funds.

16.16.1 Eligibility Requirements

a. Employee must have an exemplary record and perceived longevity potential;
b. Employee must have completed 1 year of full time service at the time of application. Rehired employees must have completed 1 year of full time service as of their new hire date;
c. The courses must be job-related. Consideration will be made as to how the courses will benefit the employee on the job. Written justification which shows correlation between course content and job requirement should be attached to the application;

d. Employees must have the approval of their Department Head, the City Administrator and the appropriate Councilmember before the course starts. Approval will be given on a course by course basis;
e. Any other funding to subsidize the course (scholarships, grants, veterans programs, etc.) must be disclosed and copies of documents provided. Proportional reimbursement will be decided on a case-by-case basis; and
f. Employees must be able to make their own payment arrangements before the tuition due date as reimbursement will not occur until after the end of the course.

6.16.2 Application and Approval Process

a. The employee must meet the Eligibility Requirements listed above.
b. Fill out the tuition Reimbursement Application Form. In signing this form, employees acknowledge their understanding and responsibilities prior to receiving approval for course work.
c. Write a Letter of Justification that shows correlation between course content and job requirements.
d. Approval must be received before the course begins. Applications must be submitted for consideration and approval with the annual budget process. Any approved tuition reimbursement payments must be approved with the annual budget.
e. The employee will submit the Application and Letter of Justification to their Department Head. The Department Head, City Administrator and appropriate Councilmember will review the request. The Employee will be notified by the Department Head whether the request has been approved or denied.
f. Approval for courses unrelated to the employee's job may be given if the course is required in order to earn a degree which is related to the employee's job.

6.16.3 Reimbursement Guidelines

a. Course attendance and preparation shall be on the employee's own time. The Department Head may authorize irregular work schedules.
b. The employee will be reimbursed 75% of tuition, fees, books and other previously approved costs at the end of the course provided they receive a "C" grade or better and/or an instructor's certification of passing in a pass/fail course.
c. The maximum reimbursement per employee per fiscal year is $1500.00 for undergraduate work and $2000.00 for graduate work.
d. Reimbursement is dependent upon available budgeted funds.
e. For reimbursement, the employee must submit a Tuition Reimbursement Request Form (found in Appendix A), the final grade and all receipts for tuition, fees, books and other previously approved costs to the Department Head.
f. Employees will receive no reimbursement when, prior to completing course work they; are terminated for cause or violating expected rules of conduct, or, voluntarily separate from the City, or, receive disciplinary action other than verbal warning.
g. Prior to each course or semester, the employee will be required to sign a contract acknowledging the above criteria.
h. This program would be processed through the Accounts Payable system.

6.16.4 Employee Repayment Requirements

Employees who participate in the Tuition Reimbursement Program agree to continue working for Lindon City in a full time capacity for at least three years following the end of the course. If an employee terminates, whether voluntarily or involuntarily (except in cases of reduction-in-force), the employee must pay the tuition reimbursement back to the City on a monthly prorated basis. As an example, an employee was reimbursed $600 for a class, but quit 12 months after completing the class. The employee would be required to repay 67% of the reimbursement back to the City. If multiple courses were reimbursed prior to an employee quitting, each course will be prorated separately according to the course's completion date. Any reimbursement due from the employee upon termination will be deducted to the extent available from the final paycheck and any leave time pay due the employee at termination.

6.16.5 Tax Considerations

There may be tax implications to persons receiving tuition support. Employees are responsible for such taxes, if any, and should seek counsel from a tax professional.

6.17 AQUATICS CENTER PUNCH PASS

Subject to annual review, Lindon City elected officials, appointed officials, full time employees and permanent part time employees are provided a 30 visit punch pass for use of the Lindon Aquatics Center and 50% off one additional 30 visit punch pass.

Seasonal employees and interns are provided a 10 visit punch pass for use of the Aquatics Center.

Members of the Board of Adjustments receive a 50% discount on a 30 visit punch pass to the Aquatics Center.

This policy does not include discounts for additional day passes, party room rentals, or other services or programs at the Aquatics Center. Flow Rider use for city officials and employees will be charged at the same rate as the general public.

The current Aquatics Center punch pass benefit is outlined in Resolution 2016-12-R. This benefit will be reviewed annually by the City Council, and may be updated as necessary.

6.18 FACILITY RENTALS

Employees and Elected Officials are entitled to four (4) free rentals of city facilities per calendar year, excluding the Aquatics Center facilities. Facilities available for rent include park pavilions, Veterans Hall, and Community Center rooms. Use of free rentals of City facilities is subject to availability. Free rentals are primarily intended for family or social purposes and shall not be used for profit generating business ventures.

6.19 FITNESS ROOM USE

Full time and permanent part-time employees and their spouse or partner are provided use of the Public Safety weight room equipment at the Community Center without charge. Police & Fire / EMS employees also have unlimited access to the weight room in the Public Safety Building.

6.20 LONGEVITY AWARDS

Employees will be recognized for years of service with the City at a rate of $10 per year of service. Longevity awards will be presented to employees for every five years of service, beginning on year 5. Awards will be presented annually in December. Awards will be paid in the form of a gift card.

Section 7 – Drug Free Work Place

7.1 INTRODUCTION
7.2 EMPLOYEE ACTIONS AND CONDUCT
7.3 PRE-EMPLOYMENT TESTING
7.4 RANDOM TESTING
7.5 REASONABLE SUSPICION TESTING
7.6 POST ACCIDENT TESTING
7.7 REFUSAL TO CONSENT
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7.10 CONFIRMATION OF TEST RESULTS
7.11 NOTIFICATION OF TEST RESULTS
7.12 CONSEQUENSES OF A CONFIRMED POSITIVE TEST RESULT AND RETURN TO WORK REQUIREMENTS
7.13 CONFIDENTIALITY OF TEST RESULTS
7.14 COMPLIANCE WITH STATE AND FEDERAL REGULATIONS
7.15 TOBACCO USE

7.1 INTRODUCTION

It is the policy of Lindon City to establish and maintain a work environment that is free from the effects of drug and alcohol use, to protect City employees, equipment, and the public by prohibiting employees under the influence of drugs or alcohol from working, and to assure compliance with city, state, and federal regulations.

