February 28, 2020

Mayor and Council:

Attached for your information and review is the eleventh comprehensive annual report that includes statistical and other pertinent information, accomplishments, etc. for the various departments for calendar year 2019.

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 Administration Department

2019 Annual Report

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Administration Department

2019 Organizational Chart

City Manager

- City Recorder
  - Deputy Recorder
- Executive Assistant
  - Secretary III
    - News Specialist
      - LPT (1)
    - Limited Part-Time Secretaries (1)
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, and Administrative Assistant.

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.

RECORER

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

During the past 12 months, the Recorder’s office processed 129 GRAMA requests. This is an increase of 29 GRAMA requests from 2018. In 2017, 107 requests were received. In 2016, 61 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. Three of the requests received were quite complex and involved Staff from multiple departments and documents from previous years, which involved significant time from Staff members. 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 increased significantly from previous years. In 2019, the City Recorder typed 304 pages of minutes (146,344 words) from 61 meetings. In 2018, the City Recorder typed 213 pages of minutes (99,413 words) from 47 meetings. In 2017, the City Recorder typed 272 pages of minutes (124,769 words) from 56 meetings. In 2016, the City Recorder typed 288 pages of minutes (136,390 words) from 58 meetings. This does not include minutes for RDA and MBA meetings held.

Some of the 2019 meetings were very lengthy as the City Council approved a comprehensive update to the General Plan and proceeded through the Truth in Taxation process to increase the Certified Tax Rate for the purpose of constructing and operating Fire Station 4.
The Recorder’s office utilizes a digital recording system, which makes transcription more efficient and copies of digital recordings are posted on Layton City’s website.

### Travel Plans and Forms

The City Recorder is the travel coordinator for the City and processes all travel forms for City employees. In the 2019 calendar year, 167 travel forms were processed and 12 airline tickets were purchased. In 2018, 153 travel forms were processed and 23 airline tickets were purchased. In 2017, 174 travel forms were processed and 9 airline tickets were purchased. In 2016, 177 travel forms were processed and 30 airline tickets were purchased.

### Elections

The City Recorder is the Election Officer for the City and handles all aspects of the Municipal Elections. The 2019 election was a by-mail Election administered by Davis County. The election participation rate was 28.16% for the Primary Election and 35.88% for the General Election; both elections experienced an overall increase in voting percentages.

As a result of the mid-term Mayor being elected for County Commissioner, a vacancy was created and an appointment process took place. One Councilmember was selected for Mayor thus creating an empty Councilmember seat. The same appointment process took place again where the Councilmembers selected a new Councilmember, both Mayor and Councilmember seat terms are until December 31, 2021.

### 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 2019, there was a total of 604 web feedbacks. There were a total of 600 web feedbacks received in 2018 a decrease from 2017 where 641 were received. In 2016, 793 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 2019, 40 suggestions were received, this was an increase from 2018 where 30 suggestions were received. In 2017, 39 suggestions were received. The total suggestions received in 2016 were 25.

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 2019, 29,741 letters and bills were mailed out, this was a significant decrease from 2018 where 41,793 letters and bills were mailed out. In 2017, 34,337 letters and bills were mailed out. In 2016, 29,973 pieces of mail were sent out. Each department also receives mail. The mail delivered to Layton City each day is not considered in these numbers.
COMMUNITY and ECONOMIC DEVELOPMENT
Layton City Community and Economic Development Department

2019 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. It is my pleasure to provide a snapshot of the City’s overall progress in land planning, development, redevelopment, and business license activities.

In 2019, Layton City continued with a vibrant housing market and a steady expansion of our business market. The City experienced the “bottom of the curve” in housing development with 93 single-family units in 2008 and has now escalated to 350 single-family units and 270 multi-family units in 2019. Presently, the City has over 700 single-family residential subdivided lots ready for development. Land developers continue to invest within Layton, transforming vacant land into neighborhoods. The increased absorption of lots and new housing construction is primarily due to confidence in homeownership, low interest rates, Layton’s quality of life experiences, and Layton’s location advantages.

