



# ANNUAL REPORT 2023

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437 North Wasatch Drive  
Layton, UT 84041





Community • Prosperity • Choice

Mayor • Joy Petro  
City Manager • Alex R. Jensen

• Council Members •  
Zach Bloxham  
Clint Morris  
Tyson Roberts  
Bettina Smith Edmondson  
Dave Thomas

March 13, 2024

Mayor and Council:

Attached for your information and review is the fifteenth comprehensive annual report that includes statistical and other pertinent information, accomplishments, etc. for the various departments for calendar year 2023.

My hope is that you will again find this document to be informative, useful, and professional. Any suggestions for improvement would be welcome.

Generally, the larger accomplishments of the City receive public attention, but many of the day-to-day, behind the scenes efforts to improve the operations of the City and strengthen the ability of the City to serve her citizens goes unnoticed.

As you have heard me mention many times before, I am very appreciative of the support you show the staff of the City. Our ability to move the City forward is directly tied to the professionalism, trust and forward-thinking nature of you, the Mayor and Council. Thank you.

If you have any questions or comments, please feel free to contact me or the relevant department director.

Sincerely,

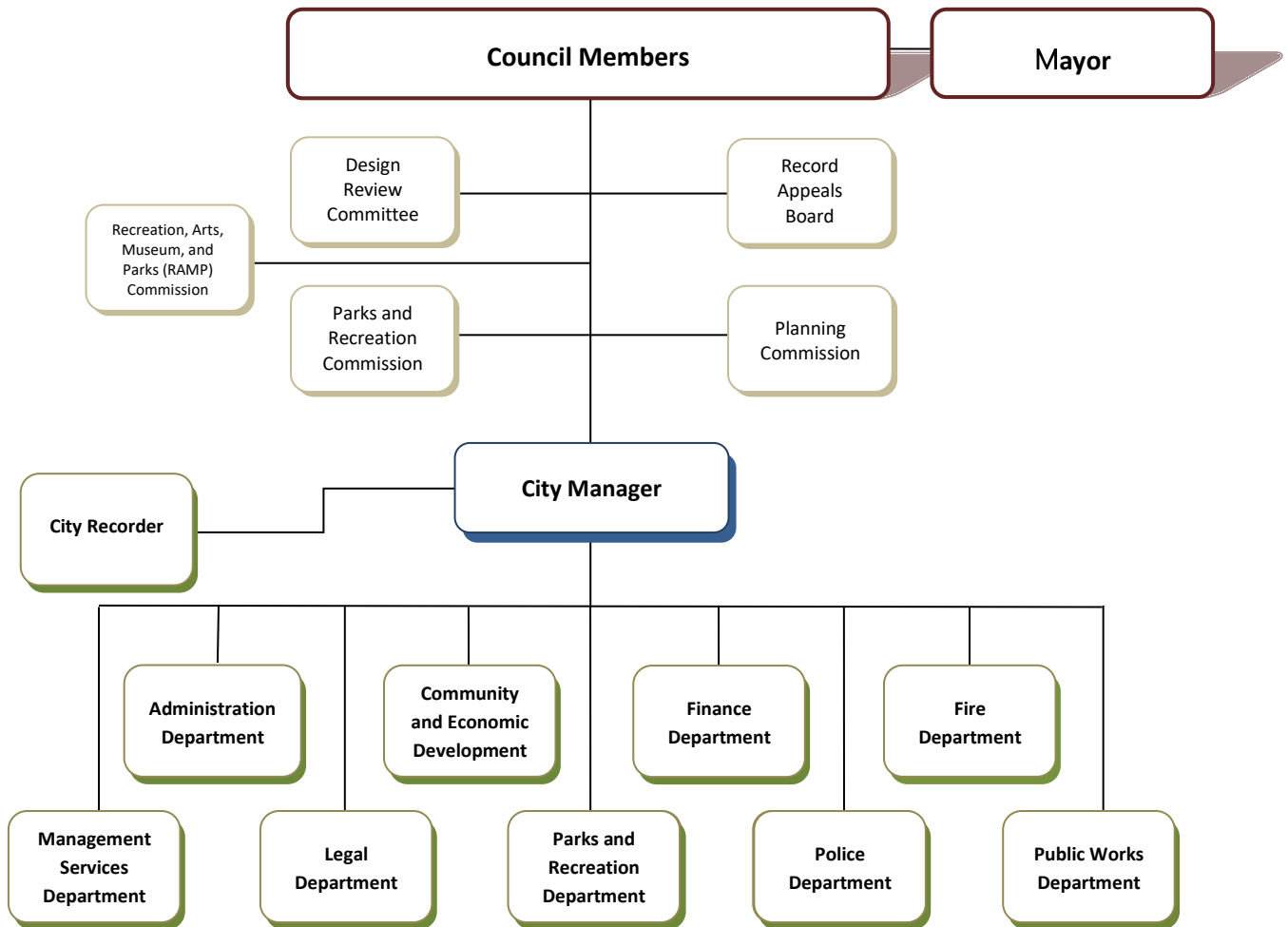


Alex R. Jensen  
City Manager



# Layton City

## 2023 Organizational Chart





## Annual Report

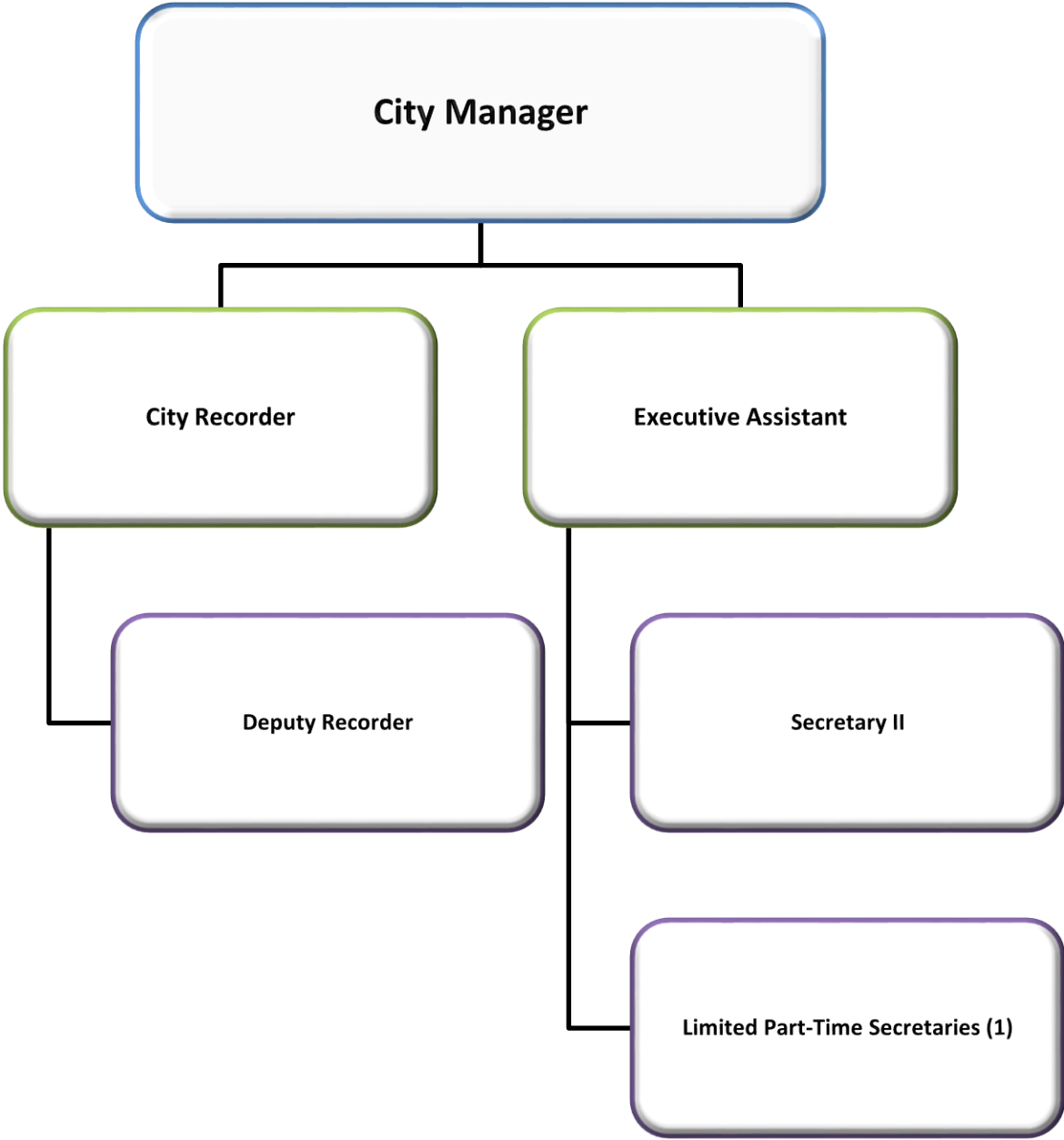
# Administration Department 2023

**Layton City Administration Department**  
*2023 Annual Report*

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Administration Department  
*2023 Organizational Chart*



## MISSION STATEMENT

The overall mission of Administration is to oversee the day-to-day activities of Layton City government according to the guidelines and policies set forth by the City Council, and in compliance with applicable State and Federal laws. In carrying out this function, this office is committed to facilitating the efforts of City employees in every department to provide them with the resources they need to serve the public effectively while keeping the cost of City government low.

### PERSONNEL

The Administration Staff consists of the City Manager, City Recorder, Deputy Recorder, Executive Assistant, Administrative Assistant, and one limited part-time Secretary.

### CITY MANAGER

The City Manager oversees the day-to-day activities of the Layton City government according to the guidelines and policies set forth by the City Council and in compliance with applicable State and Federal laws.

### CITY RECORDER

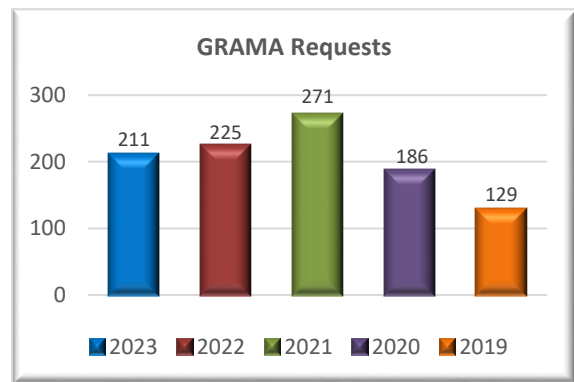
#### Records – Government Records Access and Management Act (GRAMA) Requests

During the past 12 months, the Recorder’s office processed 211 GRAMA requests. This is a decrease of 14 GRAMA requests from 2022 where 225 requests were received. In 2021, 271 requests were received. In 2020, 186 requests were received. In 2019, 129 GRAMA requests were received.

This is information requested by the public and does not include GRAMA requests sent directly to the Police and Fire Departments. The Recorder’s office works closely with Staff to fill these requests.

With the implemented online GRAMA request form revised in 2014, the public can easily complete a request form online, which is then emailed directly to the City Recorder for processing.

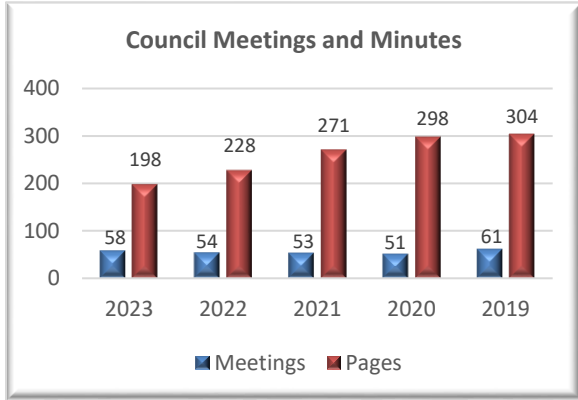
Most of these requests can be completed electronically, which speeds up the process and eliminates the cost of paper and copying.



#### City Council Minutes

The amount of minutes being transcribed for Council meetings has decreased a little from the previous year. In 2023, The City Recorder typed 198 pages of minutes (82,905 words) from 58 meetings. In 2022, the City Recorder typed 228 pages of minutes (95,191 words) from 54 meetings. In 2021, the City Recorder typed 271 pages of minutes (131,248 words) from 53 meetings. In 2020, the City Recorder typed 298 pages of minutes (144,829 words) from 51 meetings. In 2019, the City Recorder typed 304 pages of minutes (146,344 words) from 61 meetings. In 2023, 13 closed door meetings were held. The Redevelopment Agency (RDA) held 7 meetings and the Municipal Building Agency (MBA) held 1 meeting.

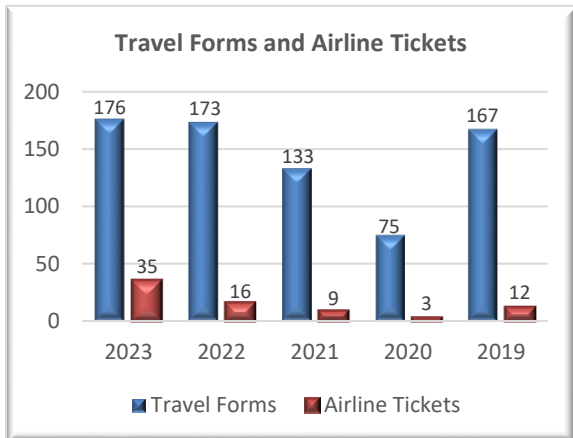
The Recorder’s office utilizes a digital recording system, which makes transcription more efficient and copies of digital recordings are posted on the City’s website, along with approved meeting minutes.



### Travel Plans and Forms

The City Recorder is the travel coordinator for the City and processes all travel forms for City employees.

In 2023, 176 travel forms for 329 employees were processed with 35 airline tickets purchased. In 2022, 173 travel forms for 303 employees were processed with 16 airline tickets purchased. In 2021, 133 travel forms for 256 employees were processed with 9 airline tickets purchased. In 2020, 91 travel forms were processed, with 16 of those travel plans being cancelled. Out of 8 airline tickets purchased, 5 were cancelled. The cancellations were due to COVID-19. In 2019, 167 travel forms were processed and 12 airline tickets were purchased.



### Elections

Three City Council seats were up for election in 2023 and six candidates declared candidacy. The three incumbents were re-elected to fill those seats and Zach Bloxham, Clint Morris, and Dave Thomas were sworn into office at 4:30 PM on Thursday, January 4, 2024.

Due to the resignation of Representative Chris Stewart, Governor Spencer Cox issued a proclamation on June 14, 2023, calling for a Special Election and changing the dates of the Municipal Election; designating September 5, 2023 as the date for the Primary Election, and November 21, 2023 as the date for the General Election.

The 2023 Election was a by-mail election administered by Davis County. The participation rate for the Primary Election was 21.34%, a decrease from the 23.97% experienced during the 2021 Primary Election. Voter turnout for the General Election was 23.73%, also a decrease from the 2021 General Election of 29.43%.

### ASSISTANTS

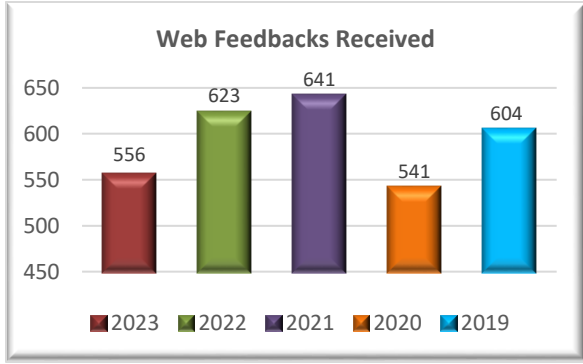
The Executive Assistant is responsible for the day-to-day management of the Administration Department under the direction of the City Manager. The Administrative Assistant works under the supervision of the Executive Assistant.

### Web Feedbacks

The Administration office receives web feedbacks from the City’s website, which are generated by citizens. The web feedbacks contain comments, compliments, complaints, or requests from individuals visiting the City website. When the web feedbacks are received, they are forwarded to the proper department director and are answered by them or by the correct individual from each department.

In 2023, there were a total of 556 web feedbacks, a decrease from 2022 where 623 web feedbacks were received. In 2021, 641 web feedbacks were received. In 2020, 541 web feedbacks were received. In 2019, 604 web feedbacks were received.

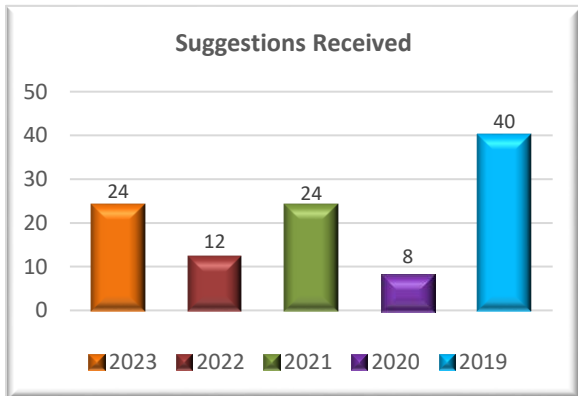




### Suggestions

Suggestion boxes are located in each department. Citizens and employees are welcome to leave suggestions in the boxes provided. The suggestions are collected each week and given to the City Manager and then to the appropriate department director to handle.

In 2023, 24 suggestions were received, this was a significant increase from 2022, where 12 suggestions were received. In 2021, 24 suggestions were received. In 2020, 8 suggestions were received, but the pandemic played into this number and in 2019, 40 suggestions were received.

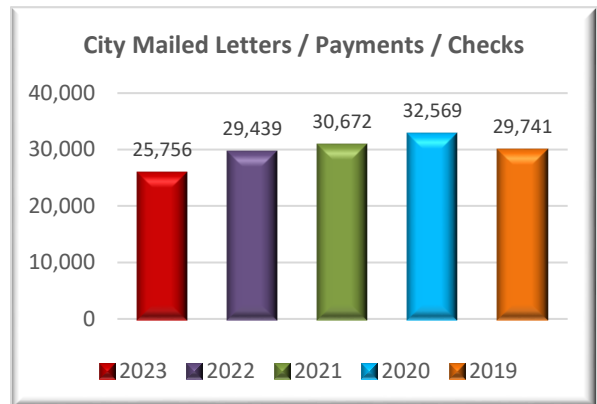


### Mail

The mail room is located in the Administration department. All departments within the City bring their mail to Administration for processing each day.

In 2023, 25,756 letters and bills were mailed out, this was a decrease from 2022 where 29,439 letters and/or bills were mailed out. In 2021 30,672 letters and/or bills were mailed out. In 2020, 32,569 letters and/or bills were mailed out. In 2019, 29,741 letters and/or bills were mailed out.

Each department also receives mail daily, which is processed by the Administration department. The mail delivered to the City each day is not considered in these numbers.





**Annual Report**  
**Community and**  
**Economic Department**  
**2023**

# Layton City Community and Economic Development Department

## 2023 Annual Report

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## **CED DIRECTOR'S MESSAGE**

Layton City Mayor and Council:

The Community and Economic Development Department (CED) provides professional advice and management of Layton City's planning and development activities to our citizens, appointed boards, and elected officials. I am pleased to provide a summary of the City's overall progress in land planning, development, redevelopment, and business license activities over the past year.

Layton City maintained steady growth in residential and commercial development in 2023. The City continued to see a balanced cross section of residential development with permits issued for 70 single-family units, 49 townhome units, and 132 multi-family units permitted last year. While this overall number of residential units reflected a reduction from previous years, Community and Economic Development Staff continued to encourage the mix of housing choice, variety, and amenities envisioned in the 2019 General Plan.

Progress continues on the redevelopment of Layton's Historic Downtown. Permits were approved and construction started on the Layton Station mixed-use development consisting of commercial mixed-use buildings along Main Street and 253 units of multi-family residential. Development continued on the property west of the FrontRunner station and north of Layton Parkway including continued work on the 130,000 square-foot Tanner Clinic building, and the 248 unit MoDA multi-family development. The City is continuing to coordinate the pedestrian overpass bridge that will tie this area to the FrontRunner station and the remainder of historic downtown. The City has also received funding for construction of a signalized intersection on Main Street at the FrontRunner station to further facilitate pedestrian connectivity and redevelopment of the downtown.

The regional market strength of Layton continues to bring reinvestment and new retail/restaurant/office tenants. Layton contributes \$2.4 billion worth of total taxable sales activity, the second largest market city north of Salt Lake City and tenth in the State of Utah. Notable development in the Midtown area has continued including the construction of a new Candlewood Suites Hotel. Utah Department of Transportation's opening of the new West Davis Corridor in January 2024 (at 2700 West) is expected to drive additional demand for development in the West Layton Business Park.

Related to efforts surrounding Hill Air Force Base, KIHOMAC has completed an approximately 11,000 square-foot expansion of their facility and subdivided a portion of their property to create a parcel for another potential employer. A new 47,500 square-foot Class A office building is underway on Highway 193 as part of the Grandview office property, and JL Ventures has nearly completed construction of a new approximately 164,000 square-foot light industrial/manufacturing building which is the first of several hundred thousand square-feet of additional industrial space to be constructed within the East Gate Economic Development Area.

The Department has been organized to provide our key services with efficiency, professionalism, and excellent customer service. Staff are well trained in their specific duties and have a personal commitment to improving the quality of life of Layton residents. Urban design is increasingly more important in the built environment of the City. Attention to the details of planning our community, providing innovative zoning techniques, and directing development choices will lead our community to a bright future. CED continues to advance its efforts in the economic development, land planning, and marketing of our City. The local economy remained strong and vibrant in 2023. The future of our City is even brighter with excellent economic development and neighborhood development opportunities.

Please contact me with any questions concerning this report or our on-going community development efforts.

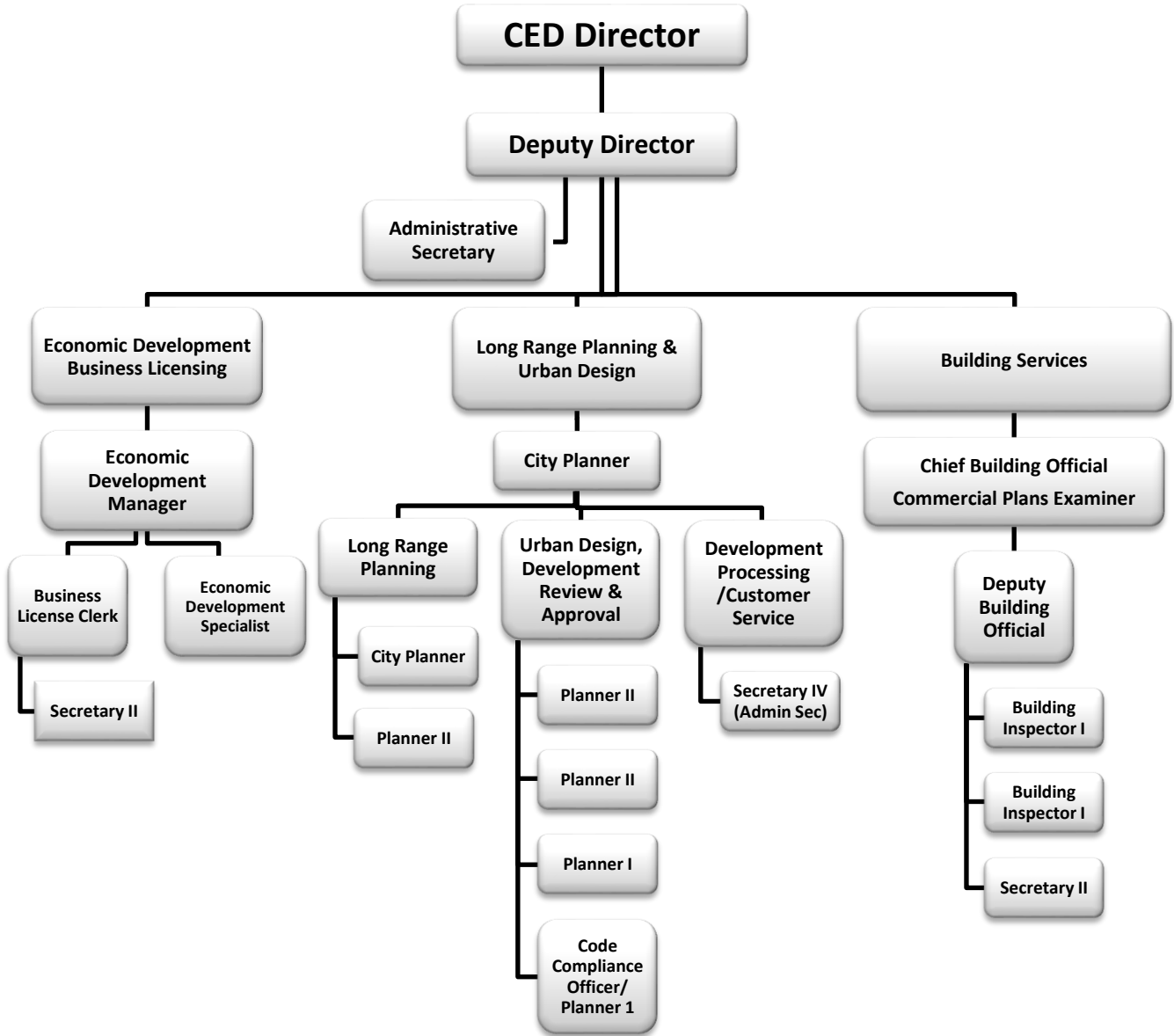
Respectfully submitted,



Chad Wilkinson, AICP  
Director of Community and Economic Development Department

# Community and Economic Development Department

## 2023 Organizational Chart



## **MISSION STATEMENT**

The Community and Economic Development Department’s role and mission is to provide timely, fair, and professional services in the following areas:

- Long-Range Planning and Urban Design
- Economic Development
- Building Permitting and Inspection
- Business Licensing
- Code Compliance
- CDBG Entitlement Program

Through professional knowledge, training, and excellent customer service, the Department strives to create a safer, economically viable, and more pleasing built environment for the citizens of Layton City. To this end, yearly goals and objectives are established to guide the Department toward accomplishing the most important and pressing tasks.



## **FUNCTIONS OF COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

Primarily, it is the duty of the Community and Economic Development Department to oversee and manage the planning, development, building, and growth of Layton City. Specifically the department duties are to:

- Issue building permits and ensure code compliance through building inspections
- License businesses
- Coordinate long-range planning and urban design
- Administer the zoning and development codes
- Provide specific zoning and business license enforcement
- Review and approve site plans
- Administer economic development and redevelopment for the City
- Administer historic preservation and rehabilitation programs
- Maintain the statistical base for the City
- Administer Community Development Block Grant (CDBG) funds

The Department also serves as advisor to the City Council, Planning Commission, Redevelopment Agency, and the Design Review Committee.

## **ACHIEVEMENTS IN RECENT YEARS**

**Layton continues to advance with steady residential and commercial growth.** Layton City remains a leader in combined value of residential and commercial construction. In the past decade (2013–2023), \$1.8 billion dollars of construction value was completed within Layton. In 2023 alone, there was an additional \$182 million total construction value added to the City. There continues to be a strong market demand for Class A apartments and townhome/condos. Last year saw the zoning approval of several notable residential developments in response to that demand. In 2023, Layton had 224 new commercial business licenses approved, and 256 new home occupation licenses approved with an increase in total sales over \$300 million between 2022 and 2023. The U.S. Census indicates the median household income in Layton continues to climb, currently at \$93,453, and substantially above the U.S. income level of \$75,149.

**In the Economic Development arena,** Layton was the recipient of its highest total gross taxable sales and purchase to date at \$2.4 billion. Among our more successful retail employers is the RC Willey home furnishings store, which opened in 2020 and is the largest RC Willey building ever constructed, which continues to exceed expectations in annual sales for the company.

Hill Air Force Base (HAFB) has completed construction of a new secure east gate which should provide additional interest in the Economic Development Area (EDA) and access. JL Ventures, owner of property immediately adjacent to the east gate of HAFB and located within the EDA, entered into an agreement with the Redevelopment Agency of Layton City to grade their property and build multiple buildings over the next several years. There has been increased interest in the East Gate EDA over this past year which was amplified when grading and construction of the first building began just south of Janicki Industries on Fairfield Road with construction of the first of several planned buildings. The approximately 164,000 square-foot, \$9 million building with \$39 million in tenant improvements is expected to be completed by December 2024. JL's original plan of 500,000 square-feet has expanded to over 1,000,000 square-feet of new light industrial and manufacturing space in Layton. Additionally, a new 47,500 square-foot Class A office building is also underway in an expansion of the Grandview Office Park in the East Gate Business Park. These new office and manufacturing buildings will provide new space for well-respected Defense Industry employers that support the mission of Hill Air Force Base and the Defense Industry, and provide high paying, family sustaining employment to Layton. KIHOMAC completed an 11,000 square-foot expansion of their facility in 2022 and is already in need for additional space. Growth at HAFB and Northrop Grumman continues to add substantial economic growth to the region, including Layton, and it is expected to continue for several years to come. The Hill Air Force Base Compatible Land Use Plan continues to play a significant role in local planning and development efforts.

Multiple projects in Layton's downtown area continued to move forward behind the scenes. Young Automotive nearly completed construction of their new headquarters in the Redevelopment Area (RDA) project area adjacent to Home Depot. The new approximately 152,000 square-foot building will house their management, finance, and other administrative staff from the region, and also include a substantial warehouse that will house parts for their auto dealerships throughout northern Utah. Progress toward the redevelopment of the Winkel property and area between Church Street, Main Street and Gentile Street continues to move forward. The new Layton Temple for The Church of Jesus Christ of Latter-day Saints was completed in late 2023. It is expected that new development and redevelopment opportunities will be created when the temple opens later this year. UTOPIA Fiber continues to provide an economic advantage for Layton with access throughout the entire City for both businesses and residents.

Layton Community and Economic Development received a \$230,000 grant through Wasatch Front Regional Council (WFRC) to produce Layton's first comprehensive economic development plan. A contract for the plan was executed through WFRC in December, 2023 with Better City, a local, experienced, and well-qualified planning and economic strategy consultant, who will help identify Layton's strengths and weaknesses, define comprehensive market demand

**LAYTON CITY ANNUAL REPORT – 2023**  
Community and Economic Development Department

including market saturation and leakage, analyze current economic development targets, and provide implementation tools to move forward.

**ACTIVITY REPORT**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<u>Total Dwelling Units</u>	<u>554</u>	<u>449</u>	<u>454</u>	<u>333</u>	<u>289</u>	<u>461</u>	<u>620</u>	<u>764</u>	<u>454</u>	<u>591</u>	<u>251</u>
Single Family	-	-	-	-	-	-	350	370	297	96	70
Townhome	-	-	-	-	-	-	138	240	137	148	49
Multi-Family	-	-	-	-	-	-	132	154	20	347	132
Accessory Dwelling Unit (ADU)	0	3	1	1	0	3	1	2	9	11	20
Assisted Living Units	0	0	16	0	88	0	0	88	0	94	0
Commercial/MF Site Plans	20	18	19	12	19	13	28	16	26	16	32
Conditional Use Permits	15	24	18	17	13	13	15	21	6	12	20
Preliminary Subdivisions/Lots	6/191	7/217	12/629	9/366	11/407	2/141	13/434	8/83	5/87	7/583	6/243
Final Subdivisions/Lots	18/414	13/211	14/203	17/236	17/362	33/569	38/921	10/433	4/49	2/12	10/111
Total Building Permits	995	928	1,172	1,515	1,386	1,445	1,858	2,174	1,846	1,648	1,459
New Commercial Permits	44	39	46	35	43	40	38	30	40	31	26
Rezones	11	8	22	25	24	15	12	12	13	10	13
Annexations	0	4	4	6	6	5	0	3	2	2	1
Building Inspections	8,526	7,324	7,420	9,203	7,433	9,241	10,311	9,122	7,261	7,076	4,673
Planning Inspections (Landscape & Townhome Façade Inspections)	-	-	-	-	-	-	-	-	-	234	98
Board of Adjustment Cases/Land Use Appeal Authority	0	2	2	0	0	0	0	2	0	3	2
Code Compliance Actions	7,231	1,255 <sup>1</sup>	1,998	1,963	1,009	828 <sup>2</sup>	434 <sup>3</sup>	345	257	169	80 <sup>4</sup>
<u>Miscellaneous (Total)</u>	<u>22</u>	<u>31</u>	<u>26</u>	<u>25</u>	<u>13</u>	<u>12</u>	<u>21</u>	<u>30</u>	<u>21</u>	<u>22</u>	<u>35</u>
Text Amendments (TA), Plat Amendments (PA), ROW Vacations (VA), Lot Line Adjustment/Parcel Splits (LL), Escrow & Development Agreement. (DA)							TA: 10 PA: 7 VA: 0 LL: 4 DA: 2	TA: 9 PA: 7 VA: 1 LL: 10 DA: 4	TA: 3 PA: 8 VA: 0 LL: 5 DA: 5	TA: 2 PA: 13 VA: LL: 3 DA: 4	TA: 5 PA: 23 VA: 0 LL: 5 DA: 2

1. Tracking method changed, 2. Solar permits no longer reviewed, 3. Code violation tracking by a former employee was not completed and therefore not reported 4. This number reflects actual complaints from the public that resulted in a new code compliance case. Staff has been proactively working with existing commercial and industrial users to bring noncompliant sites back into compliance. In 2023 and additional 9 actions were initiated related to this effort.

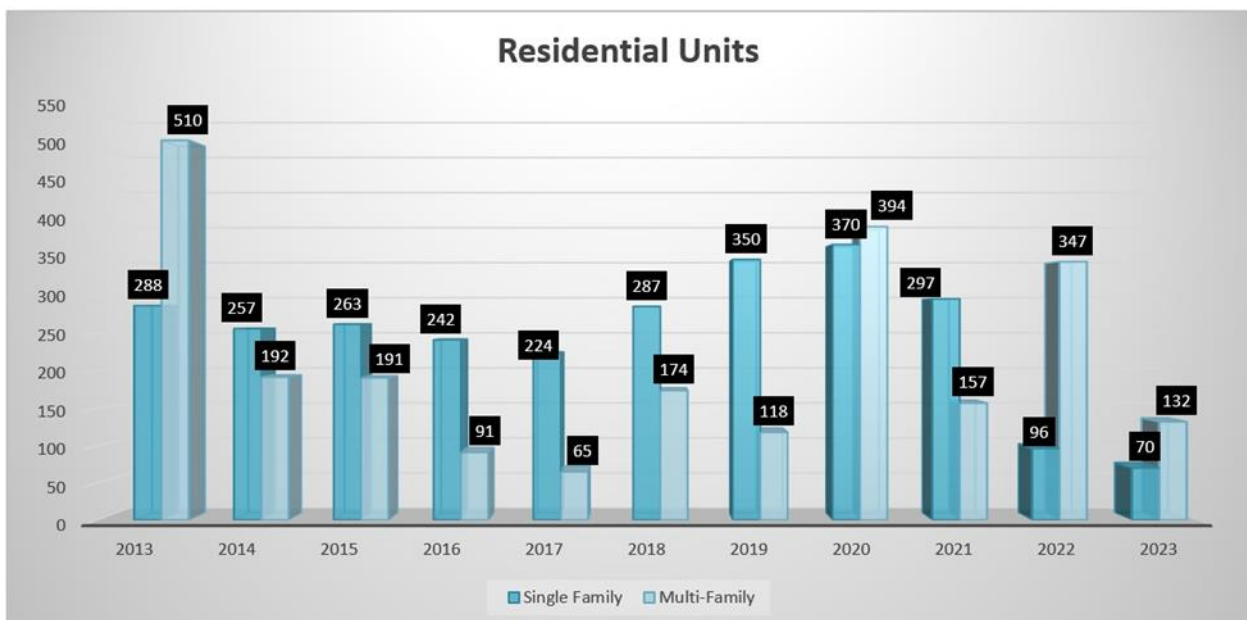


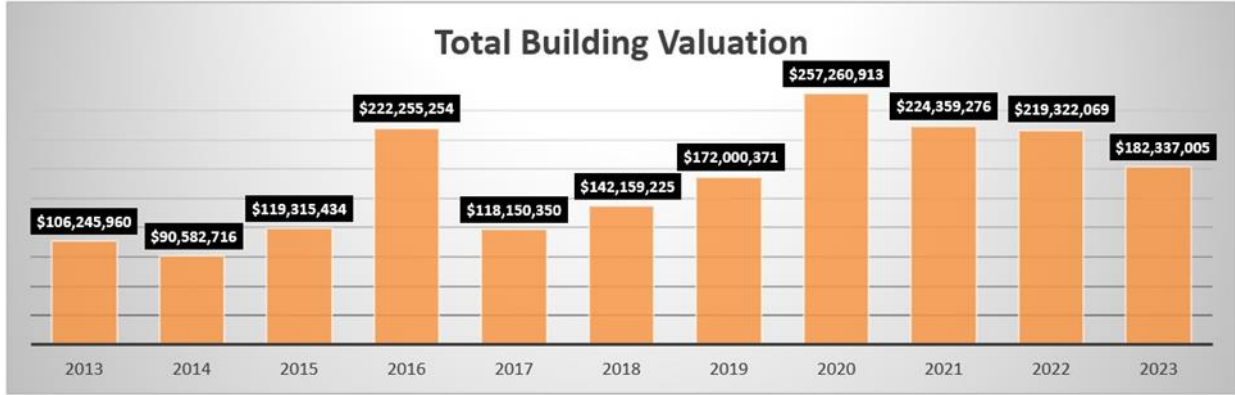
### HOUSING AND POPULATION DATA

Data	Persons Per Household	Housing Units	Population
2020 Census	3.11	27,045	81,773
2022 Building Residential Permits		591	1,838
2023 Building Residential Permits		251	781
<b>Total</b>		<b>27,887</b>	<b>85,804*</b>

\*Estimates based on 2020 Census data and Layton City building permit data

### NEW BUILDING PERMITS





**BUILDING ACTIVITY**

Year	New Single-Family	New Multi-Family (Permits/Units)	Townhomes (Permits/Units)	Commercial Permits	Total Value of Permits
2013	288	13/266	--	44	\$106,245,960
2014	257	8/192	--	39	\$90,582,716
2015	263	37/191	--	46	\$119,315,434
2016	242	16/91	--	35	\$222,255,254
2017	224	18/65	--	43	\$118,150,350
2018	287	39/174	--	40	\$142,159,225
2019	390	21/118	--	38	\$172,000,371
2020	370	2/154	53/240	30	\$257,260,913
2021	264	1/20	33/137	40	\$224,359,276
2022	96	7/347	27/148	31	\$219,322,069
2023	70	6/132	13/49	26	\$182,337,005

**IMPLEMENTING LAYTON FORWARD – ZONING CODE AMENDMENTS**

Following the adoption of Layton’s comprehensive General Plan update in late 2019, substantial efforts have been made in 2023 to apply land use and transportation growth policies provided in the Plan. These efforts include working with applicants to process land use applications, coordination with Utah Department of Transportation (UDOT) on land use and transportation planning along new highway corridors, and processing zoning code text amendments to align the Zoning Code with the Plan and improve the clarity and consistency of development standards. The following are highlights of some of these key efforts.

