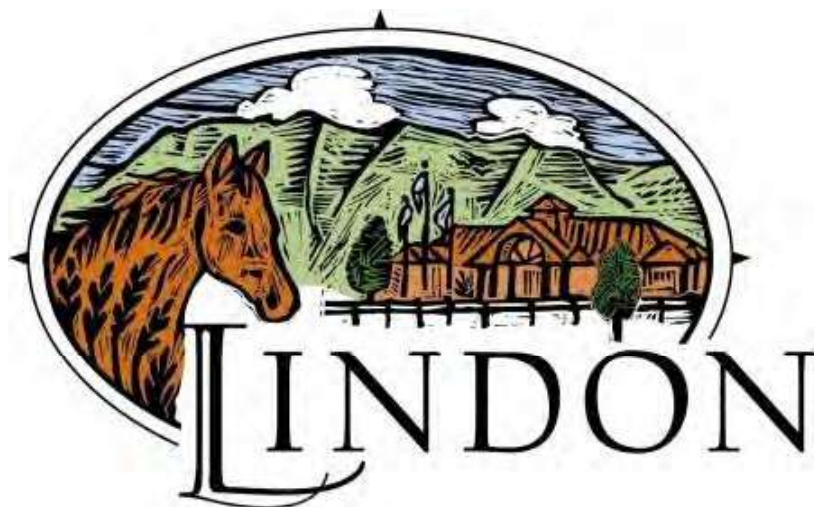




Lindon City Council Staff Report

Prepared by Lindon City
Administration

July 6, 2026



REVISED - Notice of Meeting of the Lindon City Council

The Lindon City Council will hold a meeting at **5:15 pm on Monday, July 6, 2026** in the Lindon City Center Council Chambers, 100 North State Street, Lindon, Utah. Meetings are typically broadcast live at www.youtube.com/user/LindonCity. The agenda will consist of the following: _

REGULAR SESSION – 5:15 P.M. - Conducting: Carolyn Lundberg, Mayor
Invocation: Steve Stewart, Councilmember
Pledge of Allegiance: By invitation

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



- 1. Call to Order / Roll Call**
- 2. Presentations and Announcements:**
 - a) Announcements/Comments from Council Members.
- 3. Open Session for Public Comment** (*For items not listed on the agenda*)
- 4. Council Reports**
- 5. Administrator's Report**
- 6. Approval of Minutes** — The minutes of City Council meeting from June 15, 2026.
- 7. Consent Agenda** — (*Items do not require public comment or discussion and can all be approved by a single motion.* The following consent agenda items will be presented for approval:
 - a) Interlocal Agreement with the City of Orem for third party building inspection services. This provides back-up building inspection services if needed.
 - b) Lindon City Tree Board Appointment: Dan Severinsen
- 8. Review & Action: Updated Emergency Management Plan; Resolution #2026-20-R.** The Council will review and consider an updated Emergency Management Plan for formal adoption as recommended by Lindon's Emergency Manager, Todd Christensen.
- 9. Review & Action: Bid Award for Lindon Hollow Creek Restoration project.** The Council will review and consider a recommendation by Lindon City Public Works Department to award the bid for the Lindon Hollow Creek Restoration project to Redoubt Restoration, who scored highest on their combined proposal, bid amount, and experience with a bid of \$721,575.00.
- 10. Closed Session** - The City Council will discuss potential purchase or sale of real property per Utah Code 52-4-205(1)(e). This session is closed to the general public.

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.lindon.gov. 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 Britni Laidler, City Recorder at 801-785-5043, giving at least 24 hours-notice.

CERTIFICATE OF POSTING:

I certify that the above notice and agenda was posted in six public places within the Lindon City limits and on the State (<http://pmn.utah.gov>) and City (www.lindon.gov) websites.

Posted by: /s/ **Whitney Hatfield, Lindon City Deputy Recorder**

Date: **July 2, 2026; Time: 9:30 a.m.**; Place: Lindon City Center, Lindon Police Dept., Lindon Community Development, Lindon Public Works, Lindon Community Center, Lindon Justice Court

Meetings are typically broadcast live at www.youtube.com/user/LindonCity

REGULAR SESSION – 5:15 P.M. - Conducting: Carolyn Lundberg, Mayor

Invocation: Steve Stewart, Councilmember

Pledge: By invitation

Item 1 – Call to Order / Roll Call

July 6, 2026 Lindon City Council meeting.

Carolyn Lundberg
Van Broderick
Cole Hooley
Jake Hoyt
Lincoln Jacobs
Steve Stewart

Item 2 – Presentations and Announcements

- a) Announcements/Comments from Council Members.

Item 3 – Open Session for Public Comment *(For items not on the agenda)*

Item 4 - COUNCIL REPORTS:

- | | |
|--|--------------------|
| A) MAG/MPO, COG, UIA, ULA, ULCT, Youth Council, Public Relations (media) | - Carolyn Lundberg |
| B) Public Works/Eng., Irrigation Co. Representative, Cemetery, Facilities/Building | - Van Broderick |
| C) CTC, Healthy Utah, Historical Commission, Tree Board, Arts Committee | - Cole Hooley |
| D) Police/Fire/EMS, CERT, Economic Dev., Lindon Days, Utah League of Cities & Towns Alternate | - Jake Hoyt |
| E) Transfer Station Board, Planning Commission, Community Development/General Plan, Parks & Trails | - Lincoln Jacobs |
| F) Youth Council (Lead Advisor), Econ. Dev, PG/Lindon Chamber of Comm., Senior Center, Edu. grants | - Steve Stewart |

Item 5 - ADMINISTRATOR'S REPORT

(10 minutes)

Misc. Updates:

- August Newsletter: Mayor Lundberg
- Next Council meetings: Aug 17th, September 8th (Tuesday)
- Lindon Days: August 1st - 8th <https://www.lindon.gov/314/Lindon-Days>
- Firework restrictions will be re-evaluated by the State before July 24th holiday.
- Process for implementing sewer treatment fee
 - Present and approve in a single council meeting?; or
 - Present in a meeting and send/publish notice of a future meeting where new fee will be considered?; or
 - Other?
- Misc. Items.

Item 6 – Approval of Minutes

- Review and approval of City Council minutes: **June 15, 2026**

Sample Motion: I move to (*approve, continue, deny*) the minutes (*as presented or amended*).

2 The Lindon City Council regularly scheduled meeting on **Monday, June 15, 2026, at**
 4 **5:15 pm** in the Lindon City Center, City Council Chambers, 100 North State Street,
 Lindon, Utah.

6 **REGULAR SESSION – 5:15 P.M.**

8 Conducting: Carolyn Lundberg, Mayor
 Invocation: Cole Hooley, Councilmember
 10 Pledge of Allegiance: Melissa Care

12 <u>PRESENT</u> Carolyn Lundberg, Mayor 14 Cole Hooley, Councilmember Lincoln Jacobs, Councilmember 16 Jake Hoyt, Councilmember Van Broderick, Councilmember 18 Steve Stewart, Councilmember Michael Florence, Community Development Director 20 Kristen Aaron, Finance Director Adam Cowie, City Administrator 22 Britni Laidler, City Recorder	<u>EXCUSED</u> Brian Haws, City Attorney
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24 1. **Call to Order/Roll Call** – The meeting was called to order at 5:15 p.m.

26 2. **Presentations and Announcements:**

28 a) Mayor Lundberg welcomed and introduced the 2026 Lindon Jr. Rodeo
 Royalty, including Melissa Care (2nd Attendant) and Hazely Bear (1st
 30 Attendant). Both attendants introduced themselves and expressed their
 enthusiasm for representing Lindon throughout the year at parades and
 32 community events. The royalty presented the Council with treats and a card in
 appreciation of the City's support.

34 3. **Open Session for Public Comment** – Mayor Lundberg called for any public
 36 comments. There were no comments.

38 4. **COUNCIL REPORTS:**

40 **Councilmember Jacobs** – Councilmember Jacobs shared his experience attending the
 City's summer pool kickoff event, expressing appreciation for the community atmosphere
 42 and commending Parks and Recreation Director Bateman for the event's success.
 Councilmember Jacobs also reported on a joint meeting held with Orem City Council,
 44 noting it was a productive discussion and expressing gratitude for the growing
 partnership between the two cities. He also noted that North Point Solid Waste would be

holding its budget approval meeting the following Monday, which would include a proposed fee increase, and that it was open to the public.

Councilmember Hoyt – Councilmember Hoyt that Little League participants had returned to playing at the City Center fields and that parents had responded positively. He also provided an update from Chief Brower regarding proactive enforcement efforts related to e-motorcycles and e-scooters. He then invited Chief Brower up to give more information regarding the ne Legislative changes. Chief Brower addressed the Council regarding recent Utah legislative changes governing e-motorcycles. Under the new laws, riders must be at least 16 years old, hold a motorcycle endorsement, and have their vehicle licensed, registered, and insured. Law enforcement now has the ability to seize non-compliant vehicles, contact parents, and use those interactions as education opportunities. Chief Brower noted that the most frequent violations involve children aged 10–15 exceeding speed limits, particularly on the Murdoch Trail. He encouraged residents to report violations and urged parents to keep these vehicles on private property.

Councilmember Broderick – Councilmember Broderick echoed appreciation for the Orem joint meeting and the spirit of partnership it reflected. He reported that pickleball court lights that had been reported as broken were repaired within two days and used the occasion to remind residents that they can report concerns directly through the City's website. He also noted that the new cemetery grass was taking root well and that a first mowing was expected by Friday. Councilmember Broderick concluded by encouraging residents to water wisely given ongoing drought conditions.

Councilmember Stewart – Councilmember Stewart reported that the Youth Council held its opening kickoff, training, and team-building activity on June 6th, which saw strong attendance. He noted that Jamie Jensen presented the Lindon Cares program to the group and that the Youth Council was beginning to plan summer activities in anticipation of Lindon Days.

Councilmember Hooley – Councilmember Hooley reported that all committees are going well and had nothing to update on at this time.

Mayor Lundberg – Mayor Lundberg noted that the City had posted information regarding e-motorcycle laws on its social media channels on May 28th. She also raised the topic of the America 250 celebration and the upcoming Strawberry Days parade in neighboring Pleasant Grove, briefly discussing the possibility of Council members riding horses in the Lindon Days parade.

5. Administrator's Report

- July Newsletter: Van Broderick
- Next Council meetings: July 6th, Aug 17th, September 8th (Tuesday)
- Lindon Days: August 1st - 8th <https://www.lindon.gov/314/Lindon-Days>
- Misc. Items.

2
4 **6. Approval of Minutes** – The minutes of the regular City Council meeting of June 1, 2026.

6 COUNCILMEMBER JACOBS MOVED TO APPROVE THE MINUTES OF
8 THE REGULAR CITY COUNCIL MEETING OF JUNE 1, 2026 WITH NOTED
10 CHANGES. COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE
12 WAS RECORDED AS FOLLOWS:

10 COUNCILMEMBER HOYT AYE

COUNCILMEMBER BRODERICK AYE

12 COUNCILMEMBER STEWART AYE

COUNCILMEMBER JACOBS AYE

14 COUNCILMEMBER HOOLEY AYE

THE MOTION CARRIED UNANIMOUSLY.

16
18 **7. Consent Agenda Items** - Items do not require public comment or discussion and
20 can all be approved by a single motion. The following consent agenda item was
presented for approval.

22 *a) There are no consent agenda items for this meeting*

24 **CURRENT BUSINESS**

26 **8. Review & Action: Subdivision Ordinance Amendment; Ord #2026-12-O.**

Lindon City is proposing to amend ordinance §17.32.090 to modify the
requirement that a lot cannot be more than three (3) times as long as it is wide.

28
30 Community Development Director, Michael Florence, presented the proposed
amendment to Ordinance §17.32.090. He explained that the amendment was prompted by
32 a pending subdivision request in which a property owner wished to divide a
commercially zoned parcel down the middle to facilitate a new building. The current
ordinance prohibits the creation of any lot of five acres or less that is more than three
34 times as long as it is wide, which would have rendered the resulting lots non-compliant.

36 Director Florence noted that upon reviewing the purpose of the existing code and
examining comparable ordinances from other cities, staff concluded that the more
38 meaningful standard is whether a lot is actually buildable — that is, whether it can
accommodate required parking, landscaping, fire turnarounds, setbacks, and similar
40 functional requirements — rather than whether it meets a prescribed length-to-width
ratio. He stated that the proposed amendment replaces the three-to-one ratio requirement
42 with a buildable area standard.

44 Discussion ensued regarding the enforceability of language referencing "practical
and functional" lots. Councilmember Hooley expressed concern about staff's ability to

legally defend a denial if an applicant argued their proposed lot met that standard. Director Florence and Administrator Cowie agreed that removing the first sentence of the proposed new language — which introduced the "practical and functional" concept — and relying on the more specific criteria prohibiting narrow extensions and irregular configurations would address that concern. The Council concurred with this approach.

Councilmember Hooley also inquired about the potential impact of this amendment on flag lots, particularly in light of the flag lot ordinance changes adopted approximately one year prior. Director Florence clarified that flag lots have a separate code section that already exempts them from the three-to-one ratio requirement, meaning this amendment would not meaningfully expand the circumstances under which flag lots could be created.

Mayor Lundberg called for any further discussion or comments from the council. Hearing none she called for a motion.

COUNCILMEMBER BRODERICK MOVED TO APPROVE ORDINANCE #2026-12-O AS PRESENTED WITH THE CHANGES DISCUSSED DURING THE PRESENTATION. COUNCILMEMBER JACOBS SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER STEWART	AYE
COUNCILMEMBER JACOBS	AYE
COUNCILMEMBER HOOLEY	AYE

THE MOTION CARRIED UNANIMOUSLY.

9. Public Hearing: FY2027 Transfer of Enterprise Funds to the General Fund.

The City Council will accept public comments as it reviews and considers proposed transfer of enterprise funds to the general fund as part of the fiscal year (FY) 2027 budget. The proposed transfers are as follows: Water Fund \$320,000 (3.9% of fund expenditures); Sewer Fund \$225,000 (6.3% of fund expenditure); Solid Waste Collection Fund \$32,000 (3.7% of fund expenditures); Storm Water Drainage Fund \$120,000 (4.0% of fund expenditures); and Telecommunications Fund \$1,500 (5.0% of fund expenditures). These transfers are primarily intended to cover administrative costs and overhead of operating the enterprise funds but will also be used to supplement such city services as fire, police, street maintenance, parks & recreation, and other city functions. Similar transfers have been made annually from the enterprise funds to the General Fund in order to help maintain low property taxes in Lindon. These transfers are of funds which are not classified as an allocation of costs between funds. These amounts will not be repaid. No motions will be made as this hearing is to only receive and consider public comment on the proposed enterprise fund transfers.

2 COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING.
COUNCILMEMBER STEWART SECONDED THE MOTION. THE MOTION
4 CARRIED.

6 Administrator Cowie presented the proposed transfers of enterprise funds to the
General Fund for FY2027, as required by state law. The proposed transfers are as
8 follows: Water Fund \$320,000; Sewer Fund \$225,000; Solid Waste Collection Fund
\$32,000; Storm Water Drainage Fund \$120,000; and Telecommunications Fund \$1,500.
10 He explained that these transfers are intended to recoup administrative costs and
overhead associated with operating the enterprise funds and help offset city service costs
12 without raising fees or property taxes.

14 Councilmember Hoyt raised the philosophical question of whether, in years with
significant anticipated utility rate increases, the City might consider foregoing or
16 reducing these transfers as a way to partially offset the impact on residents, particularly
those on fixed incomes. Administrator Cowie acknowledged that Lindon had taken that
18 approach in some prior years by either not making transfers or supplementing enterprise
funds with general fund money. The Council agreed the matter of potentially adjusting
20 transfers in future years is worth considering as a strategy, but took no action beyond the
discussion.

22 COUNCILMEMBER HOYT MOVED TO CLOSE THE PUBLIC HEARING.
24 COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION
CARRIED.

26 Mayor Lundberg called for any further discussion or comments from the council.
28 Hearing none she moved on to the next agenda item.

30 **10. Public Hearing: FY2027 Compensation Programs.** Per Utah Code 10-3-818,
the city is required to hold a separate public hearing from the budget hearings if
32 the budget includes a compensation increase for any executive municipal officer.
The City will present the total compensation plan for all employees and elected
34 officials proposed to be included in the FY2027 budget. No motions will be made
as this hearing is to only receive and consider public comment on this matter.

36 COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING.
38 COUNCILMEMBER STEWART SECONDED THE MOTION. THE MOTION
CARRIED.

40 Administrator Cowie presented the FY2027 compensation plan, as required by
42 Utah Code 10-3-818, which mandates a separate public hearing when the budget includes
compensation increases for executive municipal officers. He noted that Lindon applies
44 the same percentage increases uniformly across all employee classifications.

Key highlights of the compensation plan included: a 2.4% cost-of-living adjustment (COLA) effective July 4th; merit increases tied to December evaluations, effective January 2nd, with a 2.6% step differential resulting in a combined potential increase of approximately 5%; and a market adjustment study resulting in 12 positions being moved to higher pay ranges.

Administrator Cowie explained the City's methodology for conducting market comparisons, noting that the pay scale's midpoint — set at Step 5 — is used as the benchmark against comparable positions in similarly sized entities across the state. Health insurance premiums reflected a combined 5% increase for dental and medical coverage.

Councilmember Jacobs noted that his experience serving on the transfer station board, where he has compared compensation with representatives from other cities, gave him confidence that Lindon's pay scales are appropriate and competitive.

COUNCILMEMBER JACOBS MOVED TO CLOSE THE PUBLIC HEARING. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION CARRIED.

Mayor Lundberg called for any further discussion or comments from the council. Hearing none she moved on to the next agenda item.

11. Utah Retirement Systems (URS) contribution pick-up agreement; Resolution #2026-21-R*. The City Council will consider formal action to “pick-up” the Public Safety Tier 2 Contributory Retirement System contributions required by URS.

**Due to a clerical error the agenda, presentation and motion had the incorrect resolution listed (Resolution 2026-15-R). It has been adjusted in these minutes to reflect the correct resolution (Resolution 2026-21-R).*

Administrator Cowie presented Resolution #2026-21-R authorizing the City to "pick up" the Public Safety Tier 2 Contributory Retirement System contributions required by the Utah Retirement Systems (URS). He explained that this applies solely to Lindon's police department. The pickup is necessary because URS actuarial tables did not account for the pace of wage growth experienced over the past decade, requiring higher contribution levels from Tier 2 employees. Many comparable entities have adopted similar pickups to avoid losing public safety officers to agencies with more favorable retirement terms.

Administrator Cowie noted that, due to the City's aging workforce transitioning from Tier 1 to Tier 2, the net effect of all retirement contribution changes actually results in a decrease of approximately \$33,000 in the City's overall retirement fund obligations.

Finance Director Aaron confirmed this, noting that URS decreased employer contributions for both tiers, while the employee-side increase is comparatively modest. Chief Brower affirmed the importance of the pickup for the department's younger officers.

Mayor Lundberg called for any further discussion or comments from the council. Hearing none she called for a motion.

COUNCILMEMBER HOYT MOVED TO APPROVE RESOLUTION #2026-21-R AS PRESENTED. COUNCILMEMBER HOOLEY SECONDED. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER STEWART	AYE
COUNCILMEMBER JACOBS	AYE
COUNCILMEMBER HOOLEY	AYE

THE MOTION CARRIED UNANIMOUSLY.

12. Public Hearing: Fiscal Year 2027 (FY2027) Final Budget Adoption; Amend FY2026 Budget; Ordinance #2026-11-O. The City will present the final Lindon City Budget documents for fiscal year 2026-2027 (FY2027) beginning July 1, 2026. The tentative budget for FY2027 was approved in a public hearing on March 16, 2026. The City Council also held a public hearing on May 18, 2026 where the proposed budget was adopted and budget issues were discussed in detail. The City Council will review and adopt the amended budget for FY2026, will review and adopt the final budget for FY2027, will review and adopt the agreement for services between the City and the Lindon City RDA, will set the Certified Tax Rate, and review and adopt the city-wide fee schedule and compensation programs. The Council will also review the Fraud Risk Assessment as required by the State Auditor.

COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING. COUNCILMEMBER STEWART SECONDED THE MOTION. THE MOTION CARRIED.

Finance Director, Kristen Aaron, presented the combined FY2026 Budget Amendment and FY2027 Final Budget, all of which are encompassed within Ordinance #2026-11-O, as follows:

- FY2026 Budget Amendment: Director Aaron highlighted the primary changes to the current year budget, including a \$250,000 increase in the transfer to the Facilities Fund for future land or property purchases, and the acceleration of \$200,000 of the recreation fund transfer from FY2027 into the current fiscal year to manage the General Fund balance below its maximum threshold. Administrator

2 Cowie clarified that the combined effect of these transfers would result in a total
 4 of \$750,000 reserved in the Facilities Fund for a potential future land purchase,
 including \$500,000 already budgeted in FY2027.

- 6 • FY2027 Fee Schedule: Director Aaron reviewed proposed fee schedule changes.
 8 The certified property tax rate reflects a minor adjustment of 0.0001%, which is
 designed to be revenue neutral as it accounts for changes in property valuations.
 10 Notable utility rate changes include a 5% increase to recycling (approximately
 \$0.26/month), a 4% increase to secondary water meters in the Anderson Farms
 12 area, and no proposed increase to the sewer utility rate at this time, with a rate
 study still underway.
- 14 • Park Tax Allocation: Director Aaron proposed adjusting the park tax allocation
 for FY2027, increasing the facility maintenance allocation from 32% to 40%,
 16 decreasing the Community Center improvements allocation from 10% to 5%, and
 decreasing the miscellaneous allocation from 18% to 15%, with the aquatic center
 18 and parks and trails percentages remaining unchanged.
- 20 • FY2027 Budget Overview: The total FY2027 budget reflects \$37,000,000 in
 expenditures net of fund balance activity and transfers. Key operational highlights
 22 included: the establishment of a new IT accounting department for better cost
 tracking; a 10% increase in insurance premiums through the City's trust; increased
 24 fire, EMS, and dispatch costs; \$980,000 budgeted for road maintenance
 operations; and the ongoing sewer costs to Orem as an operating expense. Capital
 26 improvements include approximately \$4,700,000 in water fund projects related to
 the new well and system improvements, \$2,000,000 in storm water main ditch
 28 channel work, a \$450,000 street sweeper (with financing options to be evaluated),
 a \$1,000,000 road fund for construction, and a shade structure at Pheasantbrook
 30 Park funded through park impact fees.

32 Councilmember Hooley raised the topic of road bonding, suggesting that the
 Council consider, at a future budget kickoff, what indicators should trigger bonding for
 34 more aggressive road repair work, given that several significant road projects continue to
 be deferred. Public Works Director, Juan Garrido, acknowledged the challenge, noting
 36 that projects such as Lakeview require concurrent sewer work, and that staff intends to
 revisit bonding options once current major obligations — including the new well and the
 38 Orem sewer agreement — are further along.

40 Director Aaron also presented the annual Fraud Risk Assessment as required by
 the State Auditor's office. The City scored in the low potential risk category, with efforts
 42 underway in the coming fiscal year to implement an internal audit committee and achieve
 a "very low" score.

2 COUNCILMEMBER BRODERICK MOVED TO CLOSE THE PUBLIC
 HEARING. COUNCILMEMBER JACOBS SECONDED THE MOTION. THE
 4 MOTION CARRIED.

6 Mayor Lundberg called for any further discussion or comments from the council.
 Hearing none she called for a motion.

8
 COUNCILMEMBER JACOBS MOVED TO APPROVE ORDINANCE #2026-
 10 11-O AS PRESENTED. COUNCILMEMBER STEWART SECONDED THE
 MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

12 COUNCILMEMBER HOYT AYE
 COUNCILMEMBER BRODERICK AYE
 14 COUNCILMEMBER STEWART AYE
 COUNCILMEMBER JACOBS AYE
 16 COUNCILMEMBER HOOLEY AYE
 THE MOTION CARRIED UNANIMOUSLY.

18 **13. Recess to Lindon City Redevelopment Agency Meeting (RDA)**

20
 COUNCILMEMBER HOYT MOVED TO RECESS THE LINDON CITY
 22 COUNCIL MEETING AND CONVENE AS THE LINDON CITY RDA.
 COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS
 24 RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE
 26 COUNCILMEMBER HOOLEY AYE
 COUNCILMEMBER BRODERICK AYE
 28 COUNCILMEMBER STEWART AYE
 COUNCILMEMBER JACOBS AYE
 30 THE MOTION CARRIED UNANIMOUSLY.

32 COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE RDA
 MEETING AND RECONVENE THE CITY COUNCIL MEETING.
 34 COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS
 RECORDED AS FOLLOWS:

36 COUNCILMEMBER HOYT AYE
 COUNCILMEMBER HOOLEY AYE
 38 COUNCILMEMBER BRODERICK AYE
 COUNCILMEMBER STEWART AYE
 40 COUNCILMEMBER JACOBS AYE
 THE MOTION CARRIED UNANIMOUSLY.

42 **14. Closed Session -** The City Council will discuss potential purchase or sale of real 44 property per Utah Code 52-4-205(1)(e). This session is closed to the general public.

COUNCILMEMBER HOYT MOVED TO ENTER A CLOSED SESSION TO
DISCUSS POTENTIAL PURCHASE OR SALE OF REAL PROPERTY.

COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS
RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE

COUNCILMEMBER BRODERICK AYE

COUNCILMEMBER STEWART AYE

COUNCILMEMBER JACOBS AYE

COUNCILMEMBER HOOLEY AYE

THE MOTION CARRIED UNANIMOUSLY.

COUNCILMEMBER BRODERICK MOVED TO CLOSE THE CLOSED
SESSION AND RECONVENE THE REGULAR OPEN MEETING.

COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS
RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE

COUNCILMEMBER BRODERICK AYE

COUNCILMEMBER STEWART AYE

COUNCILMEMBER JACOBS AYE

COUNCILMEMBER HOOLEY AYE

THE MOTION CARRIED UNANIMOUSLY.