Much has been accomplished in the redevelopment of Layton’s Historic Downtown. The 156 unit Kays Crossing apartments has been very successful, supporting the adjacent UTA Frontrunner and interest has sparked throughout the surrounding properties for redevelopment. The Utah Department of Environmental Quality (DEQ) issued a No Further Action (NFA) letter for the remaining Randall property in January, the remaining land is now under one ownership and the landowner has signed a letter of intent with a well-known Utah developer. Intermountain Health Care completed construction of the Intermountain Layton Hospital along Layton Parkway in October, 2018 which has continued to spur interest in growth and development by related uses near the Historic Downtown Area.

When we speak of Layton, we speak of “billions”. The regional market strength of Layton continues to bring reinvestment and new retail/restaurant/office tenants. Layton contributes $1.65 billion worth of total taxable sales activity, the second largest market City north of Salt Lake City and tenth in the State of Utah. The largest RC Willey home improvement store built to-date began construction in 2019 and is expected to open in the late spring of 2020. The Midtown Crossing, a new bridge over I-15 connecting the Layton Hills Mall with the Main Street Retail Centers has been a success with many choosing to use the new route. The bedding down and arrival of the full F-35 squadrons at HAFB and Northrop Grumman’s acquisition of the Ground Based Strategic Deterrent (GBSD) contract strengthens the Base’s future success and economic infusion to Layton City. KIHOMAC and JANICKI are in full operation of their manufacturing facilities in the East Gate Business Park. WesTest opened their 28,000 sq. ft. headquarter facility in September, bringing RANTEC along with them from Southern California, which will help attract additional aerospace and high tech jobs to Layton.

The department Staff 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 the 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 be progressive in its economic development, land planning, and marketing of our City. The local economy remained strong and vibrant in 2019. The future of our City is even brighter with excellent economic development and neighborhood development opportunities. Layton City is an excellent community.

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

2019 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
- Historic Preservation

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 AND 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’s residential growth. as was the case throughout Utah, slowed substantially in 2008, but has continued to rebound each year with a significant increase in both single-family permits and multi-family permits. The City’s population for the 2010 Census was 67,311. The 2019 estimated population is 78,278. These growth rates require excellent, proactive urban planning and fiscal management to provide the needed and desired services and community quality experience to the citizens.

Layton continues to attract people because of the proximity to major employment centers such as Hill Air Force Base, Layton Industrial Park, East Gate Business Park and the Freeport Center. Layton also offers amenities that attract people and businesses. The City is in close proximity to a broad range of urban services including community and regional scale shopping and medical facilities. The City is also well located for access to various recreational opportunities. Layton offers a broad range of housing types combined with a high quality of living. These characteristics have attracted many people who want to live in a beautiful suburban community with access to larger urban centers. Layton City is making advances in creating a local job base of family sustaining jobs.

Layton continues to advance with steady residential and commercial growth. The City is approximately 78% built out. Layton City remains a leader in combined value of residential and commercial construction. In the past decade (2009–2019), $1.1 billion of construction value was completed within Layton. In 2019, there was an additional $172 million total construction value added to the City, 21% higher than the previous year. In 2019, the City experienced an increase in the single-family market with 350 single-family permits and 270 units in townhome and multi-family projects. There continues to be a strong market demand for Class A apartments and townhome/condos. In 2019, Layton had 122 new commercial business licenses approved, and 181 home occupation licenses approved.

Midtown Crossing completed construction. The City was able to acquire $22 million from the State of Utah to construct a new flyover connecting Main Street to North Hill Field Road over Interstate 15. The bridge connects the two most significant retail centers in Layton, the Layton Hills Mall and the Main Street retail centers. The project was completed in late June, 2018, is well used, and has been an overall success.

