

Introduction

The information is summary in nature to enable the reader to get a broad overview of Layton City operations.

History

The history of Layton is a story of progression and struggling against obstacles. It is a story of early industrial life molded by necessity and forces of nature.

The American Indians who inhabited the area that is now Layton were the sole occupants for many centuries. Their land rights were uncontested until trappers and frontiersmen came to the mountains and explored the valleys.

The first written account of encounters between the Indians and frontiersmen occurred in the fall of 1825 between a group of trappers and the Blackfoot Indians. Occasionally trappers and frontiersmen made brief visits into this area, but there were no permanent settlements before the coming of the Mormon pioneers in 1847.

The first pioneers who came picked out the place where they wished to live. This choice was usually determined by the location of a spring along the banks of a creek. The first homes were dug out of the north banks of the stream. These dug-out homes sufficed until logs could be brought down from the mountains to build sturdier homes. Adobe, rocks and bricks were later used in building homes.

Because of the scarcity of water, Holmes' Creek and Kays Creek were most important in the settling of Layton. Gradually a system of irrigation was developed.

The area north and east of the north and center forks of Kays Creek was referred to as "Scotland" because the inhabitants were from Scotland. Many of the other settlers of Layton were English. From the center of Layton along the section line, a road was made to the farmlands on the west. This street was called Gentile Street because those who lived on the street did not embrace the Mormon faith and were called gentiles.

A small fort to protect the people from Indians was built on the south bank of KaysCreek overlooking the Sandridge Road from Morris Town Hill. The road from the east was called Little Fort Lane. The main road from Salt Lake City to Ogden went through Layton. In 1857, the stagecoach lines carrying mail and passengers between Montana, Salt Lake City and points north and west came through Layton. These coaches and freight wagons continued until the arrival of the railroad in 1869.

The first public building to be erected in Layton was a log schoolhouse in 1860. By 1875, the town was able to build a better schoolhouse of brick, which was heated with a stove. Thus, the old log schoolhouse with its dirt roof and open fireplace was abandoned.

By 1869, Central Canal Company began to build a canal to bring water from the Weber River out on land north and west of Layton. In 1884, the Davis and Weber areas were incorporated, and in 1896, they started building a dam at East Layton and later at Echo to store water for later use.

The history of Layton is really an out growth of the history of Kaysville, because most of what is now Layton was, until 1890, included in Kaysville. There was a growing problem of taxation between residents of Kaysville and the area north of the city. People in the outlying rural areas objected to paying city taxes for which they saw little benefit. Also, they did not like a Kaysville law, which required dog licenses and limited the number of dogs per household to two. Controversy over taxes continued for years and went through several court proceedings, including the Utah Supreme Court. On March 1, 1902, Layton was legally deemed a farming community with no need for city government, and was officially separated from Kaysville. Layton was unincorporated until 1920, when it officially became a city. The new city was named after Christopher Layton, a prominent businessman, pioneer, LDS Church leader and farmer. Interestingly, Mr. Layton himself never lived within the boundaries of Layton; his home was in Kaysville.

Layton has experienced rapid growth over the last 25 years from an insignificant locality to the largest city in Davis County and Utah's eighth largest city. Hill Air Force Base is the major employer in the City and has played a major role in the City's growth. Layton has grown from 1.7 square miles and 600 residents, when it was first incorporated, to 22.065 square miles and an estimated population of 69,529 in 2007.

Layton City Officials

<u>Elected</u>	<u>Term Expires</u>	<u>City Management</u>	
Mayor		City Manager	Alex R. Jensen
J. Stephen Curtis	12/2009	Assistant City Manager	James S. Mason
		City Attorney	Gary R. Crane
City Council		Community & Economic Development Director	Bill Wright
Michael J. Bouwhuis	12/2009	Finance Director	Steven M. Ashby
Joyce F. Brown	12/2011	Fire Chief	Kevin Ward
Scott Freitag	12/2011	Parks & Recreation Director	David Price
F. Renny Knowlton	12/2011	Police Chief	Terry M. Keefe
Kathy Hyde Smith	12/2009	Public Works Director	Terry R. Coburn

Other Administrative Officials

City Engineer	James Woodruff
City Recorder	Thieda Wellman
City Treasurer	Bryan Steele

Layton City Boards & Commissions

Planning Commission

Ron Stallworth	David Pratt
Sharon Esplin	Blake Hazen
Gerald Gilbert	Kristin Elinkowski
Timothy Pales	Ryan Steventson (Alt.)
	Brent Allen (Alt.)