In balancing the interests of the City, the employee, and the welfare of the general public, the City finds that fair and equitable testing for drugs and alcohol in the workplace and the establishment of proper employee conduct to be in the best interest of all parties.

7.2 EMPLOYEE ACTIONS AND CONDUCT

For purposes of this policy manual, the following definitions have been established:

- "employee" includes all full-time, part-time, seasonal, or temporary employee, including elected and appointed officials, and any volunteer working for and on behalf of the City.

- "on-the-job" is defined as whenever an employee is conducting city business or representing city interests, or is on city property, or in a city vehicle, or in a private vehicle while on city business, or at a city worksite.

The illegal use, sale, or possession of narcotics, illegal drugs, or controlled substances by any employee while on the job is prohibited. All such activities prohibited by law shall be reported to the Police Department and may result in criminal prosecution.

The use, sale, or possession of alcohol by any employee while on the job is prohibited.

Off-the-job drug use and/or alcohol consumption which affects an employee's job performance or which jeopardizes the safety of employees, the public, or city equipment is prohibited.

While on the job, it is prohibited for employees to have alcohol in their system or to have any of the drugs listed in this policy in their system at a level that would produce a positive drug test result.

Any employee who is on-call shall not consume alcohol or any drug which may impair his/her ability to perform assigned duties. Any employee who is called back to work during non-scheduled work hours and has recently consumed alcohol or drugs which impair his/her ability to safely perform his/her duties shall notify the supervisor of the impairment and shall not report to work.

An employee who is convicted of a drug or alcohol related offense shall, within 48 hours, provide notice, to the City, in writing, of the conviction.

An employee who violates any of the above provisions shall be subject to disciplinary action up to and including termination in accordance with this policy and the City's personnel policies and procedures.

7.3 PRE-EMPLOYMENT TESTING

Final candidates, who are not already employed by the City, shall be required to pass a drug test as a prerequisite to obtaining employment or appointment to any full-time or part-time position within the City.

In accordance with federal regulations, employees who move into jobs that require a Commercial Driver's License (CDL) shall be required to pass a drug test as a prerequisite to appointment.

Candidates shall sign a consent and medical release authorization form before being tested. For candidates under 18 years of age, the consent and medical release form shall be signed by the candidate's legal guardian.

Candidates receiving a positive drug test result shall be removed from the applicant pool and shall not be considered for the position for which application was made. Any candidate rejected for employment as a result of a positive test may reapply for employment with the City at any time in the future, for any position.

The candidate shall be provided an opportunity to meet with the City Administrator to comment and provide input regarding the results of any positive test and seek a second confirmation test as provided in this policy.

7.4 RANDOM TESTING

In accordance with federal regulations, employees who are required to possess a commercial driver's license shall be subject to random drug and alcohol testing.

Testing dates shall be unpredictable and shall be spread reasonably throughout the year. Fifty (50) percent of employees in this CDL pool shall be tested annually for drugs and twenty-five (25) percent annually for alcohol.

The selection process for random testing shall be based on a scientifically valid method (i.e. a computer-based random number selection system.)

Employees participating in a random drug and alcohol test shall be required to sign a consent and medical release authorization form before being tested. For employees under 18 years of age, the consent and medical release form shall be signed by the employee's parent or legal guardian.

If the results of the drug or alcohol test are positive, the employee shall be subject to disciplinary action, up to and including termination, pursuant to this policy and the City's personnel policies and procedures.

7.5 REASONABLE SUSPICION TESTING

The City may require ~~as~~ employees to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. "Reasonable suspicion" means an articulate belief, based on specific facts and a reasonable assumption drawn from those facts,

that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;

2. Information provided by a reliable and credible source;

3. A work-related accident;

4. Direct observation of drug or alcohol use;

5. Presence of the physical symptoms of drug or alcohol use (e.g. glassy or bloodshot eyes, the odor of alcoholic beverages or marijuana on the employee or in the work area, slurred speech, poor coordination and/or reflexes, unsteady walk, uncontrolled shaking, or small tremors in the hands); or

6. Drug paraphernalia, remains of marijuana cigarettes, or plastic sandwich bags with non-food residue inside.

Coupled with any of the above, the following may also be used to document reasonable suspicion.

1. Increased absenteeism, inattentiveness, or absentmindedness;

2. Frequent need for work breaks;

3. Unexplained secret meetings with other employees or other persons during work hours; and

4. Increased hostility toward the public or other employees.

Any employee who believes that another employee is under the influence of drugs or alcohol shall notify any of the following individuals immediately: the supervisor, the Department Head, or the City Administrator.

After having reasonable suspicion that an employee has violated this policy, the supervisor, Department Head, or City Administrator has the authority to require the employee to submit to an immediate alcohol and/or drug test. The Mayor shall be notified immediately.

Once the determination has been made to test the employee, the following process shall be followed:

1. The supervisor shall contact the City Administrator who shall contact the drug and alcohol test provider and schedule a test to be administered immediately;

2. Documentation of reasonable suspicion observations shall be made by the person (supervisor) making the request;

3. The employee shall complete and sign a consent and medical release authorization form. For employees under 18 years of age, the consent and medical release form shall be signed and notarized by the employee's parent or legal guardian;

4. The employee shall be taken immediately by the supervisor to an appropriate testing facility. Under no circumstances shall the employee travel to the testing site facility alone;

5. If the employee cannot be taken to an appropriate testing facility, the test provider shall be notified of the location of the employee;

6. After the drug and alcohol test, the employee shall be removed immediately from duty;

7. The employee shall be placed on administrative leave, with pay, until the test results are available and a preliminary review has been conducted; and

8. If the results of the drug and/or alcohol test are positive, the employee shall be subject to disciplinary action, up to and including termination, in accordance with this policy and the City's personnel policies and procedures.

7.6 POST ACCIDENT TESTING

An employee who is involved in a vehicle accident while performing duties that require the possession of a CDL shall be required, except when incapacitated and unable to consent because of the accident, to submit to a drug and alcohol test in the following situations:

1. The accident results in personal injury or the loss of human life; or

2. The employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

7.7 REFUSAL TO CONSENT

7.7.1 Candidates

A job candidate who refuses to consent to a drug and alcohol test shall be removed from the applicant pool and shall not be considered for the position for which application was made.