In the Economic Development arena, business licenses increased in both the Commercial and Home Occupation categories. Several new businesses opened in Layton in 2019 or began construction, including: Intermountain Layton Hospital, RC Willey, Calvary Logistics, and WesTest Engineering, an aerospace electronic testing supplier who brought with them RANTEC, another military electronics company and owned by the same parent company in southern California. Ogden Clinic opened a new office in the Hospital in December, 2019. A new RC Willey home furnishings store, the largest RC Willey building ever constructed, broke ground in late December 2018 and is projected to open in the late spring of 2020. UTOPIA continues to provide an economic advantage for Layton and has completed its infrastructure and access throughout the entire City for both business and residents. Hill Air Force Base announced plans to add several thousand new employees to support their mission and operations, and Northrop Grumman announced 3,000 new jobs and a new facility to be constructed at Falcon Hill to support the new GBSD missile program. In addition, HAFB completed the bedding down of all seventy-eight F35-A Lightning II fighter planes. The expansion at HAFB and supporting industries will add substantial economic growth to the region including Layton.

Efficiencies in Processes and Business Practices initiated by the City Manager’s Efficiency Committee review:

- Online submittal of Business Licenses - New applications and automated entries
- Home Occupation Business Inspections - Email home occupation business licenses
- Continued Staff training to use new technology for visual representation of CED projects
- Increased the use of BMI data base system of scanned plans and permit applications
- Implemented “My City Inspector” online building permit processing software
- Use of Web-based surveys for the General Plan update, entitled Layton Forward
The review and management of growth falls mainly on the shoulders of the Community and Economic Development Department. The following charts and graphs give a historical perspective of the workload handled by CED.

**Expenditures**

![Community & Economic Development Expenditures Graph]

**Activity Report**

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Total Dwelling Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Family</td>
<td>287</td>
<td>214</td>
<td>176</td>
<td>776</td>
<td>554</td>
<td>449</td>
<td>454</td>
<td>333</td>
<td>289</td>
<td>461</td>
<td>620</td>
</tr>
<tr>
<td>Townhome</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>350</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>138</td>
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<td>Assisted Living Units</td>
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<td>16</td>
<td>0</td>
<td>88</td>
<td>0</td>
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<tr>
<td>Commercial/MF Site Plans</td>
<td>12</td>
<td>9</td>
<td>19</td>
<td>25</td>
<td>20</td>
<td>18</td>
<td>19</td>
<td>12</td>
<td>19</td>
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<td>28</td>
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<tr>
<td>Conditional Use Permits</td>
<td>36</td>
<td>45</td>
<td>35</td>
<td>34</td>
<td>15</td>
<td>24</td>
<td>18</td>
<td>17</td>
<td>13</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Final Subs / Lots</td>
<td>4/73</td>
<td>3/58</td>
<td>6/158</td>
<td>12/226</td>
<td>18/414</td>
<td>13/211</td>
<td>14/203</td>
<td>17/236</td>
<td>17/362</td>
<td>33/569</td>
<td>38/921</td>
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<tr>
<td>Total Bldg Permits</td>
<td>885</td>
<td>828</td>
<td>940</td>
<td>1,445</td>
<td>995</td>
<td>928</td>
<td>1,172</td>
<td>1,515</td>
<td>1,386</td>
<td>1,445</td>
<td>1,858</td>
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<tr>
<td>New Commercial Permits</td>
<td>33</td>
<td>36</td>
<td>37</td>
<td>46</td>
<td>44</td>
<td>39</td>
<td>46</td>
<td>35</td>
<td>43</td>
<td>40</td>
<td>38</td>
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<tr>
<td>Rezones</td>
<td>7</td>
<td>11</td>
<td>17</td>
<td>10</td>
<td>11</td>
<td>8</td>
<td>22</td>
<td>25</td>
<td>24</td>
<td>15</td>
<td>12</td>
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<td>Annexations</td>
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<td>0</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>0</td>
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<tr>
<td>Building Inspections</td>
<td>5,081</td>
<td>5,819</td>
<td>5,070</td>
<td>8,790</td>
<td>8,526</td>
<td>7,324</td>
<td>7,420</td>
<td>9,203</td>
<td>7,433</td>
<td>9,241</td>
<td>10,311</td>
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<td>Board of Adjustment Cases/ Land Use Appeal Authority</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
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<td>2</td>
<td>0</td>
<td>0</td>
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<td>Code Compliance Actions</td>
<td>6,323</td>
<td>5,472</td>
<td>5,011</td>
<td>6,953</td>
<td>7,231</td>
<td>1,255</td>
<td>1,998</td>
<td>1,963</td>
<td>1,009</td>
<td>828</td>
<td>434</td>
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<tr>
<td>Miscellaneous (Total)</td>
<td>17</td>
<td>12</td>
<td>30</td>
<td>48</td>
<td>22</td>
<td>31</td>
<td>26</td>
<td>25</td>
<td>13</td>
<td>12</td>
<td>21</td>
</tr>
</tbody>
</table>