**Development Review Meetings, Rezones, Annexations, and Site Plans:** Layton City Planning Staff held 205 Development Review meetings and worked closely with applicants to process 13 rezones, 1 annexation petition, and 32 site plan applications, with a focus on encouraging a conceptual design format that fits the vision of the General Plan. Development review ensures that development proposals for single-family residential, multi-family residential, mixed-use, and commercial developments support the City’s vision for walkable neighborhoods, architecture that fits Town Center / Mixed-use design principles, and meeting all development standards. Projects often require the inclusion of a stubbed street(s) to ensure infrastructure and street connectivity access to future development, as well as coordinating future trail connectivity through projects. The following major projects involved substantial work from the Planning and Building Division Staff over the past year:

**The Church of Jesus Christ of Latter Day Saints, Layton Temple:** is located just east of the Gentile and Fairfield Town Center. The site is 11.6 acres and the temple consists of 92,000 square-feet divided between three floors and a basement. The project broke ground in the spring of 2020 and was completed late 2023. The City issued a certificate of occupancy in the fall of 2023 and the public open house and dedication of the building are scheduled for spring of 2024.



**Town Center & Mixed-Use Corridor Development Implementation:** Mixed-use, townhome, and multi-family projects play an integral part in the evolution of town center development. Town centers are the local center of everyday life that provides convenient access to goods and services with diverse housing options, shopping, and jobs that are closer to where people live. In 2023, the City approved a number of projects that are within town centers and mixed-use corridors that focus on walkable designs, connected pathways, buildings fronting onto the public streets, and parking areas located on the side or rear of the buildings. The following are highlights of some of these projects:

**Historic Downtown Redevelopment Implementation:** Layton City Development Staff continue to coordinate with developers and property owners towards redevelopment of the South Main / Fort Lane Redevelopment Project Area. Permits were approved and construction started on the Layton Station mixed-use development consisting of commercial mixed-use buildings along Main Street and 253 units of multi-family residential. Work has continued on several developments west of the FrontRunner station including the Tanner Clinic, a three-story, 130,000 square-foot medical office building and the MoDA multi-family project, consisting of a 248 unit multi-family development in two four-story buildings. Intermountain Health has continued construction of an approximately 20,000 square-foot ambulatory surgery center on the south side of Layton Parkway. The City has worked with MoDA development to secure a Kays Creek Trail extension and future pedestrian bridge landing to connect the Historic Downtown area to new mixed-use development and existing development to the west. Funding for the pedestrian bridge has been approved and design work will commence in the coming months.

**Gordon Avenue and Highway 89 Town Center:** The City was awarded a grant of \$90,000 from Wasatch Front Regional Transportation Land Use Connection program to complete a town center plan for the Gordon Avenue and Highway 89 Town Center. The purpose of the plan is to further define and build upon the existing parameters outlined in the General Plan of how a town center should be developed. In March 2023, the City began working with a team of consultants that includes Psomas, Lewis Robertson Burningham, and Wall Consultant Group (WCG) to help put together a market study and traffic impact study (TIS) to better understand the market demand and traffic impacts.

In July 2023, the City held an open house at Fire Station 54, to provide the community an opportunity to comment on how the town center should be developed. In addition, the City mailed out an online preference survey to every home within 1,500 feet of the town center. It is estimated that over 300 residents attended the open house, with over 4,400 aggregated responses were received during the event and 229 individuals participated in the on-line survey. The citizen feedback was then compiled and used, along with the market study, and TIS to inform how the Town Center should be developed. Once finalized the plan will be reviewed by the Planning Commission and then by the City Council for adoption as an addendum to the General Plan.

**Moderate-Income Annual Housing Report to the State of Utah:** Layton City has been at the forefront of addressing moderate-income housing and is currently implementing and exceeding many of the strategies required under HB 462. The Moderate-Income Housing Plan outlines seventeen strategies, including six that were required in order to qualify

for Transportation Investment Fund (TIF) and Transit Transportation Investment Fund (TTIF) project funding. The plan is reviewed annually and was deemed compliant by the Housing and Community Development Division (HCD). Layton’s General Plan and Moderate-Income Housing Plan encourage these more affordable housing types in a walkable design format in mixed-use areas, including Urban Districts and Town Centers where commercial services and transit are often available.

### **Zoning Ordinance Text Amendments**

**Comprehensive Amendment:** From time to time, Staff completes a review of the Municipal Code to identify areas that need to be cleaned up, including but not limited to, updating terminology, adding clarification, correcting conflicts between other code sections, and removing obsolete requirements and/or references. The amendment includes correcting the rear yard easement for single-family lots, adding text to clarify setback requirements, removing heavily auto-focused uses out of the mixed-use zones, updating how the height of accessory structures are measured, clarifying Americans with Disabilities Act (ADA) parking requirements, and prohibiting pole and cabinet signs within the MU (Mixed-Use) and MU-TOD (Mixed-Use, Transit Oriented Development).

**Landscaping Amendment:** The threshold for the previous landscape ordinance required that a property come into compliance with all landscape standards for all new construction and modifications to an existing site that have a cost of \$75,000 or greater. With the rise in the costs of labor and materials, a remodel of \$75,000 is a relatively small investment. Previous landscape compliance often meant replacing a few trees or re-sodding. However, the ordinance now requires a redesign for water-wise landscaping, which can be costly. The amendment includes a tiered structure for landscaping compliance and established a rough proportionality between the improvements of a property and the requirements that bring the property into conformity. Compliance for building additions and parking areas is based on the percentage by which the building and parking area is increased. Compliance for a remodel is based on when the proposed construction costs meet or exceed the percentage of the building value. Since the adoption of the amendment in February 2023, the City has had six businesses replace approximately 34,561 square-feet of turf grass with water-wise landscaping, which is comparable to replacing the front yards of 14.5 single-family R-1-10 lots with water-wise landscaping.

**Increase Height and Design Standards for MU DO-1 Overlay Zone Amendment:** In order to fulfill the requirements of State Code 10-9a-403(2), the City adopted an amendment to the Moderate-Income Housing Plan on January 19, 2023. As a part of this plan, the City committed to exploring an increase to the maximum building height within the MU DO-1 (Mixed-Use Design Overlay) zoning district. The amendment increased the allowed height from five stories and sixty feet to six stories and seventy-two feet. The amendment also included updated setbacks from single-family residential areas, increased design requirements, and provides a clear area where the DO-1 overlay zone can be used within the City.

**Household Pets Amendment:** On March 16, 2023 the Council repealed Title 8 Animals, from the Municipal Code and replaced it with the Davis County Utah Code Title 6, Animals. For the purpose of clarity and consistency the amendment repealed a section of Title 19 “Zoning” which regulated the number of household pets. The amendment also clarified requirements for farm animals and converted the allotted number of allowed farm animals into a table format.

### **Commercial Development**

**East Gate Business Park:** JL Ventures is moving forward with the development of their master plan for property adjacent to the HAFB East Gate and has nearly completed construction of a new 129,971 square-foot light industrial/manufacturing building. JL Ventures applied for and received a building permit in the fall of 2023 to add 34,800 additional interior square feet to the new building and over \$39 million in tenant improvements (to the \$8.5 million building) to be completed by December 2024. Their initial plan was to construct over 500,000 square-feet of

light industrial and manufacturing in six buildings across the site over several years, however, this plan has increased over 1,000,000 square-feet.

Upon request from the developer, the Layton Redevelopment Agency agreed to provide upfront assistance to help with grading of the property which was estimated to be approximately over \$8 million to complete. The Agency will be paid back the small percentage of their assistance through tax increments until they have been completely reimbursed.

Since grading began, there has been significant interest in the area near the site and in the property itself. Grading for the remainder of the site is underway. Staff are confident the development of these properties along the HAFB boundary will occur in a timely fashion and be occupied by industry that will support the Base and the Hill Air Force Base Compatible Use Plan.

**Grandview Office:** Cobalt Builders began grading for the construction of a new 47,500 square-foot three-story office building in the Grandview Office Complex, adjacent to the existing facility. The Layton Redevelopment Agency agreed to provide tax increment incentive for the grading, relocation of a Weber Basin Water Conservancy water main, and other infrastructure requirements for this project. The new \$19 million office building will provide Class A office space for a well-respected employer in the aerospace and defense industry who will in turn create many new family sustaining life-long career opportunities to Utah and Layton. The existing building is approximately 38,000 square-feet in size and the property is nine acres in size with enough room for one additional office building of similar size to the east of the existing building.



**South Main/South Fort Lane Redevelopment Project Area Plan:** In the spring of 2022, Young Automotive began construction of a new office, warehouse and headquarters building that will support all of their dealerships across northern Utah. The new approximately 152,000 square-foot building was nearly complete by December 2023. The new building will accommodate their management, finance, and other administrative staff from the region, and also includes a substantial warehouse. The parts warehouse will occupy a majority of the building behind the office front which will provide parts storage for all of their dealerships for all makes, models, and products they sell.



Upon request, the Layton Redevelopment Agency agreed to provide an upfront funding performance based incentive that will be dispersed after certain steps in the development occur. With an estimated completed valuation of around \$30 million, it is expected that this new building will provide significant property tax and employment for years to come.

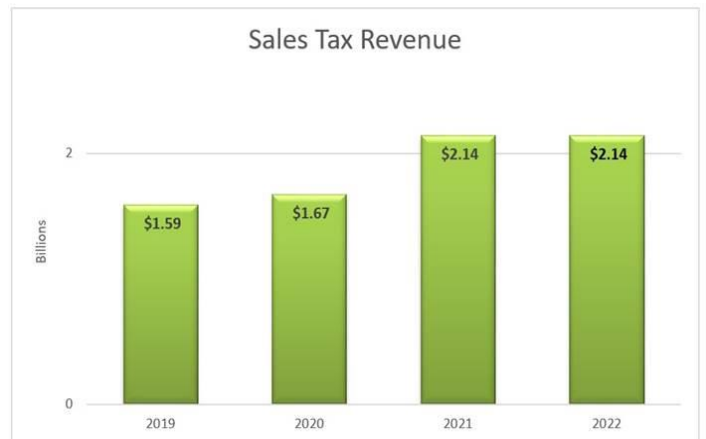
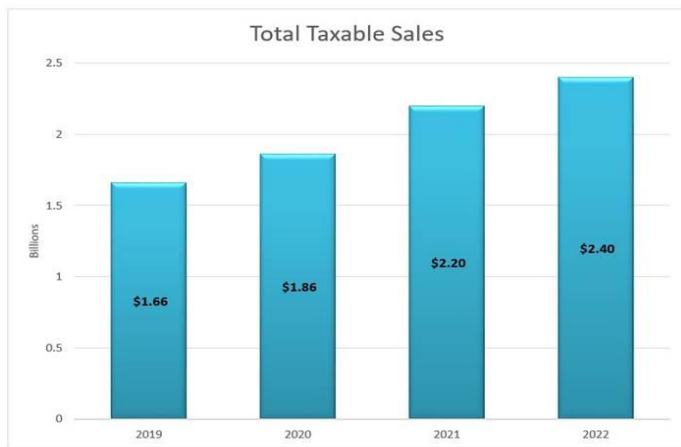
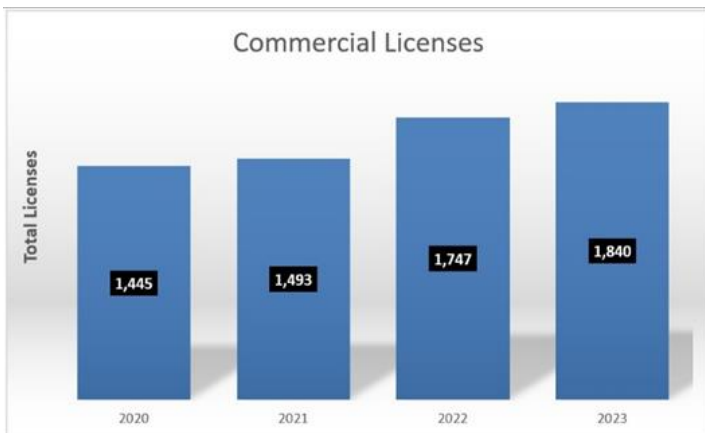
ECONOMIC DEVELOPMENT DIVISION DASHBOARD

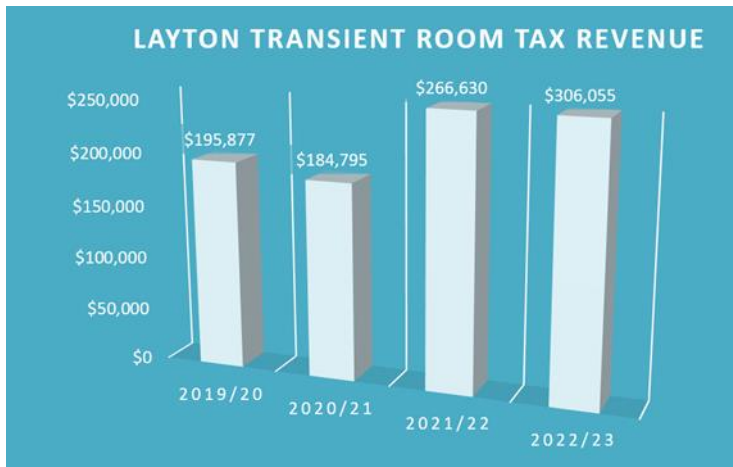
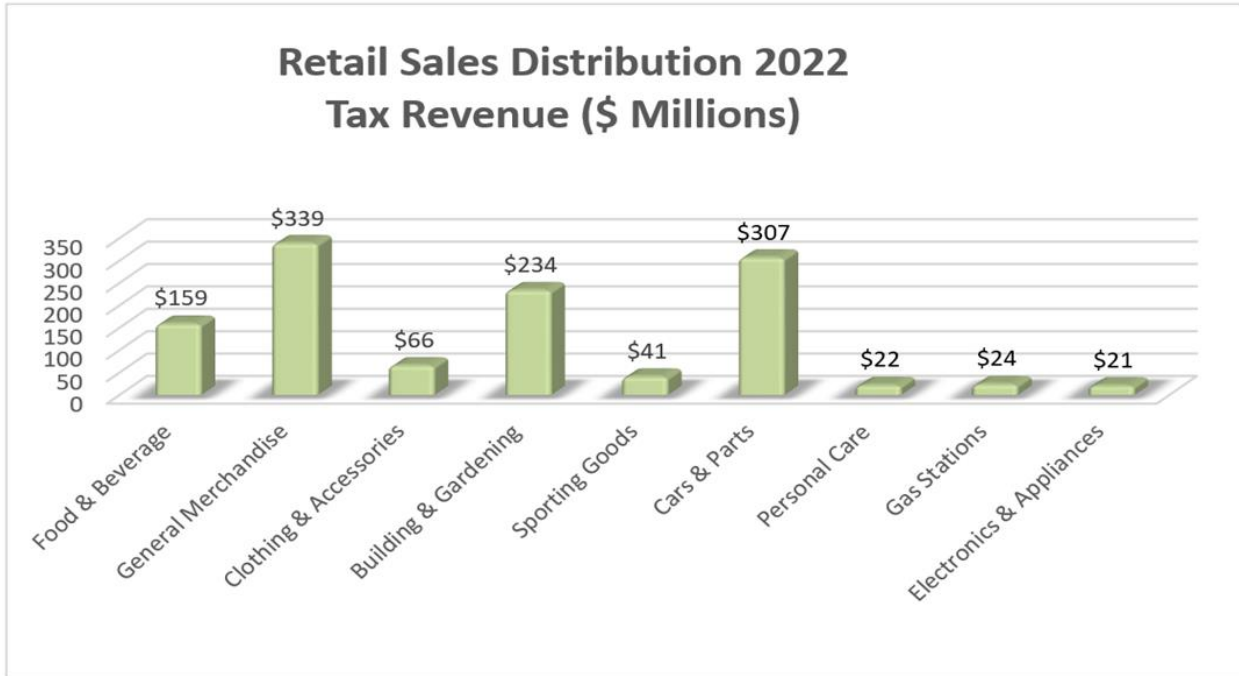
**POLICY/ PROCEDURE MODIFICATIONS**

- Parking standards have been updated in a form that supports local business.

**OTHER ITEMS OF NOTE**

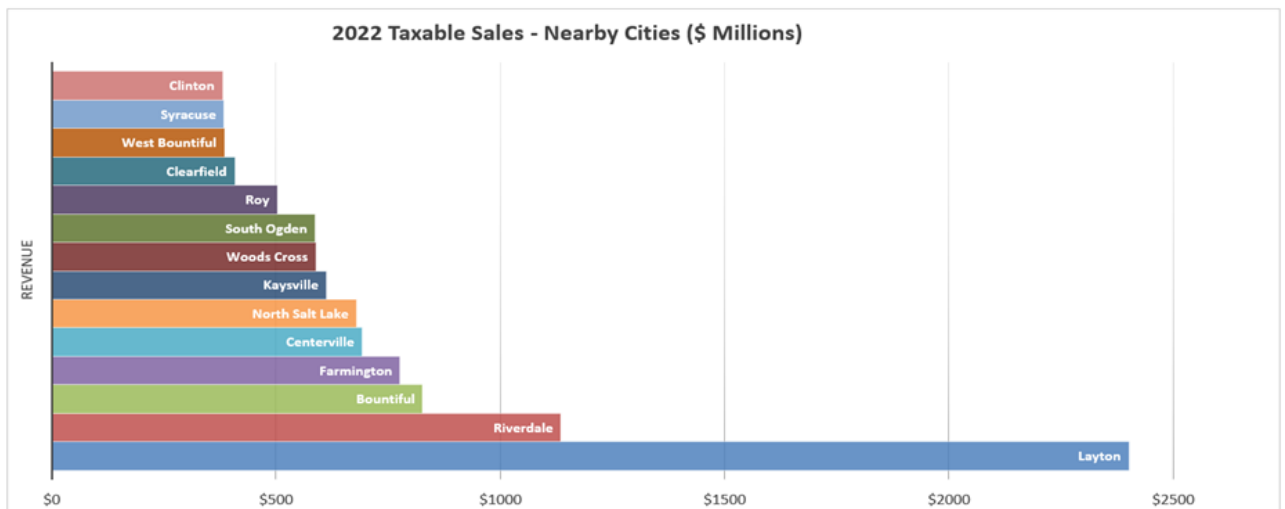
- The small business seminar continues to increase in local private participation and involvement and is held every other month in the lower City Hall conference room.
- It is expected that the West Layton Business Park (2700 West) will have significant demand and pressure to develop once the West Davis Corridor is opened in January 2024.





Layton Motor Vehicle & Parts Taxable Sales	
2019	\$196,506,060
2020	\$235,231,791
2021	\$262,076,119
2022	\$307,124,637

2022 New Passenger & Truck Sales	
Layton New Passenger Cars	531
Davis County New Passenger Cars	2,037
Layton New Trucks and SUV's	5,137
Davis County New Trucks and SUV's	9,656



LAYTON CITY ANNUAL REPORT – 2023  
 Community and Economic Development Department





**LAYTON CITY ANNUAL REPORT – 2023**  
Community and Economic Development Department

New Development Valuation*			
	2021	2022	2023
<b>Industrial</b>	\$3,075,000	\$11,347,940	\$51,200,000
<b>Commercial</b>	\$66,016,200**	\$25,262,095**	\$25,508,500
* Complete and under construction ** Includes Layton Temple *** Does not include multi-family			
New Development Square Feet *			
	2021	2022	2023
<b>Industrial</b>	45,458	163,671	243,642
<b>Commercial</b>	502,565	237,558	164,205
* Complete and under construction ** Includes Layton Temple			
New Development Permits			
	2021	2022	2023
<b>Industrial</b>	5	5	3
<b>Commercial</b>	35	26	23

**REDEVELOPMENT AGENCY**

Accomplishments					
<ul style="list-style-type: none"> <li>EDA: JL Ventures began grading their entire site and completed construction of a 129,971 square-foot manufacturing and light industrial building which is expanding approximately 164,000 square-feet with an additional \$39 million tenant improvement expected to be completed by December 2024.</li> <li>RDA: Young Automotive has nearly completed the construction of their new headquarters consisting of a 57,023 square-foot building that will house executive staff, administrative staff, finance staff, and marketing staff, along with an additional 95,023 square-foot warehouse.</li> </ul>					
Redevelopment Agency Revenue					
	2021-2022 Change in Total Valuation	2021 Tax Year	2022 Tax Year	2021-2022 % Change	2021-2022 \$ Change
<b>South Main RDA</b>	\$25,277,127 (+18%)	\$720,093*	\$780,538*	8%	\$60,445
<b>East Gate EDA<sup>+</sup></b>	\$34,513,917 (+24%)	\$1,133,440	\$1,305,902	15%	\$172,462
<b>Antelope Drive CDA<sup>***</sup></b>	\$28,165,419 (-0.07%)	\$168,826	\$148,314	12%	\$20,512
* DSD increment participation reduced from 100% to 50% starting in 2020 ** Increment collection period initiated beginning 2021 + Economic Development Agency ++ Community Development Agency					

**COMMUNITY DEVELOPMENT AND BLOCK GRANT PROGRAM (CDBG)**



Layton City utilized CDBG funding to help with the purchase of a lot at 75 North Fort Lane that was donated to the Davis Education Foundation (Davis School District) for the construction of the Teen Living Center, currently under construction. Homelessness is an increasing challenge in Davis County with students living in cars, abandoned buildings, sleeping on couches and floors of friends and family. The Center is expected to provide about 16 beds to homeless youth, and offers resources that keep students on track for high school graduation regardless of the challenges they face.

CDBG funds provided down payment assistance to six households throughout the community during the 2022-2023 CDBG program year. The City continues to support public service organizations such as Open Doors, Lantern House, Safe Harbor, and Youth Court. Layton City also recently partnered with Habitat for Humanity to assist low-to-moderate income Layton City residents with critical home repair and rehabilitation needs.

<b>2022-2023 CDBG Expenditures</b>	
<b>Program</b>	<b>Amount</b>
<b>CDBG Administration</b>	<b>\$82,015.80</b>
<b>Capital Projects</b>	<b>\$420,826</b>
<b>Down Payment Assistance (6 households)</b>	<b>\$60,000</b>
<b>Public Service Subrecipients</b>	<b>\$62,061</b>
<b>Total CDBG Expenditures</b>	<b>\$624,902.80</b>



# Annual Report

Finance  
Department  
2023

**Layton City Finance Department**  
*2023 Annual Report*

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## FINANCE DIRECTOR'S MESSAGE

(ACCOUNTING, TREASURY, UTILITY BILLING, FACILITIES MAINTENANCE, INFORMATION TECHNOLOGY)

Layton City Mayor and Council:

The Finance Department provides professional finance and accounting services as well as facilities management and information technology services for the City. Much of what the department does is in support of other departments. Information in the report gives some details about the work that is done within the department.

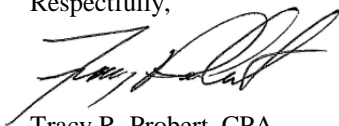
The City ended the most recent fiscal year in good financial condition. As directed by the Mayor, City Council, City Manager, and in concert with other departments, the City stayed within budget and was able to maintain unassigned reserves to the desired level.

Tax revenues and other general fund revenue sources were above projected levels. Nevertheless, the City moved forward in a cautious and conservative manner.

The department was awarded the Certificate of Achievement for Excellence in Financial Reporting for the twenty-seventh consecutive year by the Government Finance Officers Association of the United States and Canada. The award demonstrates the effort of the department to maintain a high standard for accounting and reporting.

Please contact the Director of Finance at any time if you have questions about the budget, financial report or other City financial matters.

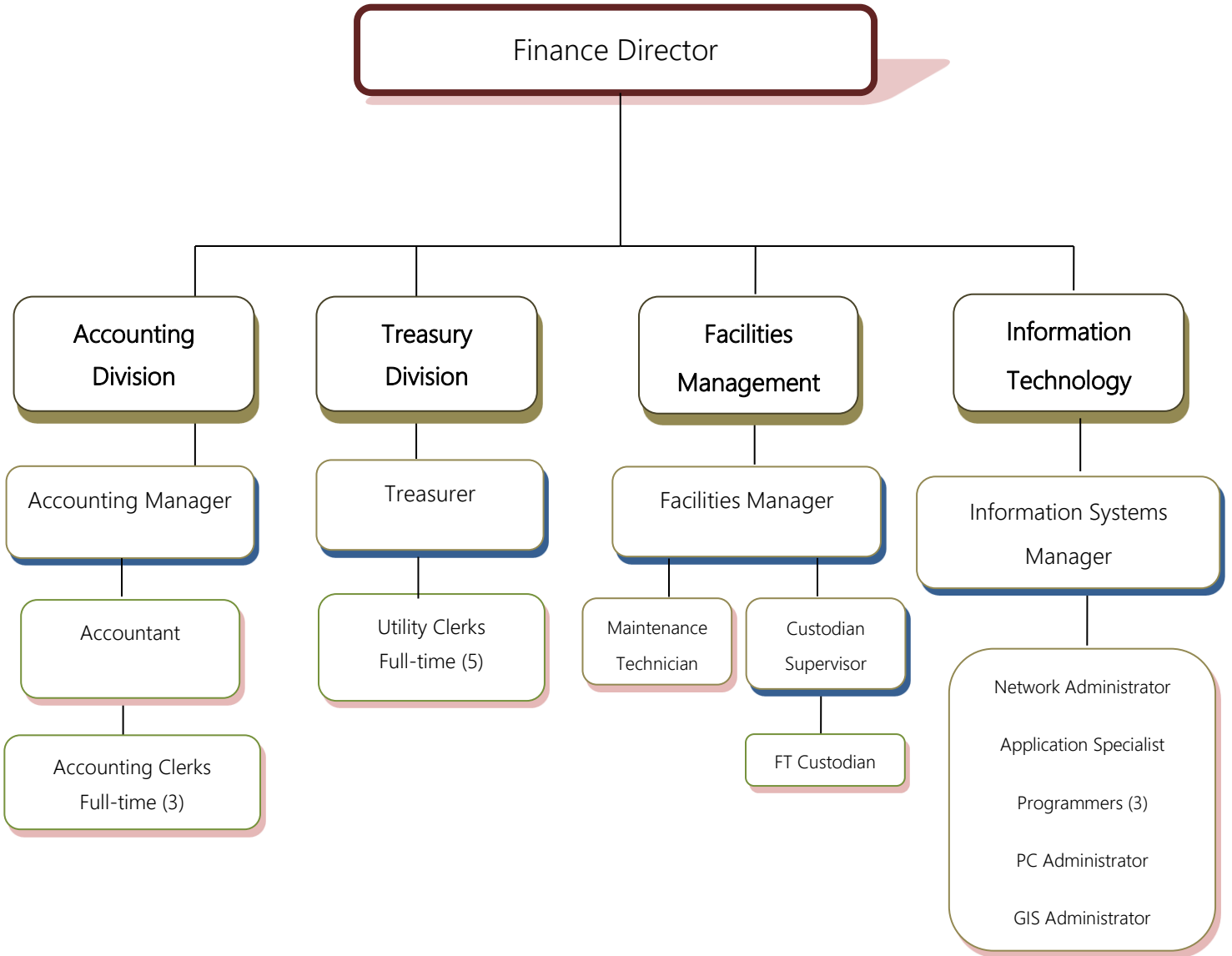
Respectfully,



Tracy R. Probert, CPA  
Director of Finance

# Finance Department

## 2023 Organizational Chart



## MISSION STATEMENT

Provide accounting, financial reporting, treasury, facilities management, information technology, and utility billing services for the City; provide City divisions, departments, and management with accounting, budgeting, financial, facilities management, and information technology services.

## DEPARTMENT OVERVIEW

The Finance Department is organized into four divisions. The divisions are not formal divisions but are functional areas. The divisions are: Accounting, Treasury, Facilities Management, and Information Technology. Below are the functions and the associated personnel:

### Accounting

The Accounting Division is headed by the Accounting Manager and consists of a Staff Accountant, Payroll Specialist, Accounting Clerk, and an Accounts Payable Clerk. This division is responsible for financial reports, budgets, audits, capital asset tracking, payroll processing, bank reconciliations, accounts payable, and general ledger.

### Treasury

The Treasury Division is headed by the Treasurer and consists of five full-time Utility Clerks. This division is responsible for banking, investments, utility billing, cash receipting, and collections.

### Facilities Management Division (FM)

The FM Division is headed by the Facilities Manager and consists of a Facilities Maintenance Technician and a Custodian. This division is responsible for the safety, security, cleanliness, upkeep, proper care, maintenance, and physical appearance of all City buildings. City buildings include the Layton City Center, Police Department (the lower level of the Justice Center), Parks and Recreation buildings, Pools, CSI building, Davis Arts Council, Museum, Public Works Shop, METRO, and four Fire Stations.

### Information Technology Division (IT)

The IT Division is headed by the IT Manager, and consists of a Network Administrator, three Programmers, Police Department Application Administrator, Application Administrator, and

Geographic Information System (GIS) Administrator. IT is responsible for acquisition, installation, and maintenance of the City's computer hardware and software, network administration, software and web page development, GIS, social media, Internet/Intranet multi-media, radio, and telephone systems.

### Other

The Department Director is responsible for managing all functions and activities within the department; and is a member of the City Manager's Executive Staff.

## ACCOUNTING DIVISION

### Financial Systems

The independent auditors hired by the City Council spent a significant amount of time auditing internal controls, reconciliations, and transactions of the financial system. The audit did not reveal any material weaknesses and the City received an unmodified or clean opinion on its financial statements for the year ended June 30, 2023.

The City runs a centralized accounts payable system. All invoices to be paid are mailed directly to accounts payable. The financial system allows for scanning of all documents making them more readily available for review.

The payroll system is a centralized system.

### Accounts Payable Statistics

Invoices processed 2023 – 14,502  
Invoices processed 2022 – 13,829  
Invoices processed 2021 – 14,466

Checks issued 2023 – 7,949  
Checks issued 2022 – 7,944  
Checks issued 2021 – 8,312

### Payroll Statistics

Paychecks and NOD's\* 2023 – 17,113  
Paychecks and NOD's\* 2022 – 14,305  
Paychecks and NOD's\* 2021 – 14,357

New employees 2023 – 259  
New employees 2022 – 221  
New employees 2021 – 140

Terminations 2023 – 206  
Terminations 2022 – 283  
Terminations 2021 – 272

\*Notice of deposit



TREASURY DIVISION

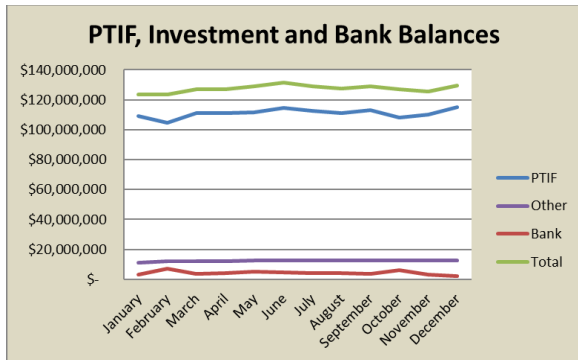
The following are tables and charts for functions managed in the Treasurer’s office.

Cash Balances

Idle cash is kept in the State Public Treasurer’s Investment Pool (PTIF), other investments, and the City bank account. Most of the idle funds are kept in the PTIF and transfers are made to the bank account to cover checks as issued.

Bank and PTIF Balances				
Month	PTIF Balance	Other Investments	Bank Balance	Combined Balance
January	\$ 109,173,616	\$ 11,181,925	\$ 3,167,080	\$ 123,522,621
February	\$ 104,444,754	\$ 12,179,285	\$ 7,005,038	\$ 123,629,077
March	\$ 111,202,214	\$ 12,205,009	\$ 3,768,004	\$ 127,175,227
April	\$ 110,887,017	\$ 12,278,697	\$ 4,033,569	\$ 127,199,283
May	\$ 111,760,967	\$ 12,288,677	\$ 5,181,882	\$ 129,231,526
June	\$ 114,592,441	\$ 12,306,452	\$ 4,653,727	\$ 131,552,620
July	\$ 112,559,335	\$ 12,358,436	\$ 4,253,298	\$ 129,171,069
August	\$ 110,984,375	\$ 12,401,175	\$ 3,936,669	\$ 127,322,219
September	\$ 113,148,508	\$ 12,440,731	\$ 3,689,917	\$ 129,279,156
October	\$ 108,292,028	\$ 12,504,525	\$ 6,038,192	\$ 126,834,745
November	\$ 109,918,982	\$ 12,589,707	\$ 3,162,760	\$ 125,671,449
December	\$ 114,865,066	\$ 12,711,624	\$ 2,076,923	\$ 129,653,613

Cash balances have increased from prior years, however, it is important to note that a significant portion of the City’s cash balances are related to utilities, utility impact fees, surety deposits and funds reserved for specific purposes. This means that although the City’s general cash balances are healthy, we should not assume that the entirety of the balances presented here are available for general spending.



