

LINDON

Thank you for your interest in applying for the at-large vacancy on the Lindon City Council. The term of office for this appointment will continue until 12:00 noon on the first Monday in January 2020. The position will then be filled by whomever is elected in the 2019 municipal election for this Council seat. The following information is provided for your use. If you have any question please contact the City Recorder at 801-785-5043 or kmoosman@lindoncity.org.

PERSONAL COMMITMENT

To perform effectively as a mayor or council member it is important to budget your time wisely. Few people realize how many hours are needed to conduct the official business of the City. Approximately ten to fifteen hours per week is a good estimate for the time council members give to their council responsibilities. In addition to the regularly scheduled council meetings, numerous informal meetings and work sessions are required to address special issues or problems. Council members also serve as representatives to the City's advisory boards and commissions.

ELECTED OFFICIALS COMPENSATION

The elected official compensation for Fiscal Year 2018-2019 is as follows:

Mayor.....	\$1,078.25 per month
Councilmember Liaison for Planning Commission.....	734.28 per month
Councilmember.....	\$634.28 per month

In addition to the base salary each elected official is reimbursed for the expenses incurred while carrying out specific Council related responsibilities, i.e., required travel/meals, training, and minor expenses for job related expenditures.

EXPECTED DUTIES/ASSIGNMENTS FOR LINDON CITY COUNCIL MEMBERS:

- “Part-time” Mayor and Council.
 - No office space (or office hours) are provided or maintained for Mayor or Council members. Conference rooms can be scheduled for meetings as needed.
 - City email address will be created and forwarded to your personal email.
 - We do not publish cell phone numbers of council members unless directed to do so.

- City Council meetings – 1st and 3rd Tuesday of each month (see attached 2019 Lindon City meeting schedule).
 - Occasional special meetings.
 - Lindon operates under a six-member council form of government, where powers are vested in a council consisting of six members, one of which is the mayor. Three voting members of the Council are required to make a quorum and be able to conduct meetings. The mayor is the chair of the council and presides at all meetings. Except in limited circumstances, the mayor is a nonvoting member of the council. The mayor does vote on whether to appoint or dismiss a city administrator, and may vote to break a tie vote of the other council members. The mayor is the chief executive officer of the City. This means that all employees of the municipality ultimately report to him or her. However, the Mayor and Council have appointed a City Administrator to handle most day-to-day functions of the City. The council is the legislative body and exercises the legislative powers and performs the legislative duties of the municipality by ordinance or resolution, as may be appropriate.
- *See attached ‘Council Member Assignments’ sheet.
 - Assignments are made by the Mayor annually.
- Other City meetings
 - Coordination meetings w/ adjacent cities, open houses, meetings with businesses, staff, developers, etc.
- Lindon Days – *attendance throughout the week (first full week of August).*
- Other City events
 - Easter Egg Hunt, Tree Lighting Ceremony, Thanksgiving Dinner, Little Miss Lindon, ribbon cuttings, PG/Lindon Chamber of Commerce meetings, etc.

ELECTED OFFICIALS BENEFITS

- Workers compensation if injured while performing City duties
- 30 free punch passes to the Aquatics Center
- Employee fitness facility at Community Center – available 24/7 for you and spouse
- Up to four free rentals per year on park pavilions, Vet Hall, City Center, or Community Center
- Shirts or other clothing as approved by the Council
- \$400 for purchase of digital device for staff reports (tablet, lap top, etc.). Depending on budgetary constraints, an additional \$400 will be provided after two-years in office for product upgrade/replacement as needed

EXPECTED ISSUES DURING TERM OF OFFICE

- General Plan update (visionary document for all city functions)
- Lots of commercial / industrial development (700 North corridor; PG/Lindon interchange area)
- Financial Decisions
 - Fees for services and utilities
 - Taxes
- Public Infrastructure
 - Operations, Maintenance, Replacement
 - Road Maintenance Funding
- Justice Court – new Judge
- Growth of city = growth of programs and staffing

ADMINISTRATIVE STAFF

The City Administrator (City Manager) works with Department Heads, administrative staff and other city employees to complete the duties needed to keep the city functioning properly. Most issues, questions and inquiries from elected officials should be directed to the City Administrator who functions as the principal advisor for the Council and acts as the primary contact for needs/concerns/issues from the Council. If there are specific Council member assignments that involve individual city departments, contact through the Department Head's instead of the City Administrator is appropriate. The primary administrative staff and Department Heads are here to assist you as follows:

<u>DEPARTMENT</u>	<u>INDIVIDUAL</u>	<u>PHONE</u>
City Manager	Adam Cowie	801.785.5043
City Recorder	Kathy Moosman	801.785.5043
Finance Director	Kristen Colson	801.785.5043
City Attorney	Brian Haws	801.785.5043
Chief Building Official	Phil Brown	801.785.7687
Planning Director	Mike Florence	801.785.7687
Chief of Police	Josh Adams	801.769.8600
Parks & Rec. Director	Heath Bateman	801.769.8637
Public Works Director	Brad Jorgensen	801.796.7954

Please feel free to contact these individuals if you have questions or need for additional information.

LINDON CITY PUBLIC MEETING SCHEDULE 2019

ALL MEETINGS TO BE HELD AT THE LINDON CITY CENTER, 100 NORTH STATE STREET, LINDON UNLESS POSTED OTHERWISE

The following chart should be used as a guide when submitting applications for City Council, Planning Commission, and Board of Adjustment review. The City assumes no liability for a missed meeting. “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 the City Recorder, Kathy Moosman, at 801-785-5043, giving at least 24 hours-notice.” **Lindon City Public Meeting Schedule adopted by Resolution 2018-21-R, dated 11.20.18.**

Applications can be filed at any time. The application will be reviewed for completeness and conformance with City standards. When the application is considered complete and major issues have been addressed, it will then be scheduled for the next available meeting. Typical time frame for processing applications is 6 to 8 weeks. It is the applicant’s responsibility to contact the City and inquire as to the status of the application and when it will be scheduled for a particular meeting.

Business requiring Planning Commission, City Council and/or Board of Adjustment review will be heard on the dates listed below.

CITY COUNCIL	PLANNING COMMISSION	BOARD OF ADJUSTMENT	CITY OBSERVED HOLIDAYS
7:00 P.M. 1 st & 3 rd Tuesday	7:00 P.M. 2 nd & 4 th Tuesday		<i>City Offices Closed</i>
JANUARY 15, 2019 FEBRUARY 5, 2019 FEBRUARY 19, 2019 MARCH 5, 2019 MARCH 19, 2019* APRIL 2, 2019* APRIL 16, 2019 MAY 7, 2019 MAY 21, 2019 JUNE 4, 2019 JUNE 18, 2019 JULY 16, 2019 AUGUST 20, 2019 SEPTEMBER 3, 2019 SEPTEMBER 17, 2019 OCTOBER 1, 2019 OCTOBER 15, 2019 NOVEMBER 19, 2019 DECEMBER 3, 2019 DECEMBER 17, 2019	JANUARY 8, 2019 JANUARY 22, 2019 FEBRUARY 12, 2019 FEBRUARY 26, 2019 MARCH 12, 2019 MARCH 26, 2019 APRIL 9, 2019 APRIL 23, 2019 MAY 14, 2019 MAY 28, 2019 JUNE 11, 2019 JUNE 25, 2019 JULY 23, 2019 AUGUST 27, 2019 SEPTEMBER 10, 2019 SEPTEMBER 24, 2019 OCTOBER 8, 2019 OCTOBER 22, 2019 NOVEMBER 12, 2019 NOVEMBER 26, 2019 DECEMBER 10, 2019	Board of Adjustment meets on an as needed basis.	JANUARY 1st – New Year’s Day JANUARY 21st – Martin Luther King Jr. Day FEBRUARY 18 th – President’s Day MAY 27 th – Memorial Day JULY 4 th – Independence Day JULY 24 th – Pioneer Day SEPTEMBER 2 nd – Labor Day NOVEMBER 28 th – 29 th – Thanksgiving Holiday DECEMBER 23 rd – City Offices closed at noon DECEMBER 24 th – 25 th – Christmas Holiday

The City Council will meet as the Redevelopment Agency on an as needed basis on the same date as its regularly scheduled meetings.

NOTE: The Board of Adjustment will meet on an as needed basis. Meeting times and dates are subject to change.

NOTE: Meeting dates may be canceled at the discretion of the City Council and Planning Commission due to holidays, municipal elections, or other unforeseen conflicts.