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.
HOUSING AND POPULATION DATA

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Persons per Household</th>
<th>2019 Estimated Housing Units</th>
<th>2019 Population Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Family</td>
<td>3.19</td>
<td>19,040</td>
<td>60,738</td>
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<tr>
<td>Multi-Family</td>
<td>2.72</td>
<td>5,566</td>
<td>15,140</td>
</tr>
<tr>
<td>Mobile Homes</td>
<td>1.5</td>
<td>1,600</td>
<td>2,400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>26,206</strong></td>
<td><strong>78,278</strong></td>
</tr>
</tbody>
</table>

Estimates based on 2010 Census and Layton City building permit data.
BUILDING ACTIVITY

<table>
<thead>
<tr>
<th>Year</th>
<th>New Single-Family</th>
<th>New Multi-Family</th>
<th>Commercial Permits</th>
<th>Total Value of Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>93</td>
<td>4/28</td>
<td>43</td>
<td>$27,305,939</td>
</tr>
<tr>
<td>2009</td>
<td>105</td>
<td>15/82</td>
<td>33</td>
<td>$48,993,607</td>
</tr>
<tr>
<td>2010</td>
<td>149</td>
<td>8/65</td>
<td>36</td>
<td>$65,249,235</td>
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<tr>
<td>2011</td>
<td>159</td>
<td>4/17</td>
<td>37</td>
<td>$60,038,486</td>
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<td>2012</td>
<td>265</td>
<td>34/510</td>
<td>46</td>
<td>$105,710,167</td>
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<tr>
<td>2013</td>
<td>288</td>
<td>13/266</td>
<td>44</td>
<td>$106,245,960</td>
</tr>
<tr>
<td>2014</td>
<td>257</td>
<td>8/192</td>
<td>39</td>
<td>$90,582,716</td>
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<tr>
<td>2015</td>
<td>263</td>
<td>37/191</td>
<td>46</td>
<td>$119,315,434</td>
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<tr>
<td>2016</td>
<td>242</td>
<td>16/91</td>
<td>35</td>
<td>$222,255,254</td>
</tr>
<tr>
<td>2017</td>
<td>224</td>
<td>18/65</td>
<td>43</td>
<td>$118,150,350</td>
</tr>
<tr>
<td>2018</td>
<td>287</td>
<td>39/174</td>
<td>40</td>
<td>$142,159,225</td>
</tr>
<tr>
<td>2019</td>
<td>390</td>
<td>21/118</td>
<td>38</td>
<td>$172,000,371</td>
</tr>
</tbody>
</table>