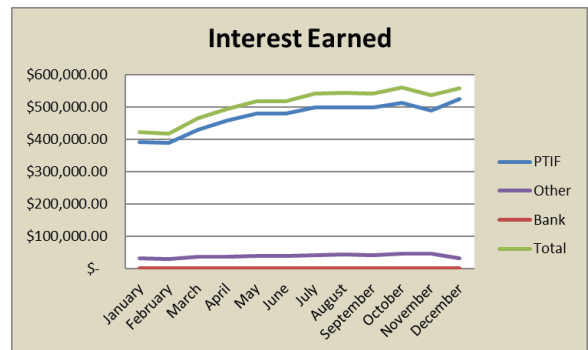
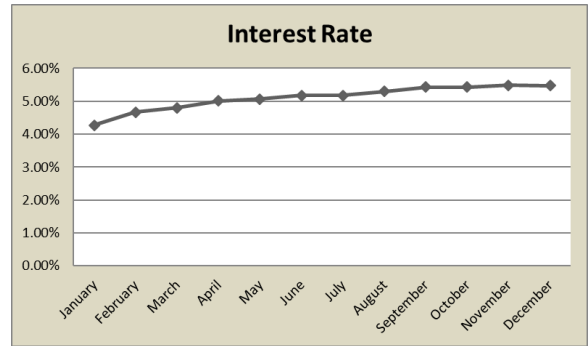
Investments – PTIF, Other Investments and Bank Balances

Idle cash in the PTIF, other investments, and bank balances earn interest. Earnings have increased during the year with the rise of interest rates. Rates continue to increase as the Federal Reserve raises short-term

rates to help slow inflation. It is anticipated that rates will start to come down during 2024.

The average PTIF interest rate in 2023, 2022, and 2021 was 5.11%, 1.69%, and 0.38% respectively. The rate in December 2023 was 5.48%. The 2023 rates and interest earned are shown in the following table and two charts. Total interest earned on the PTIF, other investments, and bank balances in 2023, 2022, and 2021 was \$6,121,546, \$1,916,679, and \$379,430 respectively. Interest earnings are an important part of the City budget.

Interest Rate & PTIF Interest Earned					
Month	PTIF Interest Rate	PTIF Earnings	Other Earnings	Bank Earnings	Total Earnings
January	4.28%	\$ 391,290.67	\$ 31,526.00	\$ 114.51	\$ 422,931.18
February	4.66%	\$ 388,344.89	\$ 29,792.39	\$ 202.21	\$ 418,339.49
March	4.80%	\$ 429,379.53	\$ 35,678.50	\$ 397.50	\$ 465,455.53
April	5.01%	\$ 458,174.59	\$ 35,558.00	\$ 488.75	\$ 494,221.34
May	5.06%	\$ 478,750.55	\$ 38,539.69	\$ 597.34	\$ 517,887.58
June	5.18%	\$ 478,979.93	\$ 38,637.42	\$ 748.56	\$ 518,365.91
July	5.18%	\$ 499,821.71	\$ 41,743.48	\$ 848.20	\$ 542,413.39
August	5.30%	\$ 500,129.33	\$ 43,420.41	\$ 968.36	\$ 544,518.10
September	5.43%	\$ 499,130.34	\$ 41,867.42	\$ 1,073.23	\$ 542,070.99
October	5.43%	\$ 514,216.03	\$ 44,708.68	\$ 1,165.52	\$ 560,090.23
November	5.49%	\$ 490,512.10	\$ 44,983.73	\$ 1,275.97	\$ 536,771.80
December	5.48%	\$ 524,839.78	\$ 32,227.56	\$ 1,413.29	\$ 558,480.63



**LAYTON CITY ANNUAL REPORT – 2023**  
Finance Department

**Utility Billing and Collections**

Total dollars billed through the utility billing system for water, storm sewer, sanitary sewer, refuse, and street lighting for 2023, 2022, and 2021 was \$35,094,046, \$31,709,696, and \$31,767,906 respectively. Total revenue billed increased from 2022 to 2023 mostly due to increased water consumption and a water rate increase. Some billing and collection activities are shown in the following tables:

Billing and Collection Statistics									
Month	2021 Accounts Opened	2022 Accounts Opened	2023 Accounts Opened	2021 Accounts Closed	2022 Accounts Closed	2023 Accounts Closed	2021 Service Shut Off	2022 Service Shut Off	2023 Service Shut Off
January	132	89	68	89	80	44	345	340	214
February	123	129	42	105	110	80	261	*	*
March	154	123	93	82	115	91	242	220	215
April	162	150	103	137	110	104	275	238	275
May	140	130	139	120	92	65	308	272	222
June	171	186	176	159	191	140	248	184	235
July	172	158	157	177	160	138	258	175	160
August	164	162	88	159	121	57	264	189	127
September	148	134	87	160	122	63	299	230	282
October	156	135	95	146	140	52	363	225	145
November	115	115	70	145	106	48	278	** 83	259
December	90	91	77	150	126	27	*	*	** 100
Totals	1,727	1,602	1,195	1,629	1,473	909	3,141	2,073	2,134
Change	(396)	(125)	(407)	108	(156)	(564)	1,081	(1,068)	61

Billing and Collection Statistics									
Month	2021 Delinquent Penalties	2022 Delinquent Penalties	2023 Delinquent Penalties	2021 Bills Mailed	2022 Bills Mailed	2023 Bills Mailed	2021 Bills Emailed	2022 Bills Emailed	2023 Bills Emailed
January	1666	1850	1808	16076	17010	15373	5126	5651	6169
February	1515	1720	1563	15995	15761	15354	5212	5688	6217
March	1622	1680	2000	15959	15759	15325	5245	5733	6258
April	1523	1850	1546	16110	15760	15325	5245	5716	6311
May	1725	1723	1566	15969	15728	15342	5180	5782	6476
June	1627	1686	1936	16047	15783	15384	5331	5837	6547
July	1910	1882	1604	16032	15686	15309	5359	5897	6563
August	1712	1718	1740	15985	15793	15135	5426	5923	6599
September	1899	1942	2012	15979	15622	15126	5484	5984	6658
October	2052	1996	1698	15929	15644	15011	5555	6022	6652
November	1764	1758	2001	15879	15743	14825	5601	6099	6685
December	2180	2202	1816	15817	15499	14673	5635	6135	6732
Totals	21,195	22,007	21,290	191,777	189,788	182,182	64,399	70,467	77,867
Change	(2,165)	812	(717)	(2,135)	(1,989)	(7,606)	9,037	6,068	7,400

\* Due to weather and other conditions, the City did not shut off services on past due accounts during the month.

\*\* Due to weather and other conditions, the City limited shut off to accounts with past due balances over \$100.

## FACILITIES MANAGEMENT DIVISION

During 2023, the Facilities Management Division managed the ongoing maintenance, repair, and cleaning of City facilities. Numerous routine projects were completed; some of the more significant projects are listed below.

### **Museum Carpet Replacement**

Replaced the carpet throughout the museum. The carpet was worn and outdated and due for replacement.

### **Fire Training Compressor**

Installed a compressor for air tank refilling at the fire training facility. This project required electrical wiring from the main electrical panel to the compressor, as well as ventilation out the back of the block building.

### **Public Works Truck lift**

Installed a heavy-duty truck lift in the mechanics bay. This involved running electrical wire across the truck bay to the lift, as well as air lines to the lift.

### **Police Administration Office Relocation**

Relocated the Police Administration personnel to the upstairs of the court building. This involved office remodels and the construction of a small conference room.

### **Police Lieutenant Office Area Remodel**

Along with the relocation of Police Administration to the upstairs of the Court building, the Facilities Division remodeled the prior administration area into new office areas for the Police Lieutenants as well as the Dispatch Supervisor.

### **Custodial Contract**

In October 2023, custodial services transitioned to a contracted cleaning company to do the custodial work throughout the City. This resulted in a significant savings to the overall City budget. The cleaning company is overseen and managed by the Facilities Manager.

## INFORMATION TECHNOLOGY SYSTEMS DIVISION

### **General**

#### **Cisco DUO Multifactor Virtual Private Networking Authentication**

To help protect Layton City from Cyber Security attacks, the Cisco Duo Multifactor Authentication was expanded by integrating The City's Firewall with Cisco Duo Multi Factor Authentication. This requires anyone connecting to Layton City via a Virtual Private Network to provide an additional means of authentication. This is an additional level of protection for Layton City's Cyber infrastructure. It is also a requirement for Layton City to carry insurance in the event Layton City is involved in a Cyber Attack.

#### **Upgrade Layton City's Network Domain to Server 2022**

Layton City's previous Authentication, Authorization, and Accounting Domain needed to be upgraded in

order to be supported by Microsoft. This required a migration away from a 2012 Domain to a 2022 Domain and was accomplished by preparing, migrating, and removing critical components needed to support Layton City's Authentication Domain.

#### **Installed, Migrated, Updated Davis Area Public Safety System (DAPSS) Network**

Layton City spearheaded a unified Computer Aided Dispatch System. A secure, reliable, and redundant network needed to be created to support Layton City and Davis County. This was accomplished with many hours of configuration and coordination and, as a result, was successful.

#### **Backup Software Migration**

Migrated the Veeam Backup software to the 12.0 release. This is to stay current with any security

updates and the latest features. This was done in June of 2023.

### **Configured New Sewer Truck Software and Hardware**

Installed and configured a new server for the sewer camera system for Public Works. This was done to work with the new camera van and migrate to a new hardware.

### **Public Safety**

#### **Spillman Consolidation**

The City officially consolidated all agencies in Davis County to a single Spillman/Motorola server. This enables a greater level of data sharing and dispatch coverage for the County for all Police and Fire agencies.

#### **NetMotion Cloud**

The City moved the hosting and management of NetMotion to a cloud environment. NetMotion provides a secure and encrypted connection back into the City and supports two-factor authentication. This software also provides session persistence if the network connection isn't stable. Being in the cloud enables the City to enforce greater rules and control over the devices connecting to the City network.

#### **Trunk Modems**

The IT division moved the remaining vehicles in the fleet to trunk modems. Trunk modems provide a greater level of officer safety because the devices report GPS data as soon as they are powered on. Police officers can decipher very quickly the last known location of a patrol vehicle. This also gives dispatch the ability to look at the closest vehicle to a scene for dispatching officers, which might help response times.

### **Geographic Information Systems (GIS)**

#### **GIS Portal Implementation**

New GIS portal user licensing was implemented. New licensing allowed the City to better track users, who are logging in, editing data, and allows more secure access to sensitive data and data that needs to be, or can be edited in the field. It also ensures better control of licensing for ArcGIS Online, and ArcGIS Pro.

### **Davis Area Public Safety System (DAPSS) GIS Data**

Organized the DAPSS GIS data and setup the server the GIS model needs to load the data into the system. Took over the State's portion of the maintenance of the system, ensuring that the DAPSS GIS data is in working order.

### **Experience Builder Web App Change**

All web applications were updated from the older web-map tools to the new web-map experience builder format. The older tools were being discontinued and would no longer be provided technical support. This ensures the Layton City maps are in the most current format.

### **Programming**

#### **iSpy DAPSS Compatible**

iSpy is a system that Police and Fire personnel use to see call information going on around the County from their cell phones. This system was working for the City on the Spillman server with a system written in-house that transferred the information from Layton City's dispatch center to iSpy. When the City moved to consolidated dispatch all call information had to be transferred for all agencies so Layton City and the other agencies could continue to use iSpy. The City made changes to the feed given to iSpy because some information was needed in a different format once DAPSS was dispatching the entire County. The biggest change made was how DAPSS was sending calls that were both a law call and a fire call. Before consolidation, those calls were sent separately, but once the entities consolidated there were some issues on how the call would display through iSpy. All of these changes have been made and iSpy is getting the information.

#### **FiPo Fire Station Alerting through DAPSS (Consolidated Dispatch)**

As consolidation approached, it was requested that the City add some information to the station alerting feed that FiPo sends from dispatch to the station alerting system (USDD). One change that was required was that the City be added to the feed so that when the alert came through it would announce the address along with the City.

### **FEST Website**

The FEST website was previously hosted on godaddy and the Parks and Recreation department was maintaining the site. The Layton City Information Technology division now hosts the site on the webserver and it has been programmed so that Parks and Recreation can update the site through the Parks and Recreation application that the programming team created. This allows Parks and Recreation to easily update the dates and information on the page without having to have any knowledge of HTML or web development.

### **Risk Management Integration with Public Works Work Order System**

Many incidents that happen in the City and have a claim filed involve the work order system. Floods being one of them. Risk Management tracked these claims, but would have to talk with Public Works to see any work orders that dealt with the situation or problem. Now the work orders are linked directly into the risk management system. Also the Flood Reports that are filled out have been implemented in the work order system keeping everything easily accessible for everyone who needs the information. The flood reports can now be electronically filled out as part of any work order and this can then be linked to a claim in the risk management system. This information is now available to all City employees who use it.

### **Twilio TextMyGov Application**

This project is a simple text my government application. You simply text Hello to 801-939-0020 and then you can ask a question and it will respond with an answer. For instance if you ask, “How do I

pay my water bill?” it will respond, “You may pay your bill at the following link: <https://www.laytoncity.org/secure1/>”. It will respond to questions about contacting departments, hours, bill pay, sports registration, Surf ‘n Swim, or how to report a problem. As we get the information out about this system we can expand it to answer more questions and be more comprehensive.

### **Dashboard Improvements / Police Department Equipment Module**

The Police and Fire dashboard have had many improvements. The Fire dashboard now has the ability to keep track of the Fire employees with more information since Spillman won’t be used for this anymore due to the DAPSS consolidation. The biggest enhancement has been a completely new equipment system for the Police department to use instead of Spillman. The new system allows the Police department to assign equipment to an officer, and the officer will sign they have received the equipment. It also allows officers to request equipment. This system handles all types of equipment that the officer uses from laptops to handcuffs, guns, and traffic radar equipment.

### **Source Control System Upgrade**

The IT Division has upgraded the source control system which keeps track of changes to code on the website or other applications that are used in the City. This allows IT to keep track of changes made and allows IT to have a backup of the work it does on a project. The new system is cloud based and IT can access it from anywhere.



# Annual Report

## Fire Department 2023

**Layton City Fire Department**  
***2023 Annual Report***

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## FIRE CHIEF'S MESSAGE

On behalf of the proud and dedicated team members of the Layton City Fire Department, it is my pleasure to present the 2023 Fire Department Annual Report.

This has been a year of major transition within Davis County, as all of the fire departments now have their paramedic programs up and operating. We have supported our neighbors throughout this process, assisting with incident response while staffing challenges were being overcome. Our alliances in automatic aid responses have been strengthened for the betterment of emergency response countywide.

The past year saw our incident response volume climb significantly by 5% to 8,103. This equates to 12,356 single fire unit responses to the various incidents in our all-hazards response model, and is our busiest year in history.

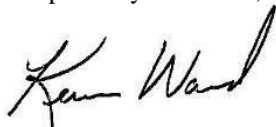
Fire Station 54 saw its first full year of operation, with Engine 54, Heavy Rescue 54, Ambulance 54, and Brush 54 responding to a total of 1,660 incidents. In the fall, we were fortunate to place a new Pierce fire engine in service at that station. This replaced a 24 year-old Pierce fire engine that will now be placed in reserve status.

Two recruit academies were held, graduating a total of 18 new firefighters onto various shifts at our fire houses. The addition of our full-time Training Captain in July allowed for very consistent and efficient academies.

We are appreciative of the support we receive from our City leadership and elected officials. From this support, we are able to continue to lead the way in top tier customer service in emergency medical services and fire response in the State of Utah.

**“We are dedicated to safe and compassionate problem solving.”**

Respectfully submitted,



Kevin Ward, Fire Chief



*Layton Fire Department has been recognized as an ISO Class 2 department.*

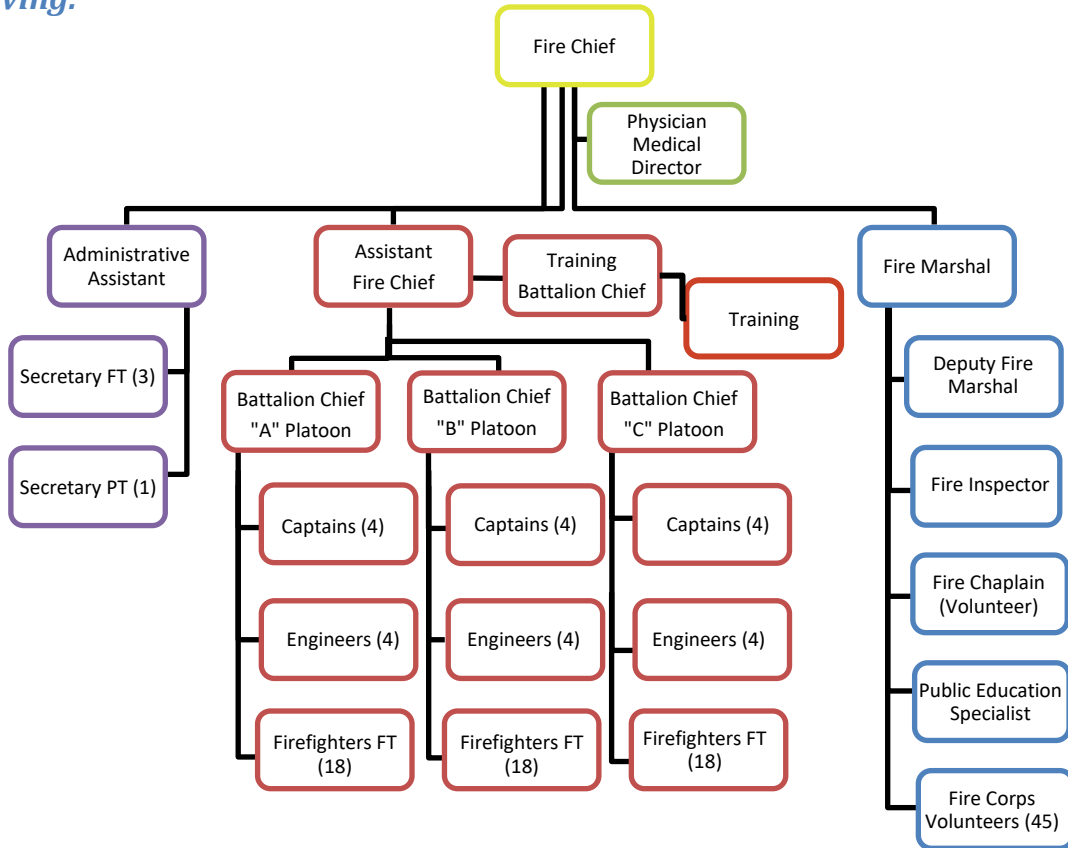
*This designation places Layton Fire in the top 3% of fire departments nationally and one of only six Class 1 or Class 2 cities in the State.*



## Fire Department

### 2023 Organizational Chart

*The Layton City Fire Department is dedicated to safe and compassionate problem solving.*



Kendall O. Bryant Memorial  
Station #51

### Retirements

Assistant Chief Scott Adams  
*44 Years of Service*

Battalion Chief Brad Wilkes  
*31 Years of Service*

Engineer/PM Chon Morfin  
*25 Years of Service*

Firefighter/AEMT Robert Anderson  
*20 Years of Service*

## ANNUAL BUDGET AND REVENUES

### Fire Budget

The Fire Department budget is derived from multiple avenues. The Fire Division is funded via the City’s general fund and predominately covers personnel, equipment, training, and facility costs. When deployed, our wildland fire costs are reimbursed to this division through an agreement with the Utah Forestry, Fire and State Lands Department. In 2023, the department received \$113,410 in wildland reimbursement.

### Wildland Deployments

In 2023, the wildland team deployed three times. All deployments were to California. Crews were sent to San Bernardino Forest, Angeles Forest, and Six Rivers Forest to help with complex incidents. In total, the crews worked 51 days, which equates to 687 hours worked. There were nine resource orders, 7,698 miles traveled, six different personnel deployed and billed the state of California just over \$235,000.



primarily from revenue collected from EMS transports. This budget includes the salaries for 31 EMS providers, EMS training, equipment, vehicles, medical supplies, and medications.

### EMS Revenue and Write Downs

In 2023, call volumes rose 4.2% from last year. This was a significant jump in just a year's time. The total EMS billed revenue reflected another relevant increase of 6.9%, totaling \$9,162,016. With 94% of net revenue collected and an increase in billed revenue collected of 59%, reimbursement continues to be favorable for the department. Net revenues of \$5,705,933 reflect an increase over the previous year.

Federal law mandates medical providers accept discount reimbursements for Medicare, Medicaid, Tricare, and Veterans Administration payments. As call volumes increase, so does the amount billed to these assistance programs. In 2023, the department was required to write down \$3,456,083 or 38% of the billed revenue.

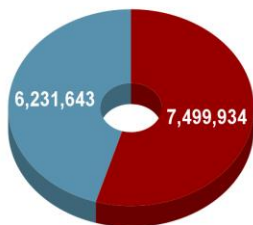
It was a positive year for bad debts for the department. Actual “bad debt” expenses decreased to \$427,849, a decrease of 42%. Bad debt recovered equaled \$92,543. With a total net of bad debt being \$335,306.

### EMS Budget

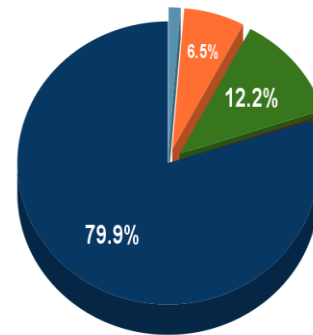
The Emergency Medical Service (EMS) Division budget is maintained as an Enterprise Fund, sourced

#### Budgets

● Fire ● EMS



### EMS Revenue Sources



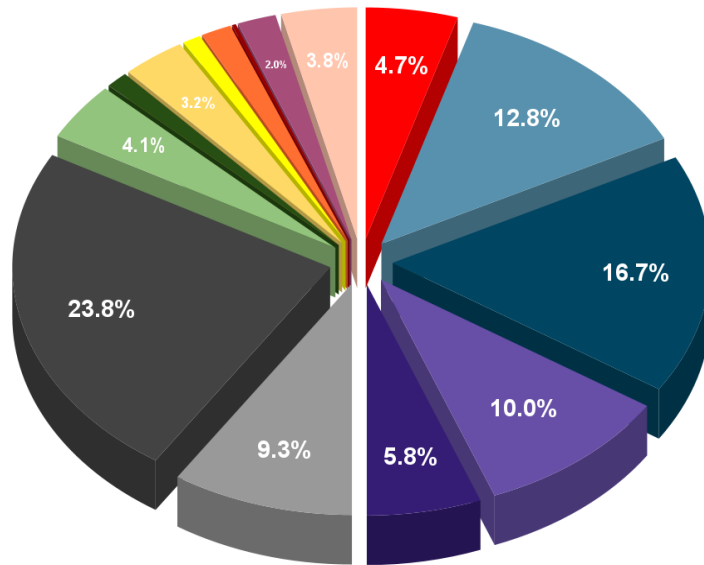
● Bad Debt Recover ● EMS Supply Revenue  
● Advanced Life Support (ALS) Revenue  
● EMS Grant ● Transport Revenue

### Medicaid Reimbursement

Since 2017, legislation has been in place that increased total reimbursement an ambulance provider can receive when transporting Medicaid patients. This law, which combines federal matching dollars with a statewide match, has steadily increased the amount of Medicaid payments since its inception.

In Layton, Medicaid patients comprise an approximate 20% of patient transports, or around 900 per year. In the fiscal year of 2023, the department received \$869,818 in Medicaid reimbursements, an increase of \$98,061 from last year.

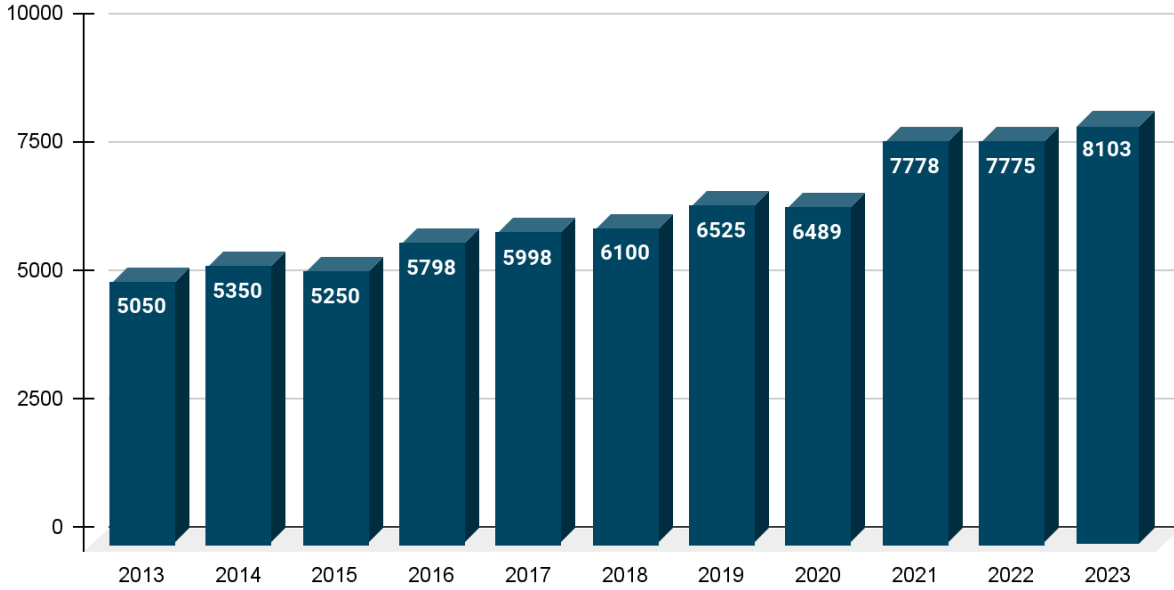
### APPARATUS RESPONSES- FIRE



- Fire Structure
- Fire Res Alarm
- Fire Com Alarm
- Fire CO
- Fire Gas Leak
- Fire Misc
- Fire Rescue
- Fire Smoke
- Fire Brush
- Fire Vehicle
- Fire Fuel Spill
- Fire Extrication
- Fire Building Collapse
- Fire Cooking
- No Incident Found

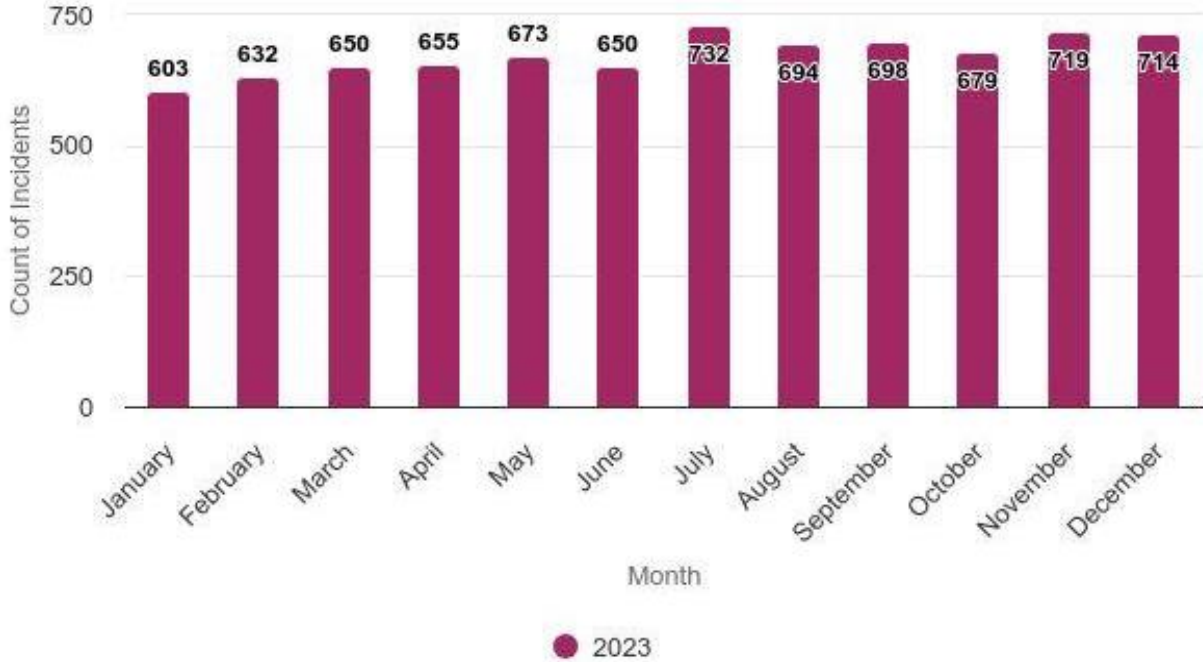
**Total (Fire & EMS) Incidents = 8,103**

### Annual Call Volume



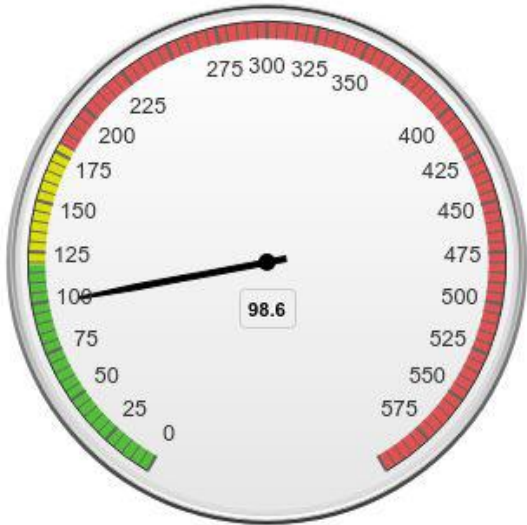
### Incidents by Month

Jan 01, 2023 to Dec 31, 2023

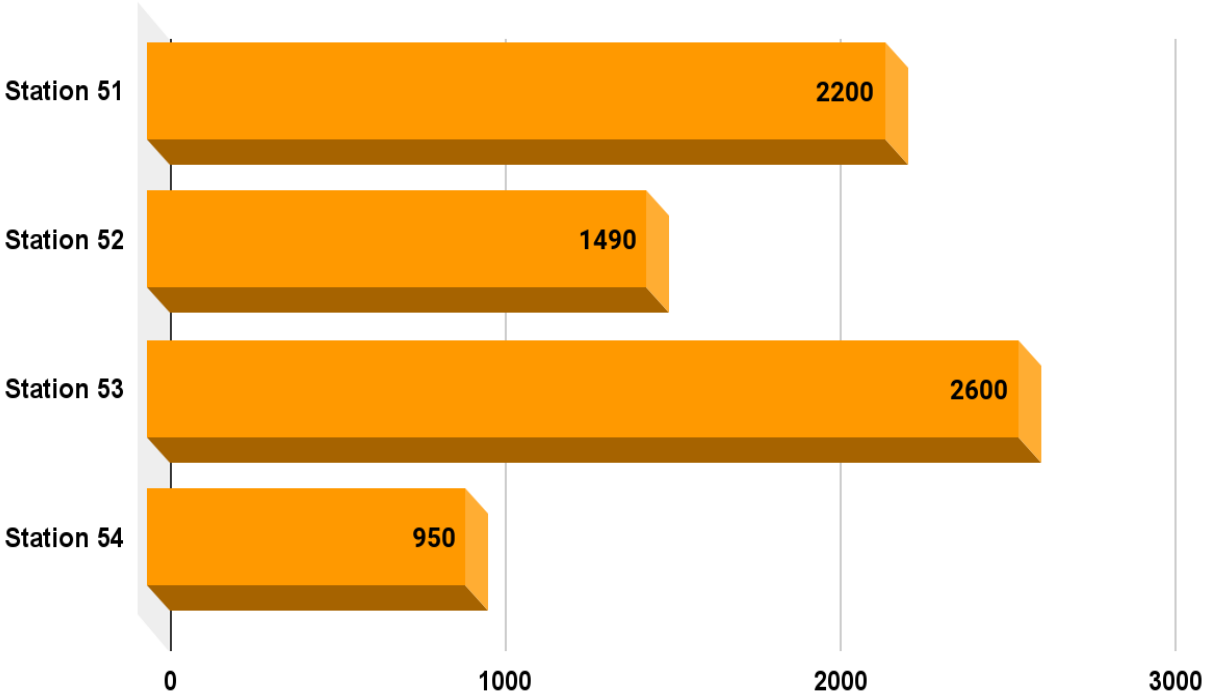


### Unit Average Turnout Time (Seconds)

Jan 01, 2023 to Dec 31, 2023

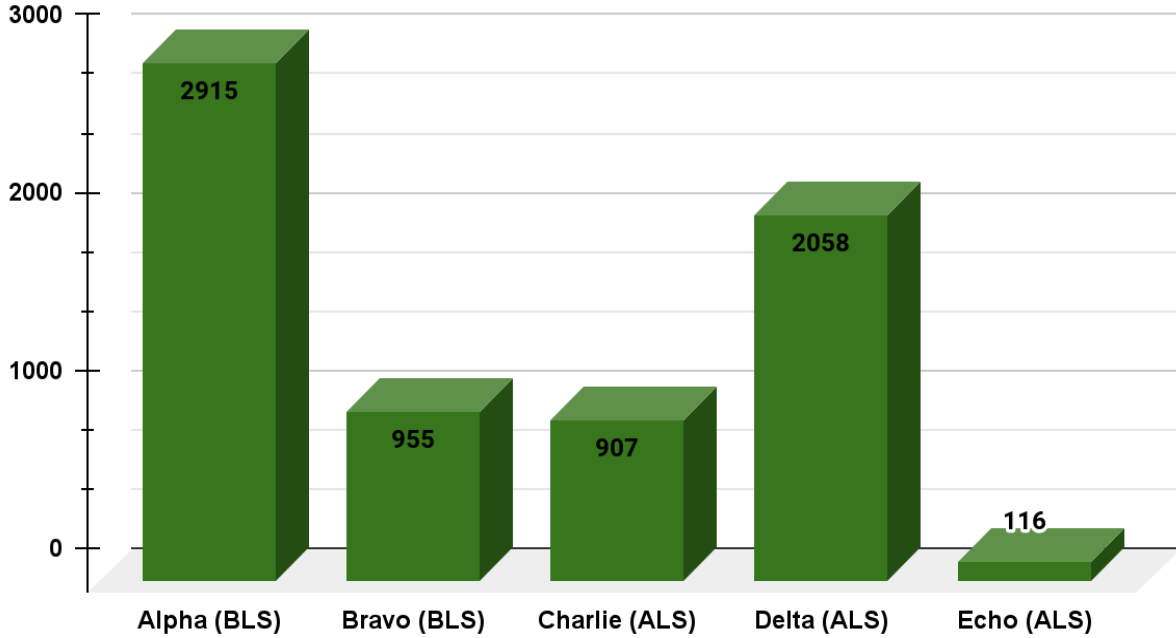


### Response By Station

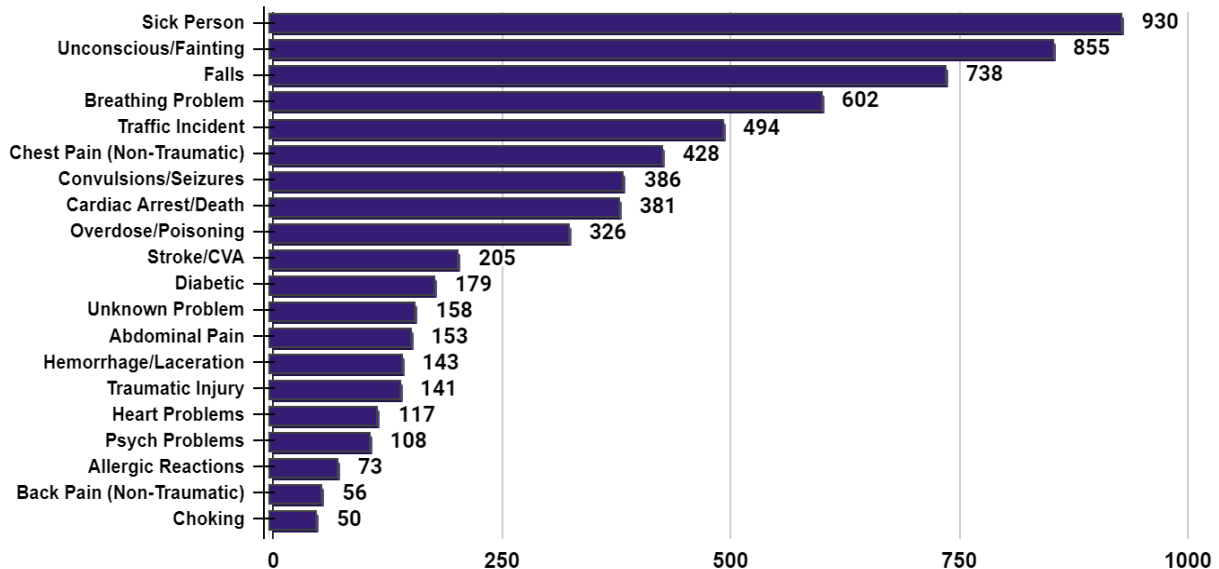


EMS RESPONSES

Incident Dispatch Priority



EMS Incidents By Complaint (Top 20)



“Alpha” & “Bravo” -Ambulance Only Response (BLS) = 56%

“Charlie”, “Delta”, & “Echo” - Ambulance & Paramedic Rescue Response (ALS) = 44%

*Of the 6,951 dispatched EMS requests, 4,574 or 65% of patients required transport to a hospital.*



### TRAINING DIVISION REPORT

The Training Division has the extensive responsibility of maintaining annual fire, technical rescue, Haz-Mat, and EMS qualifications for current department personnel. This is in addition to hiring, orienting, and credentialing the newest firefighters.