Parks & Recreation Commission

Joyce Brown	Joni Scoffield
Trace Chatwin	Marty Asay
Becky Wright	
Brigit Gerrard	

Board of Adjustment

Mel Smith	Dallas Buttars
Chad Harwood	David Eliason
Lance D. Shields	Derek E. Lamb

Michael Ostermiller (Alt.)

Historic Preservation Commission

Cecil Barton	Harris Adams
Doneta Gatherum	Wayne Balle
Marge Silvester	Ann Roberts Layton

Departments, Divisions & Functions

The City has eight departments. The City Manager directs the administration and operations of all departments and offices.

Departments/Divisions

Functions

Administration Office:

Mayor, city council, city manager

Community and Economic Development:

Planning, zoning, building, economic development and general development of the City, CDBG (Community Development Block Grant)

Finance:

Treasurer, accounting, investments, utility billing, auditing, reporting; recorder

Fire:

Education, fire protection, prevention, suppression, hazardous materials, EMS (emergency medical services)

Legal:

Civil and criminal prosecution, victim services, ordinance codification, property acquisition

Management Services:

Human resources, risk management, facilities maintenance, information technology, emergency preparedness

Parks & Recreation:

Recreation	Recreation arts, crafts, sports leagues and celebrations
Parks	Construction, maintenance, Christmas decorations
Museum	Museum art and artifacts exhibits
Aquatics	Surf and Swim, small pond, racquetball

Police:

Administration	Chief, administrative services
Patrol	Patrol, traffic enforcement, crime prevention
Support Services	Investigations, records, school crossing guards
Communications	Dispatch, communications and information systems

Public Works:

Streets	Construction, repair, snow removal, signage
Storm Sewer	Construction and repair
Shop	Repair and maintenance of city vehicles and equipment.
Water/Sewer/Refuse	Engineering, water system, sanitary sewer system, refuse collection

Projects for Eagle Scouts and Volunteers

(Please call prior to choosing a project)

Suggestions from the Fire Chief: 336-3940

- Summer: weeds and brush cleared around the fire hydrants.
- Winter: clearing snow around the hydrants; markers attached to assist in locating hydrants in the snow.

Suggestions from Community & Economic Development: 336-3760

- Paint curb addresses.
- Clean up along the creek system.

Suggestions from Management Services: 336-3820

- Clean trash and weeds from City owned property.
- Assist recycling efforts by providing information about recycling at drop off points. Collect newspapers and other recyclable items. Prepare and distribute a flyer with information about recycling.

Suggestions from Parks and Recreation: 336-3900

- Raise money for new birds or improvements.

Suggestions from Public Works: 336-3720

- Roadside clean up. City may provide trash bags and dump cards.

Other Suggestions:

- Contact United Way for other opportunities at 736-8929.

DEPARTMENT FUNCTIONS AND POSITIONS

ADMINISTRATION - 336-3800

The overall mission of the Administration Office is to oversee the day-to-day activities of Layton City government according to the guidelines and policies set forth by the 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. The City is governed by a Council/Manager form of government. The Mayor and Council are responsible for setting City Policy, and the City Manager is responsible for the day-to-day operations. This office is comprised of the Mayor, five City Council Members, City Manager, his Executive Assistant, a special projects advisor and one full-time secretary.

COMMUNITY AND ECONOMIC DEVELOPMENT - 336-3760

The Community and Economic Development Department oversees the management of the growth and building of Layton. Specifically, the department's duties are: to create and administer the City's long range plan (master plan); to administer the zoning ordinances; review all site plans for proposed development; issue building permits and inspect building construction; issue business licenses; economic development; redevelopment; administer the Community Development Block Grant (CDBG) program; historic preservation and rehabilitation programs; and maintain the statistical base for the City. The department services are funded through general taxes, business license fees, building permit fees, planning and development fees and grants.