7.7.2 Employees

An employee who refuses to consent to a drug and alcohol test when requested in accordance with the provisions of this Section, or an employee who is under 18 years of age and who's parent or guardian refuses to consent, shall be subject to disciplinary action, up to and including termination, pursuant to this policy and the City Personnel Policies and Procedures. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action.

7.8 DRUGS TO BE TESTED

For the purposes of this policy, "drug test" shall mean a urinalysis test given to detect the presence of the following drug groups, and a positive result shall be in accordance with the levels established by the Department of Health and Human Services:

a. Amphetamines (e.g., speed);
b. Barbiturates (e.g., Amobarbital, Butabarbital, Phenobarbital, Secobarbital);
c. Benzodiazepines;
d. Cocaine;
e. Methadone;
f. Opiates (e.g., Codeine, Heroin, Morphine, Hydromorphine, Hydrocodone);
g. Phencyclidine (PCP);
h. Propoxyphene;
i. THC (Marijuana); and
j. LSD (for reasonable suspicion only)

For purposes of this policy, "alcohol test" shall mean a breath test given to detect the presence of alcohol. For confirmation purposes, the Intoxilizor currently being used by the Police Department and certified by the State shall be used in accordance with the guidelines established by the Utah Department of Public Safety.

7.9 TESTING PROCESS

1. The City shall utilize a reputable provider that is a National Institute on Drug Abuse (NIDA) certified laboratory or testing facility for collecting the urine samples and conducting the drug tests.

2. All collection, custody procedures, and documentation for the urine samples shall be in conformance with state and federal laws and regulations.

3. Breath tests for alcohol shall be conducted by a qualified Breath Alcohol Technician on equipment that meets the standards established under state and federal regulations. Prior to administering alcohol tests, the breath alcohol technician shall complete a course of instruction for the operation of an Evidential Breath Testing Device that has been approved by the National Highway Traffic Safety Administration.

7.10 CONFIRMATION OF TEST RESULTS

1. A positive drug test result shall be tested a second time using a procedure which shall be technologically different than the initial screening test, using the same urine sample. Only upon confirmation by the additional test shall the urinalysis results be considered positive.

2. All positive drug tests shall be reviewed by a medical review officer (MRO), a licensed physician responsible for receiving lab results. The MRO shall evaluate positive test results in light of a person's medical history, current legal use of medications, diet, and any other possible explanations for the result. Generally, the MRO shall speak directly with the tested person and

provide him/her an opportunity to give an explanation. After considering all of the information, the MRO shall verify the positive test or, in the alternative, conclude that the employee has a legitimate explanation for the positive test result and declare the test to be negative.

3. An employee whose drug test results are positive may, at his/her own expense, have another confirmation test conducted on the same urine sample by a NIDA certified laboratory. The MRO shall then review the second confirmation test and, after considering all of the information, verify the positive test or declare the test to be negative.

4. A breath test which indicates a presence of alcohol shall be followed by a confirmatory test at an interval of at least 15 minutes and no longer than 20 minutes following the initial test. If consistent with the initial test, the confirmatory test shall be the final result. If the confirmatory test is not consistent, the test shall be considered negative.

5. If an employee's or applicant's drug or alcohol test results are positive, he/she shall be notified of the results in writing by the City within ten working days after receiving the results. The letter of notification shall identify the particular substance found and its concentration level.

7.11 NOTIFICATION OF TEST RESULTS

After the City receives the test results, it shall notify the Department Head of the results. This disclosure shall state whether the test is positive or negative, the particular substance found, and the concentration level of the particular substance. In addition to the Department Head, the disclosure may also be given to those applicable individuals who have to make executive, supervisory, employment, or legal decisions regarding the employee and the employee's relationship to the City. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant or upon subpoena.

7.12 CONSEQUENSES OF A CONFIRMED POSITIVE TEST RESULT AND RETURN TO WORK REQUIREMENTS

Temporary employees (seasonal workers) shall have their employment terminated immediately upon notice of a positive test result.

The first time a full or part-time employee receives a positive drug or alcohol test, the following actions shall be taken:

1. The employee shall face disciplinary action up to and including termination as outlined in Policies and Procedures Section 5.26, 5.27, and 5.28.

2. All disciplinary actions shall be executed in accordance with this policy and Policies and Procedures Section 5.26, 5.27, and 5.28. The employee shall have the opportunity to discuss the proposed discipline during the Pre-disciplinary Hearing as outlined in Section 5.26.2

3. When necessary, the employee shall be encouraged to consult with a counselor at his/her own expense. Return to work shall be allowed only upon producing a return to work release from that counselor;

4. Prior to the employee returning to work, the employee shall be required to sign a return-to-work agreement. The return-to-work agreement shall outline the terms and conditions under which the employee can resume his/her duties. The agreement shall require that the employee refrain from using drugs or alcohol, receive treatment monitored by the City, and be subject to future periodic testing; and

5. Prior to returning to work, the employee shall be required to pass a drug or alcohol test (whichever is applicable) and shall submit to the City a Certificate of Sobriety from a reputable substance abuse program that the employee is sober, has successfully completed a treatment program, and has the potential for full recovery. This certification shall be signed by a licensed professional medical practitioner that specializes in substance abuse.

If a full or part-time employee receives a second positive test within a three-year period, he/she shall be terminated from employment. For good cause, upon request of the Department Head, the City Administrator may waive the requirement for termination.

7.13 CONFIDENTIALITY OF TEST RESULTS

Records and information concerning an employee's or applicant's drug or alcohol test shall be classified as private under the Government Records Access Management Ordinance of Lindon City. The information described herein shall be the property of the City.

A physician-patient relationship is not created between an employee or prospective employee and the City, or any person performing the test, solely by the establishment of a drug or alcohol testing program in the workplace.

7.14 COMPLIANCE WITH STATE AND FEDERAL REGULATIONS

State and federal regulations may require additional procedures not included within this policy for employees who are working in federally regulated positions, such as those positions that require a CDL. In such cases, the City shall comply with those regulations. Written notice of the procedures and requirements shall be provided to all applicable employees.