Adjourn –

COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE MEETING
AT 8:07 PM. COUNCILMEMBER STEWART SECONDED THE MOTION. ALL
PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – July 6, 2026

Britni Laidler, City Recorder

Carolyn O. Lundberg, Mayor

Item 7 – Consent Agenda – Consent agenda may contain items which have been discussed beforehand and/or do not require significant discussion, or are administrative in nature, or do not require public comment. The Council may approve all Consent Agenda items in one motion or may discuss individual items as needed and act on them separately.

- a) Interlocal Agreement with the City of Orem for third party building inspection services. This provides back-up building inspection services if needed.
- b) Lindon City Tree Board Appointment: Dan Severinsen

Sample Motion: I move to (*approve, continue, deny*) the consent agenda items (*as presented or amended*).

BUILDING INSPECTION SERVICES AGREEMENT

THIS INTERLOCAL AGREEMENT (the “agreement”) is entered into effective as of the ____ day of _____, 20____, by and between OREM CITY, a municipal corporation and political subdivision of the State of Utah, with its principal offices located at 56 N. State Street, Orem Utah 84057, (hereinafter referred to as “Orem”) and LINDON CITY, a municipal corporation and political subdivision of the State of Utah, with its principal offices located at 100 N. State Street, Lindon, Utah 84042 (hereinafter referred to as “Lindon”).

RECITALS

WHEREAS, the Utah Interlocal Cooperation Act (U.C.A §11-13-101, et. seq.) permits municipalities to make the most efficient use of their powers and to benefit from economies of scale by entering into mutually advantageous interlocal agreements for the provision of services; and

WHEREAS, Lindon desires to contract for building inspection services on an as-needed basis from Orem; and

WHEREAS, Orem has building inspectors with equipment and personnel trained to provide inspections typically required to ensure compliance with building permits and building regulations; and

WHEREAS, Orem is willing to provide the services to Lindon on an as-needed basis as set forth in this agreement, to perform building inspection within Lindon’s jurisdiction at the request of Lindon having jurisdiction; and

WHEREAS, Orem retains the sole discretion to determine when its personnel and/or equipment cannot be spared, or is available, for assisting Lindon City; and

WHEREAS, Lindon has adopted a resolution authorizing Lindon’s Mayor to enter into this Agreement.

WHEREAS, this Agreement will not supersede nor preclude any other agreements which are made or which will be made between Orem and Lindon cities.

COVENANTS

NOW, THEREFORE, in consideration of the covenants and promises contained herein, and for other good and valuable consideration the receipt of which is hereby acknowledged, Orem and Lindon hereby agree and covenant as follows:

1. PURPOSE. The purpose of this Agreement is to promote the health, safety, and welfare of the citizens of Lindon City by providing for mutual assistance and authorizing Orem to share their collective capabilities and resources at the election of Orem. This Agreement is intended to be complementary and work in conjunction with any other interlocal or aid agreements between or among Parties to this Agreement. Services provided pursuant to this Agreement shall not be used to substitute for or supplant day-to-day full and continuing building inspections within a Party’s own geographic area of jurisdiction

except as requested by Lindon City and agreed upon herein. If providing assistance becomes burdensome, the Building Officials will investigate ways to overcome the burden.

2. CONSIDERATION. The consideration for this Agreement consists of the mutual benefits and exchange of promises provided herein, the sufficiency of which is acknowledged by the Parties by execution of this Agreement.
3. SERVICE AREA. The area to be served by this Agreement includes Lindon service area specifically Building Inspection Services identified herein. By signing the Agreement, the City of Orem is hereby deemed to have approved the provision of assistance beyond its boundaries, and any assistance provided pursuant to this Agreement shall not require any further approval by the governing body of any Party.
4. RESPONSE. Orem will provide their available personnel and equipment to assist Lindon upon request, provided that Orem shall have personnel and equipment reasonably available for use in its own jurisdiction, in the sole discretion of Orem. Orem shall not be considered an agent of Lindon under this Agreement except pursuant to a separate, explicit signed agreement to that effect.
 - a. Mutual Assistance: Requests for assistance will typically be made from Lindon's Building Official to Orem's Building Official when Lindon foresees that it will be unable to perform one or more building inspections other than as agreed upon in the Multi-Jurisdictional Building Services Agreement.
5. FEES. For each calendar month, Orem City will invoice Lindon City for inspection services provided at the rate of sixty-five (\$65.00) per hour. The hourly rate shall include travel time to and from scheduled inspections. The inspection service rate may be reviewed and re-evaluated annually prior to the beginning of each fiscal year. If Orem City proposes any changes to the hourly rate, Orem City will provide Lindon City with at least thirty (30) days' written notice prior to implementing the revised rate.
6. RIGHT TO DECLINE REQUEST. Responses by Orem under this Agreement will be made only when, in the sole discretion of Orem, performance will not jeopardize the building inspection services in the jurisdiction of Orem.
7. RECORDS.

Orem agrees to prepare and provide reports of all inspection services provided within Lindon, and that said reports and records shall be provided to Lindon City in a timely manner. All records created or received by Orem in the performance of this Agreement shall be Lindon City records to be maintained and preserved pursuant to Lindon City's record retention policies.
8. INSURANCE. Orem is solely responsible for providing workers' compensation and benefits for its own officials, employees, and volunteers who provide services under this Agreement to the extent required by law. Orem will obtain insurance, become a member of a risk pool, or be self-insured to cover any liability and all costs of defense, including

attorney's fees, arising out of services rendered under this Agreement, including negligent acts or omissions to act and the civil rights violations of any person.

9. GOVERNMENT IMMUNITY. The parties are governmental entities as set forth in the Governmental Immunity Act of Utah, Title 63G, Chapter 7, Utah Code Annotated (the "Immunity Act"). The Parties do not waive any defenses otherwise available under the Immunity Act, nor do they waive any limits of liability provided by the Immunity Act which immunity and damage caps are expressly preserved and retained. Orem retains the same privileges and immunities from liability when responding to a request for assistance outside its jurisdictional area as it possesses in the performance of its duties within its own territorial jurisdiction. All obligations imposed upon Orem or their employees and volunteers by virtue of the execution of this Agreement are considered within their current scope of employment with each Party.
10. INDEMNIFICATION. Subject to the terms of the Immunity Act, and as provided herein, it is mutually agreed that Orem is responsible for its own negligent, reckless, or intentional acts or omissions which are committed by them or their agents, officials or employees. Furthermore, each Orem and Lindon agree to indemnify, defend, and hold each other harmless from any and all damages or claims for damages occurring to persons or property as a result of the negligent, reckless, or intentional acts or omissions of its own officers, employees, and agents involved in providing services and equipment, or the use of such equipment, under the terms of this Agreement. This duty to indemnify, defend, and hold each other harmless includes costs or expenses in law or equity, including attorney's fees. The terms of this paragraph will survive the termination of this Agreement.
11. EFFECT OF DEATH OR INJURY WHILE WORKING OUTSIDE OF OREM'S JURISDICTION. The death or injury of Orem employees or volunteers working outside the territorial limits of the governmental entity will be treated in the same manner as if he/she were killed or injured while that department was functioning within its own territorial limits, including for purposes of receiving benefits under the Utah Workers' Compensation Act.
12. NO WAIVER OF LEGAL DUTIES; CREDIT FOR SERVICE PROVIDED. This Agreement does not relieve any Party to this Agreement of an obligation or responsibility imposed upon a Party to this Agreement by law, except that performance of a responding party may be offered in satisfaction of any such obligation or responsibility belonging to the aided Party, to the extent of actual and timely performance thereof by the responding Party.
13. TERM; EXECUTION; AGREEMENT TERMINATION. This Agreement will continue for a period of five (5) consecutive years from the effective date, and the effective date will be considered the date when the two Parties each execute this Agreement and that date shall be entered above in the preamble. Upon its execution by a Party, that Party will become a participant in and subject to the Agreement with the other Party who executed

the Agreement and circulated their signature pages. Furthermore, each Party reserves the right to terminate its participation under this Agreement for any reason, in its sole discretion, prior to the expiration date by giving sixty (60) days prior written notice of such termination to the other Party. At the end of the initial five (5) year term, the Parties agree to review this Agreement to determine if it continues to meet their needs and its purpose. If no changes are needed and the Parties do not take any action to rescind or amend this Agreement, it will automatically renew for an additional five (5) year term.

14. LAWS OF UTAH. It is understood and agreed by the Parties that this Agreement will be governed by the laws of the State of Utah, both as to interpretation and performance. The forum for the resolution of any legal disputes that arise under this Agreement will be located in the Third Judicial District, State of Utah
15. SEVERABILITY OF PROVISIONS. If any provision of this Agreement is held invalid or unconstitutional, the remainder shall not be affected thereby.
16. THIRD-PARTIES. This Agreement is not intended and should not be construed to benefit persons or other entities either not named as a Party herein or subsequently added as a Party pursuant to its provisions.
17. TITLES AND CAPTIONS. The titles and captions of this Agreement are for convenience only and in no way define, limit, augment, extend, or describe the scope, content, or intent of any part or parts of this Agreement.
18. NON-ASSIGNABILITY. No Party shall transfer or delegate any of their rights, duties, powers or obligations under this Agreement, without written consent of each of the other Parties.
19. NOTICES. All notices and other communications provided for in this Agreement shall be in writing and will be sufficient for all purposes if: (a) sent by email to the address the Party may designate, and (concurrently) sent by first class mail to the Party and to the Party's legal office; (b) personally delivered; or (c) sent by certified or registered United States Mail addressed to the Party at the address the party may designate, return receipt requested. Each Party has set forth in their respective execution page, which page shall utilize a form substantially similar to Exhibit "A", their respective contact information, and such contact information will be applicable until modified in writing.
20. EXECUTION. Each Party agrees that each Party must execute this Agreement by signing, acknowledging, and have their respective Attorney approve this Agreement as to legality and form, through an execution page that utilizes a format substantially similar to the attached Exhibit "A". Upon such execution of the Agreement, each Party will provide all other Parties with an original execution page.
21. ENTIRE AGREEMENT; NO WAIVER. This Agreement represents the entire agreement among the Parties relating to its subject matter. This Agreement alone fully and completely expresses the agreement of the Parties relating to its subject matter. There are no other courses of dealing, understanding, agreements, representations or warranties,

written or oral, except as specifically provided for in this Agreement. This Agreement may not be amended or modified, except by a written agreement signed by all Parties. No failure by any Party at any time to give notice of any breach by another Party of, or to require compliance with, any condition or provision of this Agreement will be deemed a waiver of similar or dissimilar provisions or conditions at the same or at any prior or subsequent time.

22. The Parties hereto have executed this Agreement as of the date indicated on each Party's execution page.

EXHIBIT "A"

BUILDING INSPECTION SERVICES AGREEMENT

LINDON CITY

Agreed this _____ day of _____, 2026 for Lindon City

By: _____

_____, _____

(Title)

ATTEST:

City Recorder

APPROVED AS :

Lindon City Attorney

Contact Information for Lindon City:

Bryce McConkie

Lindon City

Chief Building Official

bmccconkie@lindon.gov

(801) 785-7687

BUILDING INSPECTION SERVICES AGREEMENT

OREM CITY

Agreed this _____ day of _____, 2026 for Orem City

By: _____

_____, _____
(Title)

ATTEST:

City Recorder

APPROVED AS :

Orem City Attorney

Contact Information for City of Orem:

Paul Ashton
Orem City
Chief Building Official
pkashton@orem.gov
(801) 229-7235

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



TEL 801-769-8625
FAX 801-785-4510
www.lindoncity.org

Dan Severinsen
523 E 75 N
Lindon, Utah 84042

Dear Dan,

On behalf of the Mayor and City Council, I am pleased to welcome you as a member of the Lindon City Tree Board. Thank you for your willingness to serve our community and contribute your time, talents, and expertise to this important advisory board.

The Lindon City Tree Board plays a vital role in promoting and enhancing the community's urban forest. The Board serves in an advisory capacity to the Mayor, City Council, and City staff regarding matters related to public trees, tree preservation, tree planting, urban forestry education, and the continued development of Lindon as a Tree City USA community. Board members help encourage responsible tree stewardship, review and recommend tree-related initiatives, assist with Arbor Day activities, and support the City's efforts to maintain a healthy and sustainable urban forest.

Your appointment to the Lindon City Tree Board shall be for a three-year term beginning immediately and ending on December 31, 2029.

The Tree Board meets quarterly on the third Wednesday of January, April, July, and October at 5:30 p.m. Meetings are held at the Lindon Community Center, located at 25 North Main Street, Lindon, Utah. Attendance and participation are important to the success of the Board and its mission.

We greatly appreciate your willingness to serve and help preserve and enhance the beauty, environmental benefits, and quality of life that trees provide to our residents. Your service will help ensure that Lindon remains a vibrant and attractive community for generations to come.

Should you have any questions regarding your appointment or the responsibilities of the Tree Board, please feel free to contact Wade Webb, the City Forester, in the Parks and Recreation Department at any time.

Sincerely,

Mayor Carolyn Lundberg
Mayor, Lindon City

cc: Lindon City Council
Parks and Recreation Department
Tree Board File

8. **Review & Action: Updated Emergency Management Plan; Resolution #2026-20-R.** The Council will review and consider an updated Emergency Management Plan for formal adoption as recommended by Lindon's Emergency Manager, Todd Christensen.

Sample Motion: I move to (approve, continue, deny) Resolution #2026-20-R (as presented or amended).

**LINDON CITY
RESOLUTION NO. 2026-20-R**

**A RESOLUTION OF LINDON CITY, UTAH UPDATING AND ADOPTING THE LINDON CITY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN, AND SETTING AN EFFECTIVE
DATE.**

WHEREAS, Lindon City recognizes the need of an Emergency Management Plan to help prepare for and speed the assistance of people and protection of property within Lindon City during an emergency; and

WHEREAS, Lindon City has participated in the creation of an Emergency Management Plan and Annexes to the Plan, hereby known as the Lindon City Comprehensive Emergency Management Plan (hereafter referred to as Plan) in accordance with FEMA requirements; and

WHEREAS, the Plan identifies goals and actions to reduce or eliminate emergency risk to people and property in Lindon City from the impacts of future hazards and disasters; and

WHEREAS, the Plan was previously adopted but has need to be periodically updated to ensure its purposes and details meet the needs of a growing community and follow current federal, state, and local regulations related to the Plan and its execution; and

WHEREAS, adoption by Lindon City demonstrates its commitment to emergency mitigation and achieving the goals outlined in the Plan.

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

Section I. Lindon City hereby adopts the updated Lindon City Comprehensive Emergency Management Plan as kept on file with the Lindon City Recorder and additionally found at the following website link or future links as may be amended from time to time: www.lindon.gov .

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

PASSED AND ADOPTED by the Lindon City Council on this the 6th day of July, 2026.

Carolyn O. Lundberg
Lindon City Mayor

ATTEST:

Britni Laidler
Lindon City Recorder



Lindon City Comprehensive Emergency Management Plan

2026 Edition



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EXECUTIVE SUMMARY

The Lindon City Comprehensive Emergency Management Plan (CEMP) is designed to provide a framework to prepare for, mitigate against, respond to, and recover from major emergencies or disasters. It identifies natural, technological, and intentional hazards which could impact the residents of Lindon City, while detailing the procedures that should be followed.

This plan is intended to be used as a guiding document and is built to be flexible and adaptable. It is not expected that the recommendations in this plan will be followed to the letter. It conveys the goals and objectives of a response operation and the actions needed to achieve them. The success of an operation occurs when those involved know their roles, understand how they fit in, and can execute the plan. The plan also establishes guidance that supports implementation of the National Incident Management System (NIMS) and the Utah Governor Executive Order 2004-0012. It is written in compliance with Utah State Code (53-2a-104).

The information contained in the CEMP provides guidance on how Lindon City will respond to an emergency or disaster while utilizing the Four Phases of Emergency Management: Response, Recovery, Mitigation, and Preparedness. In addition, the CEMP will provide an overview of city policies, procedures, and legal authority during an emergency. CEMP components include:

- The Base Plan provides information regarding policy and operations focused on coordination, command and control structures, roles and responsibilities, procedures, and resources for the City and its agencies that support response, recovery, preparedness, and mitigation for all hazards.
- The Annexes provide reference materials and tools to support CEMP operations but contain data which is sensitive and should not be placed in the main document.

PROMULGATION

The Lindon City Comprehensive Emergency Management Plan (CEMP) constitutes a clear and workable plan for emergency response and recovery efforts. This plan is a flexible living document which will be followed as far as it applies to a given circumstance. It is written in compliance with Utah State Code (53-2a Emergency Management Act) and city ordinances. This plan utilizes the Incident Command System (ICS) following a departmental structure.

This plan is activated during emergency situations where the Emergency Operations Center can be a viable benefit to assist in accomplishing a specific mission. This plan emphasizes the importance of Mutual Aid Coordination within the principle of NIMS.

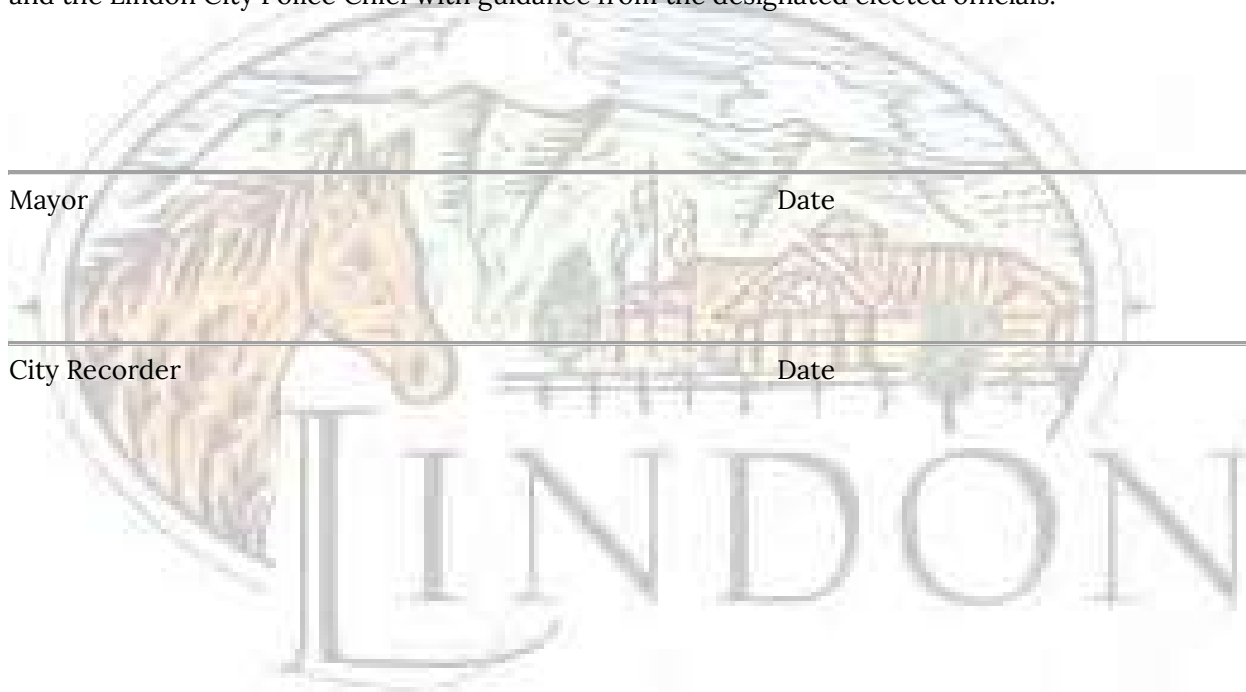
The Lindon City Emergency Manager appreciates the contribution of stakeholders in the development of the CEMP and encourages all elected officials and staff to become familiar with this Plan. The implementation of the CEMP will be under the direction of the Lindon City Administrator and the Lindon City Police Chief with guidance from the designated elected officials.

Mayor

Date

City Recorder

Date



APPROVAL & IMPLEMENTATION

The Lindon City Comprehensive Emergency Management Plan is approved and implemented by the Lindon City Council. Minor modifications to this plan can be made without the City Council's signatures under the direction of the Lindon City Emergency Manager. All modifications must be recorded in the [Record of Revisions](#).

City Council

Date

City Council

Date

City Council

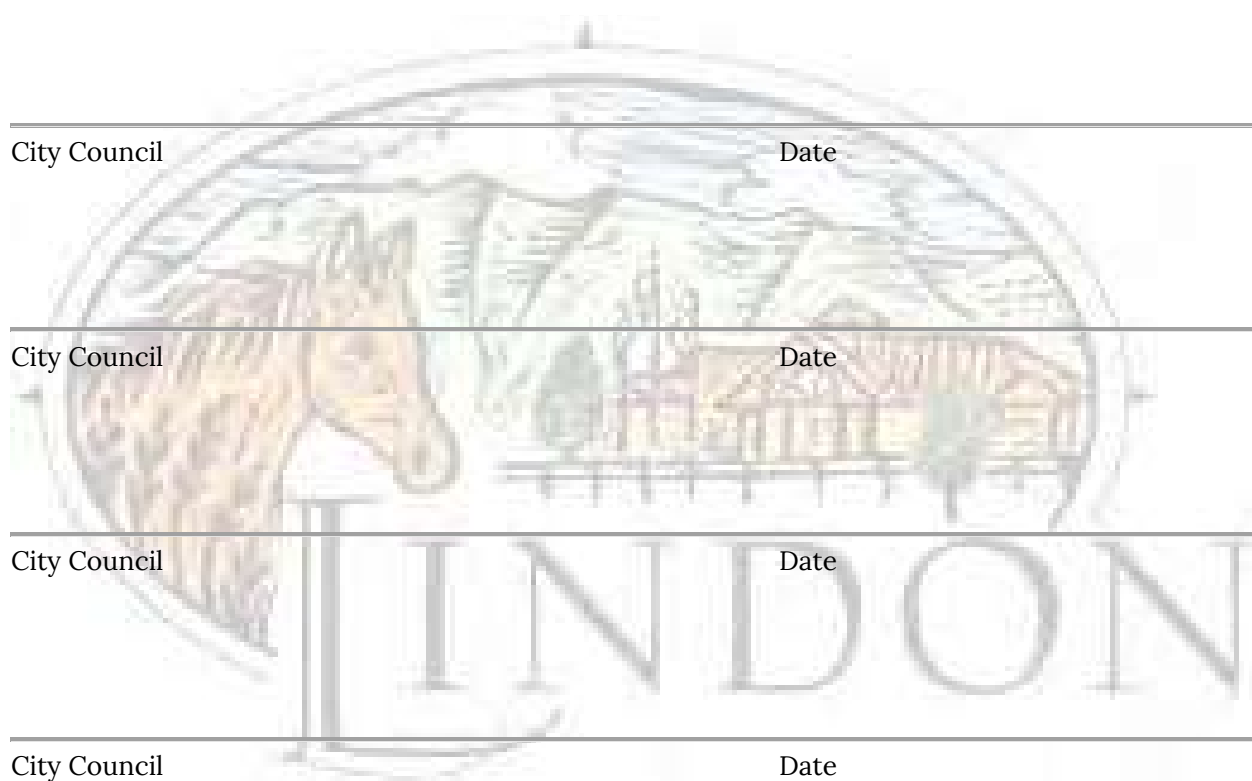
Date

City Council

Date

City Council

Date



[illegible]

The Lindon City Comprehensive Emergency Management Plan is intended to provide guidance and is available to all emergency services partners upon request. The following table represents the distribution of this plan to city partners.

[illegible]

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1 INTRODUCTION

It is a fundamental responsibility of Lindon City to engage in comprehensive emergency management planning to protect life and property from the potential impacts of an emergency or disaster. The Lindon City Comprehensive Emergency Management Plan (CEMP, or the Plan) establishes the flexible framework through which Lindon City will respond to, recover from, prepare for, and mitigate against hazards that threaten the City.

The CEMP was developed by the Lindon City Emergency Manager in conjunction with other City Departments. Responsibilities include:

- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
- Coordinate the community's response to disasters.
- Develop effective mitigation practices for the community.
- Provide training and conduct exercises for those involved in the City's emergency response.

1.1 Purpose

The Base Plan provides a comprehensive overview of scalable command and control structures and operational procedures across all levels of government to respond to, recover from, prepare for, and mitigate against all hazards. The Base Plan is designed to be an operational reference document for the City and partners tasked with emergency response functions across all phases of emergency management. Objectives supported by the Base Plan include:

- Identify operational functions, capabilities, and the roles and responsibilities of the City and its partners to support all-hazards preparation, response, recovery, and mitigation.
- Establish command and control structures for effective coordination and communication between the City and county, special service districts, state, and federal organizations during all-hazards preparation, response, recovery, and mitigation.
- Determine processes utilized by the City and assisting agencies in response to all hazards, including facilitating situational awareness and conducting damage assessments.
- Identify organizational structures and leadership roles to assist affected areas of the City in recovering from emergencies and disasters through the restoration and rehabilitation of people and properties.
- Identify roles, responsibilities, and procedures to support city financial operations during preparedness, response, recovery, and mitigation.
- Engage in community outreach to develop relationships with residents, businesses, and organizations to increase community preparedness.
- Support city emergency preparedness through the identification of necessary training and exercises.

1.2 Scope

The CEMP consists of various components that establish a mutual understanding of authority, responsibilities, and functions of local government during the disaster cycle. It is compatible with and supports Utah County and Utah State emergency plans and the National Response Framework.

- **Base Plan-** Information regarding policies, processes, and operations focused on command and control, coordination, and roles and responsibilities that support all phases of disaster.
 - Section 1 Introduction- describes the Plan's purpose, scope, planning assumptions, and maintenance procedures.
 - Section 2 Situation and Hazard Analysis- provides an overview of the City, its hazards, and vulnerabilities.
 - Section 3 Concept of Operations- describes command and control structures, operations, and mechanisms used in each phase of disaster.
 - Section 4 Financial Management outlines the fiduciary responsibilities of the City during and following an emergency or disaster.
 - Section 5 Roles and Responsibilities-detail the roles and responsibilities of government entities, Non-governmental Organizations, and private sector entities.
 - Section 6 Authorities and References- lists sources and acronyms used in the Plan.
- **Annexes-** standalone documents that provide reference materials and tools to support CEMP operations but contain data which is sensitive and should not be placed in the main document.