Planning – Planning is responsible for professionally guiding the development of the City under the direction of the Mayor, Council, and Planning Commission. Planning makes recommendations regarding development standards and processes, including reviewing rezoning requests, site plans, subdivision developments, and the application of architectural standards. The planning process anticipates the future growth of the City and develops plans that will create logical land use relationships and the services necessary to support the growth. It is Planning's objective to create standards that will ensure top quality architectural design, along with appropriate landscaping and signage.

Building – The Building Division is responsible for the interpretation and enforcement of the model building codes for Layton City. The division is authorized and directed to enforce the provisions of the model codes as well as propose policies and procedures in order to clarify the application of the codes. The division receives applications, reviews construction documents, issues permits and inspects buildings and structures within the City for compliance.

Code Enforcement – A portion of the Code Enforcement duties are handled through Community and Economic Development where staff works closely with the Police and Fire Departments to see that all properties are in compliance with the zoning and sign ordinances. Enforcement responsibilities include sign permits and sign compliance, landscaping requirements, day care and preschool inspections, fencing violations, accessory apartment issues, and animal regulations as they pertain to zoning.

Business Licensing – Business Licensing regulates commercial businesses and home occupations. Through the business licensing process, Layton City ensures that health, zoning, fire, and building codes are met by all who operate businesses in the community. The City also monitors business practices in an effort to make sure businesses are operating in an honest and fair manner to protect the public and the business community in general.

Economic Development/Redevelopment/CDBG – Economic Development is responsible for finding and locating new businesses in the City. Economic Development also oversees the redevelopment of the "Old Towne" area. Both of these programs help establish a healthy tax base for the community. Through Federal Community Development Block Grants (CDBG), Layton City supports many non-profit agencies that serve the community. Examples of those agencies are: Family Connection Center, The Road Home, Coalition Against Violence, Community Action Council, and the Davis Arts Council. Through the CDBG funds, a program was established to construct affordable housing for low and moderate-income families. The block grant funds are also used to construct

various public works projects and for the construction and replacement of sidewalks in qualified areas throughout the City.

Boards and Committees – Community and Economic Development also support various volunteer committees. These committees are established to involve citizens in overseeing land use decisions, executing the general land use plan (master plan), and creating a better city for residents and businesses. These committees include: the Planning Commission, Board of Adjustment, Historic Preservation Committee, Design Review Committee and various temporary committees that provide input on the master plan and other special projects.

FINANCE - 336-3860

The Finance Department manages the City's financial resources and services including accounting, financial reporting, budgeting, payroll, accounts payable, treasury, utility billing, banking and investments. In addition to these traditional functions, it also includes the City Recorder functions, which include city council minutes, resolution and ordinance files, and elections. It also includes management of the garbage collection service. The department is staffed by 13 people: a Finance Director, a City Treasurer, 4½ utility clerks, a City Recorder, 2 accountants, 1½ accounting clerks, and a computer specialist. The annual department budget for 2006-2007 is \$3,701,319.

FIRE - 336-3940

Layton City residents and visitors are served by one of the most highly trained and well-equipped fire departments in the State of Utah. The mission of the Layton City Fire Department is to provide programs of quality life safety education, fire protection services, hazardous materials incident mitigation, and comprehensive emergency medical services for citizens and guests with 100 percent customer satisfaction.

Fire and Life Safety Education Program and Code Enforcement: This full service education system includes a comprehensive school safety program, child safety seat inspections, Community Emergency Response Team (CERT) training, plan reviews, code enforcement, and investigation services. The department is planning to expand the volunteer cadre through the creation of a Fire Corp organization. Recently a Federal grant was awarded to further enhance the school program and provide 6,000 smoke detectors to the elderly and low to moderate-income homes. The Fire Prevention Bureau, which oversees this program, is staffed by a Fire Marshal and two inspectors, one full-time and one part-time. Several part-time firefighters regularly work with the school program, which is supervised by a career firefighter.