7.15 TOBACCO USE

In order to maintain a professional appearance and avoid negative impacts on others, employees are prohibited from use of cigarettes, electronic cigarettes or other "vaping" devices, or smokeless tobacco products within City buildings, facilities, and vehicles or while on duty or in contact with the public and representing the City. Employees who choose to use tobacco products may use such products if 20' or further from any city facility or public building.

Section 8 – Social Networking Websites and Blogs

8.1 PURPOSE
8.2 POLICY
8.3 ENFORCEMENT

8.1 PURPOSE

Lindon City understands that social networking websites and blogs, such as Facebook and Twitter, can be useful tools in disseminating information on various City topics and events. The City has established the following policies for employee use of social networking websites.

8.2 POLICY

1. Employees desiring to establish social networking accounts in order to publish information as an official representative of the City shall obtain approval by the City Administrator for each networking account. Social networking accounts that represent the City in an official capacity may be established for use only by the Mayor, the City Recorder, department heads and their staff, as approved by the City Administrator.
2. The City should be discrete in selecting networking sites that have limited advertisements and non-related pictures or links - as unrelated pictures and postings could be construed as being associated or sanctioned by Lindon City.
3. Employees that have personal blogging or social networking accounts not approved by the City Administrator who desire to post comments or information concerning the City must make it clear that the views and opinions they express about work-related matters are their own, have not been reviewed or approved by the City, and do not necessarily represent the views and opinions of the City.
4. Employees engaging in online social networking and blogging activities are expected to remain respectful of the City, its employees, its services, its residents, and its contract agents. Material should not be posted that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, embarrassing to another person or entity, provides false information, entails crude or obscene language or sexual content, supports or opposes political candidates or political organizations or ballot propositions, promotes illegal activity, advertises commercial services or products, or infringes on copyrights or trademarks. Further, employees should not engage in on-line activity that reflects or may reflect negatively on the City, its elected or appointed officials, affiliates, employees, clients, partners, vendors and suppliers, or contains any content prohibited by the City's policies and procedures. Proper consideration should be given to avoid topics that could be inflammatory, such as religious or political views.
5. Social networking sites should be used in a positive manner and should not be the forum typically used to respond in-depth to negative or complicated issues. Participants should be invited to speak with City staff in person regarding such matters.
6. Employees should not disclose private or confidential information – or information obtained in a setting for which the information was meant to be private.
7. Employees networking accounts representing the City should properly identify themselves somewhere within the website with their name (or department when relevant) and should not post information on behalf of the City as an anonymous masked "cover-name".
8. Posts should be accurate with employees being mindful of spelling, punctuation and grammar. If errors in posts are found, employees should be up front about the mistake and correct the error quickly by posting new messages that clearly indicate the error.
9. Employees should ensure that online networking activities do not interfere with their daily job commitments and duties. Other adopted City policies regarding computer uses shall be adhered to. Privileges of using networking websites for official City related matters may be

revoked by the City Administrator for any abuse of time and/or posting of inappropriate material or messages.

8.3 ENFORCEMENT

Violations of this policy will be reviewed on a case-by-case basis and may result in disciplinary action, up to and including termination. This policy will be enforced with restraint and in a reasonable manner, and will be used only when there is a compelling reason to do so including, but not limited to, embarrassment to or damage of Lindon City's reputation and public perception or the disclosure of information that is private or protected as defined in the Government Records Access Management Act.

Section 9 – Records Management Policies

9.1 PURPOSE
9.2 POLICY
9.3 PROCEDURE

9.1 PURPOSE

Lindon City is committed to meeting required retention schedules as set for in the Government Records Access Management Act (GRAMA). Lindon City is also committed to providing access to all public records, and creating transparency in all aspects of government operations.

9.2 POLICY

It is the policy of Lindon City to establish guidelines governing the management, retention and destruction of all government records.

9.3 PROCEDURE

1. The City shall follow the retention schedule established in GRAMA by the Utah State Archives and Records Department.
2. Each City Department Head is responsible for management, retention and destruction of the records of their individual departments. The Department Head may delegate the day to day management of records to department staff.
3. Annual destruction of records will be scheduled between January 15 and February 28.
4. Destruction will be completed by on-site shredding, or transferred to the incinerator with Police Department evidence which is ready for destruction.
5. On the date of destruction, each Department Head will provide a written inventory of records destroyed to the City Recorder.
6. Frequently requested public records will be made available for public access on the City website as much as possible.
7. Any citizen requesting a copy of a record (GRAMA request) is required to complete a records request form and pay any associated fees for processing the request.
8. Records requests forms will be forwarded to the City Recorder. The City Recorder is responsible to process the request in cooperation with the department with control of the record.
9. All citizen requests will be completed as soon as possible, but no later than ten business days after the request is received. If processing the request within the ten day period is not possible, the citizen requesting the records must be contacted prior to the end of the ten day period and notified of the date the records will be available.
10. Any email message received by a City employee or official which is relevant to any City business shall be retained in electronic format until final action, including any appeal period, is complete. Following final action, any email correspondence shall be printed in hard copy form and placed in the file of the application or project as part of the project record. The electronic message may be deleted when the hard copy of the correspondence is printed and placed in the file.

APPENDIX A

LINDON CITY
DISCIPLINARY ACTION FORM

Disciplinary action is necessary at times when an employee's behavior is negatively impacting his or her work, the work of his or her co-workers, or the workplace. This disciplinary warning form documents the discipline warning and the counseling discussion that accompanied the discipline warning. This form will be maintained in the personnel file of the subject employee.

PROGRESSIVE WARNING FORM

Employee Name: _____

Date of Action: ____/____/_____/ Department: _____

Reason for Disciplinary Action: (Check all that apply)

(_) Quality (_) Safety (_) Conduct (_) Attendance (_) Insubordination (_) Misc.

You are receiving this disciplinary warning because of the following actions: (attach documentation if necessary).

Unless this problem is corrected, further disciplinary action will be taken up to and including the termination of employment. The current level of discipline is noted below.

(_) Verbal Warning (_) Written Reprimand (_) Suspension for a period of _____ days without pay.

(_) Probation for a period of _____. (_) Demotion (_) Termination of Employment

_____ _____
Supervisor's Signature Date

_____ _____
City Administrator's Signature Date

I have received this disciplinary action form and understand that unless this problem is corrected, further disciplinary action will be taken up to and including the termination of my employment. I have also received a copy of the Discipline Appeal and Grievance Policy of the City.