1.3 Planning Assumptions

Planning assumptions define what was assumed to be true when the plan was developed. The following table shows the planning assumptions considered in the development of the Lindon City Comprehensive Emergency Management Plan.

Group	Assumptions
Coordination Structures	• Lindon City utilizes NIMS to respond to and recover from incidents. • Under the Statewide Mutual Aid Act (Utah Code, 53-2a-301), mutual aid will be rendered when the city exhausts or anticipates exhausting its resources. • Emergency coordination and resource allocation starts at the city level and extends to county, state, and federal resources as availability and capabilities are exhausted. • The Lindon City Emergency Operations Center (EOC) follows a department structure and is staffed with city employees and representatives from assisting organizations.
Preparedness	• Effective preparedness requires ongoing public awareness and education programs to ensure citizens are prepared and understand their responsibilities in a disaster. • Residents are encouraged to have a family emergency plan and maintain the supplies necessary to be self-sufficient for a minimum of 96-120 hours following a disaster.
Activation	• Communications and emergency notifications may be interrupted or unavailable owing to infrastructure damage and may result in delayed activation and deployment of resources.

Response	• The City makes every reasonable effort to respond in the event of an emergency. • Response capabilities may be delayed or diminished due to damaged infrastructure or equipment. Factors such as the time of occurrence, severity of impact, weather conditions and cascading events could have significant impact on damage and casualties. • Damage to infrastructure is likely to result in physical damage and interruption of essential services. • Disaster relief from outside the City may take up to 72 hours or more to arrive.
Recovery	• Recovery operations may be complicated by economic and physical limitations, resulting in temporary or prolonged interruptions to some services.
Mitigation	• Effective mitigation may reduce the impacts of certain hazards or prevent them from occurring altogether.

1.4 Plan Maintenance

The CEMP and its components are maintained by the Lindon City Emergency Manager and are updated regularly to ensure content is accurate, current, and operational. The following table describes plan maintenance actions and frequency.

Plan Review Action	Frequency
General Review and Update	Annually or as needed following training, exercises, or real-world incidents
Threat and Hazard Identification and Risk Assessment (THIRA)	Every three years
Hazard Mitigation Plan	Every five years
Training and Exercises	Regular basis

1.4.1 Plan Improvement

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides standardized guidance for exercise design, development, conduct, evaluation, and improvement planning. Consistent with HSEEP, Lindon City develops and conducts exercises to test the CEMP's response and recovery capabilities, concepts, and procedures. Findings from these exercises are incorporated into revisions of the CEMP.

1.4.2 NIMS Compliance

In compliance with Homeland Security Presidential Directive-5, Lindon City follows county, state, and federal response organizations in utilizing the National Incident Management System (NIMS). This CEMP is written utilizing the Incident Command System (ICS) structured under NIMS. As defined in the [National Incident Management System, 2017](#), the core components of NIMS include:

- Resource Management: Standard mechanisms to systematically manage resources (e.g., personnel, equipment, supplies, terms, and facilities) both before and during incidents, to help organizations more effectively share resources when needed.
- Command and Coordination: Leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels, and an explanation of how these structures interact to manage incidents effectively and efficiently.
- Communications and Information Management: Systems and methods that help ensure incident personnel and other decision makers have the means and information they need to make and communicate decisions.

National Incident Management System (NIMS) Training Overview

The effectiveness of NIMS hinges on how well incident personnel at all levels understand their roles and responsibilities. Training is critical to building this common understanding and ensuring staff applies NIMS concepts. NIMS training is one piece of a comprehensive incident management program involving a continuous cycle of planning, organizing, equipping, exercising, evaluating, and taking corrective actions.

Incident Command System Baseline Training

City staff who may participate in emergency response, recovery, mitigation, or preparedness are encouraged to complete baseline ICS training, as directed by Presidential Policy Directive 8, available online through FEMA's Independent Study Program. This training provides an overview of ICS, emergency management concepts, and command and control structures. These baseline courses include:

- [IS-700: An Introduction to the National Incident Management System](#)
- [IS-800: National Response Framework, An Introduction](#)
- [IS-100: Introduction to the Incident Command System](#)
- [IS-200: Basic Incident Command System for Initial Response](#)



2 RISK ANALYSIS

2.1 City Situation

Lindon City's geographical boundaries run from the Lindon Marina on Utah Lake across the Utah Valley floor, crossing both Interstate 15 and Highway 89, until meeting U.S. Forest Service land near the mouth of Dry Canyon below Mount Timpanogos in the Wasatch Range. It is bounded on the north by Pleasant Grove City, to the northwest by American Fork, and to the south by Vineyard City and the City of Orem. It comprises 8.6 square miles. The 2020 Census indicates that Lindon City has a population of 11,397 residents.

2.2 Hazard Analysis

Lindon City uses the Mountainland Association of Governments (MAG) Pre-Disaster Mitigation Plan (2022) that identifies and documents the hazard vulnerabilities that exist in Summit, Utah, and Wasatch Counties. It includes a section regarding Lindon City's hazard threats and mitigation strategies.

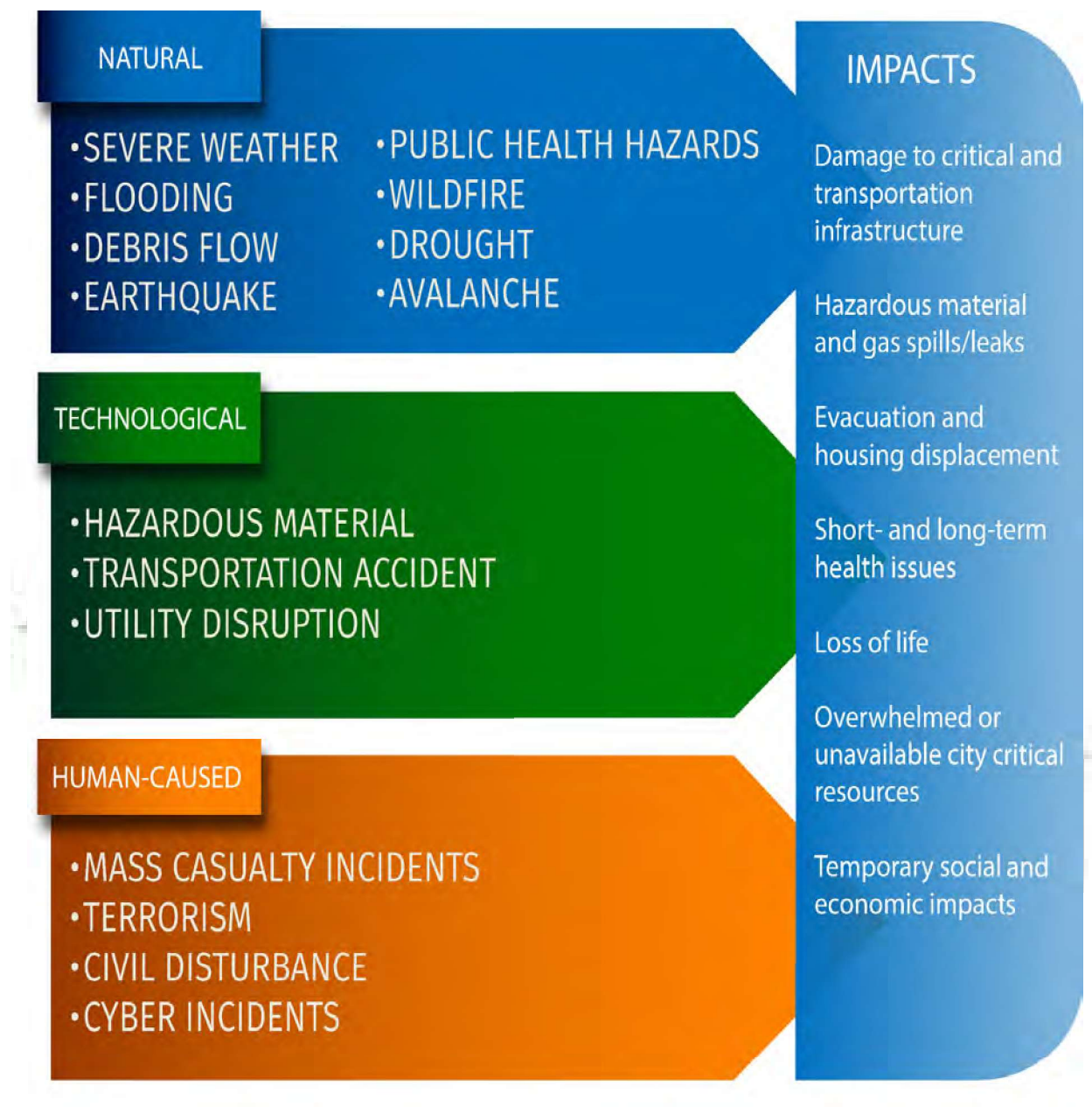
2.2.1 Hazard Vulnerabilities

When assessing the impacts or potential impacts of disaster or emergency incidents, decision-makers should consider social and physical vulnerabilities as well as community conditions. The following figure describes hazard vulnerability considerations.



2.3 Hazard Overview

The following figure describes the natural, technological, and intentional hazards that pose a threat to Lindon City and the potential impact these hazards may cause.



3 CONCEPT OF OPERATIONS

The concept of operations describes command and control structures, operations, and mechanisms utilized by Lindon City to prepare for, mitigate against, respond to, and recover from all hazards. The following figure illustrates the general sequence of events during emergencies and disasters which are expanded upon in the concept of operations.



3.1 Response

Response efforts begin immediately after an incident is identified or occurs. Response starts at the city level and can expand up through county, state and federal support once needs exceed capabilities. An effective response depends on proper incident evaluation, rapid interagency coordination, and efficient utilization of available resources. Immediate actions save lives and prevent further property damage. It is the responsibility of city, county and state governments to execute those actions which limit the impact of the incident on the community.

All emergencies and disaster incidents are unique; they require the ability to be flexible in order to expand and contract as the situation changes. Therefore, operations are guided by the scope of the

impacts, capabilities, and available resources. The following figure illustrates the general sequence of events during emergencies and disasters.

RESPONSE PHASE (steps to be repeated as many times as necessary)



Key Activities

- Upon arrival, first responders perform immediate life-saving and protective actions.
- The Emergency Manager, in coordination with the Police Chief (or designee) and City Administrator, determines what facilities and personnel are for response and recovery and whether EOC activation is required.
- The City Administrator notifies required personnel to report to their place of work.
- The EOC:
 - Coordinates information sharing to establish a common operating picture and maintain situational awareness.
 - Organizes the assessment and stabilization of Community Lifelines.
 - Collects incident-related documentation to include initial damage assessments
 - Identifies, requests, and coordinates distribution of resources.
 - Issues warning and status updates to the community.
- Incident Command directs operations to coordinate the actions of first responders, supporting agencies, and the EOC.
- Rapid damage assessments (RDA) are conducted to provide initial damage estimates for determining the immediate needed response and begin estimates of monetary damages.
- The City may declare an emergency and request further assistance through other cities or Utah County if required resources are not available or have been exhausted.

Field Response and Tactical Operations

First responder agencies are often the first on the scene of an emergency. Their response is to protect life, safety, and property based on their own internal Standard Operating Procedures (SOPs). These agencies often set up ICS structures to coordinate interagency operations.

Personnel will take guidance from this document as well as SOP(s). EOC coordination with field response units will be done through the EOC and first responder agency liaisons.

3.1.1 Assess the Emergency

Initial emergency responses are often carried out by first responders at the city level. Notification of an imminent or occurring disaster may be relayed to Lindon City through various means including Public Safety Answering Point (PSAP) Centers, local authorities' observations, or citizens. The Emergency Manager is responsible for monitoring potential and developing incidents and follow-up on situations as needed. Considerations when assessing the scope or potential impacts include:

- Potential for loss of life or injury
- Potential damage to property, roads, electricity, water, and other infrastructure
- Amount of time before incident impacts
- Potential economic disruption

Once an initial assessment has been made, the city should determine the next steps including activation of resources, plans, communication, scaling up of operations, and coordination.

3.1.2 Activate Resources

Effective and timely lifesaving and property preserving operations depend on prompt identification of the emergency or disaster and the activation of resources thereafter.

3.1.2.1 Notify the Executive Group

The Executive Group consists of elected officials, relevant city staff, and incident-specific leadership which may include: the Mayor, City Council, City Administrator, Emergency Manager, and City Attorney. Notification is given to members of the Executive Group through established communication channels, starting with the Emergency Manager. Executive Group responsibilities may include:

- Providing command and control to ensure efficient response and recovery.
- Overseeing and participating in emergency decision making.
- Ensuring adequate staff and resources to meet response and recovery needs.
- Establishing financial directives and spending parameters for disasters.
- Authorizing large expenditures and atypical spending activity during an emergency.
- Approving the waiver of standard policies and procedures to facilitate response.
- Promulgating local emergency plans.
- Supporting participation in local mitigation efforts.
- Advocating laws that support emergency management programs and response activities.

3.1.2.2 Activate Facilities and Staff

Based on the needs of the incident, Emergency Management may decide to activate specific facilities and staff to support response and recovery. The following table describes coordination facilities and operational areas, their roles in response and recovery, and those authorized to activate them.

Facility	Activation Authority	Description
Emergency Operations Center (EOC)	• Emergency Manager • Mayor (or Mayor Pro-Tem) • City Administrator • Police Chief	• Coordination center for all disaster response operations. • Upon activation, it is staffed with designated city personnel. • May relocate to an alternate EOC or location if a disaster or emergency prevents the use of the primary EOC.
Donations Center/Logistics Center	• Emergency Manager • Mayor (or Mayor Pro-Tem)	• Central location for collecting, storing, and distributing donations received by the city. • May be located at the Lindon City Center or other designated location. • Coordinates distribution of goods to supporting agencies and organizations as well as the public

	• City Administrator	
Incident Command Post (ICP)	• Incident Commander • Unified Command	• Serves as the on-scene location where first responders are responsible for executing incident response operations. • Located as close to the scene of an incident as safely possible. • Coordinates operations through an Incident Command System (ICS) structure as appropriate for scale of incident. • Coordinates and communicates with the EOC to provide situational awareness of on-scene operations and identify resource needs.
Joint Information Center (JIC)	• City Administrator • Emergency Manager	• Coordinates with appropriate city, county, state, and federal jurisdictions, as well as media representatives to ensure timely and accurate information is provided to the community. • Provides public messaging to the community through channels such as press conferences, social media, and emergency alerts.
Recovery Operations Center (ROC)	• Emergency Manager • Mayor (or Mayor Pro-Tem) • City Administrator	• Coordination center for all disaster recovery operations. • Managed by the Recovery Task Force (RTF). • May be located virtually, in the EOC, or at an alternate site.
Staging Sites	• Incident Commander • Emergency Manager	• Houses personnel, supplies, equipment, and other resources prior to operational assignment.
Volunteer Reception Center (VRC)	• Emergency Manager • Mayor (or Mayor Pro-Tem) • City Administrator	• Central location for volunteers to gather. • Allows first responders the ability to fulfill their duty without the added responsibility of managing volunteers. • May be located at the Lindon City Center or other designated location.

Emergency Operations Center

The Emergency Operations Center (EOC) provides a central location for the management and coordination of an incident. The primary EOC is located at Lindon City Center. The EOC performs the following functions:

- Receives, collects, processes and disseminates information and warnings to the Utah County EOC, State of Utah EOC, the public, and other entities as needed
- Coordinates emergency operations between agencies and organizations
- Recommends policies, legal advice, determine state of emergency for the Policy Group
- Maintains current maps, information display boards, and situational awareness
- Prioritizes responses, the allocation of resources and coordinates logistical support
- Tracks costs of personnel, equipment, resources and damage
- Coordinates mutual aid
- Supports the Joint Information Center

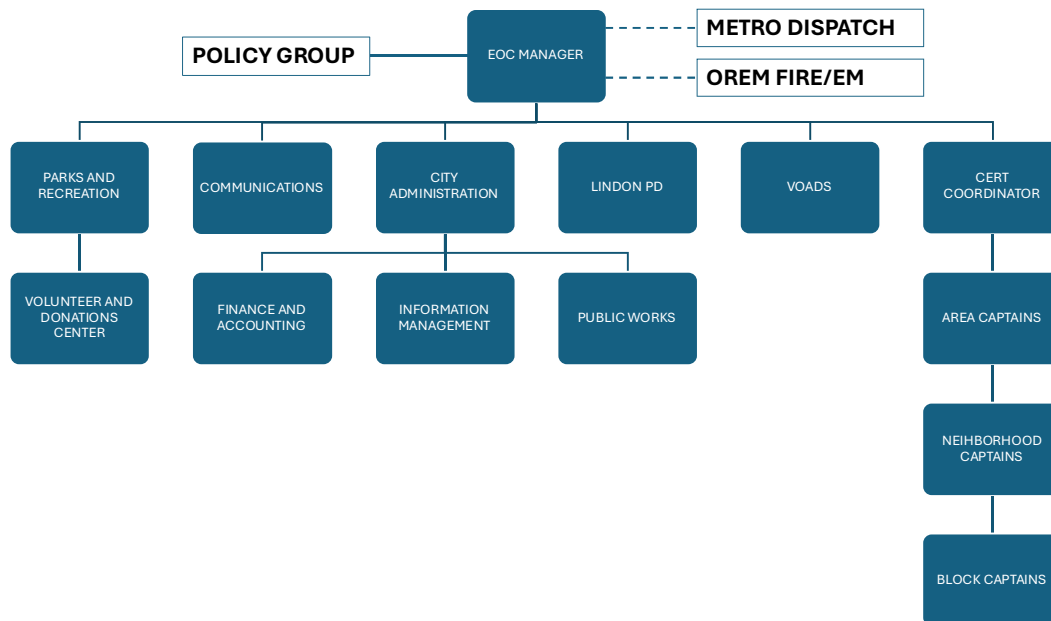
EOC Activation Levels

The EOC may be activated in response to an emergency or disaster at one of three levels. Utilizing activation levels allows for scalability to provide centralized response, with operational plans and activities focused on efficiency and quality. The levels of activation are described in the table below.

Status Level	Conditions	Staffing Guidelines
Level 3 - Steady State	No incident or specific risk/hazard has been identified. The EOC is not activated.	None
Level 2 - Partial Activation	Information gathering begins as the Emergency Manager monitors a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident.	Relevant departments are staffed in the EOC
Level 1 - Full Activation	The incident requires a high level of direct assistance for response and recovery efforts. Lindon City has exceeded its response capabilities and has requested outside resources.	All relevant EOC personnel are activated according to situational needs.

Recommended EOC Organization

EOC positions are activated based on the scope and size of the emergency. A recommended EOC organizational chart is included below.



3.1.3 Establish a Common Operating Picture

A common operating picture provides the foundation for accurate information sharing as well as timely response and recovery operations. Establishing a common operating picture early and throughout response allows responding agencies to properly scale resources and staff. Maintaining situational awareness over real-time events is essential to facilitate information sharing and ensures incident leadership can make effective and consistent decisions. Procedures and integrated systems used to establish a common operating picture may include:

- Updates through phone, text, email
- Recurring scheduled meetings providing status updates
- Development and dissemination of Situation Reports (SitReps)
- Information and data management tools

3.1.4 Determine Incident Priorities

The EOC Manager coordinates with City departments develop an Incident Action Plan (IAP). The IAP organizes goals, priorities, resources, and staffing for response operations and is updated as required by the pace of operations. Elements of the IAP include:

- Overall incident response priorities and goals
- Resources allocation
- Safety protocols
- Organizational charts

- Situation status updates
- Communications lists and radio plans
- Maps, charts, and other key information

SitReps are also produced by the EOC Manager to provide a condensed summary of critical information more frequently (e.g., every 12 hours, every 24 hours) based on the speed and pace of response operations.

3.1.5 Respond to the Emergency

The following procedures are conducted during emergency and disaster situations. These operations are repeated and sustained as necessary until the transition to recovery takes place.

3.1.5.1 Prioritize Response Activities

To assess and prioritize critical infrastructure stabilization following an event, responding departments/agencies inform the status of lifelines and support their restoration through:

- Conducting damage assessments
- Coordinating stabilization operations
- Minimizing disruptions by utilizing functional area or subject matter expertise

FEMA's Community Lifelines

FEMA created Community Lifelines to communicate incident impacts using plain language. Lifelines enable the continuous operation of critical business and government functions and are essential to human health and safety or economic security. Stabilization occurs when basic lifeline services or capabilities are provided to survivors (may include temporary solutions requiring sustainment). The following figure shows the seven community lifelines and their components.



Lifeline statuses represent a snapshot of critical infrastructure and services. They may be displayed in the EOC or included in IAPs or SitReps. Lifeline statuses should be determined collaboratively and continually assessed as circumstances evolve over the course of an incident. The table below describes the four-color assessment statuses for operational reporting on impacted lifelines.

Color	Lifeline Status	Necessary Actions
Grey	Extent of disruption and impacts are unknown	Perform assessments to determine lifeline status
Red	Services disrupted; no solution identified	Develop and implement plans for stabilization
Yellow	Services disrupted; solution in progress	Prioritize lifeline stabilization
Green	Services are stable and available	No action necessary; continue to monitor

3.1.5.2 Communicate with the Community

Timely dissemination of emergency information is crucial to the response and recovery effort. Through the PIO, the EOC may use various media platforms and alert systems to disseminate timely, accurate information to the community regarding incident status and protective actions. Public information responsibilities of the city include:

- Coordinating with appropriate government entities and media representatives to ensure timely and accurate information is provided to the community.
- Using various channels to push public messaging out to the community.

Issue Warning and Status Updates

As timely dissemination of information is crucial to a successful response and recovery effort, Lindon City provides notification of an emergency or disaster as soon as practical and with as much advance notice as possible. Warning, notification, and status updates to partner agencies and the community are issued through a variety of methods depending on the scope and size of the incident. The following table describes mediums utilized to provide warning, notification, and status updates.

Notification Platform	Audience	Description
Internal Notification System	City Staff	Through the alert system, personnel and volunteers may be notified to respond in an emergency or given specific instruction pertaining to an incident.
Emergency Alert System	Lindon Citizens	Emergency Management utilizes a multi-nodal emergency notification system which has the capability to send out messages to citizens through email, phone, or text.
Integrated Public Alerting and Warning System (IPAWS)	General Population	IPAWS is a federal portal through which Wireless Emergency Alerts (WEAs) and broadcast alerts can be sent via radio, TV, satellite, and wireless/wireline systems.

Emergency Notification System

Lindon City utilizes a multi-nodal emergency notification system to send alerts to those who have opted-in to receive them. During an emergency, this Emergency Alert System can be activated immediately to inform citizens via phone, text, and/or email. Contact Utah County Emergency Management for guidance and support on using the Everbridge notification system. The following individuals are authorized to send out emergency alerts for Lindon City:

1. Emergency Manager
2. City Administrator
3. Police Chief

Wireless Emergency Alerts (WEA)

If needed, a request can be made to Utah County to push out Wireless Emergency Alerts (WEA) in specific areas. Utah County has an Integrated Public Alert & Warning System (IPAWS) certificate which authorizes Utah County Sheriff's Office to send out Wireless Emergency Alerts in

circumstances where life safety is threatened. Contact Utah County Emergency Management to request a Wireless Emergency Alert.

Communicating With the Whole Community

When providing critical information to the whole community, the accessibility of information must include individuals with access and functional needs. Examples of accessible communications include:

- Adding open and closed captioning on television broadcasts.
- The inclusion of an American Sign Language (ASL) interpreter during media briefings.
- Translating and providing print, news, and social media emergency public information in alternate languages commonly spoken in the area.

Additional communications channels to ensure notifications reach the whole community may include:

- Public Service Announcements
- Press Briefings
- Social Media Platforms
- Utah County Emergency Communication and Support Team (ECS)
- Amateur Radio Groups such as ARES or RACES

3.1.5.3 Take Protective Actions

Protective actions, such as evacuation or sheltering, may be required in some emergency or disaster situations. Incident Command, in coordination with the Emergency Manager and the Mayor, decides whether to implement protective actions based upon the size, scope, and impacts of the incident. The authority to declare and sign emergency declarations, proclamations, and executive orders falls to the Mayor or their designee. (Pursuant to UC Sections 53-2a-205 and 53-2a-209, an evacuation order may be issued by the Mayor of Lindon City or the LIPD Chief of Police in the case of immediate danger to human life and property.)

The implementation of protective actions is achieved through coordination among multiple departments and supporting agencies. The following table provides an overview of protective actions and expected operations.

Protective Action	Responsible Department(s)	Operations
Evacuation	• Incident Commander • Police Chief • Orem Fire Department • City Administrator • Emergency Manager	• Ensure residents are aware of evacuation orders. • Assist residents unable to evacuate. • Identify routes to support evacuation. • Procure transportation resources for response. • Activate and operate reception centers for temporary collection and accountability. • Maintain and execute evacuation planning for facilities and locations such as schools and businesses.

Protective Action	Responsible Department(s)	Operations
	Mayor or designee	Evacuate vulnerable populations including medical patients, long term and residential health care facilities, group homes, and incarcerated individuals.
Sheltering	- American Red Cross - Emergency Manager - City Administrator	- Identify shelter locations. - Coordinate shelter operations and staffing. - Support mass care. - Identify considerations for displaced animals.
Transportation	- Emergency Manager - City Administrator - Orem Fire Department - Lindon Police Department	- Coordinate transportation resources to support evacuations. - Coordinate with supporting agencies for additional resources.
Victim Tracking	- Orem Fire Department - Emergency Manager	- Coordinate with EMS and hospitals to estimate the number and type of patients. - Coordinate with first responders and hospitals to collect totals of transported, self-transported, and walking wounded. - Track patient movement.
Reunification	- Emergency Manager - Orem Fire Department - American Red Cross	- Support reunification of displaced victims with friends or family. - Operate hotlines and facilities in support of reunification. - Notify the public of the reunification process.