Emergency Response: With three strategically located fire stations, emergency response is provided to a wide variety of incidents. Stations are staffed 24 hours a day, seven days a week. Each shift is directed by a duty Battalion Chief. There are five full-time and one part-time personnel assigned to administration at Fire Station 51. All 42 full-time and 36 part-time operations personnel are cross-trained and State certified for medical response. Recently, the Fire Department was recognized as the first fire department in the State of Utah to achieve 'Gold' recognition in all of the Utah Fire Rescue Academy State Certifications. This was achieved by having over 90 percent of all personnel certified as Firefighter I & II, Wildland Firefighter I, Hazardous Materials Awareness & Operations Level, Apparatus Driver Operator, and Fire Officer I. Eighteen personnel are trained to the Hazardous Materials Technician Level. The Fire Department functions as the lead agency for hazardous materials response in Northern Davis County and may be deployed throughout State Region 1 to aid in the mitigation of emergencies. An administrative Battalion Chief is assigned to direct the department training activities, to include annual OSHA mandated classes and required medical continuing education. The department also has a volunteer Fire Chaplain on-call 24/7. The Chaplain is available for crisis intervention response to assist the community as well as attending to the needs of department members.

Emergency Medical Services: Of the approximately 4,300 incidents the fire department responds to, nearly 80 percent are requests for medical services. Both basic and advanced life support responses are provided. Fire Station 52 and 53 each house a paramedic engine company. Each station houses a basic life support ambulance. State license permits medical transportation service to South Weber City and portions of Hill Air Force Base. Transfer services from Davis Hospital to other facilities are also provided. Annually, the Fire Department receives \$500,000 from Davis County for participation in the paramedic program to help offset costs of the service. The ambulance response is a 'fee for service' program, with rates established by the Bureau of Emergency Medical Services. It is operated as an 'enterprise' fund to allow for direct funding to the department for equipment and expenses.

Apparatus: The fire department has a total of six Type-1 engines, one ladder truck, six ambulances, one Type-3 brush engine, two Type-6 brush engines and several staff vehicles and specialized response equipment. The ladder truck is a 100' mid-mount tower ladder built by the Seagrave Corporation. American LaFrance primarily builds the engines. The Horton Corporation makes all the ambulances.

Mutual and Automatic Aid: The Fire Department has mutual aid with all departments in Davis County and will be adopting the statewide mutual aid agreement when completed. The department also has a cooperative agreement with Utah State Forestry, Fire and State Land to assist in the suppression of catastrophic wildfires out of the City's jurisdiction. These not only include engine and single resource responses, but also calls for the deployment of a hand crew squad for use within Northern Utah. Automatic aid is in the process of adoption with the North Davis Fire District.

The Future: A comprehensive Capital Facilities Plan was recently adopted, providing for the future construction of three additional fire stations and a training facility. Additionally, Public Safety Impact Fees were adopted to aid in the fiscal impact of these needed facilities. A federal grant was recently awarded to aid in the reconstruction and seismic retrofit of Fire Station 53. With the 2005 FEMA 'Assistance to Firefighters' grant awarded, the fire department has placed mobile computer terminals with 'mobile mapping' in all the apparatus to enhance response capabilities and reduce response time and the potential for dispatching errors. A response time for apparatus in the station's 'first-due' is desired to be within four minutes or less 90 percent of the time.

Summary

With an overall per capita cost of approximately \$70, the Fire Department has distinguished itself as one of the most highly efficient, cost effective fire organizations in the State of Utah. Typical per capita costs of fire and emergency medical services for both larger and smaller cities within the Wasatch Front are considerably higher.

LEGAL - 336-3590

The mission of the Legal Department is to provide proactive legal services to a rapidly growing city, with the primary objective of protecting the City and its citizens from the significant costs of legal entanglements. The department employs four attorneys, a victim's advocate, two full-time and one part-time support staff. The yearly budget is \$702,122. The Legal Department provides legal counsel to all departments in the City on all City matters. One full time attorney and a second attorney, on a part time basis, work to provide criminal prosecution for the City. Two attorneys work on civil matters with a third working part time on acquiring property for roads, parks and utility right of way.