_____ _____
Employee's Signature Date

COUNSELING DISCUSSION PLAN

Describe the behavior or incident which created the need for this disciplinary action:

Describe the desired behavior which will correct the unacceptable situation or behavior:

Employee Statement:

_____ _____

Supervisor's Signature Date

_____ _____

Employee's Signature Date

DISCIPLINARY APPEAL AND GRIEVANCE PROCEDURE

DISCIPLINARY ACTION

An employee whose conduct constitutes grounds for disciplinary action may be subject to any of the following levels of discipline:

Verbal warning
Written reprimand
Suspension without pay
Probation
Demotion
Termination of Employment

Disciplinary action will be applied at a level appropriate to the action which constituted grounds for the discipline. Disciplinary levels may increase for disciplinary matters which are not resolved at the previous level of disciplinary action.

PRE-DISCIPLINARY HEARING

Whenever a full-time regular employee who is not an appointed, at-will, or probationary employee, is subject to possible suspension without pay for more than two days, demotion, or termination, a pre-disciplinary hearing shall be held prior to imposing disciplinary action. The employee shall be given written notice of the hearing which includes an explanation of the charges against the employee and notice that discipline up to and including termination is being considered. The pre-disciplinary hearing shall be conducted by the Personnel Director (City Administrator) and the Department Head for the purpose of allowing the employee to respond to the charges and present information the employee feels is relevant to the decision. A decision as to the disciplinary action to be taken, if any, shall be made by the Personnel Director and Department Head and the employee shall be notified in writing within a reasonable time after the hearing. If disciplinary action is imposed, the employee will be provided with a written explanation of the disciplinary action.

APPEALS OF SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION

In the case of suspension without pay, demotion or termination, a full-time regular employee, who is not an appointed, at-will, or probationary employee, has the right to appeal the decision to the Employee Appeals Authority. The appeal must be in writing and filed with the City Recorder within ten days of the demotion or termination. The City Recorder will then refer the matter to the Employee Appeals Authority which will receive evidence and fully hear and determine the matter. The employee shall be entitled to appear in person and to be represented by counsel (at the employee's expense), to have a public hearing, to confront any witness's whose testimony is to be considered, and to examine any evidence.

In the event that Employee Appeals Authority does not uphold the suspension without pay, demotion or termination, the City Recorder shall certify the decision to the affected employee, and also to the Personnel Director and/or Department Head. The employee shall be paid his salary, commencing with the next working day following the certification by the City Recorder of the decision of Employee Appeals Authority, provided the employee reports for his/her assigned duties the next working day.

SUSPENSION PENDING INVESTIGATION AND DECISION

At the sole discretion of the City, an employee may be suspended (with or without pay) pending an investigation. If after an investigation the employee is found guiltless, the employee shall be restored to his or her position and compensated for any lost pay.

GRIEVANCE PROCEDURE OTHER THAN FOR DISCIPLINARY ACTION

It is the policy of Lindon City insofar as possible to prevent the occurrence of grievances and to deal promptly with those which do occur.

Whenever a grievance other than for disciplinary action arises or is directed to the attention of the Department Head, the Department Head shall discuss all relevant circumstances with the employee and address the grievance to the extent the Department Head deems advisable and possesses authority.

If the Department Head fails to settle the grievance in a satisfactory manner, the employee shall provide a written grievance with the Department Head's decision to the Personnel Director within ten days of the notice to the employee of the Department Head's decision. The Personnel Director shall promptly discuss all relevant circumstances with the employee and Department Head and address the grievance to the extent the Personnel Director deems advisable and possesses authority.

If the Personnel Director fails to settle the grievance in a satisfactory manner, the employee shall within ten days of the notice of the Personnel Director's decision file with the Personnel Director a written appeal explaining the basis for the appeal. The Personnel Director shall transmit the appeal and a brief explanation to the Employee Appeals Authority.

The Employee Appeals Authority shall schedule a hearing with the parties within 15 working days after the Personnel Director's receipt of the grievance. The Employee Appeals Authority shall render a written decision to the employee within five working days after conclusion of the hearing. The Employee Appeals Authority shall render its findings and decisions to all concerned parties, in writing, which decision shall be final and binding.

LINDON CITY
NOTICE OF PRE-DISCIPLINARY HEARING

Employee's Name _____ Title _____

Date: _____

This is to inform you that disciplinary action up to and including possible termination is being considered against you as a result of the following incident:

_____

_____

_____

_____

_____

_____

_____

A pre-disciplinary hearing has been scheduled to discuss this matter on _____ the _____day of _____, at _____ a.m./p.m. The hearing will be held in the office of the City Administrator. Please bring any information you feel may be relevant to this issue to the hearing. Attached to this notice is a copy of the Disciplinary Appeal and Grievance procedures of the City.

_____ _____

City Administrator Signature Department Head Signature

LINDON CITY DISCLOSURE STATEMENT

To: Mayor _____

From: _____

Lindon City Ordinance No. 4-93 requires "elected officials, appointed officers, employees and volunteers serving on city boards, commissions, committees, agencies, councils and foundations...to disclose actual or potential conflicts of interest between their public duties and their personal interests." Pursuant to this requirement, I am making the following sworn disclosure statement:

1. Name and City Position (please print):

_____

2. Name, address and nature of the business or interest involved:

_____

_____

3. A brief, but complete, description describing the nature of the event requiring disclosure (use the back of this form, if necessary):

_____

_____

_____

4. A brief summary describing your position in the entity and the precise nature of the interest:

_____

_____

_____

5. The precise nature and value of any change of interest since last disclosure, if applicable:

_____

_____

_____

Dated this _____ day of _____, 20___.

_____

____

Signature

Subscribed and sworn to before me this _____ day of _____, 20___.

_____

Notary

LINDON CITY
HARASSMENT COMPLAINT FORM

Thank you for bringing your concern to our attention. We will try to promptly resolve your complaint. Experience suggests that first discussing your concern with your supervisor often meets with mutual success, but, if the supervisor has engaged in, or condoned the harassment, you are not require to discuss this matter with your supervisor.