3.1.5.4 Perform Damage Assessments

The City conducts damage assessments during the response to identify incident impacts, prioritize response and restoration activities, and initiate the cost recovery process. The objectives of damage assessments include:

- Determine immediate life safety issues (trapped or missing individuals)
- Prioritize response operations
- Identify the scope of damages
- Determine the status of infrastructure
- Document damages
- Estimate dollar amount of damage to justify the need for additional assistance

- Assess economic impacts

An Initial Damage Assessment (IDA) may be conducted by local and state partners to determine the impact, severity, and magnitude of the incident. The information from IDA reports is analyzed to determine whether the disaster-related costs and damages could qualify for any state or federal assistance. The following table provides an overview of damage assessments conducted during response operations, who may conduct them, and the type of information collected.

	Rapid Damage Assessment	Initial Damage Assessment
Time Conducted	• As soon as possible, within hours after initial incident impact	• Days to weeks after initial incident impact
Purpose	• Determine immediate incident hazards and impacts to direct response operations and priorities.	• Determine the status of infrastructure and estimate monetary damages to public and private property. • Set recovery needs and timeframes and validate state or federal assistance.
Overview	• Incident size up • Identify immediate hazards • Determine lifesaving needs and number of casualties • Determine critical infrastructure status	• Early estimation of monetary damages • Evaluate critical infrastructure status • Justify disaster declaration
Conducted By	• First responding agencies • Lindon City Public Works • Field units	• City representatives • Public Works and Engineering • Planning and Development
Information Collected	• Structure safety and damages • Environmental hazards • Response follow-up actions	• Structure safety and damages • Environmental hazards • Recovery follow-up actions
Priority Facilities	• Critical Infrastructure • Government Facilities • Schools • Churches • Nursing Homes	• Critical Infrastructure • Government Facilities • Schools • Churches • Nursing Homes

3.1.5.5 Request Resources

The EOC Manager is the primary conduit for coordinating agency requests for additional resources. When a request is received, the EOC Manager identifies the most economical and appropriate means of meeting the request.

Examples of resources that may be requested or distributed during emergency and disaster response and recovery include, but are not limited to:

- Food and water
- Fuel
- Transportation
- Heavy equipment
- Office space and equipment

The Emergency Manager maintains current resource information on supplies, equipment, facilities, and skilled personnel for emergency response and recovery operations.

Request Mutual Aid

When the city exhausts or anticipates exhausting resources, Mutual Aid agreements may be utilized. These agreements speed up sharing resources and can be pre-established before or at the onset of response operations. Mutual aid agreements often include:

- Proper identification of resources
- Reasonable assurance that resources are available when needed
- Terms for compensation

The city may also request assistance from the county. Utah County Emergency Management can provide additional resources, personnel, and equipment to assist with response and recovery efforts. During a declared emergency, Utah County can request additional assistance through the Utah Division of Emergency Management (DEM).

3.1.5.6 Coordinate with Partners

To effectively implement preparedness, response, recovery, and mitigation actions, the City coordinates with county, state, federal, and private-sector partners. This section provides an overview of how these entities coordinate. The following table describes the major responsibilities related to coordination during emergencies and disaster response and recovery operations.

Entity	Coordination Roles and Responsibilities
Lindon City	• Respond to the incident based on available resources and capabilities. • Notify local emergency management and other supporting agencies of operations, initial assessment, and need for further support, if required. • Activate the EOC to provide timely, accurate, and regular assessments and coordination. • If necessary, declare a local emergency. • Develop timely and accurate messaging to provide updates on status and protective actions for the community.
Utah County	• Notify county agencies to support incident response and recovery operations. • Activate the EOC to coordinate and support response and recovery. • Notify DEM of the incident and request support as needed. • If necessary, write a county disaster declaration. • Request federal assistance as needed through the State DEM. • Coordinate resources to support response and recovery efforts. • Assess and document the incident status and impacts on a regular basis.

	• Develop timely and accurate messaging to provide updates on status and protective actions for the community.
State of Utah	• Provide a liaison to support communication and coordination between the Utah County EOC and DEM. • Coordinate support from state agencies, counties, and inter-state mutual aid through the Emergency Management Assistance Compact (EMAC). • Support county and state disaster declarations as needed. • Coordinate federal assistance.
Federal Government	• Provide resources and response support if state capabilities are insufficient. • Provide federal assistance to aid in the recovery of the emergency or disaster.
Private Sector	• Through Memorandums of Understanding (MOU) and Mutual Aid Agreements, obtain resources to support requests for municipal and county governments. • Provide situational assessment and ensure situational awareness of disaster or emergency, if applicable.

3.1.5.6 Document Response Actions

Thorough documentation is required to support federal reimbursements, audits, and situational awareness. The EOC Planning Section, in coordination with the EOC Finance/Administration Section, is responsible for logging and maintaining incident documentation. Documentation and records which should be produced and maintained throughout the incident may include:

- Timesheets and tracking
- Activity logs
- Damage assessments
- SitReps
- Incident Action Plans (IAPs)
- Purchasing cost tracking, receipts, and procurement approvals in line with requirements for Title 44 and 200 of the Federal Code of Regulations and NIMS.

3.1.5.7 Disaster Declaration Process

State and federal support can be accessed through the disaster declaration process. This is a critical step which begins at the municipal or county level and extends up. The following figure provides an overview of how emergency declarations are escalated to the county, state, and federal government.



3.2 Recovery

This section provides an overview of the City's recovery operations to return the community to pre-disaster conditions. After initial lifesaving and protection response operations have concluded, the City shifts to recovery operations. Depending on the size, scope, and needs of the community, recovery may occur simultaneously with response and can extend for months or even years after a disaster.

RECOVERY PHASE



Key Activities

- The EOC Manager, in coordination with the Executive Group, determines when to deactivate response resources and initiate recovery operations.
- The EOC Manager, in conjunction with Public Works, initiates recovery and the mobilization of recovery resources and operations.
- Preliminary Damage Assessments (PDA) to determine the scope of impacts and monetary damages are conducted through local, state, and federal agencies to help facilitate a federal disaster declaration.
- Community recovery may be further facilitated through federal government programs and grants.
- The Emergency Manager, in coordination with the Executive Group, coordinates the development and implementation of a Long-Term Recovery Plan to support community recovery and resilience building

3.2.1 Transition from Response to Recovery

The Emergency Manager makes the determination of when to mobilize recovery resources during or following response operations. The following events or triggers can help facilitate the gradual transition to recovery operations:

- The hazard has subsided or been contained.
- Initial response efforts have plateaued or stabilized.
- Protective actions have been implemented if required.
- Injured people have received medical services and fatalities have been accounted for.
- Initial damage assessments have been completed.
- Disaster impacts on the community are understood.
- Community Lifelines are stabilized.

Transition Considerations

The transition from response to recovery may not be clearly understood. As operations begin to shift, the following should be taken into consideration:

- Different areas of the City may transition at different rates. Some areas may be functioning normally while others still lack essential services.
- At times, EOC staff may be needed to support both response and recovery operations. It is important to delineate responsibilities within functions to ensure recovery is not forgotten during early response operations.

3.2.1.1 Demobilize Response Resources

As the City begins the transition to recovery, the EOC may start to demobilize various response operations. The EOC Manager and Executive Group determines when response resources can be demobilized. EOC staff go through the following demobilization process:

1. Determine if any additional documentation is needed.
2. Return all equipment and resources provided back to their owners.
3. Gather and correlate forms, activity logs, or any other documentation and provide those to the EOC Manager.
4. Participate in after-action meetings or follow-up discussions to identify strengths, weaknesses, and areas of improvement during response and recovery operations.
5. Clean the EOC workspace.

3.2.2 Assess Recovery Needs

The City may perform various assessments to determine recovery needs. Results from these assessments support requests for federal assistance and are used in developing a long-term recovery plan to rebuild and increase the resilience of the City.

State or Federal Assistance

To qualify for state or federal financial assistance, preliminary damage assessments are conducted by city representatives and collected/compiled by Utah County Emergency Management. These assessments identify and determine monetary values for damage and assist in determining the need for additional resources.

PDA results are used by the state to illustrate that the needed response and recovery efforts exceed state capabilities and to support the request for a presidential emergency declaration. PDA information may include data such as:

- Cost of response efforts (e.g., emergency personnel overtime, equipment, etc.)
- Community damage
- Number of citizens affected

Perform an Unmet Needs Assessment

Unmet needs can be defined as the gap between disaster-caused damages and the disaster aid available to repair those damages. As such, unmet needs can persist after recovery resources, such as insurance and state and federal assistance, have been exhausted. Identifying unmet needs in the community is critical to inclusive and equitable recovery planning.

3.2.3 Convene Recovery Task Force

The Lindon City Emergency Manager may coordinate with the Executive Group to activate the Recovery Task Force (RTF) which will manage, facilitate, and lead recovery operations. The RTF may include the Mayor, City Council, Emergency Manager, and other city employees who may support recovery operations in addition to their regular work. The makeup of the task force may change, and additional positions added as recovery progresses and different areas of focus are needed. The RTF may coordinate virtually, from the EOC, or from an alternate site. Task force responsibilities may include:

- Developing a long-term recovery plan which identifies goals to guide recovery operations.

- Coordinating public assistance to the affected community.
- Working with PIOs and JIC to provide consistent public messaging to the community.

3.2.2.1 Activate Recovery Operations Center

Depending on the scope of the emergency or disaster, the city may activate a Recovery Operations Center (ROC) to coordinate recovery operations. The ROC is managed by the Recovery Task Force. The primary ROC is located at the Lindon Center. It may also be co-located within the EOC, an alternate location, or a virtual location.

3.2.3 Develop a Long-Term Recovery Plan

Long-term recovery efforts should restore communities to pre-disaster conditions while building resilience for the future. A Long-Term Recovery Plan is created to guide recovery efforts. The development of a Long-Term Recovery Plan allows leaders and community stakeholders to make complex, community-wide decisions to rebuild and increase resilience. Plan development and implementation is managed by the Executive Group and Emergency Management. The Long-Term Recovery Plan is developed and implemented through the following steps:

1. Convene an inclusive community planning team.
2. Develop a unified approach and shared community vision.
3. Build on existing community planning and best practices.
4. Complete initial damage and needs assessments.
5. Identify realistic and achievable recovery actions and goals.
6. Coordinate planning efforts with stakeholders.
7. Implement the Long-Term Recovery Plan, monitor initial outcomes, and continually update as needed.

Recovery Plan Development Considerations

- Invite diverse organizations across the entire community to engage in recovery plan development to encourage shared community responsibility.
- Engage stakeholders early in the planning process to ensure buy-in and comprehensive planning.
- Incorporate existing planning into recovery planning efforts to provide a wide range of goals for the community and represent shared priorities of community members.

3.3 Mitigation

This section provides an overview of Mitigation efforts executed by the City and partnering agencies to reduce loss of life and property by lessening the impact of all hazards. Mitigation actions may be conducted prior to a disaster but are often identified and carried out as a result of an event. However, this section also deals with mitigation efforts which take place during the recovery period and are necessary due to the emergency or disaster that took place.

Mitigation can be described as the action taken to avoid or reduce risk of threats or hazards. By reducing the impact of disasters, mitigation supports protection and prevention activities,

eases response, and speeds recovery to create better prepared and more resilient communities.

MITIGATION PHASE



Key Activities

- Emergency Management gathers situational awareness and assesses the need for further mitigation.
- Coordinate hazard mitigation efforts and identify projects to lessen impacts.
- Facilitate broad engagement and ongoing dialogue within the community.
- Collaborate with stakeholders and subject matter experts to assist in the reduction of risk through the completion of mitigation projects.

3.3.1 Identify Threats and Hazards

Effective mitigation begins with a comprehensive understanding of risk based on vulnerabilities to threats and hazards. Sound assessment requires risk information—based on credible science, technology, and intelligence—validated by experience.

Understanding the risks makes it possible to develop strategies and plans to manage them. Accepting, avoiding, reducing, or transferring those risks helps reduce the long-term vulnerability of a community and builds resilience.

3.3.2 Coordinate Mitigation Efforts

Mitigation projects require coordination and collaboration from several partners and entities. Coordinating structures are composed of representatives from multiple departments or agencies, public and/or private sector organizations, or a combination thereof, such as:

- Local and regional economic development organizations
- Public Works agencies
- Private development enterprises
- Planning commissions
- Public and private schools
- Local mitigation committees
- Advocacy agencies for those with access or functional needs
-

These individuals can facilitate and deliver various capabilities which provide guidance, support, and integration to aid the community and build resilience locally. Local governments often work together and take a regional approach to mitigation.

Once hazards have been identified, coordinating structures come together to form strategies which include the development of specific hazard mitigation goals, actions, projects, and their prioritization. A critical step in the development of actions and projects is assessing existing authorities, policies, programs, and resources.

Guiding Principles

Consider the following in advance of developing mitigation actions, projects, and goals:

- Plan and invest in the future by considering long-term impacts and changes in development.
- Collaborate and engage early to provide additional resources and equitable outcomes.
- Integrate community planning to minimize conflicting initiatives around land use, economic development, housing, infrastructure, and natural resources.

At times it may become necessary to facilitate the contracting of specially trained professionals such as hydrologists, soil scientists, engineers, biologists, vegetation specialists, or archeologists. These subject matter experts address emergency situations through key goals of protecting life, property, and critical natural and cultural resources.

3.3.3 Promote Community Resilience

Community resilience is the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. The City and its citizens should strive to improve resiliency by integrating mitigation policies into the recovery phase to ensure opportunities are not lost for risk reduction during rebuilding.

Creating an environment that capitalizes on shared interests and addresses differences is crucial to accomplishing resilience. Empowering individuals and collaborating within the community provides valuable information, resources, knowledge, and skills which support planning and facilitate actions to adapt, rebuild, and recover from an emergency or disaster. Many of the activities within the Mitigation mission area require a cross-section of stakeholders to achieve success. While not intended to be exhaustive, the following table provides an outline of such.

Stakeholders	
Individual Families and Households	Citizens of Lindon City
Utah County	Various County Departments
Utah State	Utah Division of Emergency Management, Utah Division of Wildlife Resources, Utah Department of Agriculture and Food
Federal Government	US Forest Service
Non-Governmental Organizations	Faith-based Organizations (FBO), Volunteer Organizations and Service Groups
Public Sector Entities	Schools
Private Sector Entities	Behavioral and Medical Facilities, Schools

3.3.4 Perform Mitigation Actions

Once threats and hazards have been identified, and coordination between key players and the affected community has occurred, mitigation projects begin. Incorporating mitigation efforts into everyday activities, as well as response and recovery efforts following disasters, requires operational coordination. Some threats, hazards, or disasters require highly disciplined and uniform operational coordination. This is particularly true during initial response and recovery activities where Incident Command and control structures are in place to ensure the safety of responders and provide continuity and accountability for survivors.

All mitigation actions are evaluated based on parameters that allow planners to identify the time, benefit, cost, and priority of all the different actions being planned.

Critical Tasks for Operational Coordination

- Emphasize integrating mitigation into ICS planning cycles and educate whole community partners.
- Be transparent and explicit about mitigation efforts to increase and sustain whole community involvement, reduce duplication of effort, and encourage complementary efforts by partners.
- Capitalize on opportunities during the recovery building process to further reduce vulnerability including pausing to evaluate and update current codes, policies, and approaches to redevelopment.

3.4 Preparedness

This section provides an overview of preparedness actions carried out by Lindon City and partnering agencies to prepare for the impacts of all hazards. Preparedness actions occur prior to and after emergencies and disasters and include planning, training, and exercises.

PREPAREDNESS PHASE



Key Activities

- Each department develops their own internal plans to support emergency or disaster preparedness.
- The Emergency Manager participates in pre-disaster hazard mitigation planning.
- The Emergency Manager plans, hosts, and attends training and exercises in conjunction with county, or state emergency planners.
- The Emergency Manager implements community outreach programs to inform, engage, and educate the citizens of Lindon City on emergency preparedness measures.

3.4.1 Plan for Future Emergencies

3.4.1.1 Develop and Maintain Plans

Relevant departments and organizations maintain operational plans and documents described in the following table to better facilitate disaster and emergency response.

Planning Documentation	Description
Comprehensive Emergency Management Plan (CEMP)	Establishes the framework for the City to respond to, recover from, prepare for, and mitigate against all hazards that pose a threat to the City.
Continuity of Operations (COOP) Plans	Outlines necessary staff, equipment, facilities, policies, and procedures at the City and department levels to ensure essential services and functions are sustained during a disruption.
Hazard Mitigation Plan	Identifies hazards and vulnerabilities specific to the City. The plan also includes mitigation solutions to minimize emergency or disaster impacts and reduce the threat to life and property.

3.4.1.2 Update Plans Regularly

The Emergency Manager has the overall responsibility for ensuring the plans, annexes, operations guides, and associated checklists are current. The Emergency Manager, or assigned personnel, are accountable for the upkeep of specific planning documentation. All other departments and agencies that have emergency response or recovery assignments are responsible for developing and maintaining their own plans and procedures.

3.4.2 Conduct Hazard Mitigation Planning

The hazard mitigation planning process occurs on a five-year cycle, in which MAG will conduct a comprehensive update of the plan, accounting for development, changes in vulnerability, and new mitigation capabilities. This satisfies federal, state, and local hazard mitigation planning mandates.

Local Mitigation Planning Guidelines

Lindon City, in conjunction with Mountainland Association of Governments, will adhere to the Local Mitigation Planning Policy Guide (FP 206-21-0002, released April 19, 2022) in future planning to fulfill federal, state, and local hazard mitigation planning responsibilities. This guide outlines regulatory requirements for all local mitigation plans which include the following elements:

- Planning Process documents how the plan was developed, who was involved, and what data was used.
- Hazard Identification and Risk Assessment identifies the hazards that can affect the jurisdictions participating in the plan.
- Mitigation Strategy serves as a long-term blueprint for reducing the potential losses identified in the risk assessment.
- Plan Maintenance occurs continuously as new information becomes available.
- Plan Update assesses previous goals and action plans, evaluates progress in implementing hazard mitigation actions, and adjusts its actions to address the current realities.
- Plan Adoption demonstrates the commitment to hazard mitigation, legitimizes the plan, and provides proper authority. Without adoption, the jurisdiction will not be eligible for certain FEMA assistance for mitigation actions (such as HMA or HHPD grant).

3.4.3 Complete Mitigation Actions

One of the key outputs of the hazard mitigation planning process is the identification of mitigation actions that build overall resilience and lessen the impacts from specific hazards. Pre-disaster mitigation planning should take place in the preparedness phase, although further mitigation actions may be identified during the event or the post-disaster recovery period. Mitigation efforts are ongoing, and projects often take years to complete. The following table provides an overview of the types of mitigation actions and examples from the Summit, Utah, and Wasatch Pre-Disaster Mitigation Plan.

Action Type	Hazard Mitigation Plan Example
Local Planning and Regulations	• Create a seismic safety committee to recommend changes in building standards.
Structure and Infrastructure Projects	• Use flexible piping to extend water, sewer, or natural gas service. • Install shutoff valves where water mains cross fault lines.
Protect Critical Facilities	• Retrofit critical public facilities including the bracing of generators, elevators, and other equipment.
Education and Awareness Programs	• Develop outreach encouraging homeowners to secure furniture and install latches on cabinets and drawers.

All mitigation actions are evaluated based on parameters that allow planners to identify the time, benefit, cost, and priority of all the different actions being planned.

3.4.4 Provide Training Opportunities

Procedures described in the CEMP and other associated plans are evaluated and trained on through the process of planning and carrying out exercises, often in conjunction with

community, municipal, and state partners. This process plays an integral role in the training and evaluation of the effectiveness of plans; it informs critical gaps and subsequent improvements prior to an emergency or disaster.

Create Opportunities for Training

The Emergency Manager maintains training and exercise programs that support familiarity with emergency management concepts and procedures for the various departments within the City. Training should incorporate the National Qualification System (NQS) which provides guidance on the components of a qualification and certification system and the process of credentialing personnel. The NQS allows entities to build, maintain, and share a list of deployable workforces consisting of qualified, certified, and credentialed personnel to support incidents of all types and sizes. Areas for training may include:

- Incident Command System (ICS)
- National Incident Management System (NIMS) compliance
- Executive Group roles and responsibilities
- EOC operations training
- Additional programs or trainings needed to meet National Qualification Systems compliance

3.4.5 Plan and Conduct Exercises

Each City department is responsible for ensuring that essential staff are identified and trained at levels that enable effective implementation of their existing response plans, procedures, and policies.

The Emergency Manager is responsible for facilitating exercises. Exercises will be developed consistent with the Homeland Security Exercise Evaluation Program (HSEEP) methodology. HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. Exercises may be either discussion-based or operations-based:

- **Discussion-based exercises** familiarize players with plans, policies, procedures, and agreements. These focus on strategic, policy-oriented issues, led by a facilitator to keep the discussion progressing toward objectives. These exercises include seminars, workshops, tabletop exercises, and games.
- **Operations-based exercises** validate plans, policies, procedures, and agreements; clarify roles and responsibilities; and identify resource gaps. These exercises include real-time response utilizing communications and mobilizing resources and personnel. These exercises include drills, functional exercises, and full-scale exercises.

Following exercises or real-world incidents, the Emergency Manager is responsible for leading an after-action process with responders and participants to identify strengths, gaps, and improvement strategies. The outcome of this process is captured in an After-Action Report (AAR), and any relevant findings are incorporated into updates to the CEMP and other planning documentation.

After-Action Reports (AARs)

Lindon City is responsible for implementing an AAR after both real-world events and exercises. AARs identify corrective actions, specific steps, and goals which are further documented in an Improvement Plan (IP). Key points noted in an AAR include:

- Strengths: Effective and efficient actions taken during operations.
- Areas of Improvement: Gaps in capabilities, safety, or other areas.
- Recommendations: Specific actions or remedies to be taken.
- Improvement Plan (IP): Document ensuring recommendations are implemented.

3.4.4 Engage in Community Outreach

Ongoing community outreach and education effectively prepares the community to understand and carry out their responsibilities should a major emergency or disaster occur. The Emergency Manager is responsible for developing and disseminating public messaging campaigns regarding preparedness to the community. These campaigns may include:

- Encouraging enrollment for emergency alerts
- Informing the public of available emergency preparedness resources (websites, phone apps, etc.)
- Encouraging the development of personal preparedness plans
- Informing the community on safety information (e.g., flood zones, evacuation routes)

Strong partnerships with citizen groups and organizations support emergency and disaster response, recovery, preparedness, and mitigation operations. Cultivating these strong partnerships will leverage community programs to support engagement. The following table provides examples of programs that could promote a culture of preparedness and resiliency throughout the city.

Program	Description
Community Emergency Response Teams (CERT)	The City encourages participation in the CERT program. CERT provides standardized training that equips citizens with the skills necessary to prepare and respond during a disaster until help arrives. Examples of response skills include first aid, triage, and light search and rescue.
American Red Cross	Provides mass care support to the City through their network of volunteers, including staffing and operating shelters.
Salvation Army	Provides human services support during emergency and disaster incidents, including food, water, and mental health services.
Faith Based Organizations	Emphasize preparedness among congregations, provide a possible volunteer base to support emergencies or disasters, offer support to vulnerable populations prior to, during, and after emergencies and disasters.

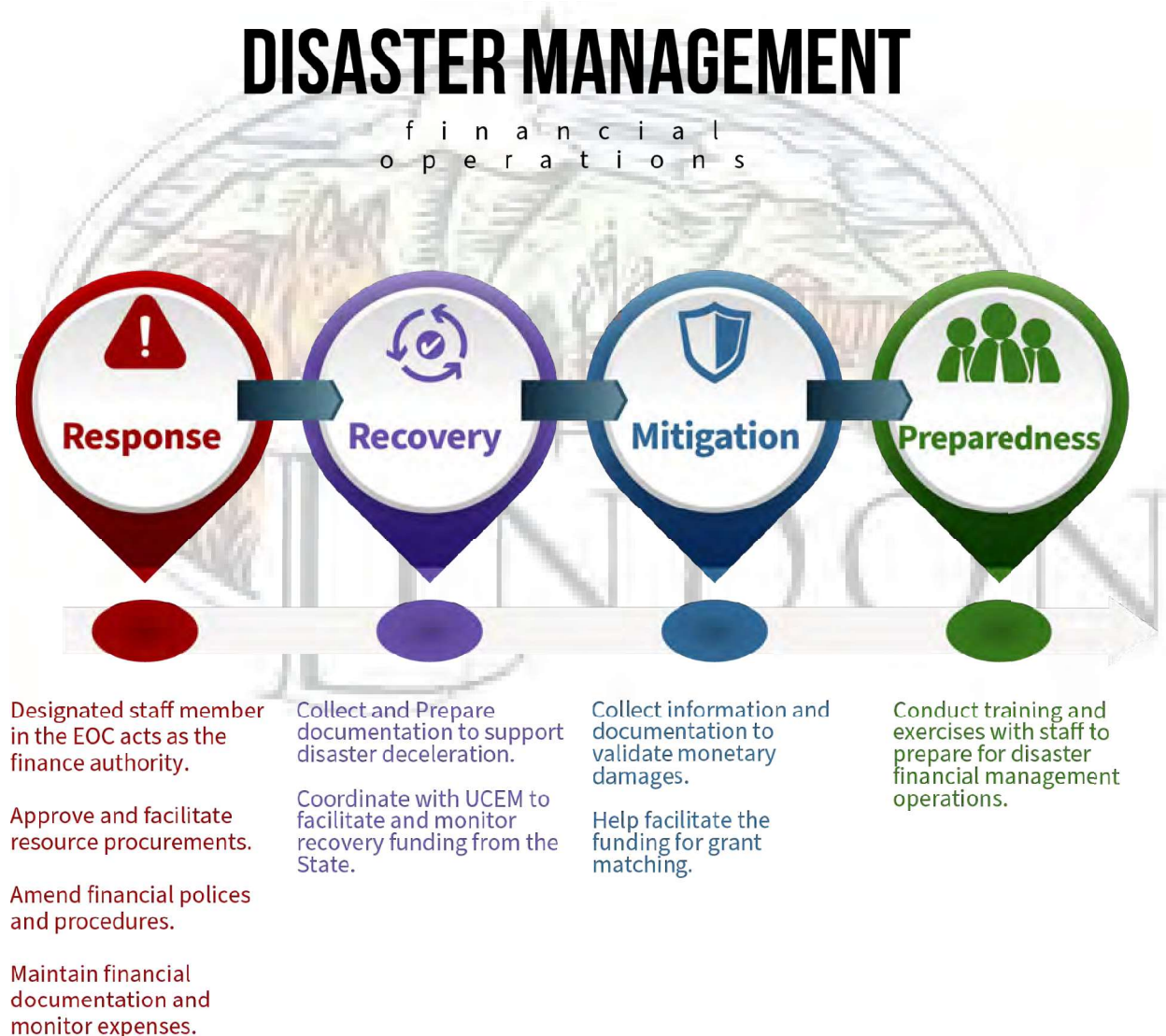
4 FINANCIAL MANAGEMENT

Financial management occurs across every phase of emergency management. This section provides an overview of how the City sets financial policy, documents spending, and manages all other financial activities during response and recovery operations.