In 2023, fire department personnel conducted an impressive **28,607 hours** of training, which represents a

**1% increase** in time spent training from last year. Layton Fire truly believes, *“every day is a training day.”*

#### Utah Fire and Rescue Academy Certification Course Attendance:

Apparatus Driver Operator- Pumper	7 Students
Apparatus Driver Operator- Aerial	12 Students
CTC Residential	15 Students
Fire Officer I	6 Students
Firefighter I	11 Students
Firefighter II	12 Students
Flashover Prop	7 Students
Hazmat Awareness	11 Students

Hazmat Operations	11 Students
Investigator I	2 Students
Live Fire Training	11 Students
Water Mapping	2 Students
Winter Fire School	6 Students

#### 2023 Training Calendar Highlights

**January** – Ice Rescue, BLS, & ACLS Recertification

**February** –Mental Health, Utility Safety, Fire Sprinklers, and FlowMSP Preplanning

**March** – First Responders First Mental Health Check-ins, “MayDay” March Rescue Drills

**April** – Advanced Airway, Mechanical Ventilation, Wildland Pack Test, Function Work Test (Tower Test)

**May** – Pediatric and Orthopedic Trauma, Wildland Refresher, Wildland Engine Training, Gordon Graham

**June** – Pharmacology and Drug Administration, Strokes, CO Monitoring, LDS Temple Preplan

**July** – Pediatric & Adult Burns, Lithium



Ion Battery Safety, Wildland Field Day, METs Testing & Physicals

**August** – Cardiovascular Anatomy, STEMIs, Standpipe Evolutions

**September** – Poisoning & Overdose, Behavioral Health, Smith’s Warehouse Preplan

**October** – Gunshot Wounds, Weapons & Violence, MIST Reporting, Firefighter Survival & Self-Rescue

**November** – Environmental Emergencies, Hypothermia Assessment & Treatment, Trauma- Dr. O, Physical Functions Assessments



**December** – Respiratory Emergencies, Pediatric Assessments & Common Emergencies, Ice Rescue Refresher & Full Certification Course

### UFRA Live Fire - FAST Trailer Prop

Davis County Training Officers hosted the Utah Fire and Rescue Academy FAST Live Fire Prop at South Davis Metro Fire Department, in Davis County.

Recruit Academy 23-2 was able to attend the training and experience training under live fire conditions.



### Davis Technology College (DTC) Partnership

Thirty-two students completed UFRA’s Firefighter I and II, HazMat Awareness and Operations through the DTC Fire Program. Layton’s Training Facility is the primary venue for DTC’s fire skills training.

### National Fire Academy Courses

Layton Fire hosted four NFA courses this year. These courses were part of a leadership series that were offered to the county to attend. An additional NFA course for Wildland Firefighting were also conducted. There were a total of five classes held, with thirty-eight LFD members in attendance between those courses.

The department also sent Assistant Chief Scott Maughan, Captain Austin Taylor, Firefighter Chris Daws, and Captain Becky Hall to the National Fire Academy located in Emmetsburg, Maryland. Each

attended a course that was involved in leadership or training.

### 2023 Paramedic Class

Layton Fire was granted the approval to pay for Paramedic school as of this budget year. The approval



was for six firefighters to attend within a fiscal year. The requirement to be eligible for the department to send these firefighter’s through Weber State University

Paramedic School, was that they must have all prerequisites completed prior to submitting for approval to be one of the six and be off probation.

The first five to have the privilege of attending were Firefighters Garrett Sholly, Kaylie Kuykendall, Bronson Fox, Corey Ellison, and Braylee Earnhart. They are set to graduate in spring of 2024.

### Recruitment

Recruit Class 23-1 began in February 2023. The class was instructed and led by Captain Lance Beech (now BC Beech) and co-instructor Engineer Davin Rutland.



The class began with 12 recruits, graduating 11 by the end of 10 weeks. Recruit Class 23-2 began in June of 2023.

A total of eight firefighters began

the academy, and graduated with seven. This was the first academy taught by the new Training Captain

Becky Hall and was co-instructed by Firefighter Keanu Iwai.





### Promotions, Retirements, & Turnover

In the year 2023, Layton Fire Department promoted an Assistant Chief, two Battalion Chiefs, four Captains,



and three Engineers. All of these promotions came from retirements.

### New Training Captain Position

The department also welcomed a fifth Captains promotion thanks to being granted a Training Captain position. This position was added in 2023 due to the substantial need for help in the training division. Captain Becky Hall was promoted from a part-time Captain's position, to the new full-time Training Captain. She has served with the department since 1993. Her knowledge and passion for teaching made her the perfect fit. Becky left Salt Lake City Fire Department, where she served over 20 years.

### Retirements

There were four major retirements this year. The total years of service between the four members was 120 years. This is always a substantial loss when senior members go. Each retiree had an incredible career with plenty of lasting stories that will continue to be passed to the next generation.



*Assistant Chief Scott Adams*  
Chief Adams began his career with the Layton Fire Department in 1978. He was only 19 years old, and LFD was a volunteer department at the time. Chief Adams followed in the footsteps of his family by joining the fire service. With just under three years of service, the department promoted Scott to Assistant Chief in 1981. He would hold this position until the date of his retirement.

Chief Adams positively affected not only the department of Layton, but many departments throughout the state. He helped the department achieve many progressive goals in both fire and EMS. Chief helped grow Layton Fire Department into what it is today. He has mentored and raised hundreds of Layton City firefighters.

Chief Adams saw and was a part of the inception of fire stations 51, 52, and 54. Due to his legacy and impact, Station 54 was named in his honor.

### *Battalion Chief Brad Wilkes*

Chief Wilkes began his career in 1992. He started as a part-time firefighter and was promoted to full-time in 1995. He would go on to move through the ranks and



obtained the titles Engineer, Captain, and Battalion Chief during his vast tenure at LFD. Chief Wilkes was heavily involved in apparatus design and purchasing for the department. He was also immensely involved in fire station designs, remodels, and repairs. Chief Wilkes was the main frontrunner in starting the department's wildland program. His contributions throughout the years were recognized not only by the department, but by the city, community, region, state, and his fellow neighbors.

### Firefighter Wellness and Peer Support

This year, Layton Fire Department sent a team to compete in the Western Regional Firefighter Combat Challenge. The event was held in Murray, Utah in triple digit heat. The firefighters competed

against not only firefighters from the state of Utah, but also from departments around the world. LFD had firefighters compete in the



following categories: Individual, Tandem, Co-Ed, and Showdown. Layton Fire was well represented and were amongst some of the fittest in the competition. The department takes great pride in the physical fitness, mental health, and overall wellness of Staff.

The following placed in Regionals and was invited to Nationals:

- Co-Ed Relay Team placed 1st (Eng. Gonzalez, FF Kuykendall, FF Laughbon, FF Cravens, & FF Merrill)
- Division 2 Male Individual- FF Cravens (Top 3)
- Division 3 Male Individual- FF Stout (Top 3)
- Fire Department Showdown- FF Barlow, Cravens, & Stout (Top 3)



### Peer Support

In 2023, Layton Fire along with the Layton Police Department, were able to obtain and be awarded \$160,000 for mental health.



This was given to the departments from the State of Utah. The grant has allowed both agencies to certify their entire Peer Support Teams. It has also helped fund additional training, programs, and

therapies for members of the departments, their families, and retirees.

### Turnover

In 2023, Layton Fire lost employees due to other job opportunities, or leaving the service altogether. Due to this, one major full-time testing



process was held and two academies were conducted with a total of 20 new hires.

## DEPLOYMENT DIVISION REPORT

### Layton City Dispatch

After years of discussion and planning, Layton City Dispatch has begun consolidating dispatch centers. The first transition to this proposal began with acquiring dispatchers from Clearfield City. This



brought over the emergency communications for Clearfield PD and North Davis Fire District.

The forecasted plan is to have a consolidated

dispatch for Northern Davis County. A new dispatch building is being constructed to accommodate more dispatchers.

### Deployment Division Change

The fire department's Deployment Division was reassigned to Captain Mitch McCloy. He continues to report to Assistant Chief Scott Maughan. Captain McCloy works closely with Layton City's IT Department to ensure emergency services go uninterrupted. The Deployment Division is responsible for all radios, dispatching systems, computers, programming, and more. The work is imperative to LFD's success. Without the cohesion, integration, and hard work of all these members, LFD could not provide the outstanding service the department does on a daily basis.

Currently, the IT Department is helping surrounding departments with the installation of MOPA paging systems. IT is also helping to ensure the success of the consolidated dispatching, in conjunction with Layton City's Dispatch Manager and Staff. So far, it has been a successful merger. The department is happy to welcome Clearfield City's dispatchers, and are thankful for the assistance they provide us.

## COMMUNITY RISK REDUCTION AND EMERGENCY MANAGEMENT

In the Fall of 2023, Layton Fire collaborated with the Layton City Parks Department and Local volunteers to

conduct a fuel mitigation project in the Hobbs Pond/Kays Creek Parkway area. This location was identified in the Community Wildfire Protection Plan for fuel reduction due to its proximity to homes and other community centers. Projects have been completed in this area for the last three years. This year was the largest and most difficult due to the layout of



the trail system. Despite the challenges, City Staff and volunteers were able to reduce fuels along the trail system.

An additional project was conducted along the fire break road, located in the east foothills of Layton. In total, these two projects had 209 participants with over 396 service hours recorded. Fuel reduction projects like this have been shown to reduce a wildfire's impact on the community by decreasing the fires intensity. The scale of these projects would not be possible without the support of the Parks and Recreation Department, as well as all of the volunteers who came out to help the community.

### Fire Inspections

Over the course of the year, Layton City Fire crews were sent out on company inspections. The crews do this to ensure code compliance, check for fire safety, and pre-plan the building in case those businesses were to have a fire in the future. The crew inspections are a major help to the Community Risk Reduction Team. It also allows the crews more interaction in the community. With over 200 inspections assigned between the three operational shifts, the crews are able to attentively find time between all other responsibilities to complete these inspections. If hazards are found, the crews inform the Fire Marshal's Office.



### Fire Investigator

The Fire Prevention Division made a goal to send one team member through Weber State's Law Enforcement Academy. Fire Inspector Quinn Pfeifer completed the academy and graduated in December. He received his Special Functions Officer (SFO) certification. This will allow for more proficient investigations given his new training in interviewing, evidence collection, warrants, and arrests. It also allows Layton Fire to make arrests for fire related crimes. This is a huge step forward for the division and department.



### Public Education Program

The Public Education Program in the elementary schools and preschools continued into its 15<sup>th</sup> year of utilizing Layton High School students to teach. It was the 11<sup>th</sup> year using the Junior Fire Corps, which are sixth graders from Leadership Learning Academy who help teach the preschool children. The Layton High students performed at an astounding 26 elementary school assemblies. This meant fire education to approximately 10,500 students. The Junior Fire Corps performed at nine assemblies and spread knowledge to approximately 159 pre-school children.



This year, the high school students taught on the mental health S.E.L.F.I.E method. They performed a song that had been previously written in 2022. The Junior Fire Corps taught about "What is Hot and What's Not" to the preschoolers. Additionally, the Public Education Program participated in 17 Arts in the Park summer camp classes. The outreach was

approximately 1,042 children on topics such as fire safety, Stop the Bleed, and the S.E.L.F.I.E method.

### Fire Loss Statistics

According to the National Fire Protection Association Report, “Fire Loss in the United States During 2022”, the latest data available, indicates every 21 seconds a fire department responded to a fire in the U.S. in 2022. Every 53 minutes, a civilian suffered a non-fatal fire injury. When comparing the number of fires per 1,000 in population, the national average for communities that were 50,000-99,000, averaged 3.3 fires per 1,000 in population.

For Layton City’s population, there should have been approximately 264 structure fires in 2023. Using statistics from the reports for 2023, there were 40 structure fires, equaling 0.040 fires per 1,000 in population. This is substantially low in comparison to the national average. These fires in 2023 equated to a total dollar loss of \$2,840,060. Layton City has seen an increase in fire dollar loss by \$590,629 in 2023. It is important to note that structures involved with fire had a Pre-Incident “saved” value of over seven times the loss amount.

### Kendall O. Bryant Open House

The 2023 annual Kendall O. Bryant Open House was held on September 27<sup>th</sup>. There were over 4,000 in attendance and tremendous feedback was received.



Six months prior to the event, planning meetings are conducted to ensure the event is improved from last year. Arrangements with vendors and Staff had to be

planned well ahead. The fire department was a unified front, and every member was actively involved throughout the night. Captain Will Elson joined the planning committee and was the coordinator for the Fire Department. He also implemented a public photo shoot experience that had a never ending line. It was another successful year for the open house.

The night of the open house, firefighters could be found helping attendees with various experiences and demonstrations. Those included the fire engine rides, life safety trailer, Search and Rescue K-9 Cole and his handler Captain Rox Bauman, fire muster, ambulance tours, burn



room demonstrations, balloon animals, helicopter tours, and vehicle extrication. The engine rides are free and continue to be a fan favorite. All attendees riding the fire engines were asked to donate a can of food to the Open Doors Food Pantry. A total of 380 pounds of canned food was turned in after the event!

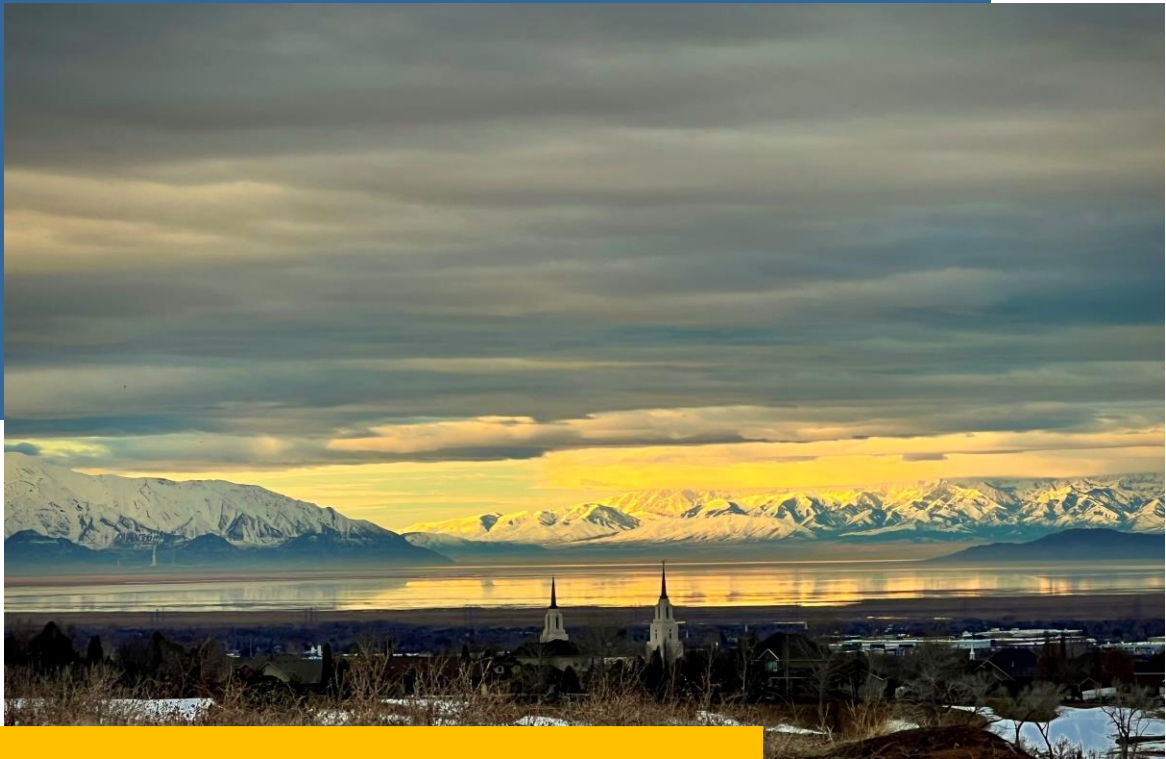
The Fire Marshal's Office did a great job with advertising the open house several weeks in advance. Large banners were posted near high traffic areas in Layton. Fliers were distributed to many local businesses and invitations were sent to all of the elementary schools.

As always, the open house would not be a success without the collaborative relationships within the

community. The following were service vendors for this year:

Tanner Clinic, Mountain Star Healthcare, Davis Technical College, U of U Burn Center, Layton City PD and Layton City Dispatch, UTA, Poison Control, Davis Behavioral Health, Davis Hospital,

Intermountain Healthcare, Davis County Sheriff's Office, UHP, Hill Air Force Base, Be Ready Utah, Safe Kids, AirMed, LifeFlight, and Davis County Search and Rescue. These organizations make a difference in the community by providing demonstrations, handing out materials, and educating citizens at no cost to our community.



# Annual Report

Legal  
Department  
2023

**Layton City Legal Department**  
*2023 Annual Report*

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## CITY ATTORNEY'S MESSAGE

Layton City Council and Mayor:

Last year was significant for the Legal Department. We achieved many successes and experienced substantial changes. After more than 30 years of dedicated service to the City, Gary Crane decided to hang up his suits and ties and retire. We are grateful for his contributions and leadership. Additionally, Victim Services Coordinator, Karen Arroyo left the City after 17 years. These changes opened the door to new faces as the Legal Department welcomed a new City Attorney and two new Victim Services team members.

The Layton City Legal Department continues to be a leader and contributor among Utah cities and towns. We are often consulted for input on difficult issues, invited to participate on various boards and committees, and are requested to provide training to various municipal professional organizations throughout the State.

Challenges and threats to municipal governance was a common issue during the legislative session. Many bills were introduced with the goal of reducing local control and increasing state oversight. Layton City took a proactive role in opposing these bills and shaping sound public policy. We continue to enjoy strong relationships with the Utah League of Cities and Towns and officials from other cities. These relationships are a crucial component of our City's efforts to protect local governance and the City's interests.

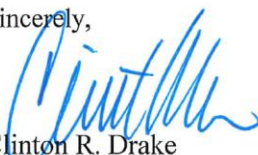
The City continues to work to reduce liability from claims and civil litigation. We monitor trends and take appropriate preventative action when necessary. It is our opinion that the active litigation cases present little to no liability exposure to the City. We will continue to monitor, assess, and resolve these cases as appropriate.

Returning to in-person court has been effective and meaningful. At the beginning of the year, we faced a significant backlog of pandemic-era cases. Through the diligent efforts of the team, we were able to eliminate the backlog, and cases are now being resolved within pre-pandemic timeframes. This has facilitated more accountability for offenders, and has spared victims the added trauma of enduring months of uncertainty. It should be noted that the Legal Department received more than 2,000 criminal cases in 2023. This amounted to approximately eight new criminal cases for each working day of the year. Our Legal Assistants, Victim Advocates, and Prosecutors do a fantastic job of managing these cases, maintaining positive attitudes, and providing an invaluable service to our community.

With an eye toward efficiency and modernization, we have made significant changes to update our tools and processes. Both our civil and criminal files are now paperless and we have completely transitioned to cloud based legal research. We have also begun to utilize various electronic platforms for office management and communication. As we evaluate our processes, we expect additional changes in the coming year.

As we look forward to the coming year, we anticipate continued challenges. We are excited for the future and remain committed to contributing to Layton City's success. We again express gratitude for your leadership and appreciation for your ongoing support as we strive for excellence.

Sincerely,

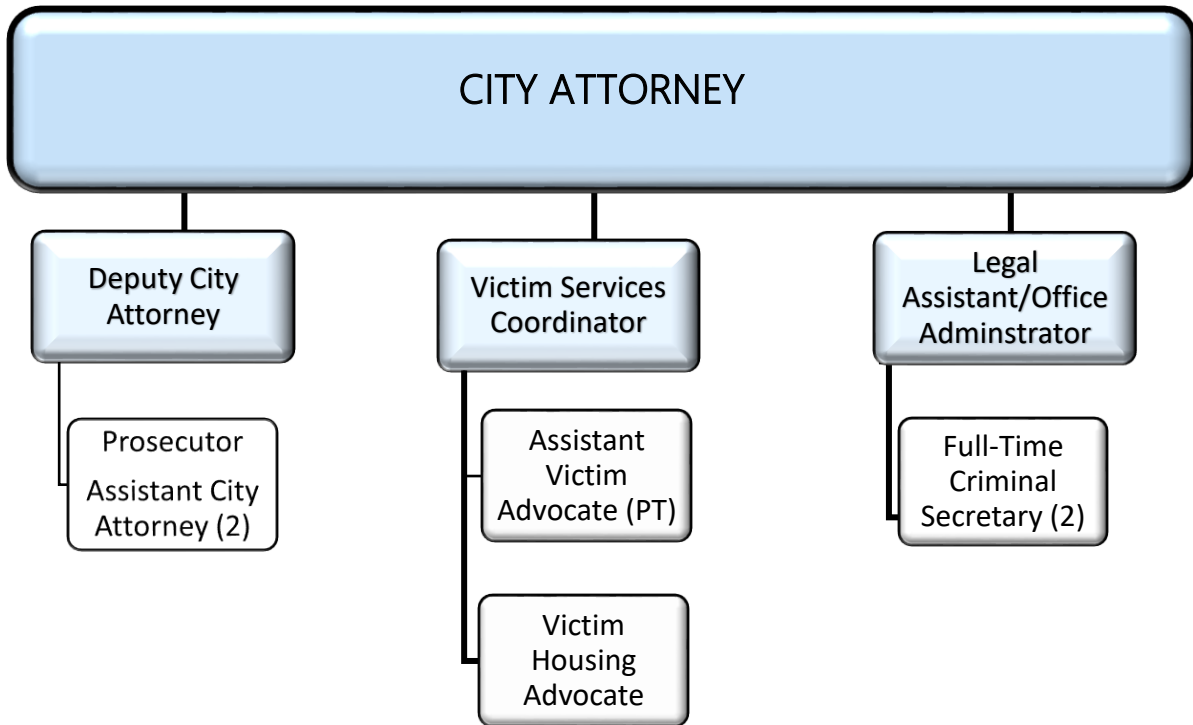


Clinton R. Drake  
City Attorney



## Legal Department

### 2023 Organizational Chart



## MISSION STATEMENT

It is the mission of the City Attorney's Office to provide informed and accurate legal advice to the City, its departments, and its leadership; and do so, first, in an effort to facilitate the City's objectives while, second, establishing protective and preventative measures, and third, for remediation purposes. Additionally, it is the mission of this office to conduct prosecutions of violations of law in a thorough, efficacious, and equitable manner and to assist the authorized and assigned departments in the enforcement of laws and the protection of the health, safety, and welfare of the citizenry. This office will conduct itself with integrity, while holding itself to the highest professional standard.

## CIVIL DIVISION

### Legislature

The 2023 legislative session set a record for the number of bills filed and passed. Of those bills, there were over 152 applicable to local government. Many of those bills sought to preempt local government power. The City played an active part with the League of Cities and Towns in monitoring, amending, and supporting or opposing legislation, depending on their impact on cities. Sometimes the bills or proposed bills that do not pass are more important and require more time than addressing those that do pass.

Some of the significant issues addressed included:

#### Land Use

There were attempts to:

- Make a zone change involving an increase in density an “administrative” determination.
- Mandate by right high-density housing in residential zones.
- Mandate up-zoning or higher densities on a state level.
- Have all land use decisions subject to a State Appeals Board.
- Penalize municipalities for non-compliance with their affordable housing plans and goals by taking away B&C Road Funds.

Our Council, Mayor, and City Staff worked together with the Utah League of Cities and Towns to bring about the following results:

- Preserved local zoning authority for decisions regarding residential densities.
- Required the improvement of engineering plans submitted to the cities.
- Prevented a statewide mandate that the maximum width of residential streets be limited to 25 feet. A maximum of 32 feet was determined, with exceptions to be able to go wider under certain conditions.
- Severe penalties for non-compliance with affordable housing plans and goals were avoided.
- Struck language that would have determined that a subdivision was “deemed approved” if it was not processed within a predetermined period of time.

#### Appropriations

The City obtained an appropriation of five million dollars to connect its three reservoirs so the City could make use of its water shares and provide for more efficient water distribution throughout the City.

#### Development Infrastructure Development (DID) Bill Killed

A bill was proposed in the last days of the session that would have placed local government powers to tax and to use eminent domain into the hands of private development. It would have been the only law of its kind in the nation. If it had passed, a developer could have established a DID, used public bonding to make all of the private and public improvements, and then impose a tax on the developed property to pay for it

with no oversight by elected officials. With the help of our Council, Mayor, and Staff, working with the League, the bill did not make it out of the Senate.

### Taxes

A bill was passed that adversely impacted the sales tax distribution formula that has been in place for 30 years. Sales taxes taken from ready mix plants were given to cities and counties with gravel pits within their boundaries. It will be distributed by tonnage to those entities. This resulted in a tax shift, creating winners and losers. Unfortunately, Layton will lose revenues because of this bill. The lesson learned is not to allow the distribution formula to be changed.

A change in the gas tax will result in a slight, temporary loss of revenues to local government over the next two years, then increase revenues due to a change in how the tax will be collected.

There were multiple bills dealing with water, public safety, taxation, and other subjects affecting local governments. The League of Cities and Towns posts a list of bills and summaries online at <https://ulct.engagifii.com/public/lbt-report/4832/schedule-false>.

### Acquisitions

In late 2023, the Legal Department began negotiations for acquisitions for property to install curb, gutter, and sidewalk on the south side of Gordon Avenue between Fairfield Road and Emerald Drive. This project, along with other acquisitions, are anticipated to be complete in 2024.

### Training

The following training was completed in the "preventative practice" of law:

- **Police** – Provided quarterly training and individual and group training as necessary.
- **Open Meetings / Conflicts of Interest / Sexual Harassment** – Part of the Utah Risk Management Association (URMA) required trainings. These trainings were provided by the Legal Department to the Mayor and City Council, Planning Commission, and City Departments.

- **Zoning Law** – Also required by URMA, this training was provided to the Mayor, City Council, and Planning Commission.
- **Quarterly Supervisor Training** – Provided and received quarterly supervisor training.

Additionally, the Legal Department attended and received training through the Utah Municipal Attorneys Association, the Utah Prosecution Council, and various sections of the Utah Bar.

### Training Materials

The Legal Department produced, or helped produce and update, the following training materials:

- Utah's Land Use Training Handbook
- Annexation in Utah
- Impact Fee Manual
- Summary of Legislative Changes in Criminal Laws and Law Affecting the Public Sector

### Risk

Reducing the City's liability, thus reducing City-involved litigation, is a constant objective of the Legal Department. The measures taken to meet this objective include training in each department, recognizing and anticipating areas of risk, and encouraged access to and communication with the Legal Department. The Legal Department also works closely with the Claims Committee and Accident Review Board.

### Pending Civil Litigation

The City is currently involved in the following cases:

**Applied Ex Claim:** Applied Ex was doing excavation work at a construction site and struck a City water line. They claim the line was mismarked, and the resulting flooding caused substantial damage. The City denied the claim. Applied X has initiated litigation, and is in the discovery stage and scheduling depositions. The City remains confident in its position that it is not liable.

**Murray Claim:** Ms. Murray was walking across a parking strip and stepped on a water meter lid, claiming injury as it caused her to fall. City records reflect it was in good order. This is in the claim stage and the City anticipates no liability.

**Santos-Morales Claim:** Ms. Santos-Morales was riding her bicycle on a sidewalk, against traffic, as she entered a crosswalk located at an intersection. A City vehicle stopped for a red light at the intersection, and proceeded to make a right turn. As the City vehicle began to turn, Ms. Santos-Morales entered the crosswalk, striking the side of the truck. Ms. Santos-Morales is claiming the vehicle failed to yield to her. The City does not anticipate any liability. A lawsuit has been filed and the case is in the discovery stage.

**Daughters Claim:** While moving her garbage can, Ms. Daughters stepped on a water meter lid. Ms. Daughters claims the lid slid, causing her to fall. Our investigation indicates that a household member had accessed the meter, leaving it unsecured. The City expects no liability. This is in litigation and her attorney has withdrawn from the case.

**Barlow Claim:** Ms. Barlow was involved in a traffic accident with a City truck in an intersection. Ms. Barlow is claiming the truck turned left in front of her, failing to yield the right of way. Our investigation shows that Ms. Barlow entered into the intersection on a red light, causing her to forfeit her right of way. The

City does not anticipate any liability. This is also in the discovery phase of litigation.

### Committees – Service

Members of the Legal Department serve on the following committees:

- Utah League of Cities and Towns (ULCT) Legislative Policy Committee
- Office of the Property Rights Ombudsman Land Use and Eminent Domain Advisory Board
- Utah Municipal Attorneys Association
- International Municipal Attorneys Association
- Utah Prosecutorial Assistants Association
- Utah Prosecution Council
- Utah Misdemeanor Prosecutors Association
- Davis County Children’s Justice Center Advisory Board
- Second District Victim Advocate Group
- Utah State Bar Business Law Section
- Utah State Bar Labor and Employment Section
- Utah State Bar Women Lawyers Section
- Utah State Bar Government and Administrative Law Section
- Utah State Bar Litigation Section

## CRIMINAL DIVISION

### Victim Services

It is the goal of the Victims Services Program (Program) to endeavor to reduce trauma to victims of domestic violence and other crimes by coordinating with law enforcement, and connecting victims with community resources. The Program provides support and advocates for victims of crimes committed within Layton City.

The Program provides services that assist victims in obtaining protective orders or civil stalking injunctions, and assists victims in making claims for restitution.

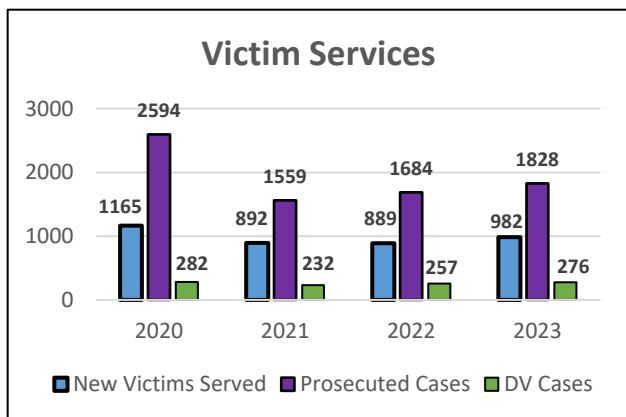
### Grant Assistance

The City receives assistance through the following grants:

- Victims of Crime Act (VOCA) through the Federal government
- VOCA Victim Services and Housing Program through the Federal Government
- Social Services Block Grant (SSBG ) through Davis County

### Statistics

- Victim Services served an average of **982** new victims per year over the last three years.
- From January 1 to December 31, 2023, Victim Services assisted **73** victims in successfully obtaining a Protective Order or a Civil Stalking Injunction. Of those victims, **70** obtained a Protective Order and **3** obtained a Civil Stalking Injunction.
- A three-year average of **1,946** criminal cases per year were prosecuted.
- A three-year average of **257** domestic violence cases per year were prosecuted.



### Protective Orders

Protective orders remain an effective and essential tool in addressing domestic violence. There are many types of civil protective orders, including child, dating violence, cohabitant, and sexual violence protective orders. Victims may also seek a civil stalking injunction in appropriate circumstances. A prosecutor may request a pretrial protective order if it is determined that the safety of a victim is at risk.

### Community Outreach

In conjunction with, and as part of Victim Services community outreach, a private Layton citizen organized fundraisers throughout the year, which provided a Sub-for-Santa program for several families impacted by crimes. One of the prosecutors dressed as Santa and handed out gifts to four families. Through this program, one child was able to meet

Santa for the first time. All of the families were touched by the outreach, and expressed appreciation.

### Victim Services Housing Program

The Victim Services Housing Program assists crime victims whose victimization has affected their housing. The Program is designed to identify secure, low barrier, affordable housing opportunities that can be accessed quickly in an emergency. Often, victims are financially dependent on an abuser. This creates a difficult and unsafe environment for victims. The Program helps to reduce trauma by removing the anxiety and burden of finding and paying for housing during a difficult and uncertain time.

- In 2023, the Layton Victim Services Housing Program paid **32 months of rent totaling \$41,751.78** for crime victims in emergency situations that could have left them homeless or living in a shelter.
- Emergency financial services were provided to **9** crime victims for a total of **\$3,724.21**. This included emergency needs such as paying for utilities, emergency hotel stays, relocation assistance, and housing and treatment in a substance abuse recovery facility.
- Additional assistance totaling **\$6,978.11** was provided using Community Development Block Grant (CDBG) and Utah Domestic Violence Coalition (UDVC) funds, as well as partnering with Clearfield City to pay a portion of a victim’s rent when Layton’s funds were depleted.

## CRIMINAL PROSECUTION

The Legal Department places great emphasis on the health, safety, and welfare of the community through effective, consistent, and equitable prosecutions.

### Domestic Violence

An important area of emphasis for prosecutors is the needs of victims. Prosecutors, in collaboration with victim advocates, place a focus on building relationships of trust with victims, providing support, educating, and connecting them with resources. The service they provide is vital. Strong relationships

assist prosecutors to more appropriately address concerns, prepare and conduct trials, and resolve cases.

Each case is unique and presents challenges. The efforts of prosecutors, victim advocates, and legal assistants are critical to the health and well-being of the victims and the community. Both domestic violence and child abuse cases increased in 2023. These cases are difficult and need time and care as they involve intimate partners, families, and children who often continue the relationship with the offender. It is common for the victim to call police seeking safety, but shortly after, the victim returns to the perpetrator. This can be for a variety of reasons, which are typically complex and emotionally charged. Although these cases are difficult and the relationships are complex, the perpetrators of violence need to be held accountable.

Recently, a man was prosecuted for child abuse for punching a 16-year-old girl in the face. The girl suffered severe, visible injuries to her face. The trauma of the experience and the resulting injuries has caused her significant anxiety. Since the incident, she has been afraid to go to school, and now suffers from depression. Throughout the process, prosecutors and victim advocates fostered a relationship of trust with the victim and her family. The defendant, an adult male, made efforts to downplay the incident, refused to take accountability for his actions, and fought the case through trial. Ultimately, the defendant was found guilty. During sentencing, it helped to empower the emotional 16-year-old victim as she confronted the defendant and explained how his choices and actions impacted her, and how she hopes to move on. Through tears, the victim and her family expressed gratitude to the judge for the support and help they received from the Legal Department.

In another case, the victim, a mother of four autistic children, was being harassed and berated through text messages by her ex-husband. These were daily, belligerent texts full of shocking and offensive language and threats. The victim met with the members of the team often and explained how the acts of harassment interrupted her life. Through the efforts of the Department, a criminal protective order was obtained against the ex-husband. The defendant

refused to accept any responsibility and set the case for trial. The moment before the trial began, the defendant's attorney and defendant suddenly wanted to make a deal, and suggested an offer dismissing some of the charges. After a consultation with the victim, prosecutors determined it was appropriate to pursue all charges through trial. The defendant was found guilty on each count.

### **Retail Theft**

As the City grows, so does the City's retail base. Despite added security measures by retailers (video surveillance, loss prevention employees, etc.) retail theft incidents continue to rise. In 2023, 249 cases were filed; up from 227 cases in 2022 and 187 cases filed in 2021. The Legal Department recognizes the impact retail theft has on local businesses and the community and works hard to hold them accountable for their actions, and to help offenders recognize the negative impacts of retail theft.

### **Substance Abuse**

The greatest increase of drug use has been in the area of fentanyl. This deadly drug is 50 times stronger than heroin, and is often mixed with other drugs to produce a more potent effect. The Legal Department saw an increase of drug cases from 114 cases in 2022 to 122 cases in 2023. This has been a sharp rise from the 88 cases filed in 2021.