Have you discussed this situation with your supervisor? ◯ Yes ◯ No

If there was no such meeting, what was your reason for not bringing it to your supervisor's attention?

_____

_____

_____

_____

_____

If you did discuss this matter with your supervisor, please state your supervisor's response to the complaint.

_____

_____

_____

_____

_____

COMPLAINT

1. Please use the attached form to document all persons involved in the alleged harassment, including dates, times and locations of incidents and events related to this report.

2. Please state what action or change you feel would be appropriate in resolving this matter. (Attach additional sheets if necessary)

_____

_____

_____

_____

_____

_____ _____

Employee Signature Date

CITY USE ONLY

Received by _____

Date received _____

Disposition _____

_____

_____

_____

LINDON CITY
DISCRIMINATION/HARASSMENT INCIDENT REPORT

Person alleging discrimination/harassment

Name: _____ Title: _____

Department _____

Supervisor/Department Head _____

Person against whom allegation of discrimination/harassment is being made

Name: _____ Title: _____

Department: _____

Supervisor/Department Head: _____

Person referring the complaint (if different than the person alleging discrimination/harassment)

Name: _____ Title: _____

Department: _____

Supervisor/Department Head: _____

Please use the remaining space on this page (including the back) to describe the events and/or behaviors that are the subject of the complaint. Include any offices or individual you have talked with, the names of witnesses, as well as dates, times and locations.

LINDON CITY
FAMILY MEDICAL LEAVE REQUEST

Name _____ Date _____

I am requesting Family Medical Leave based on the following qualifying status change:

(_) A serious health condition, which prevents me from performing my job.

(_) Care of a child during the first year following birth, adoption, or foster care placement.

(_) Care of an immediate family member who has a serious health condition.

In the space provided, please give a brief overview of the qualifying status change.

_____
_____
_____
_____
_____
_____
_____

Beginning date of leave request ___/___/___ Ending date of leave request ___/___/___

I am requesting that the leave be granted on:

(_) A concurrent day schedule for _____ days/weeks

(_) An intermittent day schedule (specify days off) _____ for ____days/weeks.

(_) A reduced work schedule of (specify hours) _____ for ____days/weeks.

(_) As needed for a chronic health condition.

Please attach required documentation. For medical leave, a statement from a medical doctor is required. If the status change is for adoption or foster care placement, court documents are required.

_____ _____
Employee Signature Date

LINDON CITY
FAMILY MEDICAL LEAVE RESPONSE

To: _____ Date_____

Dear _____

On ___/___/___ you notified me of your need to take leave due to:

(_) the birth of your child
(_) the placement of a child with you for adoption or foster care
(_) a serious health condition of a family member
(_) your own serious health condition

You requested that FMLA be granted on:

(_) A concurrent day schedule for____ days/weeks.
(_) An intermittent day schedule (specify days off) _____for _____days/weeks.
(_) A reduced work schedule of (specify hours) _____for_____days/weeks.
(_) As needed for a chronic health condition.

You requested that FMLA begin on __/__/__ and expect it to continue until on or about __/__/__.

This memorandum is to inform you that you are:

(_) ELIGIBLE (see below) for leave under the FMLA.

(_) NOT ELIGIBLE (see below) for leave under the FMLA.

ELIGIBLE: Your FML balance now is _____. Your balance at the end of this leave is _____.
You are required to provide verification of your status to the city every two weeks during your leave period. Your health benefits will be maintained during the leave under the same conditions as if you continued to work. You will be reinstated to the same or an equivalent position with the same pay, benefits, and terms of employment on your return from leave. Please notify the City if your anticipated return date changes.

NOT ELIGIBLE: Your request for Family Medical Leave has been denied due to:
_____
_____
_____
_____
If you have further information or documentation, please contact the City Administrator. It is our desire to help you resolve this issue.

_____ _____
City Administrator Date

LINDON CITY
CONCUSSION OR TRAUMATIC HEAD INJURY POLICY

Pursuant to the Utah Protection of Athletes with Head Injuries Act, (U.C.A. §26-53-101 et. al.) Lindon City adopts the follow concussion or traumatic head injury policy for the Lindon Recreation Program.

(1) This policy shall apply to all athletes or participants who are under 18 years of age.

(2) Lindon Recreation Program staff and volunteers are required to immediately remove any athlete or participant from a sporting event, including tryouts, practice, sports camps, physical education classes, games or competitions, if the athlete or participant is suspected of sustaining a concussion or traumatic head injury, if any of the following conditions are observed, or are self-reported, and are attributable to the injury:
   (a) transient confusion, disorientation, or impaired consciousness;
   (b) dysfunction or memory;
   (c) loss of consciousness; or
      (i) signs of neurological of neuropsychological dysfunction including seizures, irritability, lethargy; vomiting; headache, dizziness and/or fatigue.

(3) No athlete or participant, who has been removed due to a concussion or traumatic head injury, will not be allowed to return to active participation in Program activities until such athlete or participant has been evaluated by a qualified health care provider who is trained in the evaluation and management of concussions.
   (a) A qualified health care provider is defined as a provider who:
      (i) is licensed by the State of Utah under Title 58 of the Utah Code; and
      (ii) may evaluate and manage a concussion within the health care provider's scope of practice.

(4) Before any athlete or participant is allowed resume participation in the Lindon Recreation Program, Lindon City must be provided with a written statement from a health care provider, meeting qualifications listed above, clearing the participant to resume play. The written statement must include the following information;
   (a) A verification from a health care provider must specify that within at least the last three years they has successfully completed training in concussion evaluation and management; and
   (b) A finding that athlete or participant is clear to participate in the sporting activity.

(5) The Lindon Recreation Program shall provide written notice of the City's policy to the parents/legal guardians of all athletes and participants under the age of 18, and prior to allowing minor to participant, must obtain a signature form the parent/legal guardian, acknowledging receipt of the policy and giving their consent and acknowledging their responsibility to work with Lindon in enforcing the policy as it relates to their child/legal ward, and waiving all claims and causes of against the City if they fail to comply with the policy.