Be Audit Ready

Adhering to proper financial protocol is essential for the City to maintain proper documentation and records that are necessary for reimbursement or audit processes.

The following figure provides a general overview of financial management operations during response, recovery, mitigation, and preparedness.



4.1 Coordinating Departments

The Emergency Manager will coordinate with the Lindon City Chief Financial Officer to appoint a Financial Officer for the EOC's Resource Support section. Primary responsibilities may include:

- Recommend the funding source(s) for the emergency.
- Establish an appropriate framework of internal controls.
- Establish policies for financial controls and spending limits.
- Prepare a finance plan, if necessary.
- Authorize payments for emergency purchases.
- Prepare financial statements and ensure proper documentation for auditing purposes.
- Review and approve purchase orders, ensure credit card purchases are aligned with City policies, and ensure contract requirements are met.

The following table shows coordinating structures for conducting financial management operations during emergency and disaster response and recovery operations.

Entity	Coordinating Agencies	Responsibilities and Actions
Response		
EOC Finance/ Administration Section	• Mayor • City Council • City Administrator • Finance Director	• Setting up, amending, or suspending county policies and procedures for emergency use. • Approval of funding sources. • Budgeting and tracking expenditures. • Obtain copies of financial agreements, receipts, other documentation as needed. • Assist with grant management and recovery funding. • Developing fiscal agreements with agencies to govern costs and processes regarding support personnel, equipment, and services. • Locating, procuring, and issuing resources for use in emergency operations. • Providing vendor payments and financial budget verification for products and services.
Recovery		
Recovery Task Force	• Mayor • City Council • City Administrator • Emergency Manager	• Monitoring effective use of recovery funding.

4.2 Financial Response

4.2.1 Emergency Procurement and Payment

The following process is used to request, approve, and pay for resources:

1. The Emergency Manager receives a request by phone call or ICS 213 form. If a form has not been submitted the Emergency Manager will create one.
2. The Emergency Manager identifies sourcing and costs of resources following current procurement laws, City procurement policy, or an amended policy.
3. The Emergency Manager sends information to the Executive Group for approval.
4. Upon approval of requests the Executive Group facilitates payment for resources.
5. The Emergency Manager and the Executive Group track and monitor the deployment of resources.
6. The Emergency Manager is responsible for coordinating with the Executive Group to maintain financial documentation related to procurement.

Resource Requesting Process

The Emergency Manager is the primary conduit for coordinating agency requests for additional resources. When a request is received, the Executive Group identifies the most cost efficient and appropriate means of meeting the request.

4.2.2 Setting or Amending Financial Policy

The Executive Group, in coordination with Incident Command, the City Attorney, and the City Council, may amend financial policy and procedures during incident response and recovery to streamline operations. Examples of financial policy that can be implemented in a disaster or emergency include:

- Pre-approving expenses under a certain amount
- Amending the requesting and approval process
- Assigning credit cards to select staff for purchasing, as well as increasing credit card purchase limits

4.2.3 Financial Documentation

A critical element of the emergency response and recovery operations is maintaining an accurate account of all documentation, especially those relating to purchases or other financial obligations. Accurate documentation is essential for:

- Validating expenditures
- Verifying damages
- Tracking spending
- Preserving records for audits

All relevant documentation should be forwarded to the Finance Director. The following table provides an overview of the documentation that should be preserved and archived during emergency response operations.

Operations	Types of Documents
Force Account Labor	• Sign-in sheets • ICS 214 forms • Timesheets and timekeeping
Resource Procurement	• Correspondence between EOC staff, vendors, and the finance team • Approved ICS 213 forms • Receipts

4.2.4 Monitoring Expenses

Responsibility for tracking and documenting incident-related costs including labor, procurement, and damages falls to the Finance Department. The Finance Department response-related expenses through:

- Maintaining situational awareness of costs incurred through labor, resource procurement, and disaster or emergency damages.
- Regularly updating total costs incurred and providing updates to command staff as requested.
- Projecting future spending trends.
- Budgeting based on projected spending and existing department budgets.
- Communicating messaging to limit or increase spending.

4.3 Financial Recovery

4.3.1 Collecting Documentation for Disaster Declaration

To acquire additional recovery funding at a state or federal level, proper documentation is required, including a disaster declaration at the municipal level. The Emergency Manager and City Administrator, working with the Finance Department collects and submits documentation verifying that the impacts to the city meet the threshold for a disaster declaration.

Documentation needed to verify a disaster declaration includes:

- Preliminary Damage Assessment documentation of estimated cost of damages to infrastructure and facilities, including:
 - - Description of damages
 - Pictures of damage
 - Insurance information
 - Location of damages, preferably latitude and longitude
- Documents and materials for reimbursement and assistance identified in the FEMA Public Assistance Program and Policy Guide. These materials include, but are not limited to:
 - Documentation supporting the necessity of unique services or extraordinary level of effort.

- Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed (e.g., news stories or supply chain vendor reports).
- Documentation such as timesheets, invoices, proof of payment, and signed contracts.

4.3.2 Allocation and Monitoring of Funding

Following a presidential disaster declaration, the Mayor, the Lindon City Council, and the City Administrator in coordination with the Emergency Manager are responsible for allocating reimbursements and funding.

4.4 Financial Preparedness

Lindon City Department Directors in coordination with the Finance Director, are responsible for guiding their departments and bureaus to prepare for emergency disaster financial management operations. These departments prepare to support financial operations through the following actions:

- Developing and maintaining documentation regarding financial management procedures and policy.
- Maintaining internal financial management processes through training and exercises with department staff and supporting agencies.
- Conducting cross-functional training and exercises to evaluate coordination of financial management operations during a disaster or emergency.
- Developing agreements with supporting agencies that identify reimbursement for personnel services rendered, equipment costs, and expenditures of materials.

5 ROLES & RESPONSIBILITIES

This section outlines general roles and responsibilities for municipal, county, state, and federal entities related to response, recovery, preparedness, and mitigation operations.

5.1 Lindon City

Lindon City serves as the primary provider of emergency services to ensure timely response to incidents. Though the following describes roles and responsibilities of various positions and entities within the City, other positions may be assigned as the situation requires.

Entity	Roles and Responsibilities
Lindon City	• Respond to and recover from emergencies and disasters based on city resources and capabilities. • Assist with the training and exercising of city personnel to enable effective implementation of response plans, procedures, and policies. • Maintain communications with neighboring municipalities and the County regarding additional resource and capability needs. • Obtain initial damage assessments (IDA) and share damage information with the County & State DEM. • In the circumstance that a Disaster Declaration is necessary, coordinate with the Utah County Emergency Manager. • Identify and enhance protective measures to assist with impacts on vulnerable populations. • Communicate to the public through the designated PIO • Maintain proper emergency response documentation
Emergency Manager	• Fill the role of EOC Manager. • Responsible for the operation of the EOC. • Assure the EOC is staffed and operated at a commensurate level with emergencies. • Update the Lindon City CEMP. • Conduct community outreach.
Chief of Police	• Serves as the Incident Commander for any emergency in Lindon City • Serves as secondary Public Information Officer (PIO)
Orem Fire Department	• Provide Incident Command for Fire/EMS/HAZMAT emergencies in Lindon City
City Administrator	• Acts as the primary Public Information Officer (PIO) • Facilitates appropriate allocation of resources and emergency funds in cooperation with the Executive Group • Provides logistical support to the EOC and other city personnel during emergencies
Public Works	• Respond to emergencies/disasters according to department SOPs. Obtain initial damage assessment (IDA), share damage information with the EOC. • Update the EOC with community lifeline statuses. • Facilitates the setup and teardown of temporary facilities, points of distribution
Finance Department	• Coordinate cost accountability, purchase authorizations, documentation, and human resource needs. • Oversee procurement of supplies, equipment, and personnel needed to support emergency response and recovery.
IT Systems Administrator	• Ensure backup communications systems are secure and maintained • Support the EOC with communications infrastructure

Parks and Recreation	• Open and Manage Points of Distribution • Open and Manage Volunteer and Donations Center
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5.1.1 Emergency Interim Succession

As defined in Utah State Code 53-2a-807, by July 1 of each year each political subdivision shall designate three interim successors and their order of succession for both officers and the emergency manager. Successors of Authority are listed below in order.

City Officers

1. Mayor
2. Mayor Pro Tem
3. City Administrator

Emergency Manager

1. Emergency Manager
2. Chief of Police
3. Lindon Police Lieutenant

5.2 Utah County

County entities are responsible for coordinating the support of response, recovery, preparedness, and mitigation operations for all hazards.

Entity	Roles and Responsibilities
Utah County Emergency Management	• Establish coordination structures through which county staff respond to and recover from emergencies and disasters. • Coordinate response and recovery operations out of the Utah County EOC. • Facilitate coordination between municipal, private sector, county, state, and federal entities to support response, recovery, mitigation, and preparedness. • Coordinate communications with the public through the designated PIO to ensure timely and accurate information is disseminated. • Update and maintain required county disaster plans.
Utah County Health Department	• Support Mass Care, Public Health, HAZMAT and Agriculture.
Utah County Sheriff's Office	• Respond to emergencies or disasters according to the agency's SOPs. • Support Search & Rescue, Public Safety, and Public Information.

5.3 Utah State

The State of Utah coordinates support for resources to the City through mutual aid, as well as the escalation of requests and declarations to the federal level as necessary.

Entity	Roles and Responsibilities
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Division of Emergency Management	• Initiate requests for assistance from the federal government, through FEMA, and from other states, through EMAC. • Initiate requests for assistance from the federal government, through FEMA. • Manage the PDA planning process by coordinating with local authorities and the respective FEMA regional office to ensure mutual understanding and expectations. Provide appropriate vehicles, transportation, and/or access to damage. Review damages identified during the IDAs to decide whether to request a joint PDA from FEMA. Participate in the joint PDA and determine whether to request a Presidential disaster declaration and to collect information to develop data-driven written requests for Presidential disaster declarations.
Other State Agencies	• Develop cooperative agreements and relationships with private organizations and associations that possess resources or capabilities for assistance. • Establish and maintain liaison with federal counterparts to ensure procedures and available resources are current. • Assign and train personnel to meet state agency response and recovery responsibilities and appoint an emergency coordinator and representatives.

5.4 Federal Agencies

Federal agencies are responsible for deploying additional aid to support local response and recovery activities, as requested.

Entity	Roles and Responsibilities
Federal Emergency Management Agency (FEMA)	• Assess and fulfill requests for federal assistance in coordination with the Utah State Coordinating Officer (SCO). • Coordinate activation and implementation of the Federal Response Plan, allowing states to access federal programs and support. • Coordinate federal emergency grant programs to support recovery. • Coordinate activation and implementation of the Federal Response Plan, allowing states to access federal programs and support. • If a request is made to the FEMA Region from the state for a joint PDA, FEMA regional staff works closely with the state to ensure all necessary information is ready and available before a joint PDA is approved. Once approved, regional staff participate in the joint PDA and make recommendations based on declaration factors to FEMA headquarters on whether the state should receive a Presidential Disaster Declaration. Those joint PDA teams which consist of federal, state, territorial, tribal, and/or local government representatives conduct site visits to validate damages identified during IDAs.
Federal Bureau of Investigation (FBI)	• Lead and coordinate response efforts for emergencies and disasters with a national security or terrorism component.

- Provide investigative assistance in the event of specific incidents (e.g., terrorist event, cyber-attack).

5.5 Non-Governmental Organizations

Non-governmental organizations (NGOs) are generally responsible for providing additional staff and volunteers to support response and recovery operations.

Entity	Roles and Responsibilities
United Way	• Provide critical services to connect low-income citizens with housing, healthcare, and mental health assistance. • Provide short and long-term solutions for transportation, reunification, and other such needs during emergency or disaster situations. • Assist in locating and coordinating volunteers.
American Red Cross (ARC)	• Coordinate training for critical shelter staff prior to responses and for shelter volunteers at the onset of incidents (e.g., just-in-time training) and develop emergency planning documentation for shelter operations. • Assist in conducting rapid damage assessments (RDAs) to size up initial impacts of the incident, as necessary. • Assist with evacuee and sheltering reporting, including recording daily shelter population counts, and providing other updates regarding sheltering activities. • Assume responsibility for all direct, documented disaster relief-related costs associated with the operation of the shelter, including facility operating costs that are over and above the normal operating costs of the facility.
Salvation Army	• Assist with feeding and mass care operations during incident recovery.
Faith-Based NGOs	• Provide additional volunteers to support response and recovery needs as requested.

5.6 Private Sector

The private sector provides additional resources, skills, and personnel to support response and recovery efforts as needed. Private-sector organizations coordinate with the EOC to assist in any incident response needs.

Entity	Roles and Responsibilities
Private Sector	• Leverage special skills or resources to support response and recovery. • Support recovery and restoration of critical infrastructure. • Participate in long-term recovery planning to support a return to normal and build a more resilient community.

6 AUTHORITIES & REFERENCES

6.1 Legal Authorities

Federal Government

- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
- Code of Federal Regulations (CFR), Title 200: Grants and Agreements
- Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988
- Executive Order (EO) 12472, Assignment of National Security and Emergency Preparedness Telecommunication Functions, April 3, 1984
- Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management
- Federal Civil Defense Act of 1950, Public Law (PL) 920 as amended
- The Disaster Relief Act of 1974, Public Law (PL) 93-288 as amended
- Homeland Security Presidential Directive (HSPD) 5: Establishment of National Incident Management Systems (NIMS) February 28, 2003
- Presidential Policy Directive 8 (PPD-8): National Preparedness, March 30, 2011
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, November 23, 1988
- Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, PL 99-499 as amended
- Disaster Mitigation Act of 2000 (DMA 2000), PL 106-390, Section 322
- Sandy Recovery Improvement Act of 2013, Public Law (PL) 113-2

State of Utah

- Utah Code Title 53-Chapter 2a- Emergency Management Act
- Governor's Executive Order 2004-0012: Adopting the Use of the National Incident Management System (NIMS), December 22, 2004

Utah County

- Utah County Code Chapter 8: Disaster Response and Emergency Management, January 31, 1996, and Chapter 9: Fire Prevention and Protection, January 31, 1996
- Utah County Code Ord. No. 1996-03, 01-31-96
- Alpine School District Policy No. 9052 and Policy No. 1330, 1.1.1 and 1.2.3

Lindon City

- Resolution #2023-01-R
- Resolution #2021-7-R, Lindon City Policies and Procedures Manual
- Resolution #2017-14-R, Lindon Wildfire Preparedness Plan, adopted June 4, 2019
- City of Orem, Agreement No. A-08-0092, Interlocal Agreement (Fire, EMS, and Dispatch Services)
- Multi-Jurisdictional Mutual Aid Agreement for Sheriff and Police Services (An Interlocal Cooperation Agreement) entered into December 4, 2012

- Ordinance 94, amended, 1982; Prior code §2-39; Ordinance 99-17, amended, 2001
- Ordinance 2021-17, Lindon City Code Title 2 – Administrative and Personnel: Chapter 2.04 Mayor; 2.08 City Council; 2.28 Officers Generally; 2.30 Emergency Management Succession of Offices; 2.32 Fire Department; 2.36 Police Department
- Lindon City Code Title 8: Health and Safety
- Lindon City Code Title 9: Public Peace, Morals and Welfare

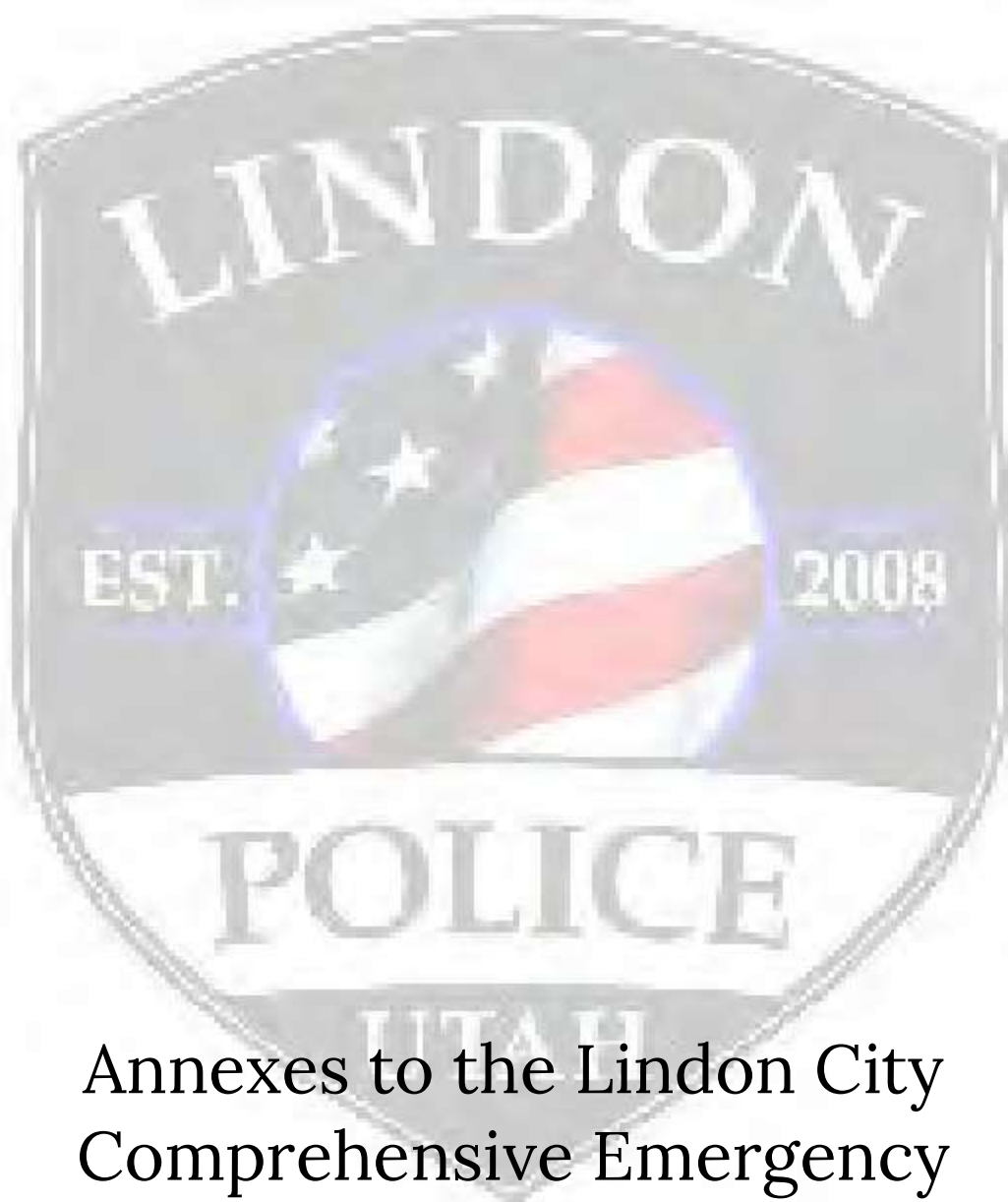
6.2 Acronyms

Titles	Description
AAR	After-Action Report
ARC	American Red Cross
ARES	Amateur Radio Groups such as Amateur Radio Emergency Services
ASL	American Sign Language
BLM	Bureau of Land Management
BRIC	Building Resilient Infrastructure and Communities
CDBG	Community Development Block Grant
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Teams
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIIS	Critical Incident Information Management Systems
COOP	Continuity of Operations
CUWCD	Central Utah Water Conservancy District
DEM	Utah Division of Emergency Management
DOC	Department Operations Centers
DRC	Disaster Recovery Center
ECC	Emergency Coordination Center
ECS	Utah County Sheriff's Emergency Communication and Support Team
EM	Emergency Manager
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation

FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HHPD	High Hazard Potential Dams
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plans
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
IP	Improvement Plan
IPAWS	Integrated Public Alert & Warning System
JIC	Joint Information Center
LTCF	Long-Term and Residential Health Care Facilities
MAC	Mutual Aid Coordination
MACC	Multi-Agency Command Center
MAG	Mountainland Association of Governments
MOU	Memorandums of Understanding
MRC	Medical Reserve Corps
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NQS	National Qualification System
NRF	National Response Framework
PA	Public Assistance
PDA	Preliminary Damage Assessments
PEMC	City Emergency Management Committee
PIO	Public Information Officer
PPD	Presidential Policy Directive
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RDA	Rapid Damage Assessments
RHCF	Residential Health Care Facilities
ROC	Recovery Operations Center
RSF	Recovery Support Function

RTF	Recovery Task Force
SAR	Search & Rescue
SARA	Superfund Amendments and Reauthorization Act
SCO	State Coordinating Officer
SitRep	Situation Report
SOP	Standard Operating Procedures
SR	State Route
SRO	School Resource Officers
UCA	Utah Communications Authority
UCEM	Utah County Emergency Management
UCHD	Utah County Health Department
UCSO	Utah County Sheriff's Office
UDOT	Utah Department of Transportation
UHP	Utah Highway Patrol
UTA	Utah Transit Authority
WEA	Wireless Emergency Alerts
WUI	Wildland-Urban Interface





Annexes to the Lindon City Comprehensive Emergency Management Plan

2026 Edition

SECURITY & PRIVACY STATEMENT

This document is a protected record under Utah Code § 63G-2-305(11)-(12) and may only be used for official Lindon City business. Portions of this Plan contain information that raises personal privacy or other concerns. Those portions are classified as private and may not be disclosed under Utah Code § 63G-2-302(2)(d). This Plan is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with Lindon Policy and is not to be released to the public or other personnel who do not have a valid need-to-know without prior approval of the Lindon City Mayor or City Council.

Information in this plan, if made public, could endanger the lives and privacy of employees. In addition, the disclosure of information in this plan could compromise the security of essential Lindon City equipment, services, and systems or otherwise impair the City's ability to conduct essential functions. Distribution of the Plan in whole or in part is limited to those personnel who need to know the information to implement the plan successfully.

Lindon City may distribute copies of the Plan on a need-to-know basis. Copies of the Plan may also be distributed to other emergency response partners as necessary to promote information sharing and facilitate a coordinated effort.

Further distribution of this plan, in hardcopy or electronic form, without approval from the Lindon City Mayor or City Council is prohibited. Lindon City will distribute updated versions of the Plan annually or as critical changes occur.

APPROVAL & IMPLEMENTATION

These annexes are a part of the Lindon City Comprehensive Emergency Management Plan and are approved and implemented by the Lindon City Mayor and Emergency Manager. Minor modifications to this plan can be made under the direction of the Emergency Manager. All modifications must be recorded in the [Record of Revisions](#).

LIST OF ANNEXES

ANNEX A: HAZARD DESCRIPTIONS

ANNEX B: DISASTER DECLARATIONS

ANNEX C: EVACUATION ORDERS

ANNEX D: RESPONSE CHECKLISTS AND EOC PROCEDURES

ANNEX E: VOLUNTEER AND DONATIONS MANAGEMENT

ANNEX F: SHELTER PROCEDURES (INCLUDE ANIMALS)



ANNEX A: HAZARD DESCRIPTIONS

For Hazard Maps go to the 2026 MAG Hazard Explorer at:

<https://mountainland.maps.arcgis.com/apps/instant/portfolio/index.html?appid=f2ac7896654048c9b9f4e418616ef7e7>

and

<https://utahcounty.maps.arcgis.com/apps/instant/portfolio/index.html?appid=ab5edb6a3dfd49ef81d3a246848d9f12>



Natural Hazards

Hazard Description	Potential Impacts
Severe Weather includes multiple weather events that can occur simultaneously or independently within Lindon City • Extreme Cold is defined as a period that sustains lower than average temperatures. • Extreme Heat is defined as “summertime weather that is substantially hotter or more humid than average for a location at that time of year.” This can result in heat cramps, heat exhaustion, or heat stroke. Vulnerable and homeless populations are particularly susceptible to the impacts of extreme heat. • Fog is formed by temperature inversions that trap cold, moist air on the Wasatch Front valley floor. The fog can cause visibility restrictions and icy surfaces. • Hailstorms are formed by freezing water in thunderstorm clouds accumulating in layers around an icy core and falling to the earth. • Heavy Rain is a large amount of precipitation that can result in flash-flood events. • High, Strong, and Thunderstorm Winds can occur with or without the presence of a storm and are unpredictable regarding time and place. Canyon winds can bring wind gusts greater than 100 mph through the canyon mouths into the Wasatch Front's populated areas. • Lightning is electricity discharged from a thunderstorm that can severely injure or kill an individual and cause damage to structures. • Thunderstorms are formed when rising air currents bring moist surface air into the upper atmosphere and condense, forming heavy rains, hail, high winds, and/or lightning. While thunderstorms can occur anytime within the [City/Town], they often occur during the spring and summer. • Tornados are a mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system. • Winter Storms can cause extreme cold, traffic from icy roads, damage to agriculture and electrical and telephone infrastructure, and economic impacts from snow removal.	• Loss of Life • Damage to property • Damage to critical infrastructure • Evacuation Orders • Damage to agriculture

Flooding is when normally dry land is submerged with a large amount of water. There are multiple types of flooding events that may occur in Lindon City including:

- **Snowmelt Floods** are caused by rapid spring snowmelt of mountain snowpack. In addition, intense spring rainfall increases the flood magnitude, causing further rapid river rises.
- **Flash-Flooding** results from powerful thunderstorms and subsequent intense rainfall. Rain may accumulate in low-lying areas with no outlet or where storm drains have become overwhelmed.
- **Post-Fire Debris Flow Flooding** enhances runoff conditions from a fire-damaged watershed, which can result in debris flow flooding.