Rehabilitation continues to be a priority, and the Legal Department has utilized a newer resource in the expanded program of the Davis Behavioral Health Receiving Center. The facility is open 24 hours and provides on-site, crisis intervention for individuals experiencing substance abuse, mental health, or other behavioral crises. Police officers have transported over 50 detainees this last year where the center provided suicide assessments, physical health screenings, detox services, medication management, and medication-assisted treatment when necessary. The Receiving Center is voluntary and, if completed, provides the individual the opportunity for criminal charges to not be filed on the original interaction with law enforcement.

The Legal Department is dedicated to trying to access and recommend rehabilitative services while

sometimes recommending incarceration when appropriate or when defendants are resistant to voluntary or court-ordered assessment and treatment.

### **Driving Under the Influence**

Prosecution of driving under the influence (DUI) continues to be a significant portion of the caseload. In 2023, 199 people were prosecuted for DUI, which is an increase of 55 cases over the prior year. Many of these cases were the result of investigation after the impaired individual crashed. The legislature is constantly pushing to increase penalties for DUI. This effort is supported by the prosecutors. Too many people are injured or die in alcohol related crashes every year.

In one case this year, a defendant drove while under the influence of alcohol and other substances. He ended up driving off the road toward Holmes Creek Reservoir and landed in a tree, suffering multiple serious injuries. Another defendant was arrested for driving almost four times over the legal limit when he ran a red light on Hill Field Road and collided with a semi-truck. Yet another case involved a defendant driving while under the influence of multiple substances and crashing into two vehicles. He attempted to flee at a high rate of speed and lost control of the vehicle again, this time crashing into a fence on Highway 193.

People driving under the influence are a danger to the community and need to be held accountable, but they also need help. A primary part of the sentence sought in DUI cases is to require assessments and treatment to get the root substance abuse problem addressed. The hope is that this required treatment will help the individual and the community. These evaluations are performed by mental health and substance abuse experts to assist with quality of life issues for those defendants who desire a change.

### **Traffic Enforcement**

The Utah Highway Safety Office Reported 277 fatalities on the road in 2023.<sup>1</sup> Speeding, improper use of safety equipment, and distracted driving significantly impacts road safety. Although no one enjoys receiving a traffic ticket, Layton Prosecutors and Safety Officers work to remind drivers that lawful conduct keeps the community much safer. The Legal Department prosecuted 681 cases in 2023, which is a substantial increase from 579 cases the previous year.

### **Nuisance Abatement**

The Legal Department continues to prosecute code enforcement and nuisance issues. Most frequently, these cases involve weed violations, landscape violations, or deleterious (junk) violations. A coordinated effort between the Legal Department and code enforcement usually results in eradication of the problems. Charges are filed only after notice is given and code enforcement officers have made multiple compliance efforts. In each case, the goal is compliance, and fines imposed are minimal. Citizens struggle at times with a perception that the City is trying to tell them what to do with their own property. When attorneys meet with defendants, education as to crime deterrence and land value is provided, which usually results in better understanding and compliance.

## **ALTERNATIVE PROSECUTION METHODS**

### **Mental Health Court**

Mental Health Court is a specialty court established to improve the response to individuals with serious mental illnesses who have violated the law. Participants attend court weekly, receive mental health counseling and treatment, submit to random drug testing, and follow all prescription medication requirements. The Court is designed to help individuals regain control of their mental health and to develop tools to prevent recidivism.

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<sup>1</sup> <https://highwaysafety.utah.gov/wp-content/uploads/sites/22/2024/01/01-02-2024-Weekly-Fatality-Report-Statewide-2023.pdf>

**24/7 Program**

The 24/7 Sobriety Program is available for individuals convicted of driving under the influence (DUI). This program has proven to be effective in reducing DUI fatality and recidivism rates. This program utilizes daily alcohol or drug testing, with an immediate sanction for non-compliance. The offender must report to the Davis County Jail to provide a breath sample twice a day, once in the morning and once in the evening. If the offender stays sober, they are allowed to maintain driving privileges and avoid jail time. If the person tests positive for drugs or alcohol, they are immediately sanctioned to a jail commitment. DUI offenders are incentivized to participate in this program because it allows for early reinstatement of their driver license. Additionally, the opportunity to avoid incarceration after a DUI conviction allows offenders to maintain employment. Layton City prosecutors utilize participation in the 24/7 Program on a case-by-case basis.

**Receiving Center**

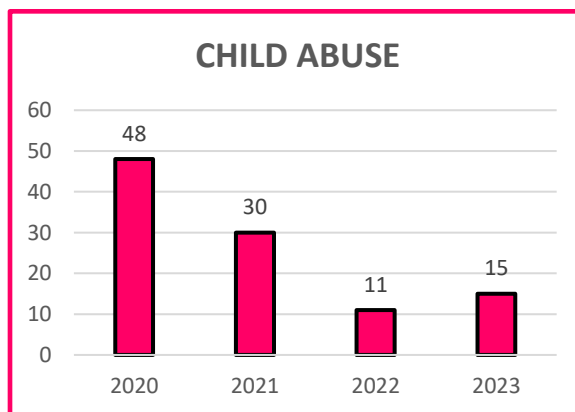
As noted above, the Davis County Receiving Center has been a resource the Legal Department has utilized to connect offenders dealing with addiction or mental health issues with resources. The Receiving Center is in Layton. Generally, participants in the program stay about 24 hours, or until the crisis has stabilized. Participants receive a suicide assessment, physical health screening, an evaluation, detox services, peer services, medication management, and medication assisted treatment when necessary.

For example, Layton City prosecutors recently received a case involving a family dispute. The defendant in the case was suffering from a mental health episode. Rather than being booked into jail, officers were able to take him to the Receiving Center where he was able to receive immediate care, and was referred to other mental health services for continued support. Layton Prosecutors are now working with him to resolve his case in a manner that prioritizes his mental health through follow through in the mental health programs he began at the Receiving Center. If he is successful, no charges will be pursued.

**Prosecution Statistics**

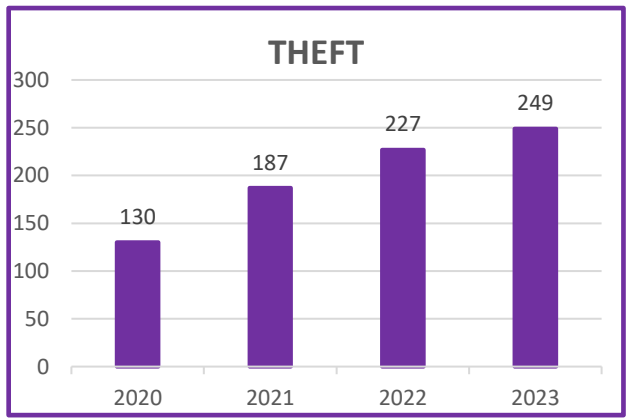
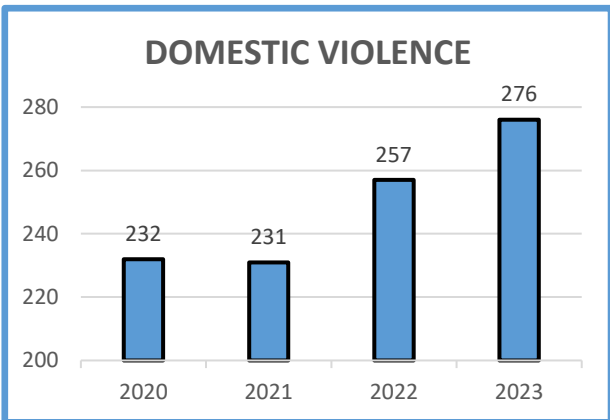
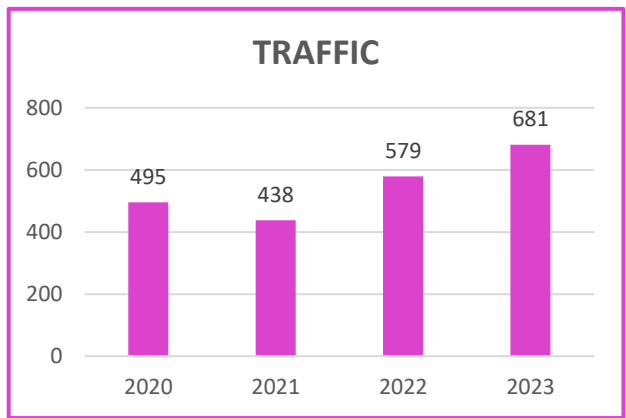
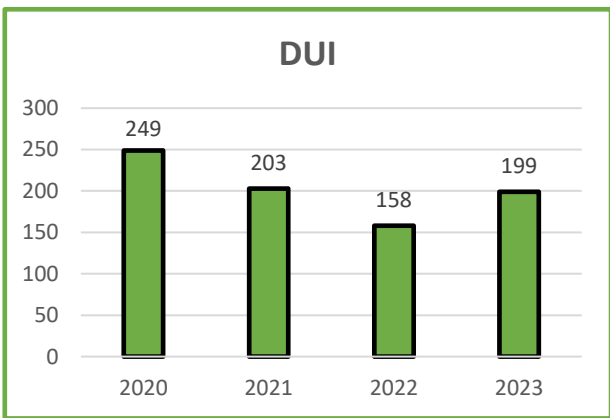
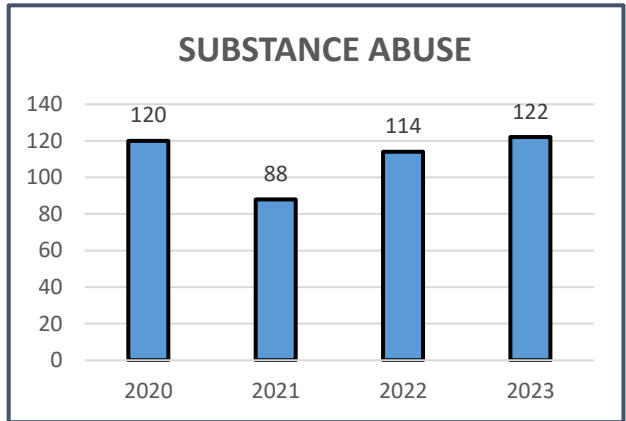
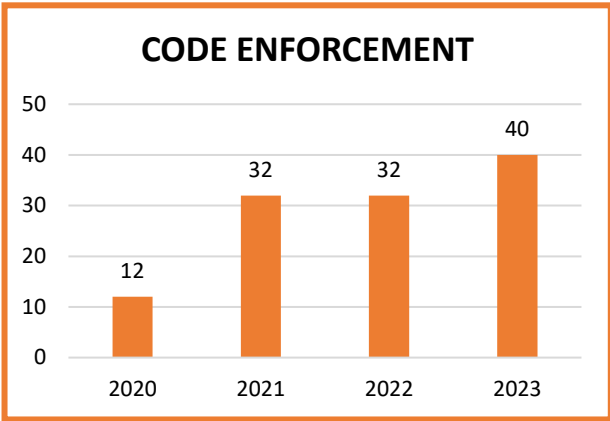
Over 2,000 cases were prosecuted in 2023. The following chart reflects the number of cases prosecuted in the identified categories during 2023. (Not all categories are included in this report.)

2023 Cases	
Alcohol Related	21
Animal	7
Assault	33
Child Abuse - Physical	15
Code Enforcement	40
Criminal Mischief	42
Disorderly Conduct	28
Domestic Violence	276
Drugs	122
DUI	199
Sex Related	15
Traffic	681
Trespass	67
Theft	249
Other	24





LAYTON CITY ANNUAL REPORT – 2023  
Legal Department – Criminal Division





# Annual Report

## Management Services Department 2023

**Layton City Management Services Department**  
*2023 Annual Report*

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## ASSISTANT CITY MANAGER/MANAGEMENT SERVICES DIRECTOR'S MESSAGE

Layton City Mayor and Council:

A new year, and an opportunity to “re-set” and apply the “start, stop, continue” evaluative process as we review last year and plan for 2024. What areas could have been better prioritized, or perhaps went unrecognized? Then let’s start performing those tasks. What activities were ineffectual or otherwise inefficient? Then let’s stop following that pattern and look for practices more consistent with our mission statement. What are we doing well, and what processes are operating as the proverbial “well-oiled machine?” Then let’s ensure we continue those, while looking for ways to augment those successes. Good is good, unless it can be better.

In each of the last few years we started altering processes and providing new methods which have given the employees better access to information regarding their benefits, streamlined the employment application process, and provided education for the employees to live healthier lives. We have stressed having a safe work environment and for each of us to be constantly safety-minded. We have visited each department to explain these improvements and to provide hands-on instruction to ensure understanding. We dubbed it our “Benefits Tour,” and the response reflected appreciation.

As this report illustrates, it was another busy year for each of our divisions. In our Human Resources Division, we brought 240 new employees into the Layton City family, and provided substantial training opportunities for all of our employees, and directed trainings for our supervisors. We remain vigilant on ensuring our policies and practices are congruent with legislative pronouncements and judicial edicts.

In our Risk Management Division, we have been stressing the importance of staying accident and injury free. While our number of incidents slightly increased, the severity of them was significantly lower. That means we have a conscientious workforce when addressing hazardous conditions, yet we still experience minor bumps and bruises, consistent with the number of new employees we are training – which means additional training regarding risk/safety awareness. The success of this approach was again demonstrated by a welcomed reduction in the “experience modifier,” the factor which dictates our insurance premiums.

Our Communications Division continues to increase its social media following while steadily improving our informative and educational approach to the citizens and the employees. We continue experimenting with different avenues of communication as we look to increase the number of people connecting with the City’s messaging.

We continue to make strides with our Emergency Management Division in enhancing our emergency communication abilities and our preparations. The support supplies for our emergency operations are now updated with a maintenance plan well into the future. We continue to seek the citizens’ involvement in becoming better trained and prepared for the unexpected through CERT courses and quarterly trainings held throughout the community.

And, as the numbers show, the popularity of our passport service continues to grow. Those taking advantage of this service express their appreciation for this option and, almost without exception, are complimentary in its availability and our efficient processes.

It continues to be a great time to be associated with this dynamic City, and are proud to be a cog in this professional and well-oiled operation. We are grateful for your support as we strive to serve.

Please contact us with any questions regarding this report. We are always excited to share!

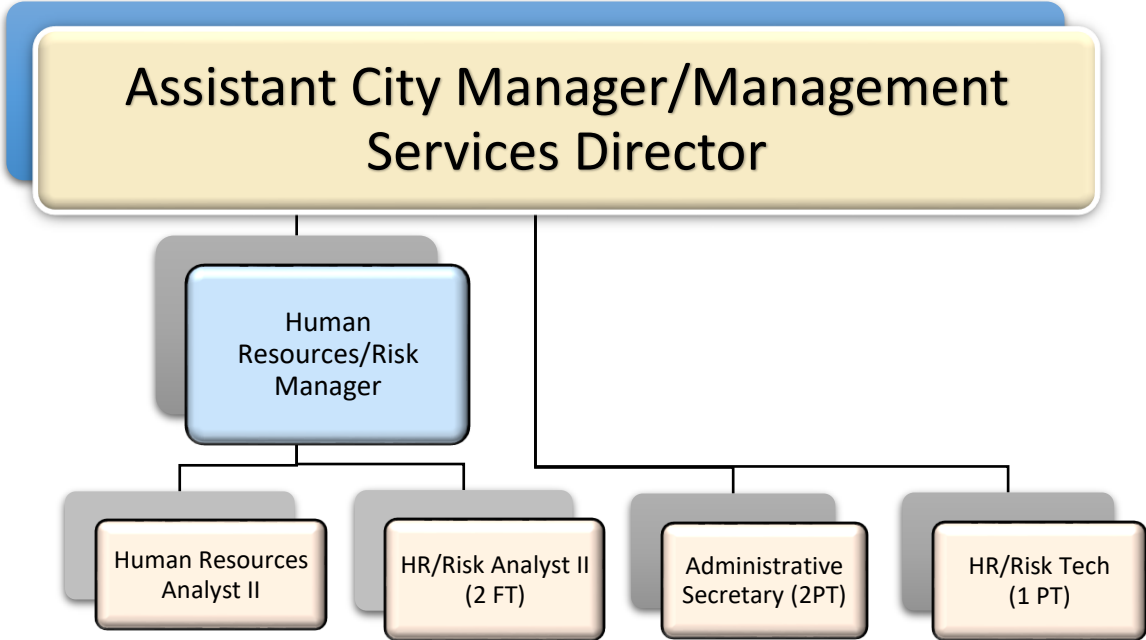
Respectfully,



Steve Garside  
Assistant City Manager/Management Services Director

# Management Services Department

## 2023 Organizational Chart



## MISSION STATEMENT

The mission of the Management Services Department is to provide services, information, and training in a timely and efficient manner, promoting the City’s culture of excellence.

## HUMAN RESOURCES DIVISION

### Human Resources (HR)

Under the direction of the Assistant City Manager/Management Services Director, the HR Manager manages daily operations and is assisted by the HR Analyst II, two HR/Risk Analysts II, HR/Risk Technician, and two part-time Administrative Secretaries. The HR Division is responsible for:

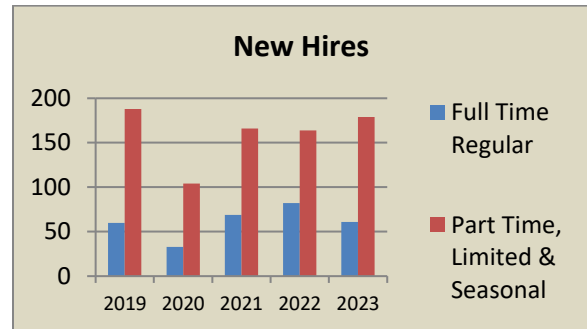
- Providing assistance to employees and the public regarding HR matters.
- Ensuring practices and policies are consistent with the most recent regulatory, legislative, and judicial rulings.
- Policy development and implementation.
- Benefits administration.
- Coordination of the hiring process which includes recruitment, screening, selection, and testing.
- Orientation of new employees.
- Job evaluation and compensation management.
- Coordination of performance evaluations.
- Development and maintenance of equal employment opportunity plans.
- Handling other miscellaneous employee issues.
- The Employee of the Quarter Recognition Program. The program recognizes employees who exemplify the City’s Mission Statement, values and expectations.
- Conduct exit interviews with outgoing employees.
- Transitioned the employee wellness program to Wellable. This program promotes healthy activities for overall health.
- Managing the applicant tracking system, ApplicantPro, to help coordinate and streamline the hiring process.
- Assisting with pre-disciplinary hearings.
- Investigating allegations of policy violations.
- Training the Harassment Investigation Group.

- Providing training for employees generally, and supervisors specifically in the areas of their responsibilities.
- Ensuring employees are cross-trained in the HR/Risk Management office so all positions are backed up in case of an absence.

### New Hires and Terminations

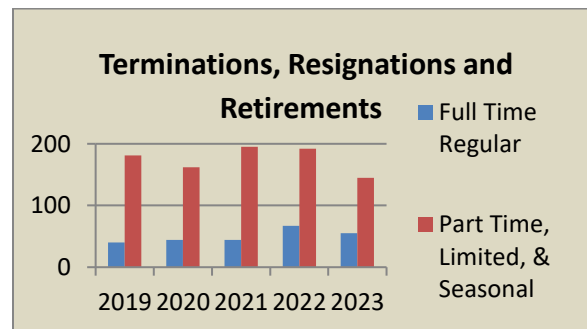
#### 2023 New Hires

- 61 full-time regular
- 179 part-time, limited and seasonal



#### 2023 Terminations, Resignations, and Retirements

- 55 full-time regular
- 145 part-time, limited, and seasonal



### Training

This division developed and organized supervisor training for all City supervisors on the following dates and topics:

- August 16, 2023 Joshua Adams from Perspective Approach presented on “Motivation is for Amateurs: How to Inspire and Improve Quality Performance”.

This division organized training for all City employees on the following date and topic:

- January 11, 2023, Matt Gibson from Senior Benefits Insurance Services and Tyler Williamson from Capita Financial Network presented on Medicare and Social Security to help plan for retirement.
- May 04, 2023, Gordon Graham presented virtually on The Five Concurrent Themes for Success. This presentation was hosted by URMA and attended by all URMA cities.
- June 28, 2023, Natalie Jensen from Blomquist Hale presented on “Verbal Judo.”
- July 13<sup>th</sup> and 20<sup>th</sup>, 2023, trainers with Holy Cross Hospital presented on Hands-only CPR and Stop the Bleed Training.
- September 13, 2023, Jared Hyde with WCF Insurance presented on Back Strains and Sprain Prevention.
- October 24, 2023, Don Brown from URS presented on Tier II – Understanding the Hybrid and 401(k) options for new employees and Intro to Savings Plans.
- November 15, 2023, Scott Christopher presented on “The Seven Ups of Happiness.”

### Performance Evaluations/Salary Adjustments

- Completed the Salary Survey for all positions within the City. Calculated salary ranges for each position with a standard, approved process.
- Implemented and trained supervisors on the evaluation scoring guidelines and expectations.
- Calculated individual merit pay increases for full-time and part-time employees based on the annual performance evaluation score and funds appropriated by the Council.
- Coordinated 371 performance evaluations; the average performance evaluation score was 3.43, equating to a 4% merit increase.
- Implemented a 4.5% Cost-Of-Living Adjustment to all full-time and regular part-time employees.

### Benefits Administration

In administering compensation and benefits, this division is involved from the development of these programs, to the application and use by the employees. Some highlights from 2023:

- Negotiated with SelectHealth to hold administrative, and dental fees without an increase.
- The aggregate stop loss had a minimal increase of 6.5%.
- Partnered with RX Help Centers to assist employees needing the more expensive, specialty prescriptions as well as those needing multiple medications. RX Help Centers monitor the market, finding better prices, and work with manufacturers and distributors to find and access other funding mechanisms to reduce costs to both the employee and the City’s health plan.
- No increase to health insurance premiums as Select Health forecasted a 5% reduction on expected claims.
- Compared, analyzed, and updated the SelectHealth Administrative Services Agreement and Summary Plan Document.
- Continually provided resources and information to employees with the objective of being better informed users of the benefit programs.
- Completed a “benefits tour” to all Departments to help educate employees on benefit programs offered.
- Continually held quarterly Utah Retirement Systems (URS) and Mission Square (formerly ICMA) counseling sessions to assist the employees with very important, yet often overlooked, retirement planning.
- Coordinated with SelectHealth to host the Mammogram Mobile at the City allowing eligible employees a convenient opportunity to receive a preventative screening without having to take time from work.

### Wellness and Flu Shots

In evaluating the impacts on the City’s health-care plan, the City looks for trends that may be addressed by implementing preventative measures. Some measures, such as flu shots and COVID-19 boosters, are simple, while others, like the wellness program, are

complex. Here is some additional information on those topics:

- Arranged the annual flu shot and COVID-19 booster clinic for employees. 128 vaccines were administered to employees and their family members.
- Arranged the annual Health, Wellness and Safety Fair on October 12, 2023. Over 119 employees attended.
- Transitioned to Wellable to administer the Layton City Wellness Program. The program provides opportunities for employees to engage in healthy activities and use beneficial resources throughout the year to improve and maintain overall health and wellbeing.
  - All employees insured under the Layton City Group Health Plan are eligible to participate.
  - 328 employees were eligible to participate. 156 of the employees completed the program.
  - This last “WellRight” wellness program year again focused on three areas reported to need improvement: BMI, Body Fat, and HDL Cholesterol. Progress continues to be made in these areas.
  - Examples of activities offered as part of the Layton City Wellness Plan to focus on three categories are:
    - Annual physicals
    - Physical/mental activity
    - Education on monthly health related topics.
    - The Wellness plan encourages employees to

complete preventative screenings to help detect problems early, when chances for successful treatment are the greatest.

As the program expands, Layton City will have a healthier group of colleagues.

### Drug Testing

To ensure a safe working environment, and in compliance with applicable regulations, over 363 total drug tests were conducted.

### Policies Updated

Last year there were 26 policies either updated or created as a result of changes in rules, regulations, or improved practices. Following are some examples:

- Policy 3203 – Retirement policy was updated to include a reference that City employees participate in Social Security. Social Security is designed to provide supplemental income to workers who retire, and was not designed to provide full retirement benefits.
- Policy 3304 – Wage Range Determinations Policy was enacted to reference the eight comparable cities for periodic market surveys.
- Policy 3305 – Compensation for Elected Officials was enacted to determine the compensation for the Mayor and Council Members.
- Policy 7703 – The Bid/Proposal Evaluation Criteria has been updated to include requirements in Utah Code Title 72.



**RISK MANAGEMENT DIVISION**

**Risk Management**

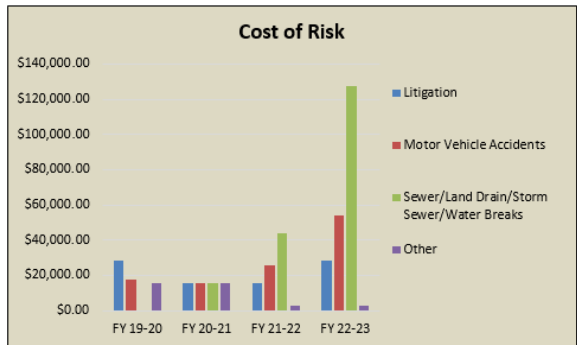
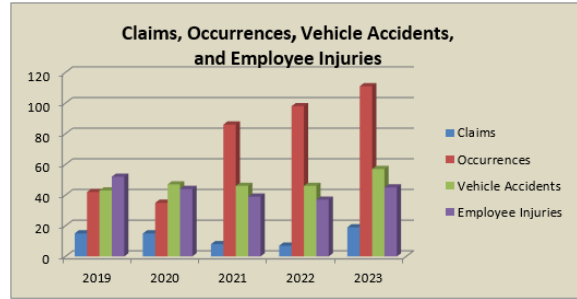
Under the direction of the Assistant City Manager/Management Services Director, the HR/Risk Manager manages daily operations and is assisted by an HR Analyst, two HR/Risk Analyst II's, a part-time HR/Risk Technician, and two part-time Administrative Secretaries. The Risk Management Division is responsible for:

- Recommending and arranging safety training opportunities.
- Evaluating conditions and activities with the objective of having a proactive and preventative approach regarding risk.
- Developing and updating City-wide safety policies.
- Handling most claims under \$15,000, including investigation of the incident and correspondence with the claimants. Claims involving bodily injury and/or property damage over \$15,000 are referred to the Utah Risk Management Agency (URMA).
- Tracking, following up, and reporting on all claims made against the City.
- Tracking, following up, and reporting on all employee accidents and injuries, and damage to City property.
- Ensuring that damages to City property are subrogated where applicable.
- Acquiring and maintaining the City's liability, property, and workers' compensation insurance coverage.
- Monitoring employee injuries/illnesses, and coordinating workers' compensation and the return to work process.
- Arranging, conducting, and documenting monthly meetings of the Claims Committee and Accident Review Board.

**Events**

**2023 Events**

- 19 Claims
- 111 Occurrences
- 57 Vehicle Accidents
- 45 Employee Injuries



These statistics, and inspection results, are evaluated to create trainings and other preventative measures to ensure a safer workplace and to reduce the City's liability exposure. Examples of these measures can be found under the "Department Support" on the following page.

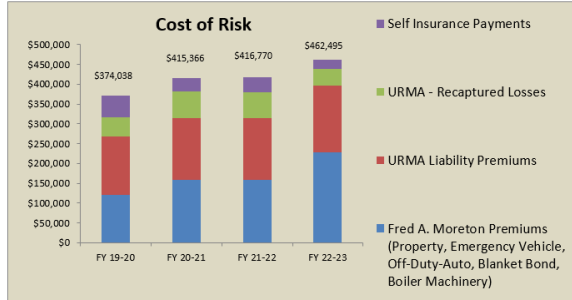
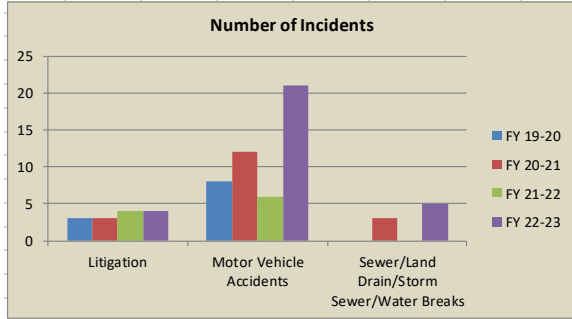
**Claims Committee and Accident Review Board Meetings**

Monthly claims review meetings are held with representatives from each City department where all claims, occurrences, vehicle accidents, and employee injuries are reviewed. Discussion regarding near misses are invited and encouraged. "Near miss" discussions are viewed as learning opportunities rather than criticisms. Accident Review Boards are held for preventable accidents to determine steps to prevent them from recurring and to recommend corrective action where needed.

**Claims Handling**

The division works closely with citizens in an effort to resolve claims in a manner that is fair to both the citizens and the City. URMA handles claims involving bodily injury or property damage over \$15,000.

**LAYTON CITY ANNUAL REPORT – 2023**  
Management Services Department



### Department Support

Here are examples of some of the preventative measures taken this year:

- Tracked training requirements and documentation for all departments.
  - Coordinated training in the following areas:
    - Harassment Respect, Sexual Harassment, and Conflict of Interest conducted April of 2023.
    - Active Shooter conducted October of 2022.
    - Defensive Driving, March of 2023, 50 employees participated.
  - Cyber Security Training
  - Assisted Department Directors in arranging specialized department training when needed.
  - Created regular Safety Bulletins to keep safety at the forefront of every employee’s mind.

- Conducted regular building evacuation procedures. Issued new evacuation exercises including: blocked exits, gas leaks, and accounting for all employees within departments. The evacuations were conducted on March 31, 2023, June 21, 2023, and September 7, 2023.
- Focused on five key issues lying in wait:
  - Vehicle accidents
  - Pool Surface
  - Sidewalks
  - Active Shooter Training
  - Drug & Alcohol policy update to address recent legislative changes
- Internally audited the Off Duty insurance, making adjustments to reduce potential liability for vehicles driven within and outside City limits.
- Enhanced insurance coverage by including high-risk vehicles valued under 50K under URMA’s vehicle insurance policy.
- Implemented a new hire driver evaluation program for new hires, ensuring they are well-versed in the latest policies and procedures for driving during work hours.

### Inspections

- Notified Department Directors of the URMA risk management inspection requirements and coordinated URMA’s inspection with each department. The City earned a score of 100 out of 100 possible points.
- In May of 2023, August of 2023, and October of 2023, URMA conducted inspections, and made minor recommendations which have been implemented.
- In April of 2023, WCF conducted an employee safety culture survey, receiving 140 responses.
- In October of 2023, AFM Global conducted a site visit to assess property loss prevention. Recommendations were proposed and are currently under review and implementation.

## EMERGENCY MANAGEMENT DIVISION

### Emergency Management

This Department is tasked with ensuring the City is prepared for whatever emergency may occur. The Department regularly reviews and assesses the risks and vulnerabilities in the City. Those include natural hazards such as earthquakes, wind events, flash flooding, blizzards, and mudslides. They include human caused events like chemical spills at industrial sites or along the railway or interstate corridors, or even the pipelines that traverse the City. Also considered are intentional events, including active shooters, threats to the infrastructure, riots, or terrorist events.

In last year's report the Department listed several goals for 2023. The first goal arose from the active shooter training, wherein it was determined that the ability to de-escalate situations and prevent potential threats would be a valuable capability for employees. The Department coordinated and completed a "verbal judo" course for all employees.

Understanding the need for a prepared community, the Department's next goal was to continue the CERT courses with an idea to increase participation. Over the past two years there were 89 graduates who participated in seven mock disasters. While those numbers did not match the goal, the number of trained citizens increased, and the work has begun towards better participation in 2024.

The Department's third goal was to continue conducting emergency and disaster exercises with varied scenarios. This was accomplished through our fire and building evacuation drills. The Department's plan for next year is to increase the involvement of the other facilities in the City.

The fourth goal was to increase citizen participation in the City's regular emergency preparation seminars. When these trainings were hosted at the City Center, the attendance was between 30 and 40. It was decided

to have each district host and coordinate the training, with the idea of taking the training to the districts, thus increasing participation. It worked. While we had fewer workshops, the attendance was significantly higher, with the largest being over 250, and the smallest being about 25. This year we will be holding monthly trainings, again hosted by the districts, and using the themes established by "BeReadyUtah."

The next Department goal was to obtain the necessary equipment to enable our auxiliary communications (AuxComm) system to be portable. The AuxComm is currently located in the Davis Arts building. In the event the building is not habitable, and understanding it is to be replaced, this goal was established. And, it can be reported, accomplished. The equipment can quickly be loaded and transported to any location in the City.

The Department's final goal was to have the City's emergency supplies updated. This goal has also been met, as the City acquired the needed supplies to support its emergency operations for at least one full week. During this next year the Department will disperse these supplies to various City facilities, with an inventory for each site, and a long-term maintenance and rotation plan.

By way of information, there is a City representative in attendance at the monthly emergency managers' meeting hosted by Davis County; the quarterly threat briefing hosted by the Cybersecurity and Infrastructure Security Agency (CISA) Region 8; the State's quarterly regional trainings; the annual pipeline safety seminar; and the City's weekly radio test. The information garnered through these trainings and briefing is then disseminated to the applicable departments and divisions.

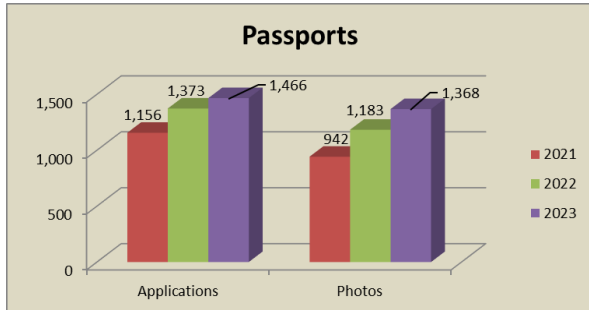
## PASSPORT SERVICES AND COMMUNICATIONS/SOCIAL MEDIA DIVISION

### Passport Services

Under the direction of the Assistant City Manager/Management Services Director, the HR/Risk Manager manages daily operations for Passport Services and is assisted by the two part-time Administrative Secretaries, HR Analyst II, two HR/Risk Analyst II's, and a part-time HR/Risk Technician.

Layton City is a certified Passport Acceptance Facility.

- Seven Passport Agents participated in the Passport Acceptance Agent Renewal Training in November 2023, to renew agent certifications.
- Statistics from January 1, 2023 – December 31, 2023:
  - Processed 1,466 passport applications.
  - Provided 1,368 passport photographs.
- Increased annual revenue from \$47,131 in 2021, to \$56,236 in 2022, to \$60,932 in 2023.



### Communications/Social Media

The Department oversees the City's social media platforms, and strives to promote Layton City, the Layton City brand, and Layton City operations and services to the public.

A photo contest was held quarterly to involve citizens in submitting pictures of beautiful Layton City. The contest is ongoing with good participation.

Posts created were informational, and educational, along with those that were entertaining, fun, and light hearted. Posts of the Family Recreation Events, fun reels, and activities throughout the City were well received. The Department supports other departments by highlighting each of the Hometown Heroes, posting new businesses each month, and sharing information about the new exhibits that are being displayed at the museum.

The Public Information Officer held several media interviews throughout the year.

### Facebook

All of the Layton City social media accounts are growing year to year. In January of 2023, there were 11,566 followers on Facebook. As of January 2024, there are 12,680 followers. Facebook is the most popular platform for interactions and engagements with the public.

### X (Formerly "Twitter")

In January of 2023, there were 712 followers. As of January of 2024, there are 734 followers. Layton PIO (used in emergency situations only) has 3709 followers. Overall, X is used for informational, quick news.

### Instagram

In January of 2023, there were 2,914 followers on Instagram. As of January of 2024, there are 3,237 followers. Reels are becoming increasingly popular on Instagram, and provides a fun new way for information to be shared with the residents.

All three platforms serve a purpose, and tend to reach different demographics. However, the largest age demographic of viewers is 35-44 years old.



# Annual Report

## Parks and Recreation Department 2023

**Layton City Parks & Recreation Department**  
*2023 Annual Report*

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## **PARKS AND RECREATION DIRECTOR'S MESSAGE**

Layton City Mayor and Council:

On behalf of a dedicated and hardworking Staff, I am pleased to present the 2023 end of year Annual Report for the Parks and Recreation Department. Our Department is committed to providing a variety of safe, cost-effective recreational opportunities, and facilities that improve the health and quality of life for the residents of Layton City. The Parks and Recreation Department consists of six divisions: Administrative, Parks, Recreation, Amphitheater, Aquatics, and Museum.