LINDON CITY
POLICY MANUAL RECEIPT

_____
(Print Name)

I acknowledge receipt of a copy of the Lindon City Policies and Procedures Manual. I understand that while training is provided by the city regarding these policies, it is my responsibility to read the manual, and direct any questions regarding implementation of the policies contained in the manual to the Supervisor/Department Head, or the City Administrator for clarification. By signing this form, I affirm that I will abide by the Policies and Procedures of Lindon City as a condition of my employment, and that a violation of any policy contained in the manual is cause for disciplinary action.

_____ _____
(Signature) (Date)

LINDON CITY
VEHICLE ACCIDENT REPORT FORM

This form is to be filled out by any employee involved in a traffic accident involving a City vehicle, or a private vehicle driven on City business. An Accident Review Committee review of the accident will be scheduled within 30 days following the accident.

ACCIDENT INFORMATION –

Driver's Name: _____ Title: _____

Date of Accident: _____ Date of Report: _____

Vehicle License #: _____ Private Vehicle _____ City Vehicle _____

Location of Accident: _____ City _____

Investigating Police Agency: _____

Were any injuries reported as a result of the accident? ___yes ___no

If yes, please describe _____

**** Please attach any accident report, photographs or witness statements regarding the accident.***

DESCRIPTION OF INCIDENT – (Attach additional sheets if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Employee's Signature Date

LINDON CITY
TUITION REIMBURSEMENT REQUEST FORM

Employee name:		**Date:**	
Position:			

School or Institution attended:		**Degree or Program:**	
Attendance dates:	From:	to:	
Total cost of tuition, fees, and books:	$	**Requested reimbursement amount:**	**$**
Classes attended:			
Grade(s) obtained:			

Employee must attach:	
____ Copy of receipts and/or payment verification	____ Copy of grades or pass/fail verification

Employee Reimbursement and Repayment Requirements

Eligible Reimbursements
If approved for reimbursement, employees will be reimbursed 75% of tuition, fees, books and other previously approved costs at the end of the course - provided they receive a "C" grade or better and/or an instructor's certification of passing in a pass/fail course. The maximum reimbursement per employee per fiscal year is $1,500.00 for undergraduate work and $2,000.00 for graduate work. Reimbursement is dependent upon available budgeted funds.

Employee Repayment Requirements
Employees who participate in the Tuition Reimbursement Program agree to continue working for Lindon City in a full time capacity for at least three years following the end of the course. If an employee terminates, whether voluntarily or involuntarily (except in cases of reduction-in-force), the employee must pay the tuition reimbursement back to the City on a monthly prorated basis. As an example: An employee was reimbursed $600 for a class, but quit 12 months after completing the class. The employee would be required to repay 67% of the reimbursement back to the City. If multiple courses were reimbursed prior to an employee quitting, each course will be prorated separately according to the course's completion date. Any reimbursement due from the employee upon termination will be deducted to the extent available from the final paycheck and any leave time pay due the employee at termination.

Agreement and Understanding of Terms
By signing below, the employee certifies that they have read the *Employee Repayment Requirements* described above, and have also read the Tuition Reimbursement regulations found in Section 6 of the Lindon City Policies & Procedures Manual, and agrees with the terms and conditions as described therein.

Employee Signature:		Date:	
Department Head:		Date:	
City Administrator:		Date:	

LINDON CITY
SICK LEAVE DONATION REQUEST AND RESPONSE FORM

- This form is to be used when an employee is requesting donated sick leave from other employees. Eligible employees qualify to use donated sick leave only after they have exhausted all other sick leave, vacation leave, personal holiday time, and comp-time. All donations are anonymous and are only "pledged" hours until needed for use. If the requester does not need the donated hours they will be returned to the donor employee. If more than one donor pledges time to an employee, the needed time will be taken proportionally from each pledging donor.

- **REQUESTOR:** Fill out this form giving your name, job title, reasons for request, and the requested amount of hours, then return to your Department Head. The Department Head must review and approve all sick leave donation requests. If approved by the Department Head, the form will then be forwarded to the City Administrator who will distribute the request to all employees.

- **DONOR:** Respond to this request if you are willing to donate sick leave hours to the requestor and list how many hours you wish to donate. Return completed form to the City Administrator.

Employee Name (Requestor): _____ Job Title:_____

Department Head Signature: _____ Date: _____

Requested number of hours of sick leave? _____

REQUESTOR: In the space provided, please give the reasons for the requested sick leave time.

_____

_____

_____

_____

_____

_____

_____

DONOR *Note: Any donated time will be kept anonymous.*

Amount of sick time to donate to Requestor (specify in number of hours)_____

_____
Donor Employee's name (print)

_____ _____
Donor Employee's Signature Date

_____ _____
City Administrator Signature Date

Lindon City – Performance Evaluation Report

- ☐ Annual Review
- ☐ Probationary Review
- ☐ Follow-up Review

Employee Name	Title/Department	Date

Rating		Description
1	**Disruptive**	*Performance hinders the achievement of organizational goals and/or disrupts the work of others.*
2	**Unsatisfactory**	*Performance consistently fails to meet minimum position requirements; employee may lack skills and training necessary to perform adequately.*
3	**Inconsistent**	*Performance regularly fails to meet minimum position requirements; employee may lack the skills and training necessary to perform adequately.*
4	**Somewhat Inconsistent**	*Performance occasionally fails to meet minimum position requirements; employee may lack the skills and training necessary to perform adequately.*
5	**Somewhat Proficient**	*Performance consistently meets position requirements at a minimum level.*
6	**Proficient**	*Performance consistently meets position requirements at an adequate or expected level.*
7	**Effective**	*Performance consistently meets position requirements at a high level.*
8	**Highly Effective**	*Performance meets position requirements at a high level **AND** frequently **EXCEEDS** position requirements. Very effective team member.*
9	**Outstanding**	*Performance is consistently superior **AND** frequently **EXCEEDS** position requirements and goals. An outstanding team leader that others frequently look to as an example in his/her job.*
10	**Exceptional**	*Performance is consistently superior **AND** consistently **EXCEEDS** position requirements and goals. Consistently considered the Most Valuable Player (MVP) in his/her job.*

The criteria below must include supervisor comments as to why the employee deserves such a score. Blank or insufficient comments on are unacceptable. Include additional pages for comments as necessary.