Lindon's potential for annual floods due to rain or high snowpack runoff is low. Dam failure flooding poses greater risk to Lindon City than flooding from rain and snow. Under the right conditions, Lindon could experience a pipeline tear or even a large-scale displacement, particularly from the Murdock Canal Pipeline.

- Damage and destruction to property from water and debris flow
- Contaminated water
- Damage to or inaccessible transportation infrastructure
- Displaced residents
- Raw sewage/health risks
- Electrical fire
- Gas spills
- Loss of Life

Drought is a period of unusually dry weather that persists long enough to cause serious problems such as crop damage and/or water supply shortages. The severity of the drought depends upon the degree of moisture deficiency, the duration, and the size of the affected area (National Weather Service).

- Socioeconomic impacts on agriculture
- Water conservation mandates
- Wildfires
- Dust storms
- Poor Air Quality

Wildfires are particularly concerning in the wildland-urban interface (WUI) – the line, area, or zone where structures or other human development meet or intermingle with undeveloped wildland or vegetative fuel.

- Damage to structures
- Damage or destruction of critical facilities and infrastructure
- Evacuation
- Loss of Life

Earthquakes are defined as the abrupt, rapid shaking of the earth caused by sudden breakage of rocks that can no longer withstand the stresses that build up deep beneath the earth's surface.¹

There is a 57% probability that the Wasatch Front region will experience at least one magnitude 6.0 or greater earthquake and a 43% probability of at least one magnitude 6.75 or greater earthquake in the next 50 years.²

- Damage to structures
- Damage or destruction of critical facilities and infrastructure
- Evacuation
- Loss of Life
- Landslides or Avalanches
- Landslides or Avalanches
- Liquefaction of soils

Public Health Hazards

Hazard Description	Potential Impacts
Public Health Hazards are chemical, physical, or biological factors in the environment that can have negative impacts on a population's short- or long-term health. • An epidemic is a localized disease or virus outbreak that spreads rapidly and affects large numbers of people or animals in a community. A pandemic is an epidemic that occurs worldwide or over a vast area and affects large numbers of people or animals.	• Overwhelmed Public Health Resources • Loss of Life • Social and Economic Disruption

¹ Utah Geological Survey

² earthquakes.utah.gov

Technological Hazards

Hazard Description	Potential Impacts
Hazardous Materials incidents occur when chemical, biological, or radioactive materials are released, posing a risk to individuals, the natural environment, and property in the area. • Transportation incidents can occur on any road, rail line, or pipeline where hazardous materials are transported. • Fixed Site incidents can occur at facilities where hazardous materials are stored.	• Evacuation • Environmental Damage • Loss of Life • Drinking Water Contamination • Shelter In Place • Agricultural Contamination

Intentional Hazards

Hazard Description	Potential Impacts
Mass Casualty Incidents are events where resources and personnel become overwhelmed by the number of casualties and may not be able to respond efficiently. Active Shooter events are characterized by the use of firearms, the potential for large numbers of fatalities, and the need for responding organizations and resources to resolve the incident. Terrorism is the unlawful use of violence and intimidation, especially against civilians and property, to pursue political aims and violate criminal laws of the United States. The purpose is to intimidate, coerce, or get ransom. • Domestic terrorism originates from within the country and directs its attention to the government or population without foreign direction. • International terrorism activities are foreign-based or directed by countries or groups outside the United States or whose activities transcend national boundaries.	• Evacuation • Loss of Life • Shelter In Place • Damage to critical infrastructure • First Responder Resources Overwhelmed
Civil Disturbances may come in the form of looting and rioting that are a reaction to a specific event, a response to extreme change, or hazards.	• Damage to facilities and structures • Law enforcement response
Cyber Incidents and Cyber Terrorism are breaches and attacks on electronic systems that can affect their availability or integrity. Attacks on networks or breaching of data can happen to individuals, organizations, or government agencies.	• Breach or leak of confidential information • Unavailability of critical systems

ANNEX B: DISASTER DECLARATIONS

Declaration Process Checklist

- ☐ Determine if the situation warrants a declaration.
 - Nature of the emergency and threat to the community
 - Culmination of the city's resources
- ☐ Gather information needed to prepare a declaration statement.
- ☐ Draft the declaration statement.
 - Include reason for the declaration: Nature of the emergency and threat to community (be specific and include numbers of people affected, community lifeline statuses, casualties, if any, and any service disruptions)
 - State that the city has responded to the best of its capabilities and that the city has exhausted its resources (as applicable)
 - List specific affected geographic areas.
 - Include start date and end date.
 - List what specific actions Lindon City is taking.
- ☐ Submit a copy of the declaration to the City Attorney's Office for review.
- ☐ Submit a copy of the declaration to the City Manager's Office for approval.
- ☐ Prepare copy for the Mayor, or Mayor Pro Tempore, to sign.
- ☐ File a copy of the signed declaration with the City Recorder.
- ☐ Forward a copy of the declaration to Utah County Emergency Management.
- ☐ Forward a copy of the declaration to the State of Utah, Division of Emergency Management.
- ☐ Coordinate public release of declaration and media inquiries with the PIO.
- ☐ If the situation continues longer than thirty days, the City Council must declare the emergency.
- ☐ Prepare a declaration of "state of emergency" expiration.
- ☐ Request additional resources from the county, state, or federal government as needed.
- ☐ Gather the following information for submission of reimbursement:

- Preliminary Damage Assessment documentation (estimated cost of damages to infrastructure and facilities)—Description of damages, pictures of damages, insurance information, and specific location (GPS coordinates) of damages.
- Documentation supporting the necessity of unique services or extraordinary level of effort.
- Documentation of shortages or procurement difficulties.
- Copies of timesheets, invoices, proof of payment, signed contracts, etc.



LINDON CITY EMERGENCY PROCLAMATION

No. Date

PROCLAMATION DECLARING A LOCAL EMERGENCY

Pursuant to UCA Sections 53-2a-208, the undersigned Mayor of Lindon City hereby declares a local emergency.

Pursuant to UCA Section 53-2a-208(3), the undersigned Mayor makes the following statements:

Nature of the Local Emergency

The following damages, injury and impacts have occurred as indicated:

Loss of life

Damage to Residential Buildings

Damage to Commercial Buildings

Damage to City Buildings

Damage to transportation corridors (Streets, highways, bridges)

Damage to Water Infrastructure

Damage to electrical/power grid

Damage to natural gas infrastructure

Disease/pandemic

City Police response capability overwhelmed

Fire/EMS response capability overwhelmed

HAZMAT release

Other: _____

Affected or threatened area(s)

Entire City

Areas Affected or Threatened:

The Conditions Which Caused the Emergency:

Earthquake beginning at approximately:

Expected magnitude:

Flooding beginning at approximately:

Severe weather beginning at approximately:

HAZMAT release beginning at approximately:

Pandemic

Explosive Hazards

Other: _____

Pursuant to UCA Section 53-2a-208(1)(b), this declaration of local emergency shall expire unless the City Council consents to its continuation. [Maximum of 30 days]

Dated this day of , 20 at
[Time]

MAYOR:

CITY RECORDER:



ANNEX C: EVACUATION ORDERS

Evacuation Process Checklist

- Publish Evacuation Order and Evacuation Route information through Everbridge, social media and other methods. See the following street map for use in planning evacuation routes:

<https://lindon.gov/DocumentCenter/View/550/Lindon-City-General-Plan---Streets-Master-Plan-Map-PDF>
- Provide/request resources for residents who cannot self-evacuate.
 - Immediate Evacuation: Residents with mobility issues should work with their Block Captains and neighbors to create an evacuation plan. Lindon City has limited resources to provide transport to residents.
 - Planned Evacuation:
 - UTA can provide transportation if excess capability is available.
 - Orem Coach Bus Service can provide transportation. This option requires advance notice and requires payment.
<https://oremcoachbusservice.com/emergency-response-bus-rentals/>
- Provide traffic control, signage, and barricades.
- Coordinate with American Red Cross for temporary shelter locations and inform residents of shelter location(s).
- Request additional resources from Utah County as needed.
- Activate CERT/Block Captain program for traffic control as needed.

LINDON CITY EVACUATION ORDER

Date & Time:

Pursuant to Utah Code Ann. 53-2a-205 and Utah Code Ann. 53-2a-209, due to immediate danger of human life and property, an Evacuation Order has been issued by:

City Mayor:

Chief of Police (if Mayor unavailable):

The Evacuation Order is immediately in effect for the following areas (attach map if possible):

Those needing special assistance should call _____. This number has been established to respond to evacuation assistance requests only.

All entry into the Evacuation area is restricted. No one will be allowed to re-enter the area after (time) AM/PM on _____ (date).

Use the following evacuation routes (attach map if possible):

Residents should check the following for additional information and instructions from the Incident Commander and/or Emergency Operations Center:

Phones registered with Lindon's Emergency Notification System (Everbridge)

Lindon City Website: www.lindon.gov

Social media: Facebook: www.facebook.com/lindoncity; Instagram: www.instagram.com/lindon_city

News outlets: KSL (TV & KSL News Radio), Fox13, KUTV, Daily Herald, etc.

Other:

Public information will also be available from emergency service providers at the following facilities:

The Incident Commander and/or Emergency Operations Center will advise the public of the lifting of this order when conditions warrant.

YOU MUST LEAVE THE AREA IMMEDIATELY

Signature of Mayor / Chief of Police _____

ANNEX D: RESPONSE CHECKLISTS AND EOC OPERATIONS

Assess the situation with the Chief of Police and City Administrator to determine the level of EOC activation required.

LEVEL 3: STEADY STATE

- **Monitor the situation with normal staffing levels**
- **Review applicable SOPS and Departmental Emergency Plans**
- **Be prepared to escalate to Level 2: Partial Activation**
- **Conduct and AAR and update all existing plans and SOPS**



LEVEL 2: PARTIAL ACTIVATION

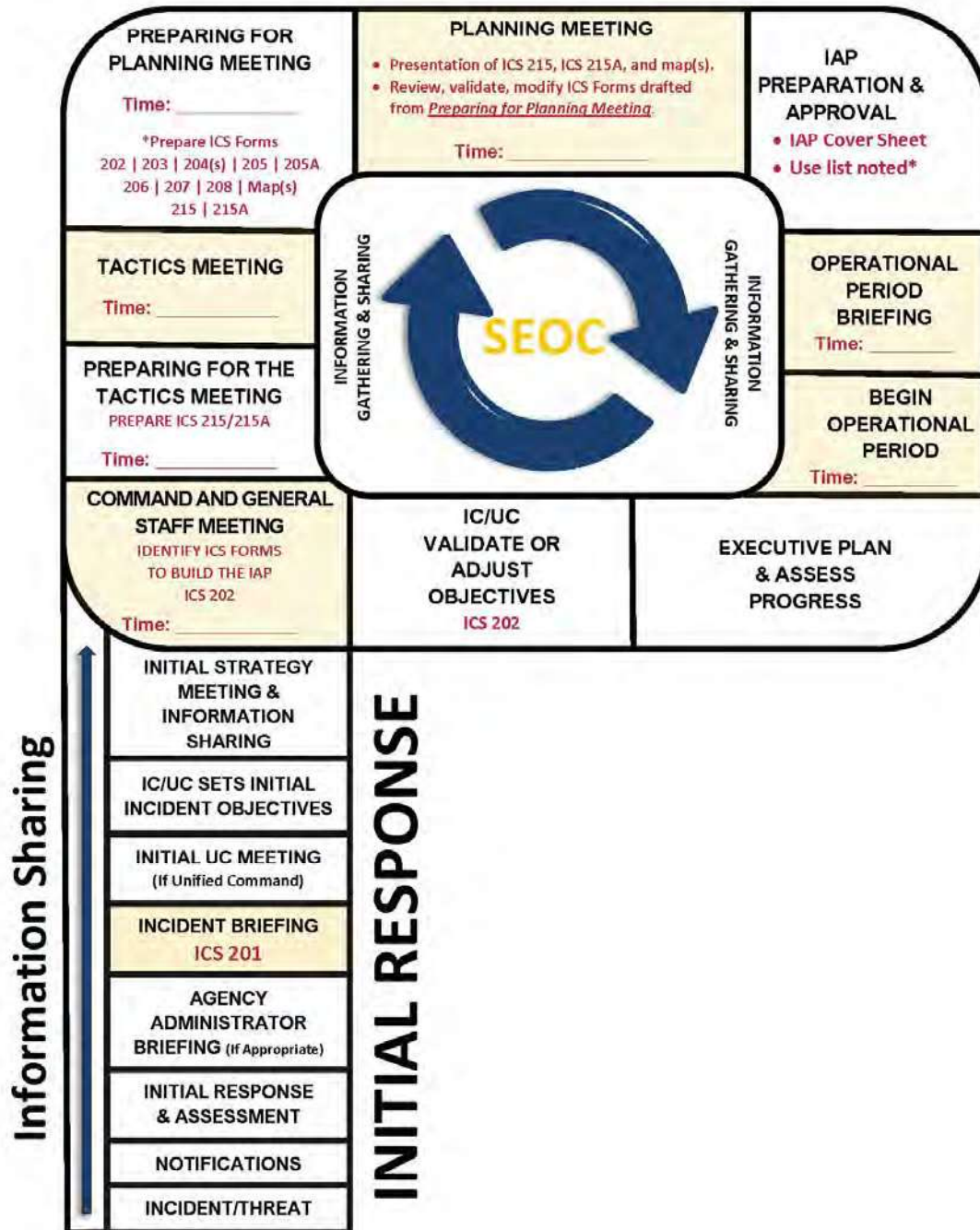
- Conduct a Rapid Needs Assessment
 - Life/Safety
 - Rapid Damage Assessments
 - Status of critical infrastructure
 - Evacuation Orders
 - Emergency Declaration
 - Document findings
- Activate the EOC with partial staffing
- Notify City Administrator
- Notify residents as needed (Everbridge, EAS, IPAWS)
- Activate Block Captains as needed
- On-scene security as needed
- Deploy city resources as needed
- Notify Utah County of EOC Activation
- Post EOC Check-In/Check-Out Sheet
- Establish communications with ICP
- Establish a Common Operating Picture
 - Meeting Schedule/Establish Planning “P”
 - SitReps
 - IAP
 - Track Resources
- Track expenditures and costs
- Establish JIC as needed
- Request additional resources
- Plan Demobilization
 - Additional documentation (activity logs, damage reports, cost reports, etc.)
 - Resources returned to owning agencies
 - Conduct AAR

LEVEL 3: FULL ACTIVATION

- **Conduct a Rapid Needs Assessment**
 - Life/Safety
 - Rapid Damage Assessments
 - Status of critical infrastructure
 - Evacuation Orders
 - Emergency Declaration
 - Document findings
- **Activate the EOC with full staffing**
- **Notify City Administrator**
- **Notify residents as needed (Everbridge, EAS, IPAWS)**
- **Activate Block Captains as needed**
- **On-scene security as needed**
- **Deploy city resources as needed**
- **Notify Utah County of EOC Activation**
- **Post EOC Check-In/Check-Out Sheet**
- **Establish communications with ICP**
- **Establish a Common Operating Picture**
 - Meeting Schedule/Establish Planning “P”
 - SitReps
 - IAP
 - Track Resources
- **Track expenditures and costs**
- **Establish JIC as needed**
- **Request additional resources**
- **Plan Demobilization**
 - Additional documentation (activity logs, damage reports, cost reports, etc.)
 - Resources returned to owning agencies
 - Conduct AAR
- **Create Recovery Task Force as needed**
 - Develop Long Term Recovery Plan
 - Activate Recovery Support Functions

PLANNING P

Planning P



SAMPLE EOC OPERATIONAL SCHEDULE

EOC OPERATIONAL PERIOD AND SHIFT SCHEDULE

This is an example of a typical cycle for Emergency Operations Centers (EOCs).

EOC OPERATIONAL PERIOD IS TYPICALLY A 12 HOUR SHIFT

SCHEDULE	ACTIVITY	DURATION
Hour 0	Operational Period begins Operational Period Brief given to all EOC Staff	30 Minutes
+ 3 Hours	CPG Incident Objectives Meeting (Objectives for the next Operational Period defined)	60 Minutes
+4.5 Hours	EOC Command and General Staff Meeting (Objectives for next OP distributed & prioritized)	45 Minutes
	Staff begins preparing strategy for Tactics Meeting.	
+6 Hours	Tactics Meeting (Strategy identified and discussed)	30 Minutes
	Staff begin preparing strategy for Planning Meeting.	
+8 Hours	Planning Meeting (IAP pre-assembled and discussed)	45 Minutes
	Assemble IAP and Situation Report	
+10 Hours	Submit Situation Report to EOC Manager for review and approval.	15 Minutes
+11 Hours	Submit IAP to EOC Manager for approval	15 Minutes
	Prepare Operational Period Briefing (Submit to EOC Manager for approval)	

+11.5 Hours	Position Relief Staff arrive Shift Transition Briefings begin.	30 Minutes
EOC OPERATIONAL PERIOD IS TYPICALLY A 12 HOUR SHIFT		



MEETING CHECKLISTS

INCIDENT BRIEFING (ICS FORM 201)

1. Initial Responders make initial assessments and conduct immediate response actions

COMMAND AND GENERAL STAFF MEETING (ICS FORM 202)

1. Review Current Situation³
2. Review Key Decisions, Priorities, Constraints, Limitations
3. Assign Objectives
4. Assign Priority
5. Begin IAP

TACTICS MEETING (ICS FORMS 215/215A)

1. Review Proposed Tactics
2. Resource Assignments

³ 25 QUESTIONS TO ANSWER FOR SITUATIONAL AWARENESS

1. What happened?
2. When did it happen?
3. Where did it happen?
4. What was the cause?
5. Who is affected?
6. How are they affected?
7. How long will they be affected?
8. Number of dead?
9. Number of injured?
10. Number of missing?
11. Extent of damage?
12. Current impact on government operations?
13. How did we learn of incident?
14. When did we respond?
15. Who is Incident Commander?
16. What actions have been taken?
17. Status of response?
18. Short term outlook?
19. Long term outlook?
20. Mutual aid requested?
21. PIO/Notification requirements?
22. Plan for next operational period?
23. Plan for next 24 hours?
24. Information/decisions needed?
25. Briefing/meeting schedule?

**PLANNING MEETING (ICS FORMS 202, 203, 204,205,205A, 206,207,208,
215,215A)**

1. Review of the Operational Plans and Resource Assignments

OPERATIONAL PERIOD BRIEFING

1. Brief IAP for Operational Period



INCIDENT ACTION PLAN CHECKLIST

INCIDENT ACTION PLAN (IAP) COVER SHEET		
Incident Name		
Operational Period		
Items Checked Below Are Included in This IAP		
EOC-239	Situation Report – Previous Operational Period	
ICS-201	Incident Briefing	
ICS-201-2	IAP Incident Briefing – MAP/GIS	
ICS-201-3	IAP Incident Briefing – Current Org. Chart	
ICS-201-4	IAP Incident Briefing – Resource Summary	
ICS-201-5	IAP Incident Briefing – Damage Assessment	
ICS-202	Incident Objectives/Response Priorities	
ICS-203	Positions/Phone Numbers	
ICS-205	Radio Communications Plan	
ICS-206	Medical Plan	
ICS-223	Health and Safety Message	
ICS-224	Environmental Summary	
ICS-230	Daily Meeting Schedule	
Prepared By		EOC Manager
Reviewed By		Policy Group

ANNEX E: VOLUNTEER AND DONATIONS MANAGEMENT

PURPOSE: The purpose of this annex is to provide a guide for managing volunteers and donations during emergencies in Lindon City.

CONCEPT OF OPERATIONS:

Parks and Recreation is the lead department for Volunteer and Donations Management. Volunteer Reception Center and Central Donation Receiving and Distribution Center will be located at the Lindon Community Center (25 N Main Street) unless otherwise indicated. Additional receiving and distribution centers will be established as needed.

Parks and Recreation will use internal resources to transport donations to distribution sites as needed. Public Works will support, as necessary. Block Captains may be used to distribute supplies if necessary.

If volunteers need shelter and feeding EOC will request support from the American Red Cross. Additionally, Lindon City may request support from the American Red Cross for donations management.

Lindon City will not accept donations of cash. Donors will be advised to donate directly to a 501-c-3 organization of their choice.

Lindon City will request additional resources from the Utah County EOC.

The Emergency Manager and the City Administrator will track unmet community needs. Where possible, Lindon City will not accept donations that do not directly meet urgent community needs.

Volunteers will coordinate with the CERT Coordinator in conjunction with the Block Captain system when possible.

All volunteers will report to the Community Center for assignment and demobilization or to the locations of Volunteer Based Agencies as appropriate.

Lindon City Police Department will provide security at all distributions sites as needed.

PLANNING ASSUMPTIONS:

1. Volunteers will spontaneously activate within the community, and not all volunteers will report to the Volunteer Center or otherwise coordinate with any organized entity.
2. CERT and Block Captain System will be activated.
3. Local religious organizations will organize volunteer efforts almost immediately following an emergency.
4. Donations will frequently arrive unsorted and not shipped in a uniform manner.
5. Unsolicited donations will arrive.
6. LDS church leaders will request aid through Regional Self Reliance and Welfare Managers
7. LDS church Bishop's Store House will be active in distributing emergency supplies.

8. Some donated items may have a short shelf life for be unusable.

ROLES AND RESPONSIBILITIES:

PARKS AND RECREATION

1. Open the Volunteer and Donations Center
2. Request additional resources as needed from the EOC
3. Send regular status updates to the EOC
4. In Process Volunteers and collect liability waivers
5. Track all expenses and submit documentation to Finance Department
6. Out Process Volunteers



ANNEX F: SHELTER PROCEDURES

PURPOSE: The purpose of this annex is to provide a guide for managing shelter operations during emergencies in Lindon City.

CONCEPT OF OPERATIONS:

Lindon City residents are encouraged to remain in their homes whenever possible as their homes provide a base of emergency supplies and operations.

If staying the home is not possible, residents should find shelter near their homes and plan for the use of alternate shelters.

Shelter in place protocols will be followed in the event of a HAZMAT release.

Primary evacuations options for residents should include staying with family or friends outside of the affected area and using commercial options such as hotels outside of affected area.

Lindon City has extremely limited capability to manage shelter options for residents. Lindon City will request assistance from the American Red Cross. Oak Canyon Junior High School is the only facility within Lindon City that meets the requirements to house a Red Cross Shelter. The most-likely shelter location in the vicinity of Lindon City is Utah Valley University. The American Red Cross can provide bed space for 500 persons within 3 hours and has a maximum capacity to shelter 1000-1500 persons within 48 hours.

Lindon City residents should plan to evacuate with any animals as needed. Lindon City does not have the resources to operate an animal shelter. The North Utah Valley Animal Shelter also has extremely limited surge capacity. Household pets and service animals are welcome at Red Cross shelters.

- 9. Review & Action: Bid Award for Lindon Hollow Creek Restoration project.** The Council will review and consider a recommendation by Lindon City Public Works Department to award the bid for the Lindon Hollow Creek Restoration project to Redoubt Restoration, who scored highest on their combined proposal, bid amount, and experience with a bid of \$721,575.00.

From Assistant City Engineer, Trent Andrus:

“We held a bid opening for the Lindon Hollow Creek Restoration last Wednesday. The bids have been evaluated by Juan, Ron Clegg, the folks at Bio-West, and myself, and we have unanimously selected Redoubt Restoration to carry out the project. The project documents were written such that bids are evaluated and scored up to 30 points for project experience, 30 points for personnel, and 40 points for bid price for a total of 100 points possible. While Redoubt is not the lowest bidder, their qualifications set them apart and they average a cumulative score of 94.5 points.”

Regarding the grants received to off-set the costs of this project: “...the grants we received require a 20% match. We have used portions of these grant monies to pay for other storm water projects, and we had \$1,068,289.40 left to go towards this and any other potential storm water projects. This amount includes the grant monies as well as the required match. Based on Juan’s calculations of the required match and the responsibilities of Orem and PG, we anticipate (Lindon) paying up to **\$64,828.86** towards this project. This includes the design work already completed as well as the cost for construction and inspections.”

Sample Motion: I move to (approve, continue, deny) the bid award to Redoubt Restoration (as presented or amended).

DOCUMENT 00510**NOTICE OF AWARD**

Dated: _____

TO: Redoubt Restoration
(BIDDER)ADDRESS: 10650 N 7200 W, Highland, UT 84003PROJECT: Lindon Hollow Creek RestorationCONTRACT: Lindon Hollow Creek Restoration
(Insert name of Contract as it appears in the Bidding Documents)

OWNERS CONTRACT NO.: _____

You are notified that your Bid dated June 24, 2026 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for: LINDON HOLLOW CREEK RESTORATION

(Indicate total Work, alternates or sections of Work awarded)

The Contract Price of your contract is \$721,575.00 Dollars.

Two copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. Two sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within ten calendar days of the date of this Notice of Award, that is by _____.

1. Deliver to the OWNER two fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Security Bonds as specified in the Instruction to Bidders (Article 21), General Conditions (paragraph 6.01) and Supplementary Conditions (paragraph SC-5.01).
3. Deliver with the executed Contract Documents the Insurance Certificates as specified in the Instructions to Bidders (Article 20), and General Conditions (Paragraph 6.02), and the Supplementary Conditions (Paragraph SC-5.04).
4. Other conditions precedent.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, and to annul the Notice to Award.

07/2026

NOTICE OF AWARD
PAGE 00510 - 1

Within ten days after you comply with those conditions, OWNER will return to you one fully signed counterpart of the Contract Documents.