The Layton City Parks and Recreation Department's Pool Conditions Assessment was completed in May of 2023. Staff worked with eight different specialized consultants to conduct independent pool conditions assessments of the pools. Consultants and Staff studied the existing structural, mechanical, electrical, plumbing, and/or building envelope components of both the Wave Pool and the Small Pool. Each consultant provided a written report of their findings and a cost to cure each of the deficits. This provided the information needed for Staff to complete the report and develop recommendations that could then be provided to City Council. With this information, Council directed Staff to close the Small Pool because of structural failings and safety concerns inherent with a 65-year old pool. This decision will allow the City to concentrate efforts on maintaining and revitalizing the Wave Pool.

During this last year, we have also started a multi-year effort to revitalize some of our older parks. At Chapel Park, we were able to replace an aging pavilion and playground. The new playground was designed in memory of the old rocket play structure that is a fond memory of many residents. At Andy Adams Park, we have been able to continue the redevelopment of the Park with a new pavilion and updated tennis, and pickleball court lighting. We were also able to get started on the construction of a new pavilion and restroom inside Constitution Circle.

Staff continued developing trails and trail amenities throughout the City. This year, as part of the Highway 89 construction, we were able to complete a pedestrian underpass in the northeast corner of the City. In the spring of 2024, we will start construction on the two connecting trails that will open this underpass for the residents of the City. We have also constructed new trailheads at Welker Trailhead, along Kays Creek Trail, and at Adams Canyon Trailhead. Both of these new trailheads have restrooms, benches, water stations, and bike repair stations.

As a Department we look forward to new events and projects, but we continue to be dedicated to the operation of our many established programs, leagues, and classes that connect with our residents at a very personal and family level. Please review our report, and come out and enjoy one of our programs, parks, or facilities.

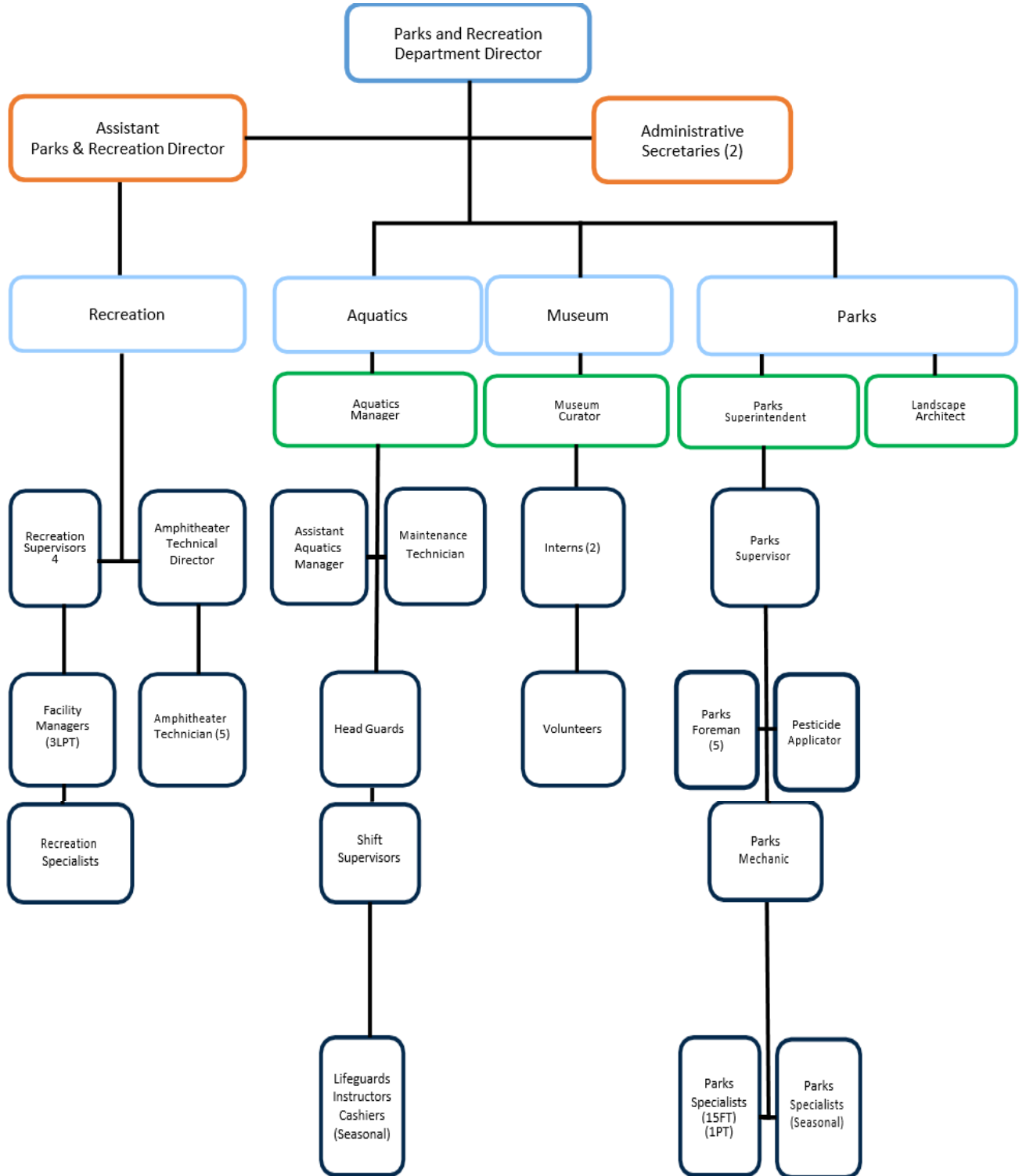
Respectfully,



David R. Price  
Director of Parks and Recreation

# Parks and Recreation Department

## 2023 Organizational Chart





### **ADMINISTRATION DIVISION**

The Parks and Recreation Administration Division provides support and guidance to all of the divisions within the Department. Under the direction of the Parks and Recreation Director, the Administration Division is responsible for:

- Customer service: two Administrative Assistants provide important contact with the residents.
- Commission support: each assistant provides administrative support to one of the two commissions. They schedule meetings, take and prepare minutes for each meeting, and maintain all records, applications, and correspondences for the Commission.
- Administrative support: Administrative Assistants provide support for the Parks, Recreation, Amphitheater, Aquatics, and Museum divisions. Both assistants are assigned to divisions and provide assistance, help creating program information, register individuals, and teams, and support the mission of the division.
- New hires and terminations: each assistant helps facilitate the hiring and termination of hundreds of Limited and Seasonal part-time employees each year. For most of these individuals, this is their first job and the assistants walk them through the process of completing an application, hire packet, and teach them how to fill out a time card.
- Record keeping for the department: each assistant provides documentation and record-keeping for; inspections, work requests, web feedbacks, training, customer concerns, and retention schedules.
- Budget support: the assistants help monitor each division’s budget by creating budget reports as needed. They monitor and document the use of City credit accounts. They manage the daily finances of the Department and provide a balanced daily deposit and cash flow report to the Finance Department.

### **Parks and Recreation Commission**

The Parks and Recreation Commission functions as a planning and advisory body for the City Council in all matters pertaining to parks and recreation. In addition to monthly meetings, the Parks and Recreation Commission assist in several department programs and special events throughout the year. The 2023 Parks and Recreation Commission members are, Angela Richards, Commission Chair; Steve Crago, Commission Vice-Chair; CJ Benson, Debbie Comstock, Kathy Blackner, Pamela Petroff, and Scott Quinney, Commission Members; Kelly Brunson, Alternate Member; and Don Wilhelm, Emeritus Member.

### **Recreation, Arts, Museum, and Parks (RAMP) Advisory Commission**

The Recreation, Arts, Museum, and Parks (RAMP) Commission functions as a planning and advisory body for the City Council in matters pertaining to the expenditure of the RAMP revenues. The Commission advertises for, collects, reviews, and prioritizes all grant applications. After careful deliberation, the Commission makes a yearly recommendation to the City Council for the expenditure of RAMP funds. In September of 2023, Mayor Petro recommended and the Layton City Council reappointed Julie Batchelor, Brigit Gerrard, and Cameron Cross as members of the RAMP Commission, and Jesse Barocio to be reappointed as an alternate member of the RAMP Advisory Commission. These reappointed members will join Maria Odle, Denice Maedgen, Kimberly Zygmont (Recreation Representative), Dawn Brandvold (Arts Representative), Josie Newbold (Museum Representative), and David Price (Parks Representative) as RAMP Commission members. Cameron Cross was elected to serve as Commission Chair and Brigit Gerard was elected to serve as Vice-Chair by the Commission members. In September of this year Cameron Cross was called to Active Duty with the Utah National Guard. Cameron will continue to serve as a Member of the RAMP Commission as often as he can utilize internet service to join Commission meetings. During his military service Brigit Gerard will serve as the Commission Chair. In 2023, the RAMP Commission collected, reviewed, and prioritized a total of 35 applications totaling \$2,508,952.78 in requests for funding. The Commission recommended that 32 applications be funded for a total of \$2,438,059.28 and were awarded in July of 2023.

## AQUATICS DIVISION

### Mission Statement

Layton City Surf 'n Swim is dedicated to enriching our community with a diverse aquatic experience that promotes education, fitness, and recreation. Through expert Staff, competitive school events, and unique water features, we aim to foster inclusivity, well-being, and employment opportunities in Layton.

### Summary of 2023

In 2023, Surf 'n Swim implemented an employee incentive program that placed Staff into teams and competed for points based on doing day-to-day job as well as additional tasks and chores. Layton City's Surf 'n Swim also focuses on water safety, lifetime fitness, and leisure activities. In following these areas of focus, Surf 'n Swim offers swim lessons, water-based classes, lap swimming, and open wave. The swim lessons offered are Red Cross certified for all ages, beginning with parent and tot classes up to adult lessons. The water-based classes and lap swimming are designed to provide instruction and time for those wanting to maintain their overall health and wellness, while open wave is dedicated to leisure open swimming time allowing for water play in flatwater, and a timed cycle of the waves.

### Achievements

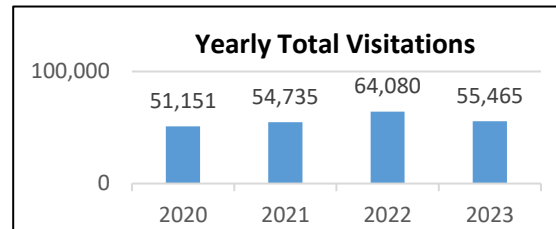
The following are some of the Aquatic Divisions accomplishments for 2023:

- **Swim Lessons-** Even with the closure of the Small Pool the number of individuals in swim lessons increased from last year.
- **High School Swim Meets-** Surf 'n Swim hosted ten high school swim meets during the 2022-2023 high school swim season.
- **Pool Conditions Assessment-** Over the past year, Staff has worked closely to create a Pool Conditions Assessment. In this report, Staff worked with eight different consultants to evaluate all aspects of the pool, the associated buildings, and the surrounding landscape. Each consultant provided an opinion on the immediate, short-term, and long-term issues, and a cost estimate that detailed what it would cost to repair each issue. This report was presented to the Council. The Small Pool was closed because of structural failings and safety concerns. This allowed the City to concentrate on the maintenance and re-vitalization of the Wave Pool.
- **New Maintenance Employee-** In 2023, Surf 'n Swim was funded for a new full-time Pool Maintenance Technician. The new technician has done an excellent job of keeping the pool up and running. There have been far fewer mornings

where the pool was opened late because of water quality issues. The pool and surrounding areas are better organized, safer, and the overall appearance of the facility has improved.

### Daily Admissions

Daily admission includes all facility admissions for lap swimming, racquetball, aerobics classes, and open wave.

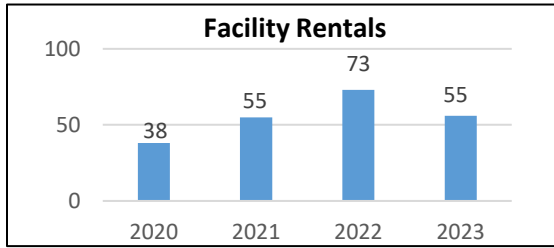


### Facility Rental

Surf 'n Swim is open for private rentals year-round. During winter hours from September to May, rentals are available on Saturday evenings. During the summer, June through August, the facility is available for private rentals, Monday through Saturday evenings. Facility rentals often include company parties, birthday and family parties, client appreciation events, and church events. A rental of the Surf 'n Swim facility includes the exclusive use of the wave pool from 7:00 p.m. to 10:00 p.m.

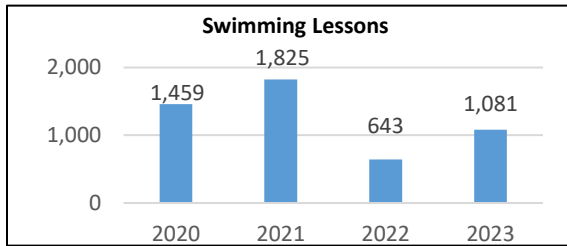
LAYTON CITY ANNUAL REPORT – 2023

Parks and Recreation Department – Aquatics Division



**Water Safety/Swimming Lessons**

Layton City’s Surf ‘n Swim is an American Red Cross (ARC) teaching facility. All swim lessons follow the ARC water safety curriculum, from Parent and Child classes through Level 6 Fitness Swimmer classes. During the 2023 calendar year, Surf ‘n Swim saw an increase in the number of swim lesson participants.



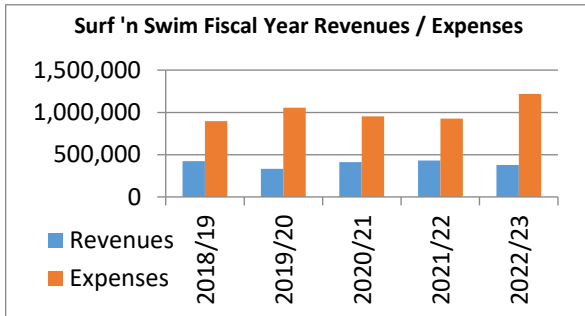
**Swim Teams**

Layton City’s Surf ‘n Swim hosts three Davis School District swim teams: Davis High, Layton High, and Northridge High. The high school swim season runs from September through February each year. During this time, Surf ‘n Swim hosts a high school swim class and provides dedicated lane space for after school swim team practices. Surf ‘n Swim is also home to an independent swim club, Layton Surfers. The Layton Surfers practice at Surf ‘n Swim year round. The Surfers also host several competitive swim meets each year at Surf ‘n Swim.

**Revenues and Expenses**

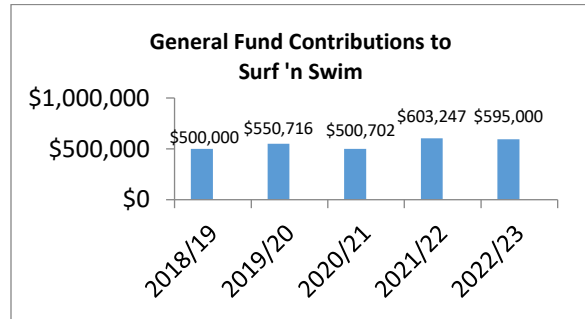
Revenue for Fiscal Year 2022-2023, was \$377,049.56 This includes memberships, daily admissions, facility rentals, concessions sales, swimming lessons,

American Red Cross courses, and swim team rental fees.

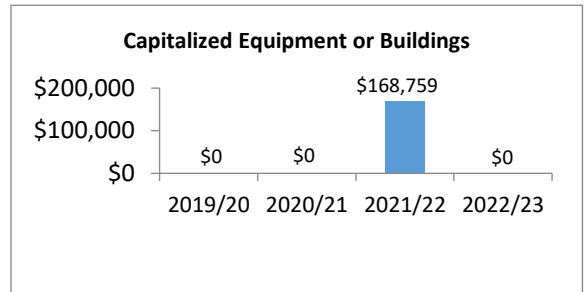


**General Fund Transfer**

In Fiscal Year 2022-2023, Layton City transferred \$595,000 from the City’s General Fund into the Surf ‘n Swim Enterprise Fund. Surf ‘n Swim is committed to looking for areas and ways to reduce the amount of this transfer, while striving to maintain a safe and enjoyable swimming environment.



**Capitalized Equipment or Buildings**



In the 2022-2023 year the Aquatic’s Division did not have any Capitalized Equipment or Building expenses.

## MUSEUM DIVISION

### Mission Statement

The Heritage Museum of Layton strives to facilitate educational experiences based on the history, people, and culture of Northern Davis County.

### Summary of 2023

The Heritage Museum of Layton underwent some big changes in 2023 including replacing the carpet, installing window tinting in place of large wall panels in the gallery area, and relocating and expanding the children's area. The museum continued a multi-year project to digitize and make available to the public all the photographic, archival, and object records contained within the collection. 2023 also saw several highly successful events including the Pioneer Jubilee, Halloween Bash, and both Active Pages events put on with the Davis Arts Council.

### Achievements

- The Heritage Museum of Layton received a grant from the Costume Society of America. As part of that grant, the Costume Society of America (CSA) purchased \$2,000 of archival supplies for the museum. Twelve professional conservators and costume experts volunteered a day of their time to train volunteers how to care for the museum's clothing collection. Over 300 articles of clothing were processed in that day.
- Museum Staff continued efforts to digitize the photographic archives of the Heritage Museum. As of January 2, 2024, Staff and volunteers have scanned over 4,429 photographs and 2,229 archived documents to add to the database. These photographic records are now available for the public to view online on the City's website.
- Museum Staff and volunteers have also began cataloging the Museum's artifacts, or objects, in the Museum's existing collection. 734 objects have been added to the database, and are now available for the public to view online on the City's website.



### 2023 Exhibits

The Heritage Museum of Layton hosted several events during the 2023 year including some collaborative events with Layton City's Recreation Division, and the Davis Arts Council. These events have included:

- Pioneer Jubilee.
- Davis Arts Council's Active Pages Halloween Event.
- Heritage Museum's Cabinet of Curiosities. During this event 234 people visited the Museum.
- Layton City's Halloween Bash. The Heritage Museum participated in the highly successful Halloween Bash event with cabin tours, open access to the museum galleries, and a special Halloween themed scavenger hunt through the museum. During this event 934 guests visited the museum in association with this event.
- Holiday Lighting Ceremony.
- Davis Arts Council Christmas Active Pages event.

### 2023 Exhibit Highlights

- PBS Kids Writers and Illustrators Contest for Children (Utah Division of Arts and Museums (UDAM) travelling exhibit).
- Navajo Children: Weaving the Future (UDAM travelling exhibit).
- Topaz Stories (UDAM travelling exhibit)
- Weavings: Display of weavings and looms from local Layton weavers.
- Cabinet of Curiosities.
- Winter holidays from around the world.

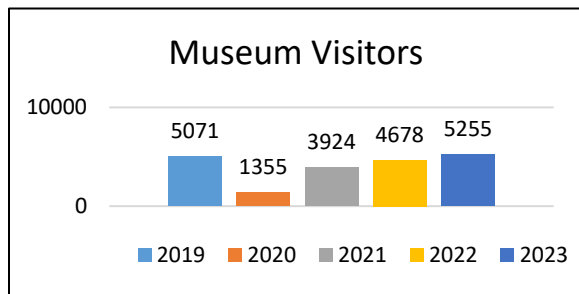
- A Victorian Christmas: This exhibit went along with the DAC Active Pages Event.

### Volunteer Hours

During 2023, there were 43 volunteers helping at the Museum. This is up from 41 volunteers in 2022. There were also a few volunteer groups that came in for specific volunteer opportunities such as preparation for Pioneer Day (about 55 participated in these one day activities.) Volunteers put in over 5,000 hours of work, greeting guests, cataloging the collections, and assisting in reorganizing the museum back rooms.

### Visitors

5,255 visitors came to the Heritage Museum of Layton during the 2023 year. Of those, approximately half were adults and half were under the age of 18. In 2022, 4,678 visitors came to the museum. 2023 saw an increase of 577 visitors to the museum. The museum was open approximately 260 days this year.



### Financial Report

In 2023, the Heritage Museum of Layton was awarded three Recreation, Arts, Museum, and Parks (RAMP) Grants. These grants included:

- RAMP 23.14: Artifact Collection Digitization: This grant provided funding for an intern to digitize and catalog the Museum artifact and object collection.
- RAMP 23.16: Photograph Digitization Year 2: This grant has allowed the Museum to retain an intern who is digitizing the photographic archival collections for the museum.
- Ramp 23.31: Family Special Events Grant, a grant that allows the museum to put on family focused events during the year.

The Museum’s 501(c)3 account currently includes seven CD accounts at First Community Bank totaling \$96,853.64, a checking account at First Community Bank totaling \$6,230.23, and a savings account at First Community Bank totaling \$10,012.63.

The Museum received the following donations in 2023: \$1,000 from the HJ and BR Barlow Foundation, and \$576.28 from the donation box in the museum. Additionally, book purchases in 2023 totaled \$144.00.

Layton City provided a budget of \$120,666.00 for maintenance, utilities, Staff expenses, janitorial services, and office expenses. The City also donated \$500 to the Utah Museum Association on behalf of the museum.

## PARKS DIVISION

### Mission Statement

Layton City’s Parks Division is committed to providing service and opportunities that enhance the quality of life for the residents of Layton. All parks, open spaces, and recreational facilities will be created and maintained with the highest standards of excellence. As stewards of these lands, the Parks Division will serve the public with integrity and accountability, always remembering we are here for, and to benefit, the citizens of Layton City.

### Summary of 2023

In 2023, Staff completed the Layton City Parks Shop Facilities Design, with Design West Architects. SIRQ Construction has been hired to build the project and will start construction in early 2024. In 2023 the Welker Trailhead project, the Andy Adams Park project, and the Commons Park project are all nearing completion. The Welker Trailhead project includes an expanded parking lot with lighting, restroom facilities for trail users, along with a drinking fountain, benches, and bike racks. The Andy Adams Park project, will have a new pavilion for reservations, and an upgraded LED court lighting system to support evening pickleball and tennis play. Lastly, the Commons Park project expanded the parking lot inside Constitution Circle and added a restroom facility that can be used year-round, and a large pavilion to support the larger gatherings seen in Commons Park.

### Achievements

In 2023, the Parks Division moved forward with the planning of future projects and building new park facilities as well as improvements to existing parks. The following are some of the Parks Division 2023, accomplishments:

- Propagation of approximately 11,100 annuals, which were planted around the City Center, Vietnam Wall, and the Ed Kenley Amphitheater Plaza.
- RAMP Grant Recipient for projects including:
  - Chapel Park Pavilion
  - Ellison Parking Lot Expansion
  - Ellison Softball Field Lighting Upgrade
  - Picnic Tables
  - Trees in Parks
- Third consecutive year partnering with the Just Serve organization and the citizens of Layton City to complete over 24 service projects in the parks, trails, and along Layton City right-of-ways.
- Completed the Chapel Street Park Playground and Pavilion project.
- Completed the Gordon Avenue. landscaping project.
- Adams Canyon Trailhead expansion

### Trainings and Certifications

In 2023, the Parks Division Staff included five Certified Playground Safety Inspectors, which is crucial to the Division’s playground safety and inspection program. Parks Staff have six qualified licensed Commercial Driver’s. These licenses are required to have while operating the large vehicles such as dump trucks. Three Parks Staff members currently hold Pesticide Applicator Licenses with the State. Ten Parks Staff have had the opportunity to be trained on the Weathertrak irrigation clocks. These clocks are an important tool for Staff as the Parks Division continues its efforts to conserve water throughout City parks. Safety and training remains a priority and certifications will continue to be maintained throughout the Division. There are four licensed Certified Pool Operators. These Staff members prepare the splash pad and take care of the maintenance which includes numerous inspections daily during open season which is from Memorial Day to Labor Day.

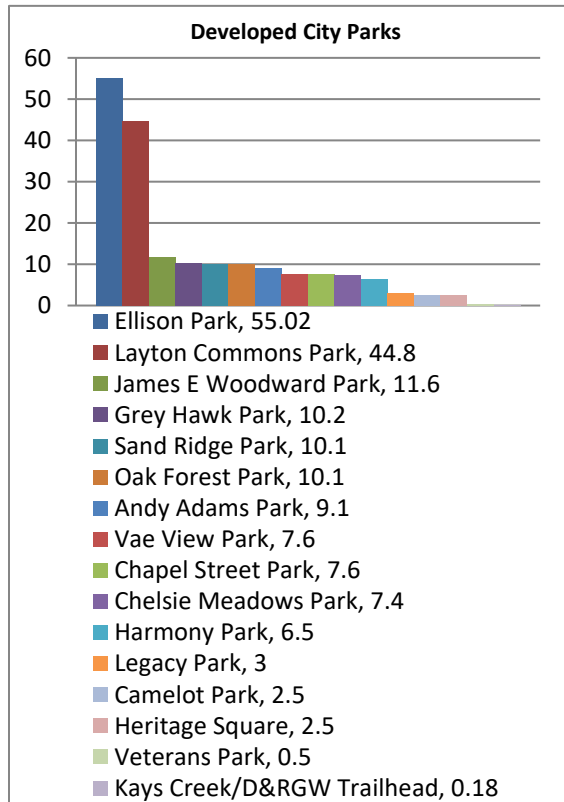


**Parks Staff and Maintained Acreage**

The Parks Division maintains the City parks and associated facilities with a full-time Staff of 25 employees, 1 part-time regular employee, and 12 seasonal employees. The Parks Division currently maintains 299.42 acres of developed City park property and 244.51 acres of undeveloped natural open space. In addition, the Parks Division maintains 19.48 miles of trails and sidewalks, the Parks Shop, and greenhouse facilities.

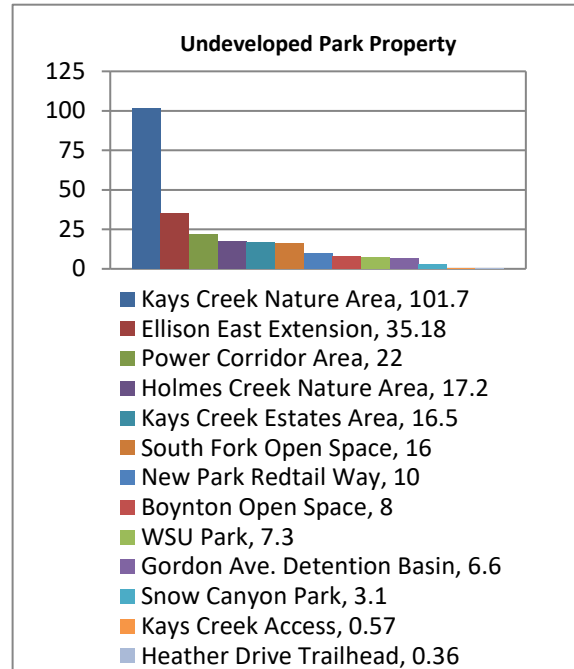
**Developed Properties**

The Parks Department cares for a total of 299.42 developed acres of parks. The developed park properties including 15 City parks (188.70 acres), 3 highway interchanges (40.81 acres), trails (19.48 miles, 33.5 acres), 7 detention basins (8.89 acres), Urban Fishery (23.6 acres), multiple locations of street landscaping (2 acres), and developed green space (0.6 acre).



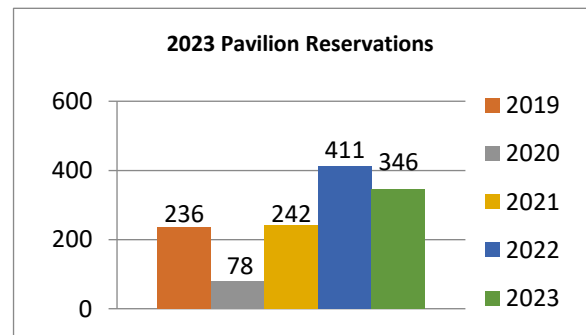
**Undeveloped Park Property**

The Parks Division currently maintains 244.51 acres of undeveloped natural open space. This property is used for passive recreation activities or is held in reserve for future parks, trails, and recreation developments or entryways.



**Parks Facilities**

The Parks Division is constantly evaluating and working to improve efforts to provide well-maintained and clean park facilities for the residents. To help reduce the amount of vandalism in park restrooms, Staff installed automatic door locks which communicate with software allowing Staff to set-up routine schedules for restrooms doors. Staff can make software changes to support additional events throughout the year.



This year Staff added cameras at a few of these locations. The Parks employees are responsible for facility preparations, trash removal, cleanliness, electrical issues, and other problems that may arise during a pavilion reservation. There were 346 total park pavilion rentals in 2023. Numbers reduced from last year partially because Andy Adams Pavilion and Chapel Park Pavilion were under construction for the season.



### Special Events

The Layton City Parks Division manages, maintains, and assists in the presentation and operation of multiple special events. Some of the events the City hosted included corporate and family parties, weddings, soccer tournaments, soccer tryouts, the 7 on 7 football tournament, high school cross-country events, Sounds of Freedom, Liberty Days Celebration, Pioneer Days, and the Holiday Lighting Ceremony.

### Holiday Lighting Display

This year, more trees were lighted with cost effective LED lights and 95% of all animals/images are lit with

LED lights. The elf in the park and the interactive buttons continued to be very popular during the lighting display season. The Holiday Lighting Display was open from November 20, 2023, through December 31, 2023. Lights were on from 5:00 p.m. to 11:00 p.m. each evening. The total car count during operating hours was 37,822. The community donations during the holiday lighting display was \$1,388.16.



### Maintenance Facilities

The Parks Division maintains both the Parks Shop and the Parks and Recreation storage facility, as well as a fully equipped greenhouse. The greenhouse provides all of the annual flowers displayed throughout the City Center and other park locations. The Parks Division also completes regular maintenance and repair of the department's fleet of trucks, heavy equipment, turf maintenance machinery, utility vehicles, equipment attachments, power equipment, and hand tools.



## RECREATION DIVISION

### Mission Statement

Layton City’s Recreation Division is committed to providing a wide variety of recreational opportunities through the creation and maintenance of high-quality programs, facilities, and community special events. The Recreation Division is dedicated to providing quality, low-cost activities and events that foster a sense of community involvement, growth, and sportsmanship.

### Summary of 2023

The Recreation Division offers services in four key areas; youth programming, adult programming, events, and amphitheater. In 2023, the overall program experienced an 18% increase in total registrations, with figures increasing from 9,367 individuals and/or teams in 2022 to 9,431 in 2023.

The Recreation Division’s diverse offerings cater to approximately 10,000 individual participants, engaging 1,225 volunteers and drawing numerous spectators and guests across all programs. Notably, the youth basketball program stands out as the Division's largest initiative, serving nearly 4,300 participants through spring, fall, and winter leagues in 2023. This program includes leagues for recreation boys, recreation girls, competitive boys’ teams, and competitive girls’ teams.

Volunteer engagement is integral to success in all areas of recreation. In youth sports, community volunteers contribute as team coaches, assistant coaches, and team parents. The Division also collaborates with individual volunteers and volunteer organizations, like JustServe’s 9/11 Day of Service committee, for various City events, estimating and coordination with over 1,225 volunteers for City-sponsored special events and recreation programming in 2023. This commitment to community involvement underscores Staff’s dedication to creating vibrant and inclusive recreational experiences for Layton residents.

### Achievements

The following are some of the Recreation Division achievements for 2023:

- **HVAC Upgrade in the Ed Kenley Amphitheater Tech Room** – Installing a HVAC system in the Tech Room creates a climate-controlled environment, significantly benefiting both equipment and Staff. With temperatures often exceeding 90 degrees in the summer and plummeting to freezing levels during winter, this upgrade ensures optimal conditions year-round.
- **Evaporative Coolers** - These outdoor coolers are specifically designed for lowering temperatures in large open spaces. With outdoor temperatures soaring above 100 degrees in the amphitheater during summer, these coolers offer essential relief from the heat. Not only do they foster a safer environment for Staff, but they also enhance productivity by reducing the need for prolonged

rest breaks. Additionally, they play a crucial role in cooling valuable equipment utilized during large events held outdoors. Featuring portability and easy maintenance, these coolers are both convenient to store and effortless to upkeep.

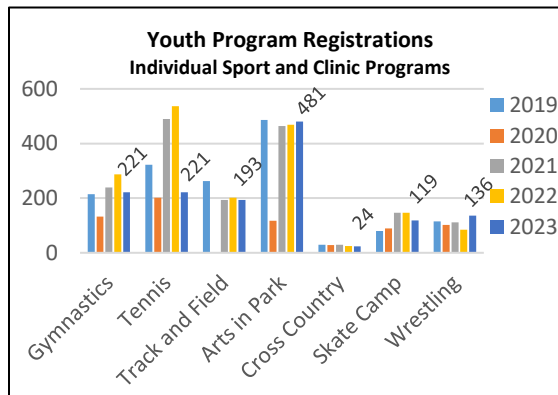
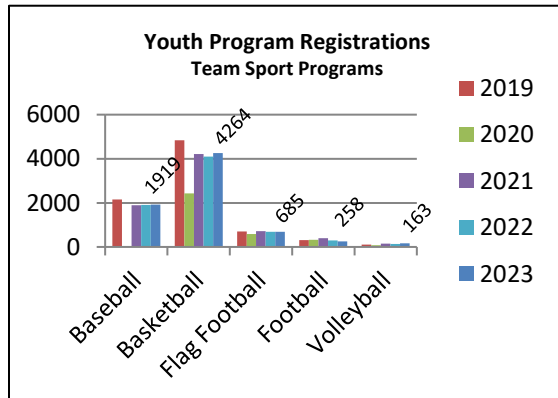
- **Equipment Room Remodel** – The equipment room located in the basement of the Parks and Recreation Office was remodeled in 2023 with four key objectives: improve organization, enhance accessibility, and increase capacity. The room layout was strategically reconfigured to maximize space utilization and improve traffic flow. New, adjustable shelving systems were installed to accommodate varying sizes of equipment and supplies. Equipment and supplies are now systematically categorized and labeled for easy identification and retrieval. The equipment room remodel has resulted in a more organized, accessible, and functional space. Staff

efficiency has increased, and safety standards have been elevated.

- **Utility Cart** – Purchase of a utility cart to enhance operational efficiency during programming and events. With the expansion of Ellison Park and the increased scope of recreational programming, the availability of a utility cart is essential. This resource equips Staff with the means to efficiently monitor and access program fields and locations, transport recreation equipment, and streamline tasks such as park and facility clean-up.

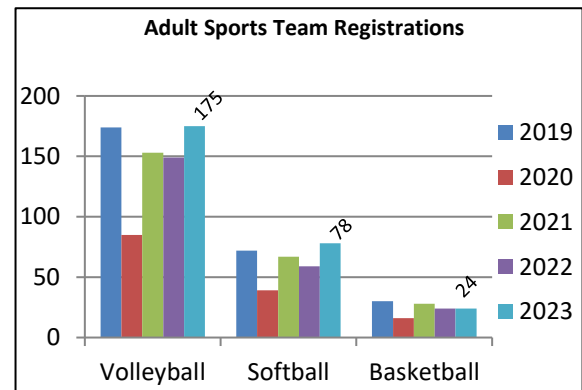
### Youth Sports and Classes

In 2023, Layton City witnessed a slight increase in the engagement of youth participants. This increase can be attributed to more registrations in pickleball, wrestling, and volleyball programs. The visual representations provided in the accompanying charts depict the diverse array of youth programs meticulously curated and offered by the Recreation Division.



### Adult Sports

Like the youth programming, the adult sports programs saw a slight increase in participation in 2023. The Recreation Division operates adult programs throughout the year. Each adult sport program is comprised of seasonal leagues. Adult softball operates three different leagues: Coed, Men’s, and Women’s, playing over two seasons, summer and fall. Adult volleyball leagues operate three seasons; spring, fall, and winter. Each season consists of four leagues, Coed Competition, Coed Recreation, Women’s Competition, and Women’s Recreation. The adult volleyball program is the biggest adult program offered and one of the largest programs in the state. The adult basketball program currently runs two leagues: Men’s 6’ & Under (fall season) and Men’s Open (winter season).