	Rating 1-10
Knowledge of Job *A clear understanding of the job duties, why it must be done, and how it is to be done.*	
Comments	
Dependability *Conscientiousness; consistency; reliability; trustworthiness; ability to work under stress; punctuality.*	
Comments	
Judgment *Ability to garner facts and arrive at a sound conclusion; ability to make good decisions; prioritizes tasks appropriately; problem solver.*	
Comments	
Communication *Communicates effectively with supervisors, peers, and/or customers; Communication contributes to a positive working environment that uplifts and motivates other employees; Responds appropriately in various situations.*	
Comments	
Initiative *Earnestness in seeking increased responsibilities; self-starter; not afraid to proceed alone; Ability to set and achieve goals; Seeks to improve self and others; desires improved performance.*	
Comments	

	Rating 1-10
Attitude and Cooperation *Ability and willingness to work with associates, supervisors, and subordinates towards City goals; teamwork oriented efforts that uplift and strengthen other employees' attitudes, skills, and abilities to achieve City and personal goals; enthusiasm towards projects; desire to make the City better; strives to gain and maintain the public's trust.*	
Comments	
Quality of Work *Accuracy; thoroughness; neatness; promptness; acceptability of work; takes pride in work product outcome; improves job duty processes to achieve better results.*	
Comments	
Quantity of Work *Volume of acceptable work under normal conditions; ability to take on and satisfactorily complete additional tasks or projects.*	
Comments	
Management of Risks and Potential Liabilities *Conscious of own safety and that of others; aware of potential liabilities; seeks ways to improve safe work environments, decrease risk, and avoid liabilities.*	
Comments	

Additional performance competencies for employees with supervisory responsibilities.	
	Rating 1-10
Leadership *Effective in motivating others; elicits respect from others; assertive and self-confident; accepts responsibility for self and behavior of subordinates; seeks ways to strengthen skills, abilities, and positive character traits in others; promotes cooperation and team-building.*	
Comments	
Personnel Management *Delegates authority and responsibility appropriately; Evaluates employee performance accurately and in a timely manner; Provides effective ways to improve employee skills, attitudes, and abilities; Maintains open and approachable manner; Seeks ways to make others look good in their jobs.*	
Comments	

Additional performance competencies for Department Heads.	
	Rating 1-10
Budget *Prepares budget based on needs of City; Manages expenditures within budget priorities; Makes budget recommendations for improvement of City operations; Seeks to decrease expenditures while increasing services.*	
Comments	

Table of Evaluation Scores and Merit Percent	
Final Score	**Merit Percent**
8 or higher	100%
7 – 7.9	90%
*6 – 6.9	70%
4 – 5.9	No Merit
1 – 3.9	Probation
*Range steps 1-5 must score 6.0 or higher for full merit.	

Add up the above ratings and place the total on the line below.

Total Rating Score _____

Number of Criteria _____

(Divide Total Rating Score by Number of Criteria. Round to nearest tenth.)

Final Score _____

Performance Summary

1. List aspects of employee's performance that contribute to his or her effectiveness.

2. List aspects of employee's performance that require improvement for greater effectiveness.

3. In what ways is the employee ready for increased responsibility? What additional training will he/she need to be successful?

Goal Setting and Development Planning

4. List the employee's job performance goals for the coming year:

5. How do these align with departmental or City goals?

6. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

This annual performance review will become part of your Lindon City personnel file. Please sign below to acknowledge that you have received this document.

Employee Signature:	Date:
Supervisor Signature:	Date:
Department Head Signature:	Date:
Personnel Director Signature:	Date:
*Mayor or City Council Member Signature:	Date:

**Signature only required for City Administrator.*

Evaluator Instructions

- Review the current position description. If applicable, make note of any significant changes since last year's performance review and attach a copy of suggested changes.
- If performance goals were set at the last performance review, attach a copy of these goals and comment on the progress.
- Submit this Performance Evaluation Report and all applicable attachments to the Personnel Director.

Employee Name:_____

Date:

Mid-Year Employee Evaluation

To be completed by Employee and reviewed with Supervisor. Use the back of this page if needed.

Job Description

1. Review your current job description. If applicable, make note of any significant changes to your job duties that you feel should be updated on your job description.

2. When considering your job duties list 3-5 tasks you most prefer to do:

3. What tasks do you regularly perform that are not included in your job description?

Accomplishments

1. Looking back on the past 6 months, list 1-2 of your most significant job achievements:

2. Since your last review, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

Goal Setting

1. List your job performance goals from 6 months ago and describe the progress you have made on these goals:

Past Job Performance Goals

2. Please list future job goals you would like to achieve before your next performance evaluation in 6 months, or other longer-term goals you hope to achieve:

Future Job Performance Goals

3. In what ways can your supervisor/manager support you in doing your job better and accomplishing your goals?

Employee Signature:	Date:
Supervisor Signature:	Date:

15. Council Reports: *(20 minutes)*

A) MAG, COG, UIA, Utah Lake, ULCT, NUVAS, IHC Outreach, 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) Public Safety, Court, Lindon Days, Transfer Station/Solid Waste - Dustin Sweeten
F) Admin., Community Center, Historic Comm., Chamber of Com., Budget Comm. - Jacob Hoyt

16. Administrator's Report: *(10 minutes)*

Misc Updates:

- April newsletter: https://siterepository.s3.amazonaws.com/442/april17final_20170404154601.pdf
- May newsletter article: Hugh Van Wagenen - Article due to Kathy last week in April.
- Police Chief Josh Adams will start Monday, April 24th.
- Misc. Items:

Upcoming Meetings & Events:

- April 15th @ 9:00am - Easter Egg Hunt at Pheasant Brook Park
- April 8th - 15th – Spring Clean-up dumpsters available
- May 29th (Memorial Day) – Aquatics Center opens to the public
- May 29th Memorial Day service at cemetery
- August 7th-12th – Lindon Days

Adjourn

2017	Engine 35 Responses in Lindon	Rescue 35 Responses in Lindon	Engine 35 Responses in Orem	Rescue 35 Responses in Orem	Mutual-Aid Engine 35	Mutual-Aid Rescue 35	Orem Responses in Lindon	Total
January	55	53	16	12	0	0	20	156
February	52	48	21	37	1	3	14	162
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Total	107	101	37	49	1	3	34	318