The Legal Department is also responsible for the prosecution of criminal cases and rendering critical advice to City police officers in the discharge of their responsibilities. An important focus of this task is to protect the rights of the victims of crimes and provide services for their recovery. The office processed approximately 3,000 cases last year. With an increasing number of cases involving domestic violence, alcohol and crimes involving children, the victim's advocate and the volunteers that assisted her, remained very busy.

The victim services program provides assistance, information and resource referral to the community, free of charge. Citizens are able to file a protective order or civil stalking injunction with the court and have an advocate assist throughout the process. If the citizen cannot afford an attorney for the hearing, one will be provided on a pro bono basis. Assistance in locating and accessing legal information, financial support services, emergency food supplies, counseling options, informative literature about abuse, health care options, child support information, etc. are all services provided through this program.

As Layton City grows, there is a need for legal assistance in every service or activity that the City provides. Whether it is drafting a contract, ordinance, resolution or negotiation for the purchase of property, there is a demand for effective legal counsel.

The Legal Department also supports the City's nationally recognized Youth Court. There is active involvement with the Davis School District's mock trial program, the Schools to Career program and the Citizens Police Academy. An investment in the youth of this community will guarantee an excellent return of responsible citizens in the future.

MANAGEMENT SERVICES - 336-3820

The Management Services Department's current budget is \$1,794,639 and includes 15 full-time and 9 part-time employees who provide services directly to the citizens and to other City departments in five functional areas: human resources, risk management, information technology, facilities maintenance and emergency planning. The Assistant City Manager functions as the Management Services Director and oversees all department operations and budgets. He directly supervises the Human Resources Officer, the Risk Management Analyst, the Information Technology Manager and the Facilities Maintenance Supervisor.

The **Human Resource Division** administers personnel policy development and implementation, the hiring process, benefits administration, job evaluations, performance evaluations, salary surveys, compensation management, and handling a variety of employment related issues. The human resource division is staffed by the HR Officer, HR analyst, a shared secretary and the Management Services Director.

The **Risk Management Division** promotes safety and loss control, tracks and reviews all damage to City property, claims, occurrences, vehicle accidents and employee injuries. This division develops and implements risk management policies and coordinates employee training on general high-risk activities. Risk Management acquires and maintains appropriate insurance policies, and handles most liability claims. A Risk Management Analyst, a shared secretary and the Management Services Director staff the risk management division. The Management Services Director chairs the City's safety/claims committee and accident review board.

The **Information Technology Division** is responsible for the acquisition, installation, maintenance, support and training of the City's computer hardware and software, network administration, software and web page development, and the City's telephone and radio systems. Responsibilities also include round the clock support of public safety dispatch and mobile computing applications. The IT Manager, Local Area Network Administrator, two programmers and two PC technicians staff the information technology division.

The **Facilities Maintenance Division** is responsible for preventive maintenance, repair and upkeep, improvement, remodeling and security of City buildings. City buildings include the Layton City Center, lower level of the Justice Center, parks and recreation building and pools, community center, museum, public works shop, and three fire stations. The Facilities Maintenance Manager, one and a half facilities maintenance technicians, the Custodian Supervisor and six custodians staff the facilities maintenance division.

The **Emergency Planning Division** facilitates updating and exercising the City's emergency operations plan. This includes arranging periodic coordination meetings and plan exercises with the City Manager and department directors to evaluate and make regular improvements to the plan. The division also coordinates and communicates emergency planning and preparedness information, including CERT training opportunities, to citizens through volunteer district, area and neighborhood coordinators and other interested citizens on the fourth Tuesday of the month at 6:30 pm in the Layton City Center. The Risk Management Analyst, a shared secretary, and the Management Services Director staff the emergency planning division.

PARKS & RECREATION - 336-3900

The mission of this department is to serve the citizens of Layton by providing a variety of enjoyable, attractive, accessible and safe leisure opportunities. Layton City Parks and Recreation Department operates four divisions of service: parks, recreation, aquatics and the museum. The department staff is well trained and dedicated to the mission of providing a variety of enjoyable, attractive, accessible and safe leisure opportunities, which enhance the quality of life for the citizens of Layton. The department accounts for 7.38 percent of the total Layton City budget. In order to help keep taxes down, the department charges user fees and impact fees to those who use or impact programs and parks the most.