### Events

The Recreation Division coordinates and assists in the management of several City events throughout the year. Depending on event size and scope, multiple City departments may be involved in the event planning and implementation. Events coordinated by the Recreation Division in 2023 include:

- Voices of Liberty Concert (July 2, 2023)
- Layton City Liberty Days (July 4, 2023)
- Layton FEST (Friday’s - July 14, 2023 – August 25, 2023)
- Electric Light Parade (July 24, 2023)
- Veterans Honors Ceremony and Parade (November 11, 2023)
- Elf in the Park (November 20, 2023 – December 23, 2023)

### Family Recreation

In addition to the events listed above, the Recreation Division also manages the Layton City Family Recreation program. Family Recreation is a nationally recognized program which started in 2001, and provides monthly family-friendly activities at low cost or no cost to participants. In 2023, Family Recreation hosted the activities listed below.

- End of Summer Bash
- Park After Dark
- Halloween Bash
- Turkey Bowl
- Holiday Hay Rides
- Family Game Night
- Night at the Library

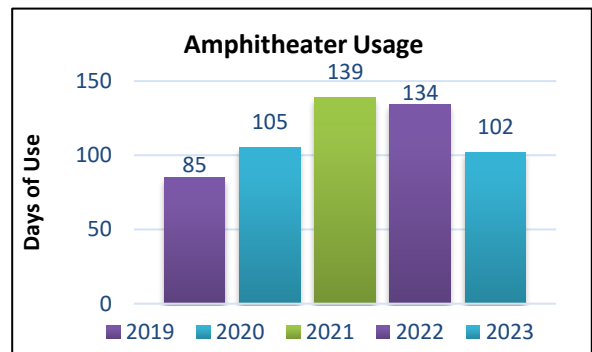
### City Special Events

The Recreation Division manages all of the City’s Special Event applications. Recreation Staff work with all City departments to coordinate, calendar, and document Special Events across the City. These events are varied but can include tournaments, fun runs, festivals, car shows, carnivals, and corporate and private gatherings.

### Ed Kenley Centennial Amphitheater

The Ed Kenley Amphitheater is open mid-May through October each year. Between private rentals, Parks and Recreation Department programming, and Davis Arts Council programming, the Amphitheater is in use nearly every day throughout the summer.

Continuing the trend, the Amphitheater saw another busy year with peak usage during the month of July with over 90% of the days being reserved for a rental or event.





# Annual Report

## Police Department 2023

**Layton City Police Department**  
*2023 Annual Report*

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## POLICE CHIEF'S MESSAGE

Madam Mayor and Council:

I am pleased to present the Layton Police Department's 2023 Annual Report on behalf of our dedicated team. This report offers a comprehensive overview of our department's activities throughout the year, reflecting our ongoing commitment to the safety, security, and well-being of Layton's residents, workers, and visitors.

According to the Census Bureau's 2024 estimates, Layton's population has grown to 87,392, remaining the 9<sup>th</sup> largest City in the State. As Layton continues to thrive and evolve as a progressive community, our dedication to public safety remains unwavering.

Unfortunately, due to changes in data publication by the BCI, we were unable to include the Population and Crime section in this year's report. We are actively exploring alternative methods to provide this information for next year's report.

Throughout 2023, Layton City embarked on two significant projects aimed at enhancing public safety across Davis County. The first initiative, the Davis Area Public Safety System (DAPSS), involved collaborating with other police and fire agencies in the county to implement a unified Computer-Aided Dispatch and Records Management System. This integration facilitates seamless sharing of 9-1-1 data, incident reports, and name files among agencies, resulting in expedited response times, reduced emergency call transfers, and improved coordination across agencies.

The second project focused on consolidating two Dispatch Centers to optimize emergency and dispatch services within the county. On November 28<sup>th</sup>, Layton and Clearfield Dispatch Centers merged, with Clearfield and the North Davis Fire District contracting with Layton for dispatch services. This consolidation enabled us to welcome nine Clearfield Dispatchers to our team, further bolstering our capacity to serve the community.

In line with our commitment to excellence, Layton City is currently constructing a new Emergency Communication Center to accommodate future partnerships as consolidation efforts progress.

Recruitment and retention of qualified police officers remain ongoing, challenges particularly with the retirement of senior officers in recent years. With 46% of our officers having five or fewer years of experience and six unfilled vacancies, we recognize the importance of investing in training and professionalism to uphold the high standards of service our residents expect and deserve.

We extend our sincere gratitude for your steadfast support of the Layton Police Department and our community service initiatives.

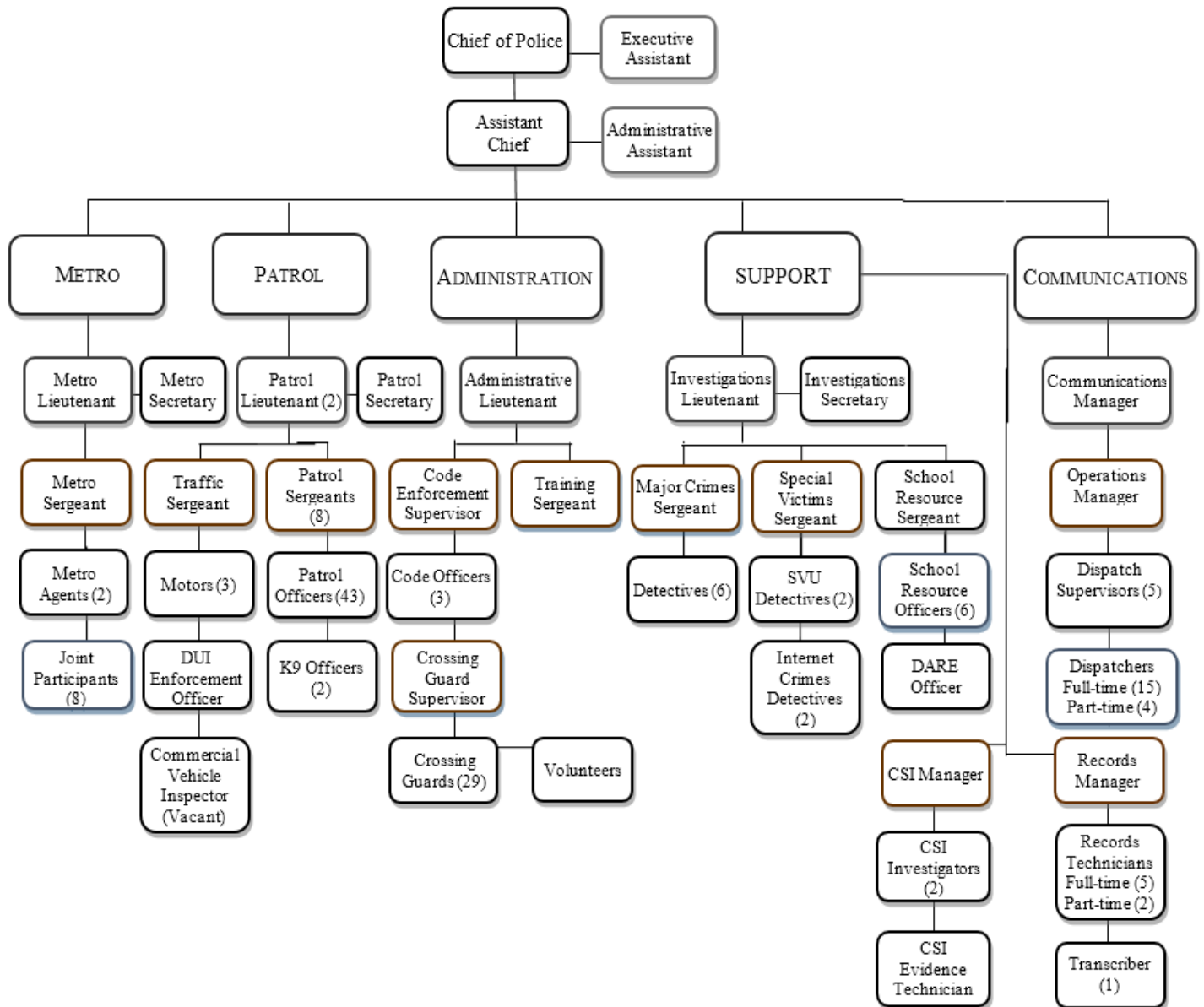
Sincerely,



Allen Swanson  
Chief of Police

# Police Department

## 2023 Organizational Chart



# LAYTON CITY ANNUAL REPORT – 2023

## Police Department

### MISSION STATEMENT

The mission of the Layton Police Department is to work in partnership with the community to recognize and resolve public safety concerns of all citizens by providing quality, professional service in an honest and ethical manner.

### Activity Summary

	2023 Change	
Total Police Service Calls	54,670	33.5%
Average Daily Police Service Calls	149.8	
Cases	34,249	39.7%
Average Daily Cases	93.83	
Total Calls into Communication Center	86,123	5.0%
9-1-1 Calls	22,673	13.8%
Non-Emergency Calls	63,450	2.2%
NIBRS offenses	4,310	5.4%
Crimes Against Person	973	-1.5%
Crimes Against Property	2,289	9.4%
Crimes Against Society	1,048	2.8%
Domestic Violence	667	-3.7%
Arrests	1,822	-10.0%
Traffic Accidents (reportable)	1,062	-2.3%
Traffic Stops	6,970	48.6%
Traffic Citations	1,739	33.3%
Traffic Fatalities	4	0%
DUI Arrests	236	41.3%
K9 Deployments	180	38.5%
Narcotics Finds	24	-14.3%
K9 Deployments by other Jurisdictions	47	-43.4%
Crime-Free Multi-Housing Participants	12	-47.8%
Citizen Complaints	28	-33.3%
Staff Inspection Violations	4	33.3%
Uses of Force	65	-9.7%
Displays of Force	78	13.0%

### Administrative

2023-2024 Fiscal Year Budget	
Administration	\$2,144,477
Patrol	\$10,076,772
Support Services	\$4,786,147
Communications	\$1,372,547
<b>Total</b>	<b>\$18,379,943</b>
Alcohol Enforcement Fund	\$116,030
E911	\$572,391
Metro	\$643,728

Annual budget with adjusted salary accounts.

### Grants

Utah Attorney General's Office  
For: Internet Crimes Against Children (ICAC) overtime, training, equipment, and wireless service

FBI Child Exploitation Task Force (CETF)  
For: CETF overtime

U.S. Dept. of Justice Bulletproof Vest Partnership Grant  
For: ½ cost of ballistic vest replacements

Utah Highway Safety Office  
For: DUI enforcement shifts

Davis County Health Dept.  
For: Tobacco compliance checks

State of Utah Beer Tax/Alcohol Enforcement Funds  
For: DUI officer salary and other costs

Utah Department of Health Per Capita Grant Funds  
For: Emergency Medical Dispatch

Utah Department of Public Safety  
Mental Health Resources for First Responders  
Funding Shared between Layton Police and Fire Departments  
For: Peer Support Program and access to mental health services

Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA)  
For: Metro Narcotics Task Force Operations

State of Utah – Commission on Criminal and Juvenile Justice (CCJJ) Task Force Grant (STFG)  
For: Metro Narcotics Task Force Operations

State of Utah – Commission on Criminal and Juvenile Justice (CCJJ) Asset Forfeiture Grant (SAFG)  
For: Metro Narcotics Task Force Operations

### Donations Fiscal Year 2023-2024

Wal-Mart Foundation  
For: Shop with a Cop



### Professional Standards

The Police Department strives to ensure employees act in a manner consistent with Layton City’s mission, values, and objectives. Complaints from citizens and alleged policy violations are taken seriously. Investigations are done to determine the legitimacy of the complaint or violation and then categorized as one of the following:

*Information Only – When the investigation is initiated, but no conclusion is reached due to employee resignation, allegation retracted by complainant, complainant’s refusal to cooperate, or other factors.*

*Not Sustained – When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.*

*Sustained – When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.*

*Exonerated – When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.*

*Unfounded – When the investigation discloses that the alleged act(s) did not occur or did not involve Department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded.*

Use of force is also monitored closely to ensure all instances are reasonable and prudent.

### Citizen Complaints

Citizen complaints are those complaints that come from outside sources. These include third party complaints. Any Department member may take a complaint from a citizen. Complaints are thoroughly investigated and documented.

### Citizen Complaint Findings

	2019	2020	2021	2022	2023
Unfounded	2	5	3	11	8
Exonerated	4	0	11	17	7
Sustained	1	1	2	4	4
Not Sustained	2	3	3	8	8
Info Only	5	1	1	2	1
<b>Total</b>	<b>14</b>	<b>10</b>	<b>20</b>	<b>42</b>	<b>28</b>

### Administrative Reviews

Administrative Reviews are the result of the day-to-day oversight of the department and are normally initiated by supervisors. The majority of these investigations are the result of minor policy violations and the findings are used to identify deficiencies and develop specific training objectives to correct the issues. Occasionally the outcome of these inspections result in formal discipline up to and including termination.

### Administrative Review Findings

	2019	2020	2021	2022	2023
Unfounded			1	1	
Exonerated	1			1	1
Sustained	1		5	3	4
Not Sustained				1	1
Info Only			1		1
<b>Total</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>7</b>

### Use of Force

Police officers frequently deal with violent or disruptive individuals who pose a threat. Officers receive extensive training to help them determine when use of force is appropriate and at what level. The goal is to stop the threat without exceeding the level of force considered reasonable under the circumstances.

The following table shows how often different forms of force were used, not the number of suspects upon which force was used. Multiple uses of force can result when one level does not stop the threat and the next level becomes necessary. Vehicle pursuits, though not considered a use of force, are also listed in this table. Before entering into a pursuit, officers balance the safety of the public and themselves against their duty to apprehend violators of the law.

**Use of Force by Type and Month**

	Firearm Displayed	Firearm Deployed	Less Lethal Displayed	Less Lethal Deployed	Impact Weapon	Taser Displayed	Taser Deployed	Chemical Munitions	Physical Force	Vehicle Pursuits	Totals
Jan	3					1	1	1	4		10
Feb	8	3				2	1		3	2	19
Mar	1						2		4		7
Apr	2					2			5		9
May	4								5		9
Jun	6	2				5	2		5	2	22
Jul	6	2					1		6	6	21
Aug	4					2	1		2		9
Sep	7	2				2	2		2	2	17
Oct	2					1			1		4
Nov	3					2			2		7
Dec	5					1			2	1	9
<b>Total</b>	<b>51</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>10</b>	<b>1</b>	<b>41</b>	<b>13</b>	<b>143</b>

**News in 2023**

**Progress**

***Davis Area Public Safety System***

Layton worked with other Davis County law enforcement agencies and fire departments to move to a single Computer-Aided Dispatch and Records Management System, which went live in November 2023. The new system, provided by Motorola, allows 9-1-1 call data, incident reports, and name files to be shared across all agencies. Sharing data leads to faster response times by police and fire units, reduced 9-1-1 transfer calls, better coordination between departments, and increased solvability of cases.

***Dispatch Consolidation***

Until recently, there were four 9-1-1 Emergency Communication Centers (ECCs) in Davis County, operated by Layton, Clearfield, Davis County, and Bountiful.

Over the past two years, city and county leaders have worked together to determine how best to provide 9-1-1 and dispatch services within the county, and determined that having two ECCs was the ideal configuration. To that end, Layton and Clearfield took the first step to consolidate in November 2023, with Clearfield and the North Davis Fire District now contracting with Layton for police and fire dispatching services, respectively. Five full-time and four part-time dispatchers from Clearfield joined Layton’s team to help handle the additional 50% workload.

The City is in the process of building a new building to house the ECC as it continues to grow.

***Saving Lives with Nasal NARCAN®***

Patrol officers are often the first arriving at the scene of an opioid overdose. In response to the overdoses and deaths caused by opioid misuse and addiction, Layton Police Department equips all patrol officers with NARCAN® Nasal spray. Officers have provided Nasal NARCAN® to opioid overdose victims and have saved lives that would have otherwise been lost.

Nasal NARCAN® was deployed approximately eight times on suspected opioid overdoses prior to medical personnel arriving on scene. All instances involving utilization of Nasal NARCAN® resulted in a positive outcome.

***Assault Defense for Women***

The department offers an Assault Defense for Women class at least twice a year. This class is designed to teach women information and techniques to reduce the risk of becoming a victim of violence. Two classes were held again this year, with almost 40 attendees trained.

***RadKIDS Program***

The radKIDS Program is recognized as the national leader in safety education and violence prevention for children in the areas of abduction, bullying prevention, sexual assault, and child abuse. The program provides educational tools and resources that enhance a child’s

ability to utilize knowledge, skills, and power to protect themselves from violence and harm. The radKIDS program is a four-day program offered for free and is taught by Layton City Police Detectives who are certified radKIDS instructors. The program is taught to children 8-12 years of age. In 2023, Layton PD taught the program at 10 different locations to 190 children. All classes were taught during the summer break at elementary schools throughout the City. The schedule for upcoming radKIDS sessions is usually available each spring and enrollment procedures are made available online at [www.laytoncity.org](http://www.laytoncity.org).

### Notable Events

#### *Volunteers in Police Service*

There are currently 11 volunteers who donate time to help with department and officer training scenarios, community events, and other projects as assigned.

#### *Shop with a Cop*

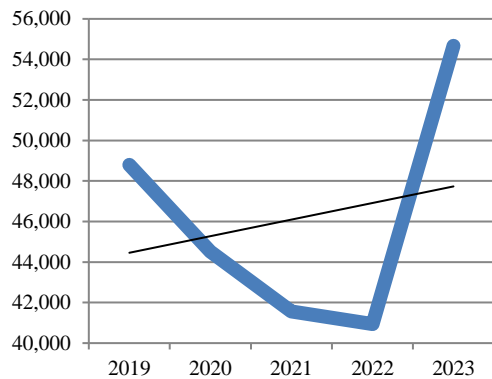
In December, Layton Police Department received a grant from Walmart to support the annual Shop with a Cop event. Several community partners helped identify 40 children from families in need, and joined the officers, CSI Staff, and Layton Fire personnel for breakfast and Christmas shopping. The department has a long tradition of hosting this event and helping provide presents and a positive interaction for members of the community.

#### *Crisis Intervention Training (CIT)*

Layton Police Department hosted one CIT Regional Academy class this year. CIT provides specialized training to help law enforcement deal with subjects in a mental health crisis. In 2023, 25 officers representing numerous agencies were certified in the academy as CIT Officers. Layton Police Department is the CIT Regional Coordinator for the Davis County area, and the goal is to have all Layton Police officers receive the CIT training.

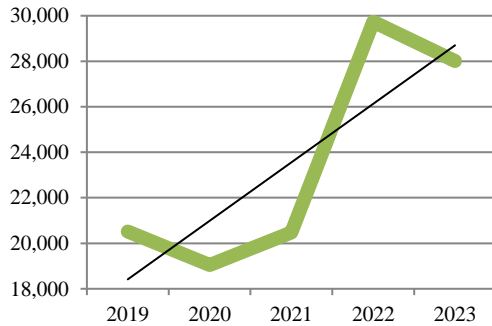
### Police Service Calls

Police service calls include requests made by citizens for police service as well as officer generated activity, some administrative duties, and follow up on previous calls. The total number of service calls has decreased since 2019. The decrease in calls for service has been attributed to the COVID-19 pandemic, as well as officer position vacancies. The dramatic increase in 2023 is attributed to several officer positions being filled, as well as the behavior of society returning back to near normal since the COVID-19 pandemic.



### Cases

Cases are created from police service calls that require documentation by the responding officer.



# LAYTON CITY ANNUAL REPORT – 2023

## Police Department

Top 10 Cases		
1	Assist Citizen/Public	3,861
2	Suspicious Circumstance	3,504
3	Welfare Check	1,308
4	Alarms	1,194
5	Theft	1,126
6	Assist Law Enforcement/Other Government	1,084
7	Citizen Dispute/Civil Problem	832
	Drug Offense	832
8	Domestic Violence	667
9	Family Fight No Violence	612
10	Trespass	525

Ranking of top ten case types, excluding accidents and traffic situations not otherwise classified, code enforcement and sex offender compliance checks/registrations

## Crime in Layton

### Crime Clock

- One HOMICIDE every 182.5 days
- One SEX OFFENSE every 1.6 days
- One ASSAULT every 11.2 hours
- One ARSON every 40.6 days
- One BURGLARY every 3.8 days
- One FRAUD or FORGERY every 18.7 hours
- One VANDALISM every 18.5 hours
- One THEFT every 7.8 hours
- One VEHICLE THEFT every 4.9 days
- One ROBBERY every 52.1 days
- One EMBEZZLEMENT every 121.7 days
- One EXTORTION/BLACKMAIL every 11.1 days
- One DRUG/NARCOTIC Offense every 10.6 hours
- One WEAPONS LAW Violation every 2.3 days
- One DOMESTIC VIOLENCE Act every 13.1 hours

### NIBRS Crime Statistics

Layton Police participates in the FBI's National Incident Based Reporting (NIBRS) program. All offenses that occur in a criminal episode are reported, not just the most serious offense.

NIBRS data belong in one of three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society.

## NIBRS Crime Totals

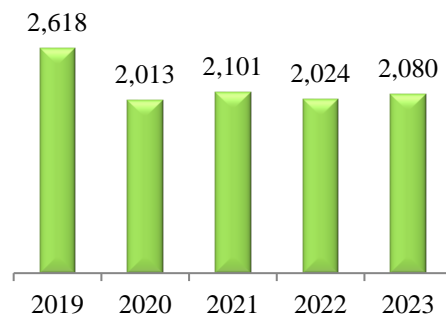
	2023	2022	Change
<b>Crimes Against Persons</b>	<b>973</b>	<b>1,014</b>	<b>-4.04%</b>
Assault Offenses	780	788	-1.02%
Homicide Offenses	2	0	*
Human Trafficking/Exploitation Offenses	37	60	-38.33%
Kidnapping/Abduction Offenses	16	23	-30.43%
Forcible Sex Offenses	134	139	-3.60%
Non-Forcible Sex Offenses	4	4	0%
<b>Crimes Against Property</b>	<b>2,289</b>	<b>2,544</b>	<b>-10.02%</b>
Arson	9	12	-25.00%
Bribery	2	0	*
Burglary/Breaking & Entering	95	148	-35.81%
Counterfeiting/Forgery	53	55	-3.64%
Destruction/Damage/Vandalism of Property	474	632	-25.00%
Embezzlement	3	8	-62.50%
Extortion/Blackmail	33	27	22.22%
Fraud Offenses	416	330	26.06%
Larceny/Theft Offenses	1,115	1,196	-6.77%
Motor Vehicle Theft	75	121	-38.02%
Robbery	7	10	-30.00%
Stolen Property Offenses	7	5	40.00%
<b>Crimes Against Society</b>	<b>1,048</b>	<b>997</b>	<b>5.12%</b>
Animal Cruelty	4	6	-33.33%
Drug/Narcotic Offenses	828	782	5.88%
Gambling Offenses	1	0	*
Pornography/Obscene Material	44	36	22.22%
Prostitution Offenses	9	7	28.57%
Weapon Law Violations	162	166	-2.41%

\*Unable to calculate a percentage of change due to zero value for previous year

## Arrests

An arrest is counted when criminal charges are filed on an individual regardless if the individual was cited and released, served with a summons to appear in court, or physically arrested and booked into jail.

## Arrest Totals



### Arrest Demographics

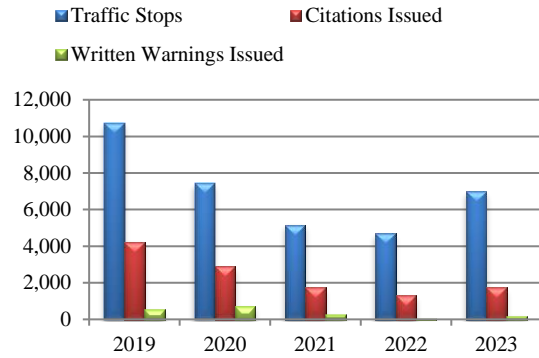
Age Range	
7 - 14	4.1%
15 - 19	15.7%
20s	22.9%
30s	27.3%
40s	18.6%
50s	7.5%
60+	3.8%
Race	
Asian	1.4%
Black or African American	7.8%
Hispanic or Latino	20.3%
Indian or Alaskan Native	0.8%
Pacific Islander/Hawaiian Native	2.1%
White	64.0%
Not Reported	3.5%
Gender	
Female	30.4%
Male	69.6%

### Traffic

#### Stops and Citations

The number of traffic stops and citations issued over the last five years peaked in 2019. The lower number of traffic stops since 2019 is attributed to the COVID-19 pandemic and the associated restrictions and quarantines, in addition to having multiple patrol officer vacancies. There were 6,970 traffic stops, 1,739 traffic citations, and 194 written warnings in 2023.

### Traffic Stops & Citations

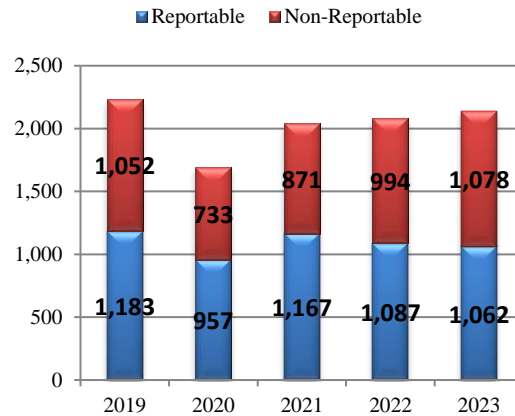


### Accidents

Traffic accidents are categorized as either reportable or non-reportable. Accidents resulting in injury to or death of any person, or accidents with total property damage to the apparent extent of \$2,500 are reportable.

There were 1,062 reportable accidents and 1,078 non-reportable accidents in 2023. Compared to 2022, this was a 2% decrease in reportable accidents and an 8% increase in non-reportable accidents. The percentage of reportable accidents with injuries or possible injuries was up 21% from 2022.

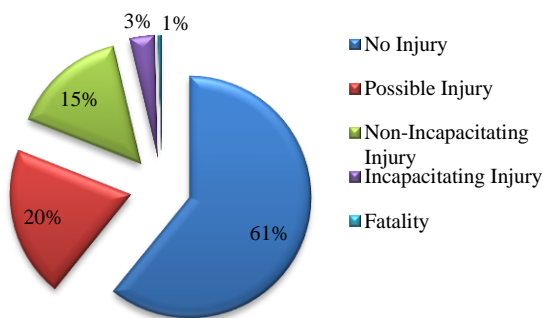
### Five Year Comparison of Accidents



### Accident Locations

Top 10 Accident Intersections		
1	Hill Field Road and Main Street	77
2	Antelope Drive and Main Street	61
3	Antelope Drive and Hill Field Road	52
4	Hill Field Road and Highway 193	46
5	I-15 NB On/Off Ramps/1400 West and Antelope Drive	35
6	Gordon Avenue and Hill Field Road	34
	I-15 SB On/Off Ramps and Antelope Drive	34
7	Antelope Drive and University Park Blvd	31
8	Robins Drive/1700 West and Antelope Drive	30
9	Fort Lane and Gentile Street	25
10	Gentile Street and Main Street	24

### Accident Severity



### Fatalities

There were four fatal accidents in Layton in 2023.

#### Passenger Van vs. SUV

A 77 year-old female passenger in an SUV succumbed to her injuries several days after a van being driven by a 19 year-old female ran a stop sign on Oak Hills Drive and struck the SUV.

#### Passenger Car vs. Pedestrian

A 45 year-old male pedestrian died after he was struck by a vehicle while crossing Antelope Drive outside a crosswalk or intersection.

#### Passenger Car vs. SUV

A 53 year-old female passenger in a passenger car died from injuries sustained in an accident on Gordon Avenue. The driver of the passenger car, as well as all four occupants of the SUV, also sustained injuries.

The accident was caused by the female 32 year-old driver of the SUV, who crossed into oncoming traffic.

#### Electric Bicycle vs. SUV

A 68 year-old male operating an electric bicycle failed to properly negotiate a turn at an intersection from 3225 North and struck a parked SUV. A few days later, he succumbed to his injuries.

## Investigations Division

### Cases

The Detective Division handled 1,301 cases in 2023: 992 cases involved major crimes, 111 involved minor crimes, and 198 were information or non-criminal. An additional 2,323 cases were sent to investigations for review which were not assigned for further investigation.

### Clearance Rate

A case is considered *cleared* if an arrest was made or charges were filed on the suspect or would have been if not for exceptional circumstances such as the victim refused to cooperate or the prosecutor determined there was not enough evidence to obtain a conviction. Basically, a cleared case is a solved case.

The clearance rate reflects the percent of cleared cases and unfounded/not substantiated cases versus those that were closed with no further leads. Cases that are still being investigated are not used in calculating clearance rates. The clearance rate only includes cases classified as major crimes which were referred to the Investigations Division.

**Major Crimes Clearance Rate**

	Clearance rate	Cleared	Closed with no further leads	Referred to other jurisdiction	Unfounded	Not substantiated	Still active	Total
Arson	50%	1					1	2
Assault	74%	26	4	1	4		7	42
Burglary	32%	9	13				6	28
Child Abuse	64%	18	96	10	115	41	6	286
Fraud / Forgery	35%	44	57	13	6		61	181
Robbery	60%	3					2	5
Sex Offense Adult	56%	36	16	4	5		22	83
Sex Offense Child	56%	71	55	18	39		45	228
Theft	38%	35	41	3	2		25	106
Vehicle Theft	33%	6	11	1	4		9	31
<b>Total</b>	<b>52%</b>	<b>249</b>	<b>293</b>	<b>50</b>	<b>175</b>	<b>41</b>	<b>184</b>	<b>992</b>

**Internet Crimes Against Children (ICAC) Investigations**

In 2023, internet crimes against children continued to be an area of concern. The Layton City Police Department continues to support the Utah Attorney General’s Office Internet Crimes Against Children Task Force (ICAC) in an attempt to combat online child exploitation. In conjunction, Layton’s ICAC detectives have completed significant investigations resulting in the arrest and conviction of multiple online predators.

As part of our ICAC charter, we are also focused on informing and educating children, students, teachers, and parents of the risks associated with internet use, and how to safely use the internet and avoid online predators. This last year we were able to complete 15 different presentations, reaching numerous citizens in the community.

As part of ICAC, numerous search warrants have been executed throughout the Wasatch Front. Many of those warrants were local investigations and cases here in Layton with far reaching effects. These warrants resulted in numerous computers and other electronic devices being seized and searched. Over 250 forensic extractions and analysis were conducted on cell phones, computers, and other electronic devices.

Layton Police Department is committed to deterring and proactively investigating internet crimes against children. In 2023, Layton detectives focused on combating blackmail or exploitation cases that have targeted primarily high school age children. This included presentations at schools and meeting with parents. Detectives have received positive feedback from community members since they began to focus on these cases.

Layton Detectives have also focused on undercover chatting and in 2023 arrested 106 online predators where predators believed they were meeting children.

Layton Police Department will continue to be an active member of ICAC and pursue additional resources, technology, and training for investigators to continue to investigate these types of crime.

**Sex Offenders**

There were 136 sex offenders registered in the City of Layton at the end of 2023.

**Cases Related to the Administration of Sex Offender Registration**

	2023	2022	Change
Registrations and Updates	358	276	29.71%
Compliance Checks	129	214	-39.72%
Violations	10	14	-28.57%

**Mentally Ill Subjects**

Having contact with citizens in the community who are known to be mentally ill or who are suspected of being mentally ill is a component of police work. The Investigations Division has designated a detective to complete follow-up contacts with mental health consumers who call for service. The follow-up will serve to put them in contact with available resources and establish a point of contact between them and the department. In 2023, the department identified 1,133 cases involving a suspected or known mentally ill subject.

### Crime Scene Investigations (CSI)

The Crime Scene Investigations Unit is responsible for collecting, processing, and maintaining evidence from crime scenes and for storage and purging of found property and safekeeping of items.

During 2023, 872.8 pounds of over-the-counter and prescription drugs were safely disposed of for community members through the Police Department’s Drug Disposal program.

### Evidence Processing

	2023	2022	Change
Scene Responses	166	133	24.8%
Lab Processing Cases	298	244	22.1%
Automated Fingerprint Identification System (AFIS) Print Entry	189	181	4.4%
Automated Fingerprint Identification System (AFIS) Print Identification	52	87	-40.2%
Manual Print Identification	43	51	-15.7%
Drug Tests	3	1	200.0%

### Evidence Property Items Handled

	2023	2022	Change
Items Received	3,480	3,353	3.8%
Items Released	950	1,239	-23.3%
Items Destroyed	1,579	2,073	-23.8%

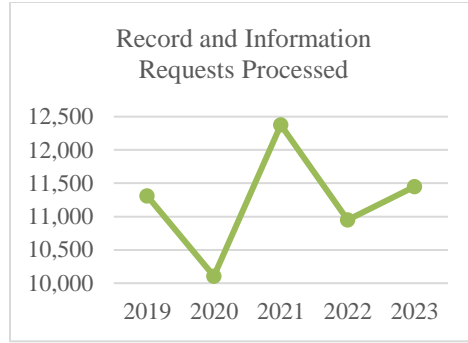
### Records

The Records Division is responsible for the collection, submission, and retrieval of the Police Department’s records. Knowing the laws that govern the different types of records created by personnel of the Police Department is a key role of the Records Division.

### Requests

Another main function of Records includes processing requests for information and police reports which are received from citizens, businesses, and government entities.

The number of requests for information processed by Records personnel increased by 4.6% in 2023. Each request must be individually handled and carefully processed to ensure protected information is not released to anyone who doesn’t have a legal right to it.



### Code Enforcement

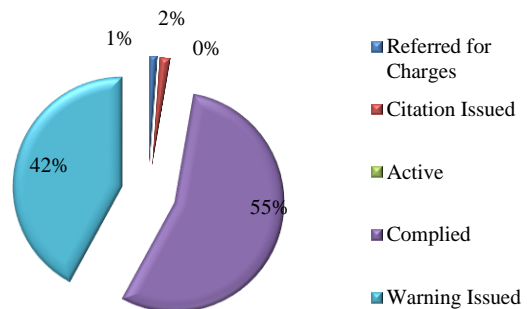
#### Cases

The Code Enforcement Unit generated 3,834 cases in 2023, resulting in a total of 5,049 violations and 557 non-violation cases such as citizen assists and Vehicle Identification Number (VIN) inspections.

#### Compliance

Of the 3,834 Code Enforcement cases, citations were issued on scene in 49 cases, warning notices were issued on scene in 1,290 cases, and 1,729 required re-inspection of the property. Compliance was achieved without further legal action in 1,699 of the re-inspected properties.

### Compliance Rate of Re-inspected Properties





**Code Enforcement Violations and Non-Violations**

	Total
Abandoned Vehicle	126
Auto Sale Violations	0
Blocked Sidewalk	293
Citizen Assist	257
Clear View Violation	336
Found Bicycle	12
Garbage Enclosure Violation	1
Graffiti	10
Impound	7
Inoperable Vehicle	114
Junk Permit	1
Junk and Refuse Violations	353
Landscape Blocking Sign	0
Landscaping Violations	1
Miscellaneous	210
Mud Deposited On Street	2
Nuisance Other	21
Parking Violations	1,434
Probation Check	1
Public Safety and Welfare	31
Road Obstruction	27
Sign Impound	430
Sign Violation	494
Snow Deposited Sidewalk/Street	9
Snow Removal From Sidewalk	394
Trees Over Street/Sidewalk	176
Vehicle Restoration Permit	12
VIN Inspection	274
Weed Violations	580
Total Reported	5,606

**Metro Narcotics Strike Force**

The Davis Metro Narcotics Strike Force (DMNSF) is comprised of investigators from law enforcement agencies throughout Davis County. Layton Police Department has two detectives, one sergeant, and one lieutenant assigned to the task force.

**DMNSF Mission Statement**

The mission of the Strike Force is to target, dismantle, and/or disrupt drug trafficking organizations with an emphasis on heroin and methamphetamine. This mission is accomplished by collaborative efforts with the DEA, FBI, ATF, and other Drug Task Force Units.