NOTE: Special meetings, as needed to serve the public needs, may be added throughout the year for any of the above groups - with a minimum 24 hours public notice.

*Meeting is subject to cancellation – These are tentative party caucus dates. They are not confirmed as yet.

(Exhibit A)

2019 LINDON CITY MAYOR AND COUNCIL LIAISON ASSIGNMENTS
RESOLUTION #2018-23-R

MAYOR JEFF ACERSON

1. Mountainland Association of Governments (MAG) / Metropolitan Planning Organization (MPO)
2. Utah County Council of Governments (COG)
3. Utah Lake Commission Governing Board
4. Utah Infrastructure Agency (UIA) Board Member
5. Utah League of Cities and Towns Representative
6. Utah County Board of Health
7. IHC Outreach Committee
8. Lindon City Thanksgiving Dinner
9. Little Miss Lindon
10. North Utah Valley Animal Shelter Board (NUVAS)
11. Budget/Audit Committee
12. Public Relations – (media contact as needed)

COUNCILMEMBER JAKE HOYT (Secondary – Matt Bean)

1. Administration, Payroll, Personnel and Office Support
2. Pleasant Grove - Lindon Chamber of Commerce
3. Community Center Advisory Board
4. Historic Preservation Commission / Tree Lighting Ceremony
5. Budget/Audit Committee
6. Other Duties as assigned

COUNCILMEMBER CAROLYN LUNDBERG (Secondary – TBD-vacancy)

1. Parks, Trails, and Recreation
2. Aquatics Center
3. Cemetery
4. Tree Advisory Board
5. County Fair and Strawberry Days Representative
6. Easter Egg Hunt
7. Other Duties as assigned

COUNCILMEMBER MATT BEAN (Secondary – Van Broderick)

1. Planning Commission
2. Planning and Zoning
3. General Plan
4. Board of Adjustment
5. Alternate UTOPIA & UIA Board member
6. Budget/Audit Committee
7. Other Duties as assigned

COUNCILMEMBER (TBD - VACANCY) (Secondary – Carolyn Lundberg)

1. Police/Fire and EMS
2. Legal Counsel, Justice Court, and Youth Court
3. Emergency Management
4. Lindon Days
5. Transfer Station and Solid Waste Board
6. Other Duties as assigned

COUNCILMEMBER VAN BRODERICK (Secondary – Jake Hoyt)

1. Public Buildings
2. Building Construction and Inspection
3. Public Works / Utility Infrastructure (streets, sewer, water, storm water, etc)
4. Engineering (Engineering Coordination meetings)
5. Irrigation Companies Representative / Board member
6. Other Duties as assigned

MAYOR PRO-TEM – 2019

Jan. – March	Carolyn Lundberg
April – June	Matt Bean
July – Sept.	Jake Hoyt
Oct. – Dec.	Van Broderick

Secondary fills in if Mayor Pro-Tem is unavailable.

2019 Lindon City Redevelopment Agency (RDA) Board of Directors

Chair: Jeff Acerson
Board members: Jake Hoyt, Carolyn Lundberg, Matt Bean, Van Broderick, (TBD-council vacancy)
Executive Secretary: Adam Cowie

Newsletter Articles – 2019

Jan. –	Carolyn Lundberg
Feb. –	Phil Brown
March –	Matt Bean
April –	Kristen Colson
May –	Jake Hoyt
June –	Brad Jorgensen
July –	Van Broderick
Aug. –	Heath Bateman
Sept. –	Josh Adams
Oct. –	Adam Cowie
Nov. –	Jeff Acerson
Dec. –	TBD (council vacancy)
Jan 2020 –	Mike Florence

Staff appointments to boards and/or committees as follows:

- Adam Cowie, Lindon City Administrator: UTOPIA Board Member; Utah League of Cities and Towns Representative;
- Brad Jorgensen, Lindon Public Works Director: City representative on various canal and irrigation company boards;
- Michael Florence, Lindon Planning & Econ. Development Director: PG-Lindon Chamber of Commerce Board; MAG Technical Advisory Committee; Utah Lake Commission Technical Advisory Committee (or Mike’s appointee)
- Noah Gordon, Lindon City Engineer: MAG Technical Advisory Committee