Parks Division: Layton has developed and maintains 12 parks and trail corridors on 300 acres of land with 7 miles of paved trails. The General Plan calls for a park within $\frac{3}{4}$ mile of every residence. New acreage is acquired with park impact fees or land in lieu of fees from developers. Four city parks have been constructed since 1997: Ellison Sports and Community Park, Chelsie Meadows Park, Woodward Park, and Sand Ridge Park. Upgrades and improvements have been performed at all other parks. A world-class skateboard and biking structure was added to Ellison Park in 2003. In order to help prevent flooding caused by major storms, all new parks and most of the older

parks have been developed to function as storm water detention basins. The basins hold water for a short time when the storm drains are pushed past their capacities.

Twenty-six full-time equivalent employees maintain these parks as well as trails, nature areas, and several street park strips. This includes weekly mowing, edging, weeding, clean up and trash removal, irrigation and maintenance systems, greenhouse operation and maintenance of trees. Park buildings, pavilions, vehicles and equipment are maintained by the parks staff, as are the grounds of other City buildings and the amphitheater.

Recreation Division: Sports programming for youth is conducted in baseball, softball, t-ball, basketball, football, volleyball, track, wrestling and tennis. Some sports programs are also offered for adults. These programs are supported by fees charged to those who participate. The Family Recreation program meets monthly with various fun activities designed for family participation. The Summers Cool playground program is operated in eight different parks.

The recreation division coordinates with the Davis Arts Council in programming the Ed Kenley Centennial Amphitheater and provides the sound and light technical support for most performances. The Layton Main Street Community Band performs in the Layton Liberty Days parade. This division also organizes Liberty Days and July 24th festivities. A new performance group, Layton Performance Ensemble, joined the action with a drum line, color guard, and brass in 2006.

Aquatics: Layton City operates a year-round 500,000 gallon wave pool and a smaller traditional pool. The City paid off the pool construction debt in 1997 to save money on interest payments. The complex houses shower and dressing rooms, racquetball courts, sauna and steam rooms. A wide variety of aquatic, recreation and fitness programs are offered. Pool facilities are exchanged for gym space in the local schools for our sports programs.

The Heritage Museum is funded for a full-time curator and for building operation and maintenance. Other support and funding come from donations and grants. The museum is open at no charge to the public Tuesday through Friday from 11:00 a.m. to 6:00 p.m., Saturday from 1:00 p.m. to 5:00 p.m. The building was expanded in 1998 to include restrooms for the attached amphitheater, a new lobby entrance and additional exhibit space. The City and a grant from the State of Utah funded this project. The expansion project increased the museum's floor space by 40 percent, bringing the total capacity of the museum to approximately 7,200 square feet. The museum has become an object of community pride and a center for heritage, arts, and cultural education by offering the citizens a recognizable snapshot of the area's past and how that past has contributed to the development and success of modern urban life.

The Heritage Museum is supported and in some cases staffed by a wide range of community volunteers and docents. Hundreds of volunteer hours are logged each year, and many volunteers offer advice and willingly lend their expertise to the development of museum displays. Without this enthusiastic volunteer support, the museum would not be able to function as effectively as it does.

POLICE - 497-8300

The mission statement of the 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.

The Police Department is organized into three Divisions; Patrol, Support Services, and Administration. There are seventy-six sworn police officers, three sworn code enforcement officers, twenty-three civilian employees, and twenty-seven part-time crossing guards

The **Patrol Division** is the largest Division in the Department and has fifty-two Police Officers and three Code Enforcement Officers assigned to it. One lieutenant and eight sergeants oversee the activities of the patrol, traffic, and code enforcement officers. Patrol officers respond to most calls for service from the community. Traffic Officers handled most of the traffic related incidents occurring in the City. The Code Enforcement Officers work in the neighborhoods and business district enforcing various municipal codes that deal with keeping the City clean. Crossing Guards are assigned to major streets or hazardous crossings to assist children going to or coming from school