**DMNSF Activity**

	2023	2022	Change
New Cases Generated	286	250	14.40%
Search Warrants	144	147	-2.04%
Felony Arrests	176	114	54.39%

**DMNSF Asset Seizures**

	2023	2022	Change
Cash	\$284,878	\$551,215	-48.32%
Vehicles	\$0	\$0	0%
Property	\$0	\$0	0%
<b>TOTAL</b>	<b>\$284,878</b>	<b>\$551,215</b>	<b>-48.32%</b>

**DMNSF Contraband Seizures**

	2023	2022	Change
Methamphetamine (lbs.)	276.90	219.50	26.15%
Cocaine (lbs.)	48.17	40.20	19.83%
Crack Cocaine (lbs.)	0.33	0.14	135.71%
Fentanyl (lbs.)	111.59	10.90	923.76%
Fentanyl (dose units)	105,836.00	45,864.50	130.76%
Marijuana (lbs.)	26.24	164.80	-84.08%
Marijuana Extract (ml)	377.00	3,693.50	-89.79%
Marijuana Edibles (dose units)	42.50	11.00	286.36%
Marijuana Plants	0	7	-100.00%
THC Vape Cartridges	181	*	*
Prescription Drugs (lbs.)	0.82	0.01	8,100.00%
Prescription Drugs (dose units)	424.00	2,471.00	-82.84%
Prescription Drugs (ml)	0	0	0%
Club Drugs (lbs.)	0	0.72	-100.00%
Club Drugs (dose units)	2.00	139.00	-98.56%
Club Drugs (ml)	0	0	0%
Heroin (lbs.)	104.04	23.20	348.45%
Heroin (ml)	0	0	0%
Hashish (lbs.)	0	0	0%
Hallucinogens (lbs.)	2.14	6.80	-68.53%
Hallucinogens (dose units)	2.00	829.00	-99.76%
Hallucinogens (ml)	0	0	0%
Spice (lbs.)	0	0	0%
Meth Labs	0	0	0%
Weapons	107	64	67.19%

*\*Unable to calculate a percentage of change due to quantity being an unknown value for previous year*



# Annual Report

Public Works  
Department  
2023

**Layton City Public Works Department**  
*2023 Annual Report*

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## PUBLIC WORKS DIRECTOR'S MESSAGE

Layton City Mayor and Council:

The following pages contain the 2023 Annual Report for the Public Works Department. Continuing the mission of the Public Works Department to provide quality and effective public works services for the health, safety, and comfort of our citizens, the Public Works Department completed construction, repair, and maintenance improvements during the year. The Public Works Engineering Division continues to complete development reviews submitted to the City as well as provide engineering planning, design, and project management services for infrastructure projects.

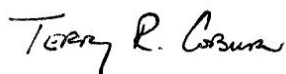
Funding for road maintenance and restoration throughout the City during 2023 was used to maintain 60.06 lane miles of streets. Several additional projects completed by the Public Works Department during 2023 include the 2700 West Construction, Country Creek Land Drain, Briton Way and Joni Drive Storm Drain, Water Sampling Stations, Infrastructure Cleaning and Televising, Secondary Water Metering, Sidewalk, Curb and Gutter Replacement, Flint Street Eastbound Right Turn Pocket, Miscellaneous Storm Drain Repairs, 2200 West 500 South Detention Pond, North Hills Drive Sidewalk, Cold Creek Way Land Drain Connection, Annual Street Light Installation and Maintenance, Sanitary Sewer Master Plan Update, Water System Generators, and Traffic Studies.

In addition to the construction projects listed above, the Engineering, Public Works, and Legal Divisions worked with Kays Creek Irrigation Company to finalize the transfer agreement for the City to assume ownership and maintenance responsibilities of the pressurized secondary water system in the City. The Public Works Staff continues to collect field data to identify Layton City's infrastructure for use in master planning and utility maintenance.

During 2023, the Engineering Division and Public Works Staff continued to coordinate extensively with UDOT to assist with projects within Layton City. These projects include the design and construction of the US-89 Expansion Project from Farmington to I-84 and the West Davis Corridor Project.

As you review this report, please feel free to contact me with any questions you may have.

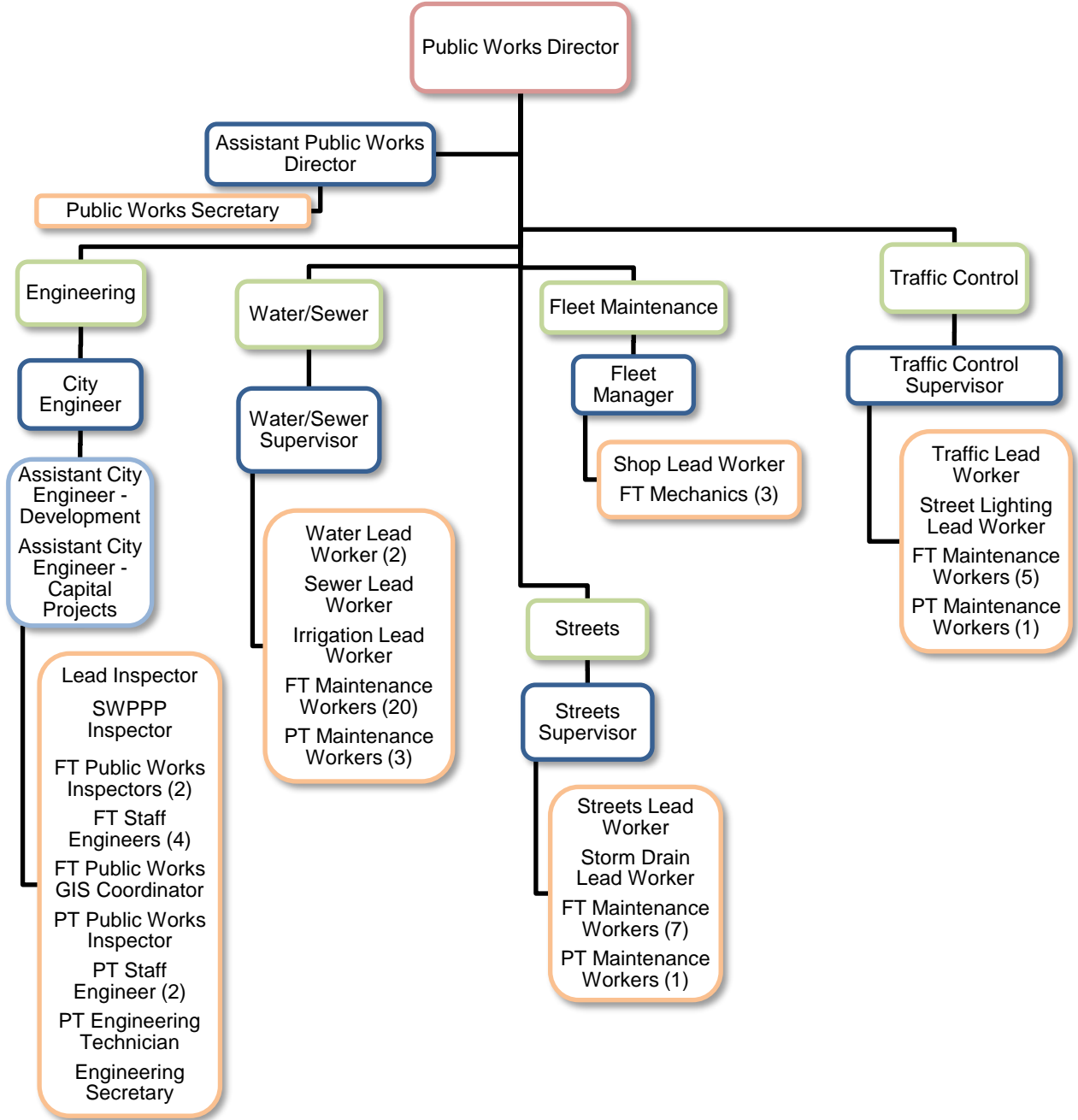
Respectfully,



Terry R. Coburn  
Director of Public Works

# Public Works Department

## 2023 Organizational Chart



### MISSION STATEMENT

The mission of the Public Works Department is to provide quality and effective public works services for the health, safety, and comfort of the citizens of Layton City who greatly depend on them.

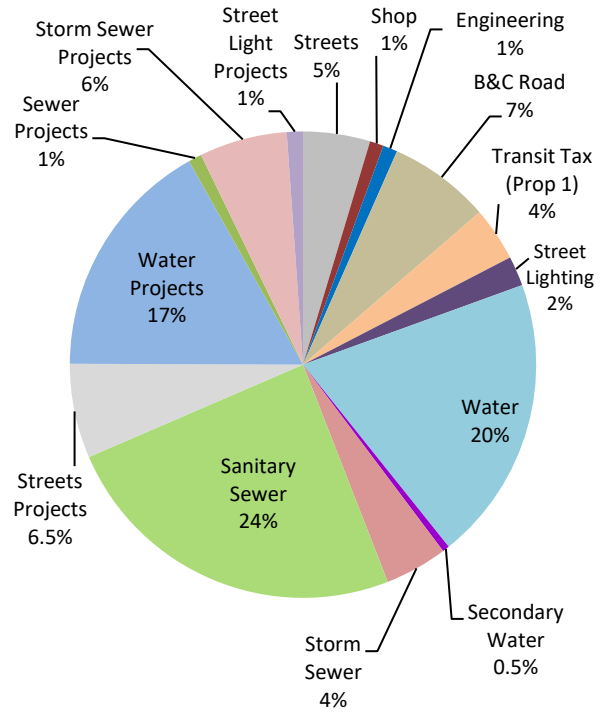
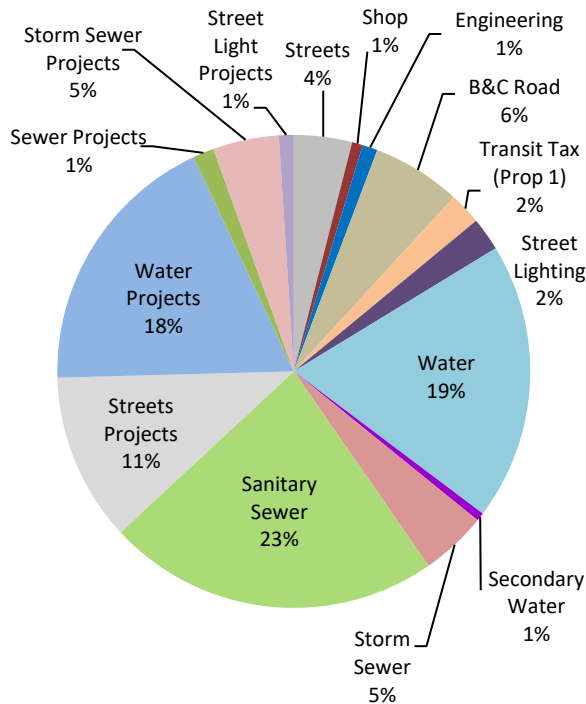
### Public Works Budget

Fiscal Year Budget 2022-2023

Budget Category	Total Budget
Streets Division	\$1,858,633
Shop Division	\$346,252
Engineering Division	\$483,185
B&C Road Division	\$2,846,615
Transit Tax (Proposition 1)	\$1,022,450
Street Lighting Division	\$1,064,000
Water Division	\$8,885,305
Secondary Water Division	\$266,382
Storm Sewer Division	\$2,110,972
Sewer Division	\$10,643,474
Capital Projects Streets	\$5,375,050
Capital Projects Water	\$8,640,000
Capital Projects Sewer	\$675,000
Capital Projects Storm Sewer	\$2,110,000
Capital Projects Street Lighting	\$475,000
<b>Total</b>	<b>\$46,802,318</b>

Fiscal Year Budget 2023-2024

Budget Category	Total Budget
Streets Division	\$2,018,429
Shop Division	\$415,574
Engineering Division	\$435,387
B&C Road Division	\$3,068,191
Transit Tax (Proposition 1)	\$1,620,799
Street Lighting Division	\$895,000
Water Division	\$8,599,548
Secondary Water Division	\$209,580
Storm Sewer Division	\$1,883,870
Sewer Division	\$10,615,312
Capital Projects Streets	\$2,843,500
Capital Projects Water	\$7,304,000
Capital Projects Sewer	\$400,000
Capital Projects Storm Sewer	\$2,645,000
Capital Projects Street Lighting	\$484,000
<b>Total</b>	<b>\$43,438,190</b>



## CAPITAL IMPROVEMENT PROJECTS AND DEVELOPMENT REVIEW

### Commercial and Residential Review

The Engineering Division of Public Works designs and manages the construction of capital improvement projects relating to streets, culinary water, secondary water, storm water, sanitary sewer, and street lights. In addition, the Engineering Division reviews all commercial and residential developments to ensure compliance with the Layton City Municipal Code, streets, storm drain, sanitary sewer, Culinary Water Master Plan requirements, and the Layton City Development Guidelines and Design Standards.

Pre-construction meetings are held with developers and contractors before construction can begin on any development. The Engineering Division of Public Works ensures all construction is performed to Layton City standards and each development is inspected throughout construction by a Public Works Inspector. The Public Works Inspector ensures that contractors follow Layton City requirements with regards to road, culinary water, secondary water, sanitary sewer, and storm drain construction. Additional inspections are completed before the project is given final acceptance at the end of the one-year warranty period. In 2023, a total of 10 pre-construction meetings were conducted, compared to 19 meetings in 2022.

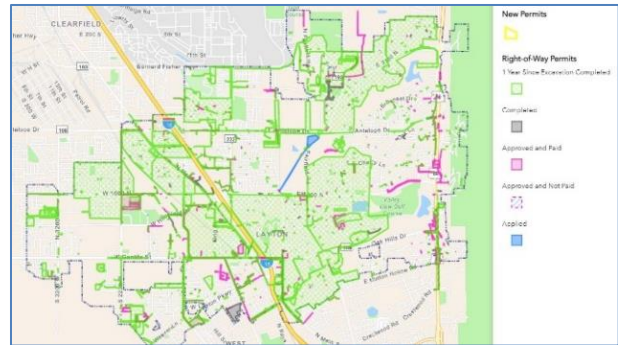
The type and quantity of development applications reviewed by the Engineering Division of Public Works are listed in the table below.

Developments Reviewed and Approved in 2023	
Development Type	Qty
Site Plans	27
Conceptual Review	2
Preliminary Subdivisions	7
Final Subdivisions	6
Annexations	0
Rezone Requests	9
Conditional Use Requests	10
Parcel Splits/Small Subdivisions/Amend Plats	5
Lot Line Adjustments	3
<b>Total</b>	<b>69</b>

In 2023, a total of 285 submittals were reviewed for these applications, compared to 264 in 2022.

### GPS/GIS Update

The Engineering Division utilizes survey equipment to collect field data throughout the City in order to effectively manage the infrastructure of the City. The survey data is used to assist in the design and construction of public facilities as well as for public facility maintenance. Data collected is also used for master planning purposes. Over 95,000 survey points have been uploaded into the database to date.



The GIS mapping system and survey point database have been compiled into interactive maps and tracking tools that allow the City Staff to locate, monitor, and maintain the City infrastructure on a daily basis. In many cases, the mapping can be updated instantly in the field, providing the latest information to the City Staff.

The Public Works GIS Coordinator has developed a total of 58 maps and dashboards including Utility Maps for Blue Stakes, Capital Projects, Street Maintenance and Pavement History, Development Review Coordination, Right-of-Way Permits, Sanitary Sewer and Storm Drain Televising, Secondary Water Users, Culinary Water Meters and Sampling Sites, Utility Inspections, Traffic Studies, Street Signs Maintenance, and Sidewalk Inventory. During 2023, 15 new maps were created including maps for Buried Manholes, Land Drain Televising, Storm Water Evaluations, Storm Drain Cleaning, Land Drain Troubles, SL-RAT Sewer Inspections, Secondary Water Meters, Lead Service Line Inventory and related viewers and dashboards.

**Class B&C Road Maintenance**

During 2023, road treatments performed by the Public Works Department included 2.09 lane miles of reconstruct, 7.51 lane miles of overlays, 45.99 lane miles of slurry seal, and 4.48 lane miles of mastic seal. Also in 2023, an additional 52 tons of crack seal was placed by the Public Works Department and a contractor as part of the annual pavement preservation project. Crack sealing is necessary to prevent roadway damage caused by water infiltration into the road structure.

The table below lists the locations of all B&C Road Maintenance Projects completed in 2023. In total, 60.06 lane miles of road were given surface treatments at a total cost of \$2,693,273.



B&C Road Maintenance Projects Completed During 2023		
Location	Treatment Type	Lane Miles
Sun Trails Subdivision	Reconstruct	0.64
Fairfield Road	Overlay	6.59
Dawson Street	Overlay	0.19
Fort Lane	Overlay	0.62
3325 North 2175 East	Overlay	0.11
Layton Place and Colonies Subdivisions	Reconstruct/Overlay	1.45
Layton Parkway	Slurry Seal	10.53
Hill Field Road	Slurry Seal	4.13
Main Street	Slurry Seal	1.95
Gordon Avenue	Slurry Seal	3.76
Church Street and Antelope Drive	Slurry Seal	4.51
Cherry Lane	Slurry Seal	4.31
Kays Creek Drive and East Layton Hills Subdivision	Slurry Seal	2.32
Weaver Lane	Slurry Seal	1.49
La Donna Mesa and Greyhawk Subdivisions	Slurry Seal	6.50
Whispering Willow and Willow Cove Subdivisions	Slurry Seal	4.83
Evergreen Farms Subdivision	Slurry Seal	1.27
Colonies of East Point Subdivision	Slurry Seal	0.39
Harmony Place and Layton Parke Phase 1 Subdivisions	Mastic Seal	2.80
Angel Street and 1120 North	Mastic Seal	0.84
Robins Park and Manor Crest Subdivisions	Mastic Seal	0.83





### 2700 West Construction Project

During 2023, the City contracted with MC Green and Sons, Inc. and partnered with the Davis County Council of Governments to construct 2700 West between Gentile Street and West Hill Field Road and to widen West Hill Field Road. The project consisted of acquiring approximately 13 acres of property from 7 land owners, installation of 8,000 feet of sidewalk, 7,960 feet of curb and gutter, 339,480 square feet of asphalt, 3,140 feet of sewer main, 3,900 feet of culinary water main, 3,030 feet of storm drain pipe, 2,550 feet of land drain pipe, 3,140 feet of secondary water pipe, 44,500 feet of communication and lighting conduit, and associated items. As an essential roadway, 2700 West connects the West Davis Corridor interchange at 2700 West to a future town center. The project is estimated at 72% complete with a construction cost-to-date of \$4,558,515.

### Country Creek Land Drain Replacement

During 2023, Layton City teamed up with Craythorne, Inc., Yarbrough Construction, and Public Works Staff on a land drain replacement project in the Country Creek Estates Subdivision. Craythorne, Inc. installed 291 feet of 8-inch diameter PVC pipe, reconnected 8 land drain laterals to the new pipe, and abandoned the existing land drain system at a cost of \$120,014. Yarbrough Construction completed sidewalk, curb and gutter, and driveway repairs at a cost of \$21,615. The Public Works Staff completed all landscaping repairs and placed new asphalt within the project area at a cost of \$8,636. The total project cost was \$150,265.

### Briton Way and Joni Drive Storm Drain

During July 2023, the Engineering Division teamed up with BC & Sons Excavation, Yarbrough Construction, and the Public Works Department to construct storm drain infrastructure to improve drainage at the intersection of Briton Way and Joni Drive. BC & Sons Excavation installed 334 feet of 12-inch diameter reinforced concrete pipe and 5 cleanout and inlet boxes at a cost of \$46,146. Yarbrough Construction completed sidewalk curb and gutter, and ADA (Americans with Disabilities Act) ramp improvements at a cost of \$12,757. The Public Works Department placed new asphalt within the project area at a cost of \$5,830. The total project cost was \$64,733.

### Water Sampling Stations

The Public Works Department contracted with BC & Sons, Excavation to complete the installation of 27 additional culinary water sampling stations located on the west side of the City. Currently, the Water Department collects 90 water samples each month from sampling stations as required by the Utah Division of Drinking Water. The total cost for the project was \$132,531.

### Infrastructure Cleaning and Televising

During 2023, two infrastructure cleaning and televising projects were completed.

The Storm Drain Cleaning and Televising Project was completed by Twin “D” Inc. and consisted of cleaning and televising 43,890 linear feet of 12-inch to 48-inch storm drain pipe in the west-central portion of the City. The cost of the project was \$89,576.

During 2023, Layton City contracted with RH Borden and Twin “D” Inc. to acoustically assess the City’s existing sanitary sewer system. The contractor uses acoustics to determine the locations of potential blockages of the sewer system. The project consisted of 639,141 feet of assessment, 65,661 feet of cleaning, and 30,117 feet of cleaning and televising 6-inch to 15-inch diameter sanitary sewer pipe. The cost of the project was \$150,132.

### Secondary Water Metering

The Engineering Division teamed with Leon Poulsen Construction to begin installation of meter pits and associated pipe on approximately 2,400 existing secondary water services in the Layton City pressurized secondary water service area. During the final three months of 2023, the contractor initiated work, stockpiled materials, and installed 313 meter pits, the majority of which were located in backyards, requiring coordination with home owners. This project is necessary to comply with House Bill 242 passed by the Utah State Legislature in 2022 requiring all secondary water services to be metered by 2030. New ultrasonic meters will be installed by Layton City in the new meter pits. Layton City received \$5,000,000 in ARPA (American Rescue Plan Act) grant funds and a low interest loan of \$1,821,000 from the Utah Board of Water Resources to fund the project. During 2023, the total cost for materials purchased and meter pits installed by the contractor totaled \$941,450.

### Sidewalk, Curb and Gutter Replacement

Yarbrough Construction completed the annual Sidewalk, Curb, and Gutter Replacement Project. In 2023, the contractor installed 2,956 feet of sidewalk, 713 feet of curb and gutter, and 58 ADA ramps as part of the ongoing maintenance project. The cost for improvements totaled \$385,370.73.

### Flint Street Eastbound Right Turn Pocket

During 2023, the Engineering Division contracted with RJT Excavating, Inc. to construct a right turn pocket at the intersection of Gentile Street and Flint Street. The contractor installed 249 feet of curb and gutter, 184 feet of sidewalk, 226 feet of irrigation pipe, 3,500 square feet of asphalt, and associated items. The total cost of the project was \$353,349.

### Miscellaneous Storm Drain Repairs

In 2023, Yarbrough Construction completed Schedule B of the Miscellaneous Storm Drain Repairs Project located at 1450 East 2350 North. A total of 18 feet of 12-inch diameter reinforced concrete pipe, 64 feet of 6-inch diameter perforated pipe, and two new inlet boxes were installed to improve drainage along 1450 East. The cost of this schedule is anticipated to be \$58,368. Schedules C, D, and E will be completed during the 2024 construction season.



### 2200 West 500 South Detention Pond

The Engineering Division contracted with Craythorne, Inc. to increase the capacity of the existing storm drainage detention pond located at 2200 West and 500 South as recommended in the Storm Drain Master Plan. When the project is completed, the pond capacity will expand from 1.5 acre-feet to 8.3 acre-feet to allow for future development in the area. The existing head gate structure will also be reconstructed. Craythorne, Inc. completed 78% of the project during 2023 at a cost of \$415,714. Completion of the project is anticipated by spring 2024.

### North Hills Drive Sidewalk

The North Hills Drive Sidewalk Improvement Project was completed in 2023 by Yarbrough Construction. The contractor installed 480 feet of 5-foot wide sidewalk, 150 feet of curb and gutter, and two new ADA ramps to improve pedestrian access along North Hills Drive. The total cost for the sidewalk improvements was \$121,478.

### Cold Creek Way Land Drain Connection

In the spring of 2023, the groundwater flow entering the land drain system on Swift Creek Drive in the Cold Creek Subdivision exceeded the capacity of the system due to elevated groundwater in the area. The Public Works Department contracted with BC & Sons, Excavation to reroute a portion of the flow and reduce the volume of groundwater in the Swift Creek Drive land drain system. The contractor installed 172 feet of 8-inch PVC land drain pipe at Cold Creek Way and 75 North at a cost of \$7,498. The Public Works Department hauled off materials and placed asphalt pavement over the trench at a cost of \$8,636. The total project cost was \$16,134.

### Sanitary Sewer Master Plan Update

In 2023, Layton City contracted with Bowen Collins and Associates to update the Sanitary Sewer Master Plan. The consultant developed draft versions of the sewer rate analysis and management plan as well as organized data needs for the master plan. The sewer rate analysis will include a sewer rate model, draft rate reports, and technical exhibits. A computer model of the sanitary system will also be produced. The management plan will incorporate an assessment of the City’s procedures and documents applicable to the Sanitary Sewer Master Plan. The plan update will continue through 2024. The cost to date totaled \$59,975.



### Water System Generators

During 2023, the Public Works and Engineering Division received delivery of two backup power generators for water system facilities. A third generator is anticipated to arrive during 2024. The generators will be installed permanently at selected booster station and drinking water well sites to generate emergency backup power in the event of a power outage. The city received Hazard Mitigation Grant Program (HMGP) funds from the State of Utah Division of Emergency Management and Federal Emergency Management Agency (FEMA) during 2022 and 2023 in the amount of \$545,294 plus a City participation of \$60,588 for a total project funding of \$605,882. Construction at the three sites is anticipated to continue through the 2024 construction season.

### Traffic Studies

Traffic counts and speed studies are routinely conducted by the Engineering Division to determine future roadway needs, to prioritize projects, and to assist law enforcement where needed. During 2023, five intersection studies, nine speed studies, 66 traffic counts, and 14 crosswalk studies were completed.

The City utilizes radar traffic counters to collect traffic flow data. The radars give the Engineering Division the ability to relocate the equipment as needed and collect traffic data without compromising safety or accuracy.

### Annual Street Light Installation and Maintenance

In 2023, Public Works crews partnered with Black and McDonald to install 2,188 feet of conduit and wire and 23 LED street lights in new construction projects, new developments, existing subdivisions, and streets with inadequate lighting. The project included troubleshooting existing lights plus repair and replacement of lights damaged during traffic accidents. The cost to purchase street lights totaled \$368,381. Construction costs for installation and maintenance of the street lights was \$47,539.

## UDOT PROJECTS

### US-89 Expansion Project

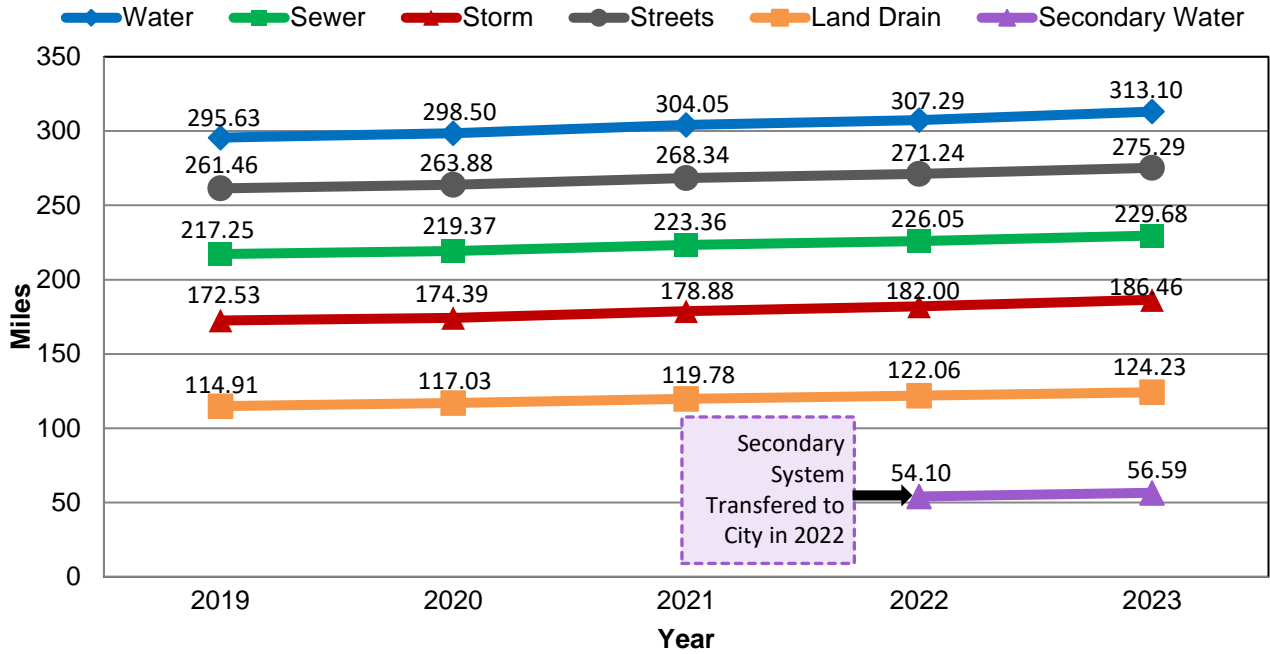
UDOT continued to collaborate with the City to identify transportation solutions to improve traffic flow and safety through the US-89 Expansion Project from Farmington to I-84. During 2023, UDOT and the Design-Build contractor, Oak Hills Constructors, partnered extensively with the City Engineering and Public Works Staff during the final phase of utility and roadway construction along US-89 between SR-193 and the Layton – Kaysville municipal boundary. The project was completed in early summer of 2023.

### West Davis Corridor Project

Throughout 2023 the City Engineering and Public Works Staff continued to work and coordinate with UDOT and Farmington Bay Constructors (FBC) on construction of the West Davis Corridor. FBC completed construction on the main line highway at the end of 2023. The new road, including the new 2700 West interchange in Layton City, opened to traffic in early 2024.

UTILITIES AND FLEET MAINTENANCE

Length of City Utilities



Summary

The chart above shows the total length of the City owned and maintained utilities since 2019. During 2023, an additional 4.05 miles of streets, 5.81 miles of waterline, 3.63 miles of sanitary sewer pipe, 4.45 miles of storm drain pipe, 2.17 miles of land drain pipe, and 2.49 miles of secondary water pipe were given final release and acceptance by the City.

As shown in the chart above, the Public Works Department is responsible for the maintenance, upkeep, and inspection of approximately 1,185 miles of utilities. Each member of the Public Works maintenance Staff is assigned to a utility and helps to perform the routine maintenance, inspections, and repairs necessary to keep the utilities working. The maintenance Staff also responds during emergencies to fix any problems that may arise with the utilities throughout the City.

Streets

The Streets Division performs all work related to the maintenance and upkeep of the streets throughout the City. This work includes trench repair, asphalt overlays, pothole repair, core sampling to determine

road structure, snow removal, and traffic control sign construction and installation.

The table below lists the major work items performed during 2023 by the Streets Division.

Streets Division Work During 2023	
Trench Repair	1,069 Tons
Asphalt Overlays	1,150 Tons
Pothole Repair	700 Tons
Total Asphalt Placed	2,919 Tons
Time Spent Filling Potholes	Over 150 Days
Snow Plow Drivers and Crew	42
Snow Plow Distance Traveled	3,000 Miles/Storm
After-Hours Snow Plow Calls	25 Instances
Salt Placed	11,500 Tons
Traffic Control Signs Total	4,109
Traffic Control Signs New	24
Traffic Control Signs Replaced	44
Traffic Control Signs Repaired/Maintained	244
Traffic Control Signs Clearview	36

**Sanitary Sewer**

The Sanitary Sewer Division performs all work related to the maintenance and upkeep of the sanitary sewer system throughout the City. This work includes cleaning sewer pipes, televising sewer mains for inspection, inspecting manholes, and repairing broken sewer mains.

The following table lists the major tasks performed during 2023 by the Sanitary Sewer Division of Public Works.

Sanitary Sewer Division Work During 2023	
Sewer Main Cleaned	29.19 Miles
Sewer Main Televised	8.71 Miles
Manhole Inspections	1,838
Manhole Repairs	16

**Storm Drain/Land Drain**

The Storm Drain/Land Drain Division of Public Works performs all work related to the maintenance and upkeep of the storm drain/land drain systems throughout the City. This work includes cleaning storm drain and land drain pipes, televising storm drain pipes for inspection, inspecting manholes, repairing storm drain and land drain pipes, cleaning inlets and cleanout boxes, and cleaning and maintaining the detention ponds throughout the City.

The following table lists the major tasks performed during 2023 by the Storm Drain/Land Drain Divisions.

Storm Drain/Land Drain Division Work During 2023	
Storm Drain and Land Drain Pipe Cleaned	2.48 Miles
Storm Drain and Land Drain Pipe Televised	3.80 Miles
Public Detention Ponds	55

**Culinary Water**

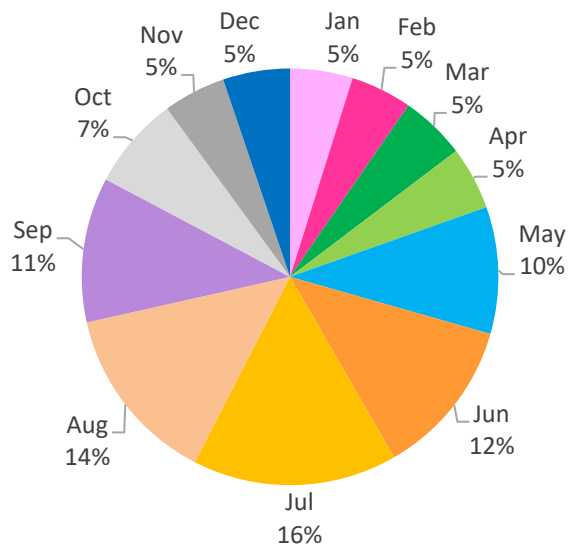
The Water Division of Public Works maintains and operates the drinking water system throughout the City. The water system consists of 313-miles of water main, five active groundwater wells, 7 connections to Weber Basin Water Conservancy District, 15 water storage tanks, and 8 booster pump stations. The water system serves over 20,000 connections, and provides approximately 15,500 gallons per minute of water during peak day flows, and has 23.8 million gallons of storage capacity. During 2023, the City provided

approximately 1,848,627 gallons of water for construction to 40 different contractors through a bulk water fill station.

The following table shows system inflow from Weber Basin feeds and the City wells for the calendar year 2023.

Total Culinary Water Use (Inflow Ac-Ft) January-December 2023			
Month	Weber Basin	City Wells	Total
January	249.8	334.4	584.2
February	256.3	316.7	573.0
March	352.9	256.1	609.0
April	340.9	247.5	588.4
May	832.1	352.9	1,185.0
June	1,023.0	451.0	1,474.0
July	1,478.3	431.5	1,909.8
August	1,394.4	281.0	1,675.4
September	1,133.9	221.2	1,355.1
October	838.4	28.1	866.5
November	578.2	5.2	583.4
December	417.8	207.9	625.7
<b>Total</b>	<b>8,896.0</b>	<b>3,133.5</b>	<b>12,029.5</b>

The pie chart below shows the percentage of total water use for each month throughout 2023. The total water use during 2023 was 12,030 acre feet. This represents an increase in water use of approximately 9.4% compared to 2022 water use.



The following table lists the major tasks performed by the Water Division of Public Works during 2023.

Culinary Water Division Work During 2023	
Main Breaks	108
Service Leaks	27
Meter Box Inspection	147
Courtesy Inspections	234
Meter Leak	134
Pressure Check	67
Other – Miscellaneous	665

### Secondary Water – Former Kays Creek Irrigation Company Pressurized System

The ownership, operation, and maintenance of the former Kays Creek Irrigation Company pressurized secondary water system officially transferred to Layton City during early 2022. The following table lists the major tasks completed during 2023.

Secondary Water Division Work During 2023	
Main Breaks	22
Service Leaks	2
Valve Repairs	14
Courtesy Inspections	94
Turn On/Shut Off	215
Pressure Check	24
Other – Miscellaneous	53

### Secondary Water Maintenance – Weber Basin

The Public Works Department contracts with Weber Basin Water Conservancy District to provide maintenance and repair services on the District’s secondary water system within the City. Public Works Staff complete leak repairs, blue-staking, and system start-up/shut-down procedures.

### City Vehicle Inventory

The Public Works Department maintains and repairs the fleet of 303 vehicles owned by the City. The table below lists the number of vehicles assigned to each department. In addition to maintaining the fleet vehicles, the Public Works Department also maintains and repairs heavy construction equipment owned by the City.

Department or Division	Qty.
Streets	23
Water	35
Parks	33
Police	122
Fire	47
Administration	1
Management Services	2
Information Technology	1
Engineering	9
Shop	3
Recreation	3
Community Development	6
Traffic Control	18

### Vehicle Repair History

The Fleet Maintenance Division of Public Works consists of the Fleet Manager, Shop Lead Worker, and three full-time Mechanics. In 2023, 1,366 vehicle repairs were completed. Preventative maintenance is the most commonly performed repair with 633 repairs performed, approximately 46% of repairs completed. The pie chart below shows distribution of repairs completed for the most common repair categories. Sections not labeled in the graph represent repair categories consisting of less than 2% of total repairs.