LINDON CITY
(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

- END OF DOCUMENT -

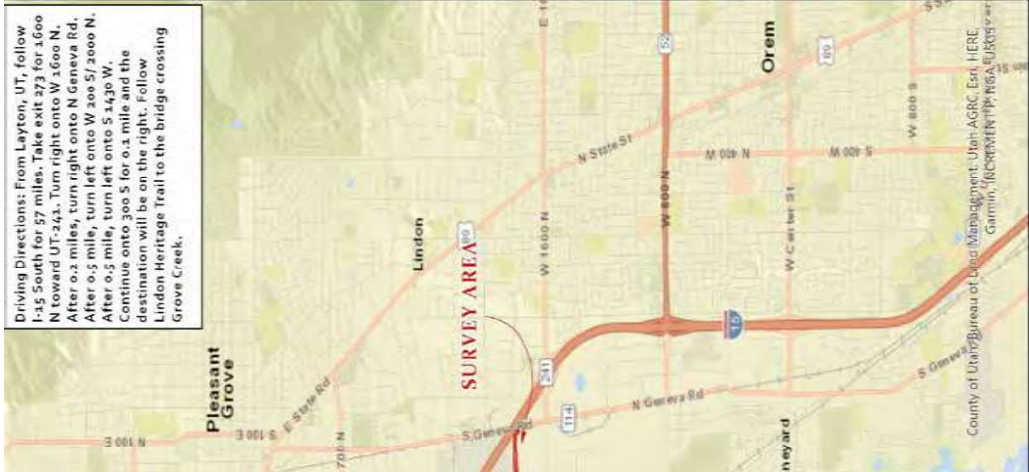
Lindon City Public Works - Bid Evaluation Summary

Quality-Based Selection Matrix (100-Point Scale)

Rank	Bidder Name	Avg Experience (Max 30)	Avg Personnel (Max 30)	Total Quality Score	Bid Price	Price Score (Max 40)	Cumulative Score
1	Redoubt Restoration	29.0	28.0	57.0	\$721,575.00	37.5	94.5
2	Strong Solutions LLC	25.5	23.5	49.0	\$677,225.00	40.0	89.0
3	FCI Companies	17.3	14.8	32.0	\$677,662.25	40.0	72.0
4	Stapp Construction, Inc	17.0	19.3	36.3	\$984,247.50	27.5	63.8
5	Mitchell Excavation	13.0	14.0	27.0	\$774,846.50	35.0	62.0

Restoration Plan

West of Geneva Road between 200 S. and 1600 N.
Lindon, Utah County, Utah



SHEET ASSEMBLY ORDER		
<u>SHEET IDENTIFIER</u>	<u>BINDING ORDER</u>	
G 01	01	COVER
G 02	02	GENERAL
G 03	03	GENERAL
LS 101	04	SITE
LS 102	05	SITE
LS 103	06	SITE
LS 104	07	SITE
LS 301	08	CRO
LS 302	09	CRO
LS 303	10	CRO
LS 304	11	CRO
LS 305	12	CRO
LS 306	13	CRO
LS 307	14	CRO
LS 308	15	CRO
LS 309	16	CRO
LD 501	17	SITE

Utah State Plane; NAD83 datum, No
NOTE: PLANS ARE INTENDED TO

management practices (such as) to prevent contractor equipment from causing pollution during construction activities. The Contractor is responsible for supplying equipment and plans that provide both dust and fire control during project construction. Use caution when working in areas along the creek to minimize sediment inputs. If potential hazardous materials are encountered, contact the City's Representative immediately.

Additional water quality and erosion control measures may be required. Equipment operating near the creek shall minimize disturbance to the channel bed and banks. To the extent practicable, heavy equipment shall operate from the top of bank or designated access routes without the need for heavy machinery in the channel and work in a way to minimize erosion and sediment runoff to the creek.

Fueling, equipment maintenance, and storage of petroleum products shall not occur within 100 feet of the creek unless approved by the City's Representative. Spill containment materials shall be available on site at all times and any spill shall be immediately contained and reported to the Owner's Representative.

Construction activities adjacent to flowing water shall be conducted in a manner that minimizes turbidity and sediment discharge to the creek. Work shall occur in a timely manner and during low flow to minimize erosion and sediment inputs.

Stream Bank Restoration Construction Guidance

This project involves stream bank restoration work that requires specialized construction methods intended to restore natural floodplains, stabilize banks, enhance in-stream habitat features and improve vegetation type and conditions. Contractors shall review project plans and details carefully and conduct work in a manner to succeed in that goal.

Construction activities shall be performed during low flow conditions starting late July 2026 and finishing early fall, and seed/mulch/plant November - December 2026 or as otherwise approved by the City's Representative. Water elevations can fluctuate during the construction period. Conditions will be assessed with the City's Representative during the construction period.

The Contractor shall conduct all excavation, grading, and material placement activities in a manner that minimizes disturbance to the creek and prevents migration of excavated materials into the active channel.

Construction activities shall minimize disturbance to the existing creek channel, bank soils, and surrounding vegetation unless directed by the City Representative. Equipment access to the bank shall be limited to designated access routes and work areas.

Heavy equipment shall operate from stable ground whenever practicable.

Direct equipment operation within the active channel shall be minimized. Disturbed bank soils shall be handled carefully to preserve soil structure and promote successful revegetation. Soil compaction shall be avoided. Completed restoration work including graded banks, erosion control materials, and vegetation shall be protected from damage caused by equipment traffic.

The Contractor shall coordinate restoration activities with the City's Representative including bank grading, temporary soil root ball storage, erosion control, and vegetation installation to ensure successful revegetation and stabilized bank conditions.

Demolition

Locate and verify all utility line locations prior to demolition and report any conflicts to the City's Representative.

Representative prior to construction, green flagging for transplanting during construction and pink flagging for grubbing and removal. All existing vegetation not in designated excavation areas and not designated for removal shall be protected in place. Vegetation damaged outside of the limits of disturbance shall be replaced by the Contractor at their own expense.

Salvaged shrubs and root balls shall be temporarily stored in moist shaded locations and protected from drying. Root balls shall remain moist and shall be replanted as soon as practicable following removal.

The Contractor shall avoid unnecessary disturbance to the root zones of vegetation designated to remain. Equipment traffic, stockpiling of materials, and excavation activities shall be limited within these protected areas.

Earthwork and Grading

Site Earthwork and Grading

The Contractor is responsible for all site earthwork and grading activities to meet designs identified in plans and details, which are intended to show final result of design and anticipated water elevations during low flow. With City's Representative approval, modification may be made to suit job site conditions encountered during construction.

Backfill and embankment material shall be composed of suitable excavated materials and imported rocks, logs, gravel and topsoil. Existing weedy topsoil shall be hauled off, and good topsoil shall be excavated and salvaged by Contractor for use in final grading and landscaping activities, as directed by the City's Representative.

Earthwork associated with bank restoration shall be performed in a manner that preserves soil structure and promotes vegetation establishment. Compaction of restored soils shall be avoided and/or repaired in preparation for seeding where needed.

Bank grading shall create a natural appearing surface consistent with design intent. Minor surface irregularities are acceptable and expected to mimic natural bank conditions.

Construction Spoils and Waste Handling

Items encountered below grade and not shown on the drawings shall be brought to the attention of the City's Representative. All construction spoils and waste are the responsibility of the Contractor and shall be disposed of at an approved location.

Excavated materials designated for reuse within the restoration area shall be stockpiled in locations approved by the City's Representative and protected from erosion and sediment transport.

Site Construction Notes

All planting and seeding activities shall occur in November-December 2026 or as otherwise approved by the City's Representative.

Where ground conditions are damp and equipment traffic would result in excessive ground compaction and rutting, use construction mats to access active work areas.

Use a water truck or other suitable watering device as needed to control dust.

Inspect paved roads adjacent to the project site regularly for mud tracking; sweep roadways as needed and ensure roads are left clean at the end of each shift.

ce that generally includes
, installation of Post Assisted
m habitat features,
restored rock terraced banks,
es, and planting and

ods when saturated soil
e rutting, compaction, or

mulching, Cuttings and

include a native riparian seed
and upland plantings. The
from a specialized
entative.

nd shall have a minimum
One end of each post shall
ing into the substrate up to 5

alized equipment, including
with post driving or auger
safely and effectively

ent to achieve stability,
post length embedded below
a project details.

it
cedures for installing rootwad
ifications shall be regarded
uction. Submit data showing
idation, wear, and
rking days before use.
ent construction techniques.

ing with the City's
rior to delivering materials to
nd provide historic results on
s of the proposed materials

egradation of Small Size
n the Los Angeles Machine.
y Use of Sodium Sulfate or

erial on-site for the project.
for project. Remove any
tion. The City's
nforming to this

ble against disintegration,
greater than three times their
one that is free from seams,

nts for stone.

Rootwad:

Salvage and store approved trees from on site for use in rootwad
structures. Rootwads consists of tree trunk and attached rootball 5 feet to
10 feet in length, 12-inch to 24-inch diameter or larger trunk, measured 4
feet above the roots with a 3 feet to 4 feet diameter rootball.

Footer and Header Log:

Shall be 10 feet in length with a minimum 10 inch diameter

Preparation: Install surface and ground water control measures as
needed to perform work in dry conditions. Water control measures
include, but are not limited to diversions, culverts, sumps with pumps or
other means necessary to maintain the level of groundwater below
subgrade elevation and to divert surface water away from the work area.

Place all rootwad and rock during times of minimum flow or no flow
conditions. Place rock units so that there are no vertical or horizontal
joints in the wall of the retained slope.

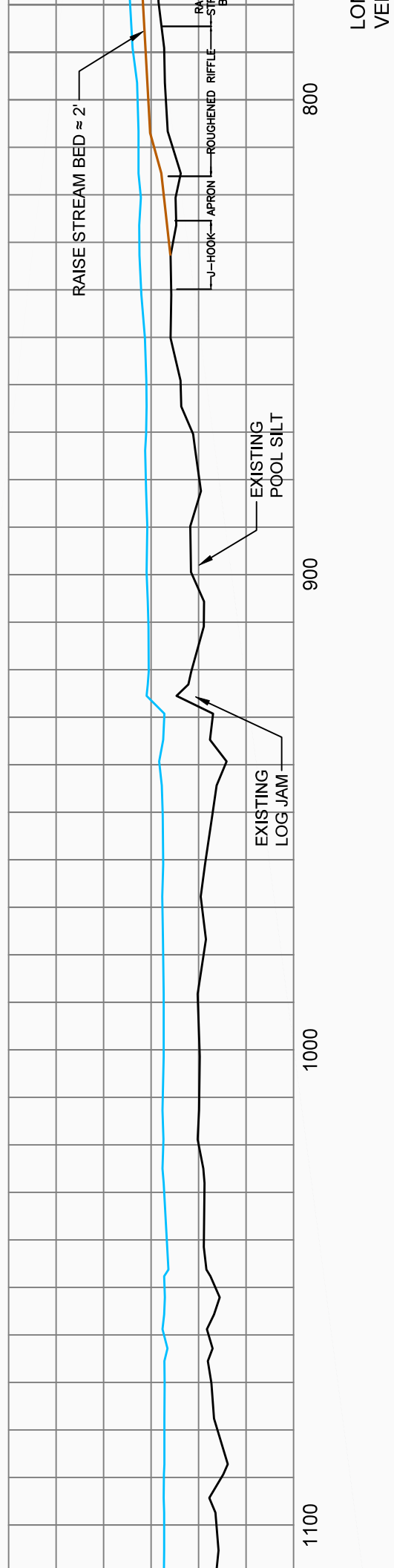
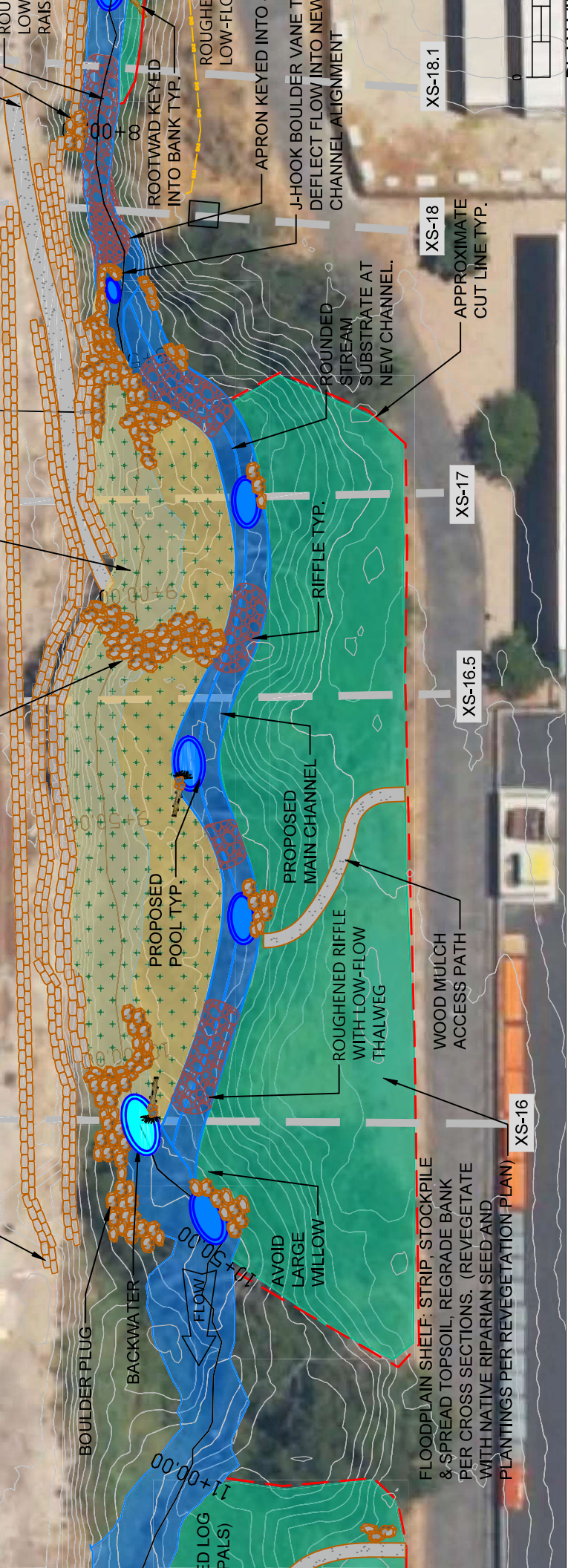
Remove all topsoil, loose excavated materials, trees, timber debris, soft
yielding material and concrete debris, and other objectionable materials
from beneath the areas where the rock is to be placed and as shown on
the plans. Do not block natural drainage layers or horizons within the
channel bottom.

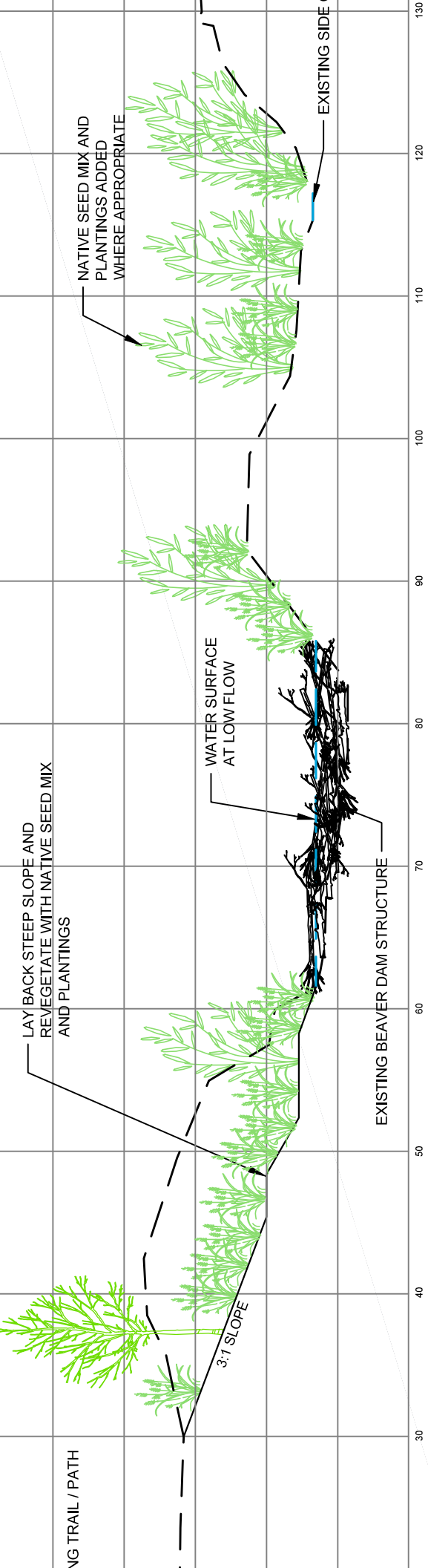
Place any approved on-site material and compact as specified to the
elevation per plan detail. Do not backfill depression with shattered shale
materials. Spread fill materials uniformly minimizing segregation.
Compact subgrade to 95 percent maximum density, AASHTO T 99, or to
a 70 percent relative maximum density, AASHTO T 180.

Smooth graded areas maintaining specified slope with no more than 3
inches change unless closer tolerances are specified.

Do not place rock until the City's Representative has verified compaction
requirements.

Placement of Rock Elements: Install the rock in place at the specified
depth as shown in the plans. When installing rocks in the streambed or
stacking rocks, the bottom anchor rock shall be buried 2/3 it's height. Do
not group stones as a substitute for larger stone unless directed by City's
Representative. Arrange individual stones as necessary by use of
equipment or grapple device or hand to match the stone placement
shown in the details on the plans. Provide a finished grade conforming to
the lines and grades and adjacent surfaces as shown on the plans.
Manipulate the stone if necessary to provide interlocking of the angular
stone surfaces. Fill in interspatial spaces between and behind larger
rocks with smaller rock and gravel.





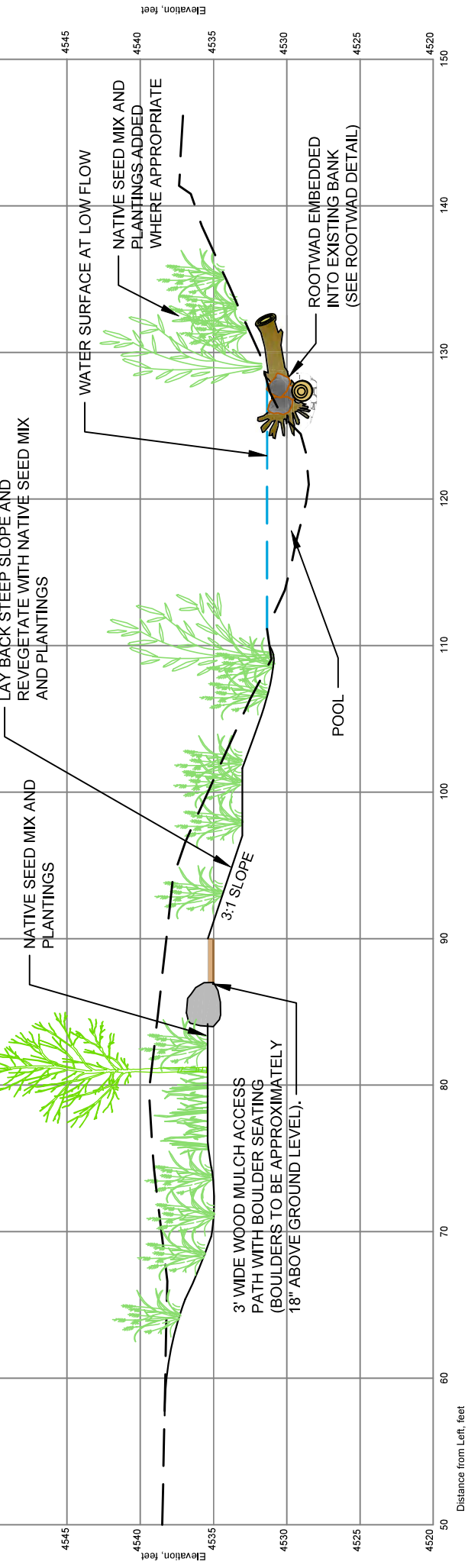
XS -13 LINDON HOLLOW CREEK



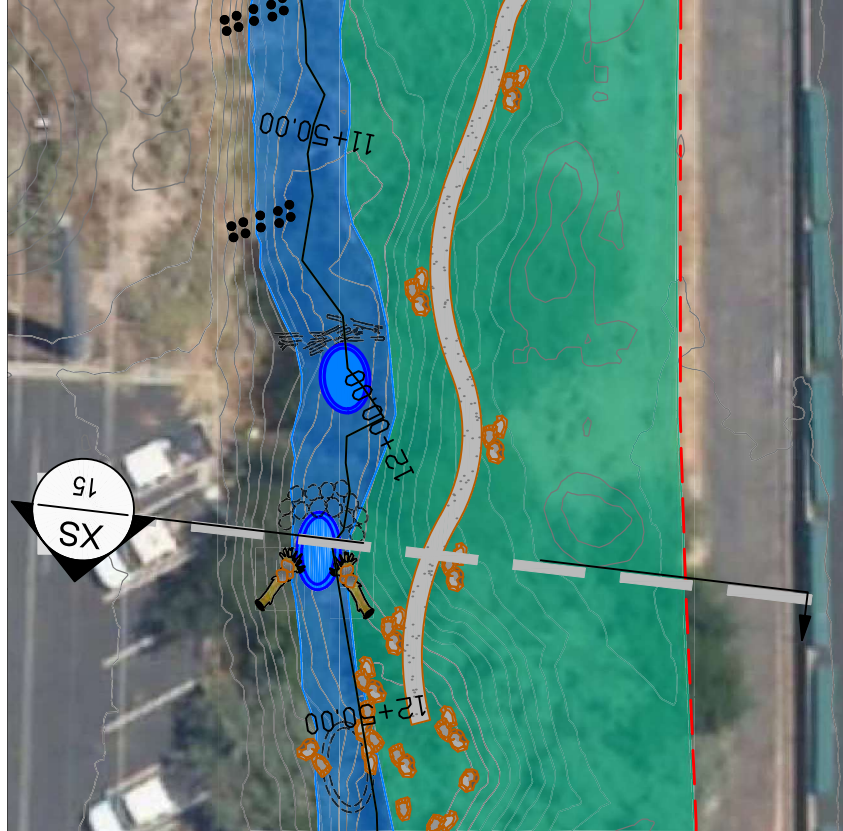
PLAN VIEW (SCALE: 1:30)



0 30 60

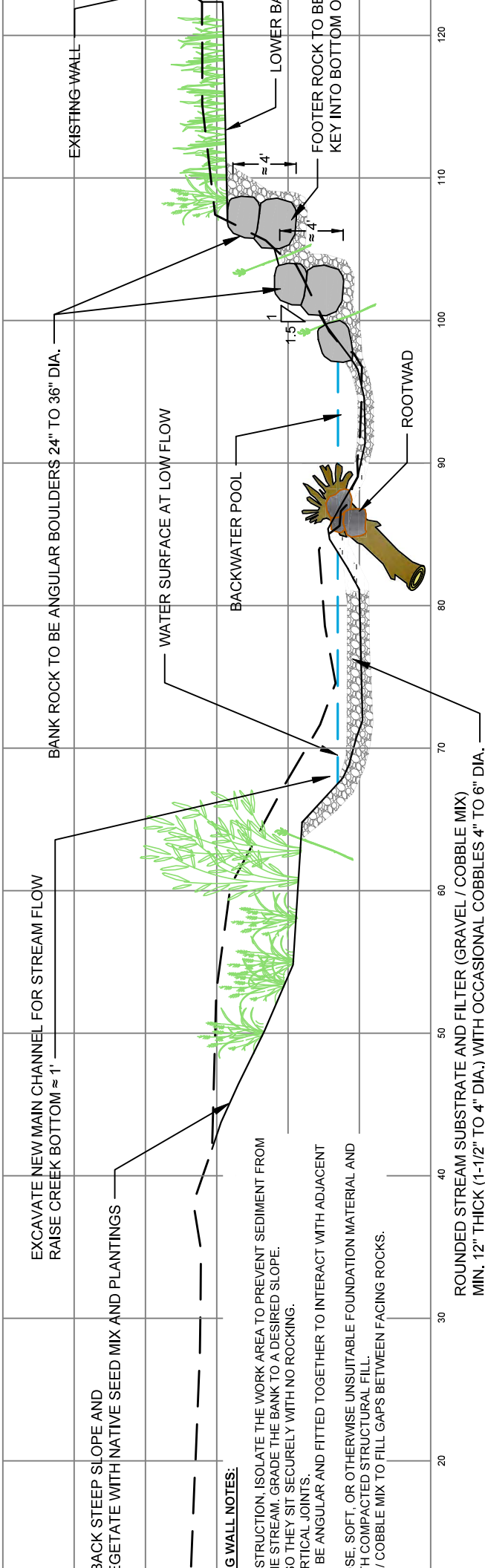


XS -15 LINDON HOLLOW CREEK

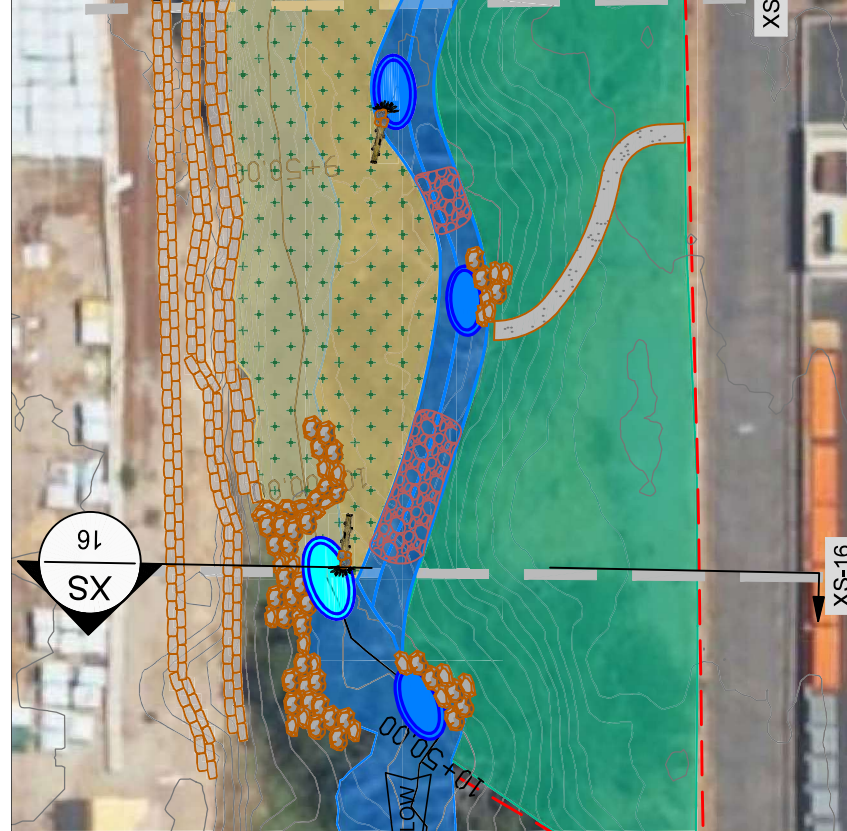


PLAN VIEW (SCALE: 1:30)





XS-16 LINDON HOLLOW CREEK

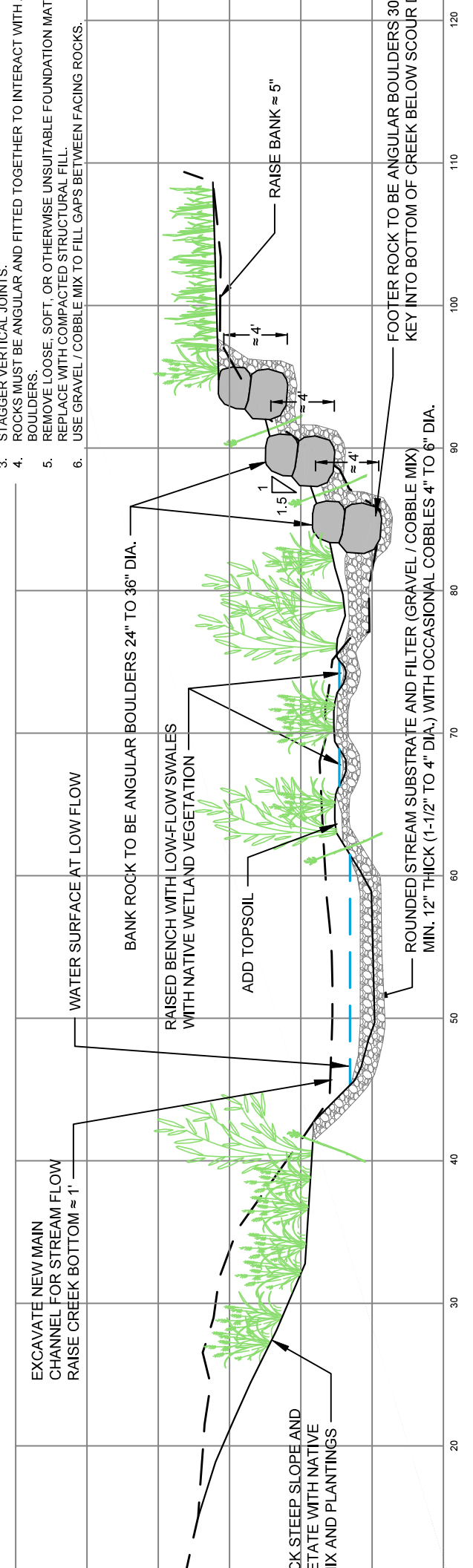


PLAN VIEW (SCALE: 1:30)



60.