The **Support Service Division** is the second largest Division in the Department. The Detective Squad, Metro Narcotics Task Force, School Resource Unit, Crime Scene Investigation Unit, and Evidence Unit are in this Division. Two Lieutenants, three Sergeants, sixteen sworn Officers, one Forensic Specialist and one Evidence Technician are assigned to this Division. This Division is where cases are referred to by patrol officers for additional investigative work, when forensic work is needed on a case, and where narcotics investigations are coordinated. The School Resource Officer Unit allows the Department to have detectives assigned to both High Schools and both Junior High Schools. The DARE program is also part of the SRO Unit.

The 911 Communications Center and the Records Unit are also part of the Support Services Division. A civilian supervisor manages the Communications Center and there are 13 dispatchers working in the Center. All emergency calls for police, fire or EMS services are received in the Communications Center. The Center handles over 119,000 telephone calls per year. More than 55,000 Police incidents and 4,000 Fire/EMS (Emergency Medical Service) calls are handled by the Center per year. The Records Unit has 4 clerks and 3 transcriptionists who are supervised by a civilian manager. Approximately 20,000 reports are processed in the Unit during the year. Additionally, background checks and other business related activities are handled by the Records Unit.

The **Administration Division** is the smallest Division in the Department. The Chief, Assistant Chief, Administrative Sergeant, and two Executive Secretaries are assigned to this Division. Internal Affairs, training, budget, planning, grants, and other administrative responsibilities and duties are handled here. The Chief reviews citizen complaints regarding official misconduct against Department employees after a thorough investigation by supervisors.

PUBLIC WORKS - 336-3720

The purpose 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. The Public Works Department is committed to seeing that essential services are provided to residents with the highest level of quality and cost-effectiveness.

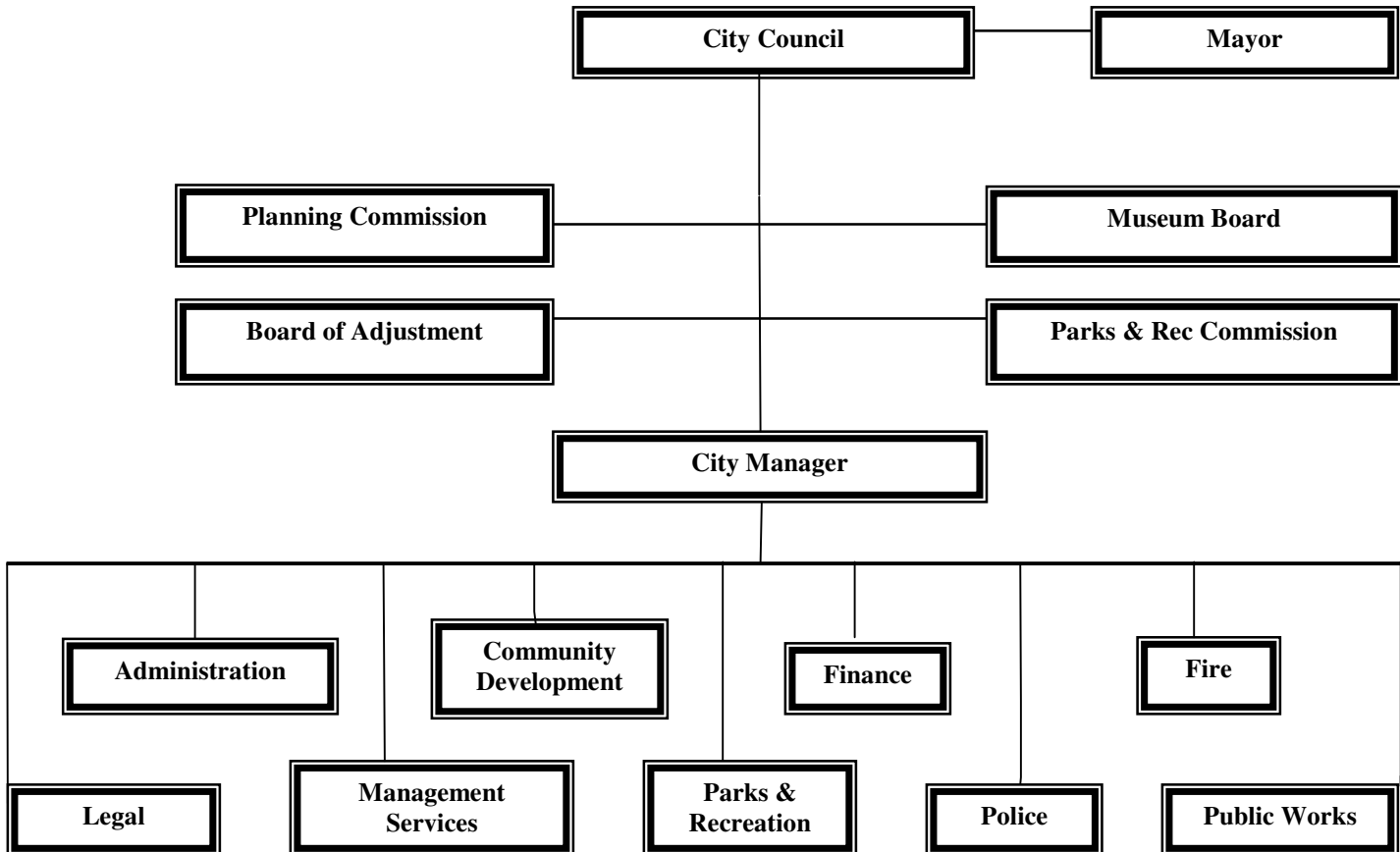
Services Provided: The Public Works Department is comprised of the Streets Division, Water and Sewer Divisions, and the Shops Division. Also included in the Public Works Department are the City Engineer and staff, and the Public Works Inspectors. With the increasing size and rapid growth of Layton City, it is essential that the Public Works Department meet the needs of its citizenry. In order to meet those future needs, the Department has established goals and projects to accomplish.

The major goal of the Water Division is to provide an adequate and potable water supply and distribution system throughout the City, now and in the future. The major goal of the Streets Division is to provide safe roads to use while traveling through communities by planning, building and maintaining the roads and related sub-systems. The Shops Division maintains the City's vehicles and equipment fleet in the best condition possible.

The Layton City Engineering Department reviews and approves all sub-division dedication plats, construction drawings, cost estimates, property reports and escrow accounts to ensure conformity with City ordinances and construction standards. The Engineering Department also plans, designs (including drafting and field work), and administrates Public Works capital improvement projects, and supervises consulting contracted services.

Effective Use of Funds: Several different Public Works projects are being constructed throughout the City. These projects include road reconstructions, new water reservoirs, expanding the storm drain system, constructing new detention ponds, installing water lines, additional traffic signals, etc., to enhance infrastructure and improve quality of life. In addition to these projects, this past year the Streets Division began a street sign program that installs larger, more visible signs that contain both street names and the corresponding coordinates, which makes it easier to get around the City. The Water Division has been replacing old meters with new ones that can be read by radio frequency. The new meters also have an added feature of leak detection, which in turn helps the meter readers find problems while they are still small.

Layton City Organizational Chart



Summary

The greatest challenge for elected officials and City management is to allocate City resources to the services and programs most important to the community. This is difficult because everyone in the community views needs differently, and therefore, solutions differently.

Each citizen or businessperson has a different perspective on how taxes should be imposed, how they should be spent, and what result should come from them. Generally, all want the lowest taxes possible while maintaining the highest service level. It is a delicate balancing act.

Layton City has emerged from a small rural community into one of the larger suburban areas of the State. This has caused many things to change. Citizens and the community at large can help by giving informed suggestions and by trying to understand the challenges faced by their elected leaders.

Through work in earning the Citizenship in the Community merit badge, scouts will learn much about Layton City. To learn more about the City, scouts may attend City Council meetings, which are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers at the Layton City Center Building, located at 437 North Wasatch Drive, or visit the Heritage Museum to learn about the community's history.

Thank you for your interest in Layton City.