1. SET ROCKS SO THEY FIT TOGETHER WITHOUT NEEDING TO BE FORCED TOGETHER.
2. STAGGER VERTICAL JOINTS.
3. ROCKS MUST BE ANGULAR AND FITTED TOGETHER TO INTERACT WITH THE WATER.
4. BOULDERS.
5. REMOVE LOOSE, SOFT, OR OTHERWISE UNSUITABLE FOUNDATION MATERIAL AND REPLACE WITH COMPACTED STRUCTURAL FILL.
6. USE GRAVEL / COBBLE MIX TO FILL GAPS BETWEEN FACING ROCKS.

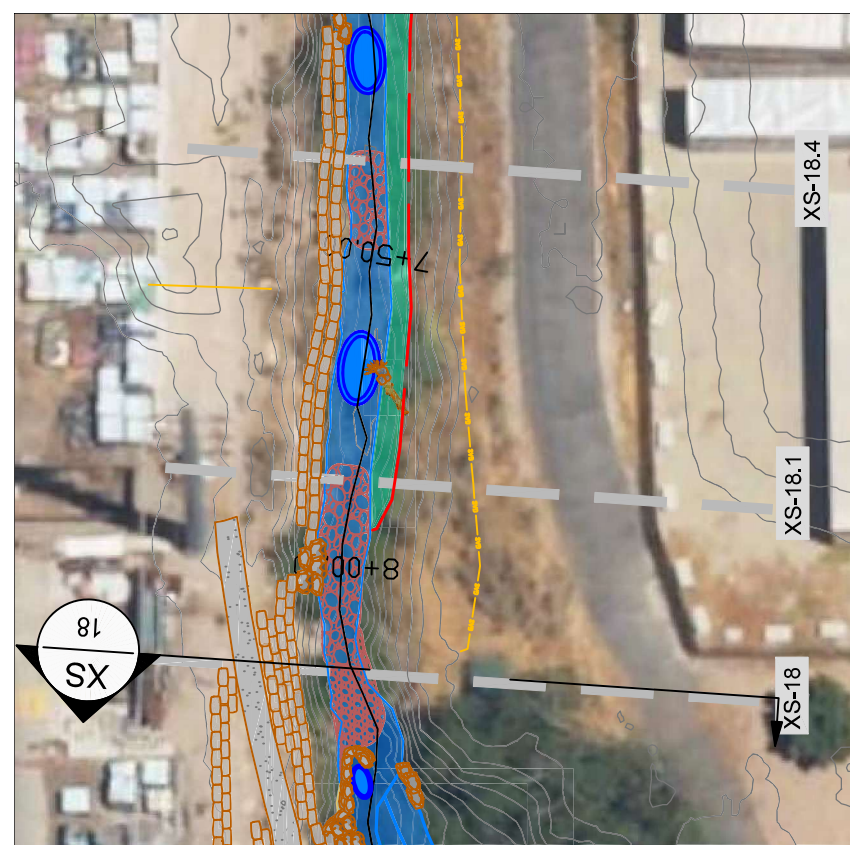
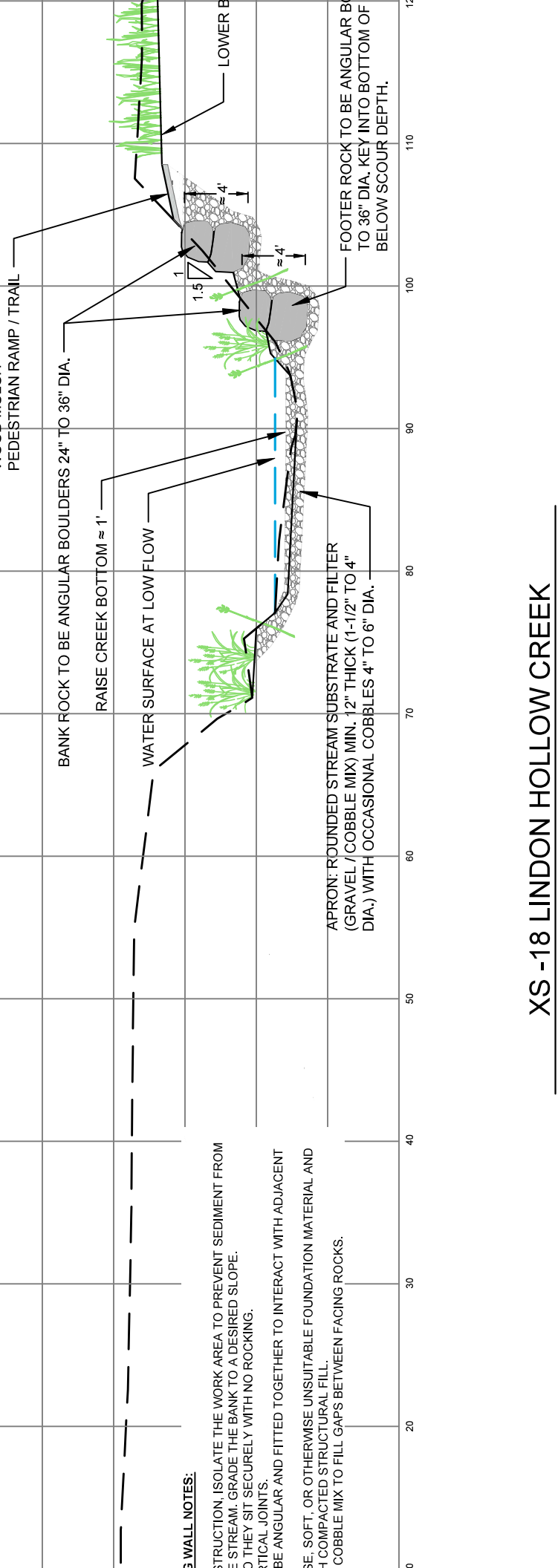


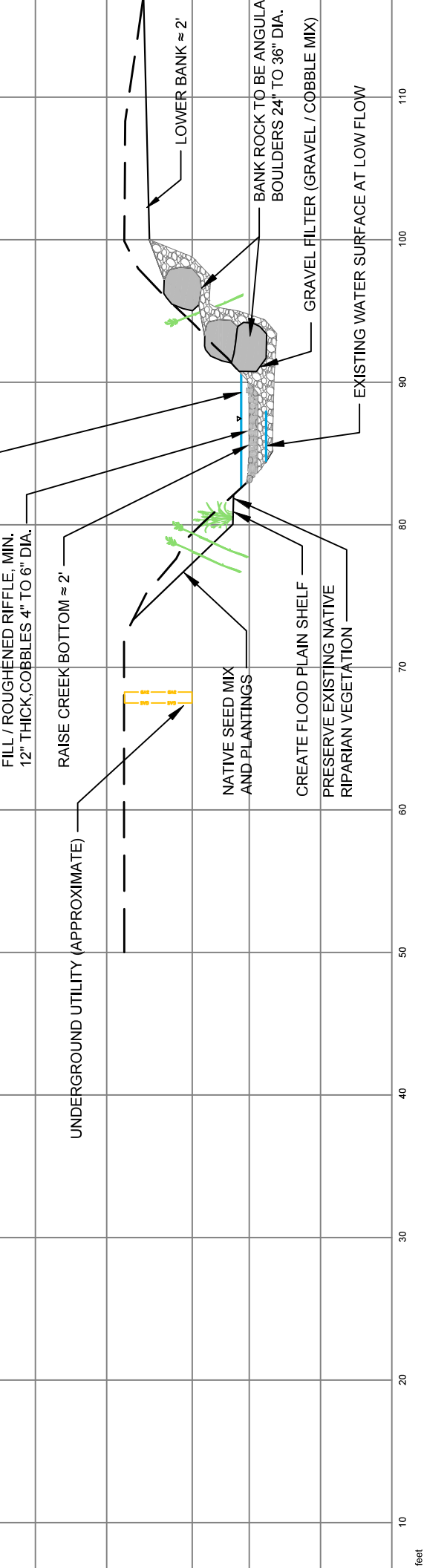
XS -16.5 LINDON HOLLOW CREEK



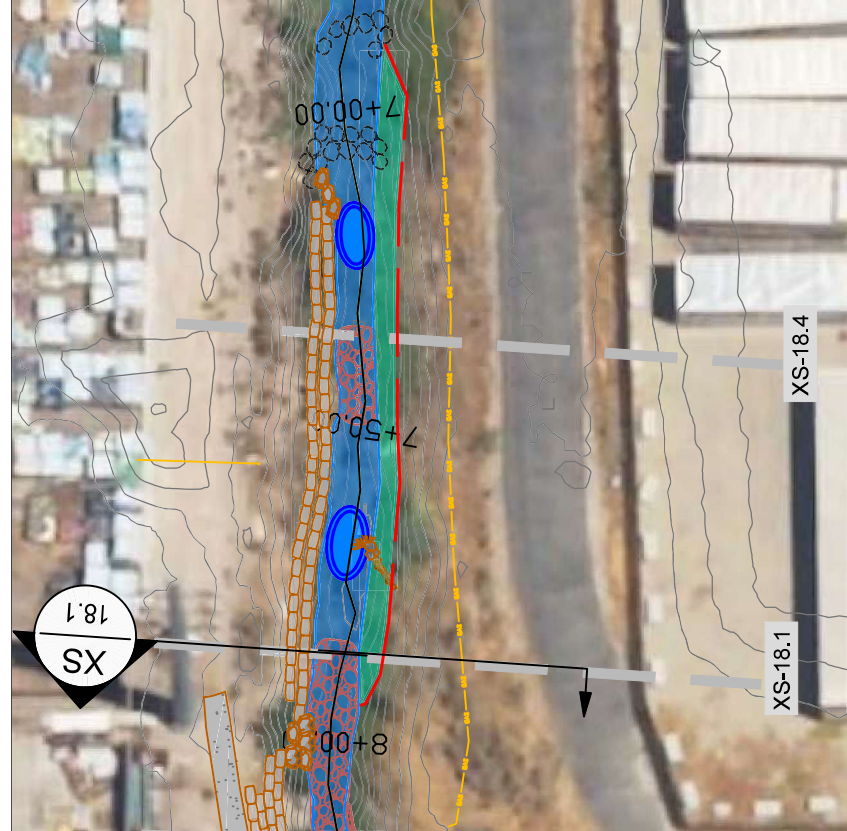
PLAN VIEW (SCALE: 1:30)







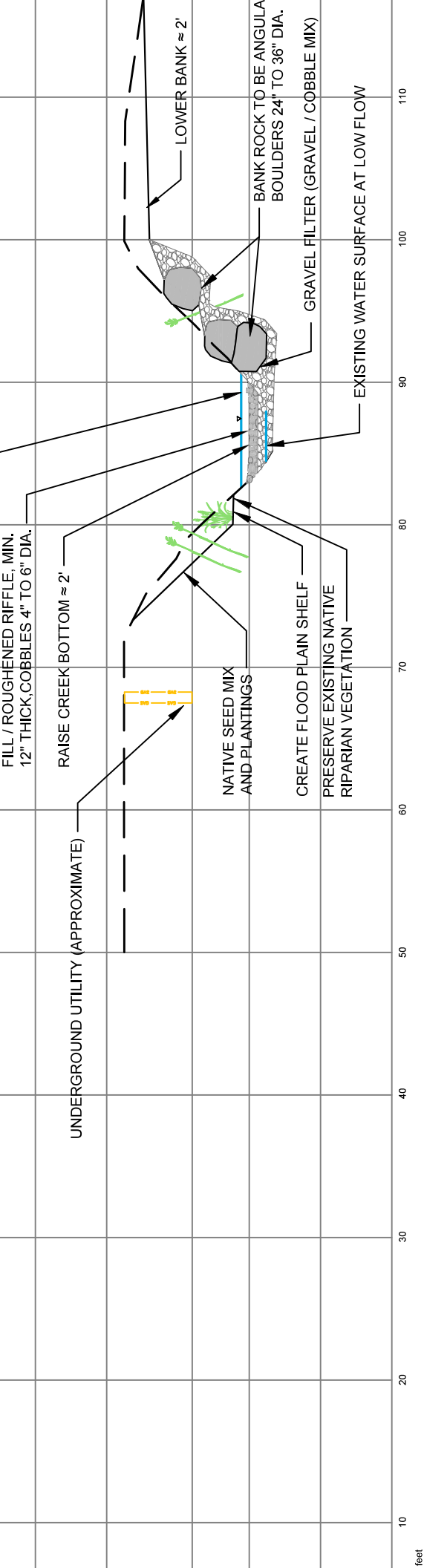
XS -18.1 LINDON HOLLOW CREEK



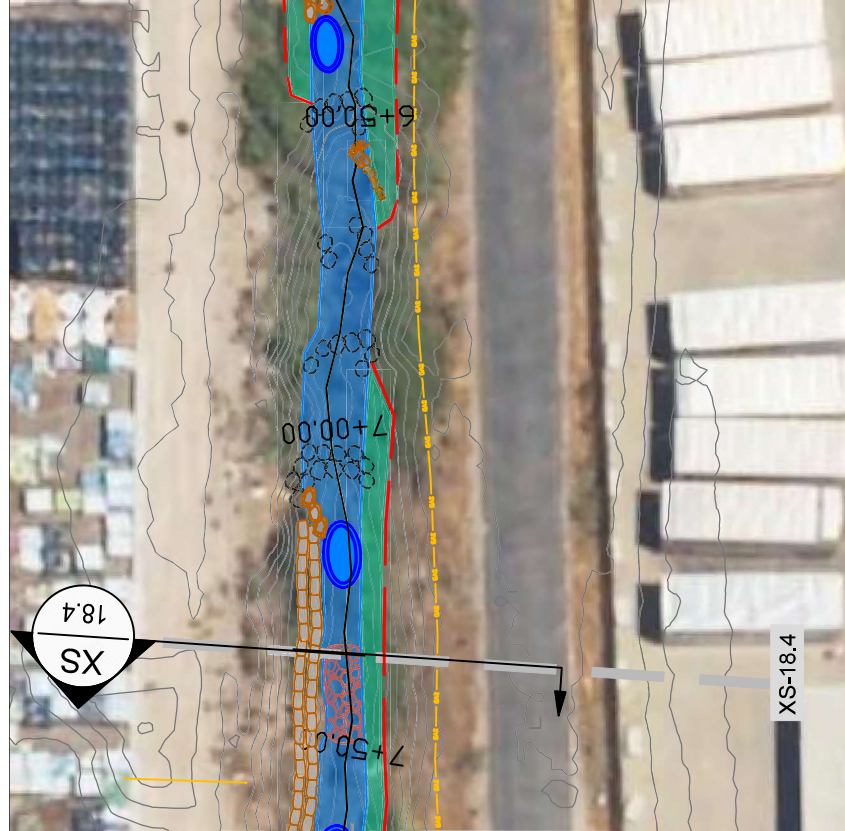
PLAN VIEW (SCALE: 1:30)



0 30 60



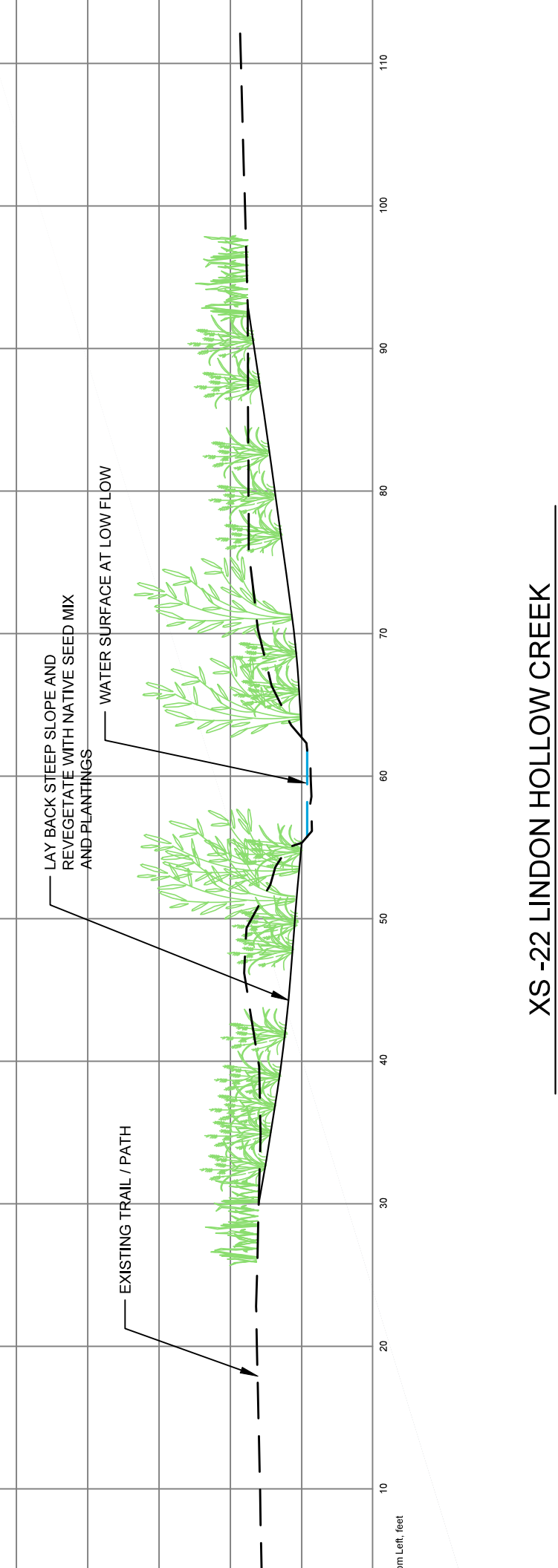
XS -18.4 LINDON HOLLOW CREEK



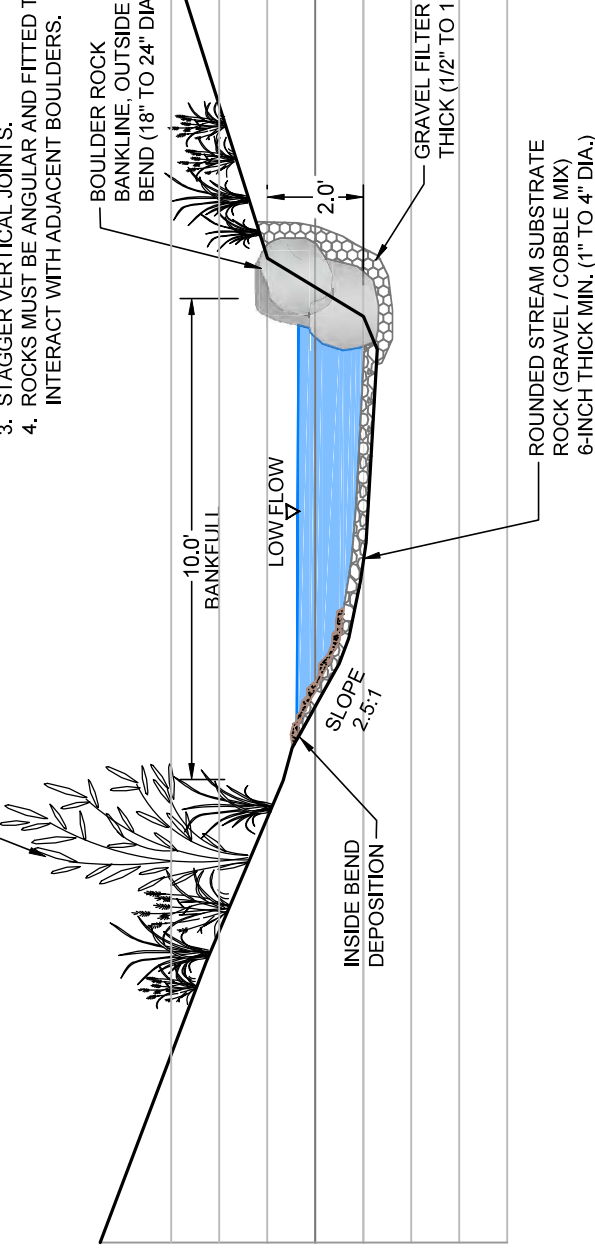
PLAN VIEW (SCALE: 1:30)



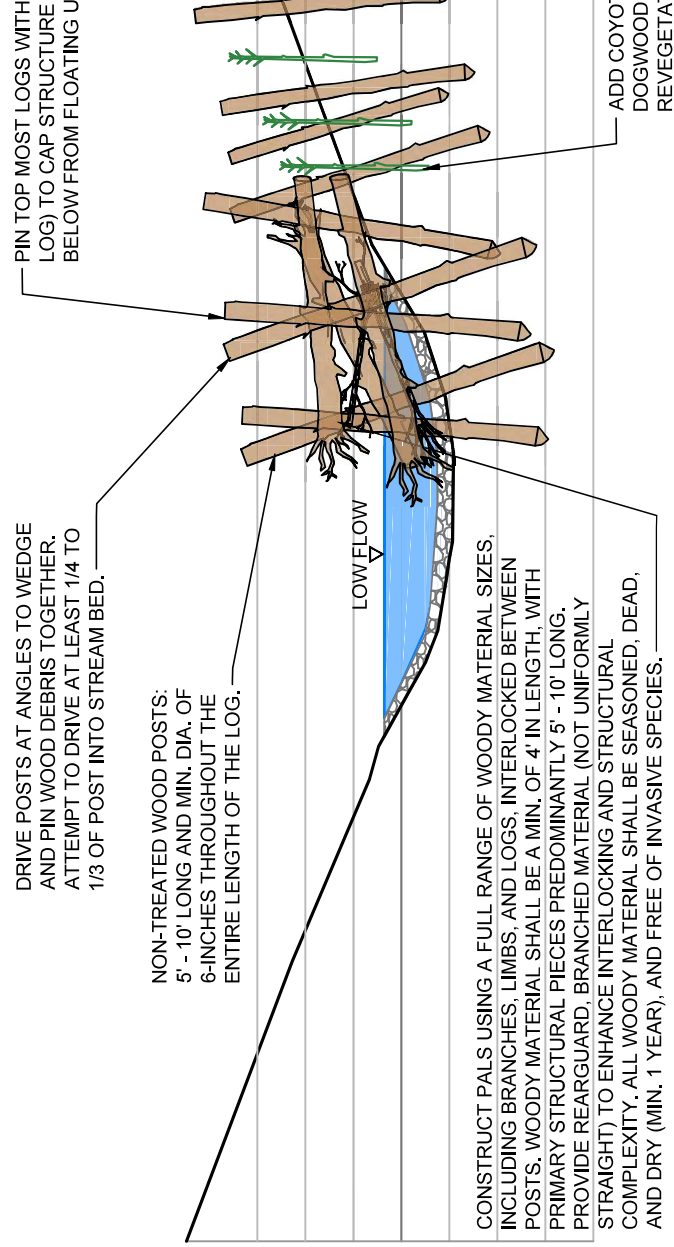
0 30 60



— NATIVE RIPARIAN PLANTINGS



2



④

 $1^{\text{st}}=2^{\text{nd}}$

- 10. Closed Session** - The City Council will discuss potential purchase or sale of real property per Utah Code 52-4-205(1)(e). This session is closed to the general public.

Sample Motion: I move to enter a closed session to discuss potential purchase or sale of real property.

(Roll call vote needed to enter a closed session)

(To close the Closed Session)

Sample motion: I move to close the Closed Session and reconvene the regular open meeting.

ADJOURN