LAYTON FORWARD - GENERAL PLAN UPDATE AND ZONING CODE AMENDMENTS

After an extensive General Plan update process that started in 2017, the Layton Forward General Plan Update was adopted by the City Council on September 5, 2019. The General Plan builds on the 2015-2016 Layton Vision (Layton Envisioned) process, with around 2,000 members of the community that participated in shaping the future of Layton. The Planning Commission and City Council engaged in joint work meetings to refine the draft plan, with a particular focus on Chapter 6 - Neighborhoods with Variety and Amenities. This section of the Plan provides recommendations for updating the Planned Residential Unit Development (PRUD) ordinance, to place greater emphasis on the quality and accessibility of common open space acres with high-quality recreational facilities and landscaping. The updated plan addresses housing, parks and open space, shopping, and places to work to meet future needs.

One of the adopted General Plan elements meets the State Code requirement (under 10-9a-403(2)) for a moderate income housing plan. This plan element requires that municipalities provide a reasonable opportunity for a variety of housing, including moderate-income housing to meet the needs of people desiring to live in the community, and to allow persons with moderate incomes to benefit from and fully participate in all aspects of neighborhood and community life.
Layton Forward provides policy guidance for land rezoning, private development decisions, and prioritization of public roads, transit, parks and trail improvements, as well as potential public/private partnership opportunities. It also serves as a land use framework to address diverse needs, interests, and opportunities for community members, including existing and future residents, business owners, and stakeholders.

In fulfillment of key General Plan recommendations, the City Council adopted a comprehensive update of the PRUD ordinance, as well as the C-TH (Condominium / Townhouse) Ordinance within a few months of the Plan adoption. These zoning code updates provide improved development design standards that are consistent with public preferences shared throughout the General Plan update process.

Layton City was awarded a $384,641 grant from the Office of Economic Adjustment under the Secretary of State, Department of Defense, for a Hill Air Force Base Compatible Use Plan. The plan is a multi-jurisdictional long range plan and planning process that incorporates 11 surrounding or effected cities and 3 counties, along with many additional community and regional stakeholders. A 10% match is required and will be shared among the 11 cities, 3 counties, and Utah Defense Alliance who offered $5,000 toward the local match. In December 2019, following a lengthy Request for Proposals (RFP) process, Layton City approved a contract with Matrix Design Group to develop this plan and complete this task. The purpose of the Compatible Use Plan is to identify any and all potential risks to the long range operations of Hill Air Force Base and mitigate those risks through careful planning and growth strategies in all aspects of community growth. The Plan will specifically address seven topics, including; land use, transportation, airspace, infrastructure, security, economic development, and environment. Each participating community will receive a final plan with implementation strategies to help accomplish the recommendations resulting from the 18-24 month process.
ECONOMIC DEVELOPMENT DIVISION DASHBOARD

MAJOR TRANSACTIONS

- WesTest completed the construction of their $5 million headquarter facility in the East Gate Business Park, bringing with them RANTEC from Southern California.
- Calvary Logistics, a family owned transportation Brokerage Company headquartered in Tennessee, expanded in Layton City to manage the Western U.S. and is projecting 200 employees over the next 5 years.
- Compatible Use Plan with Hill Air Force Base and Department of Defense initiated and consultant approved.

POLICY/PROCEDURE MODIFICATIONS

- Updated Pet Services Conditional Use Ordinance.

OTHER ITEMS OF NOTE

- Member of new committee, formed to develop regional business attraction and retention resources for northern Utah. The group is working closely with the newly formed Northern Utah Economic Alliance to leverage support and avoid duplication of efforts.
- Participated in NAIOPOLY, an event with the National Association of Industrial and Office Parks where CED designed and manned a booth to promote the City.
Population of Layton City and Nearby Cities
## New Development Valuation*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial</td>
<td>$2,556,000</td>
<td>$8,393,069</td>
<td>$14,984,058</td>
</tr>
<tr>
<td>Commercial</td>
<td>$14,673,675</td>
<td>$4,060,000</td>
<td><strong>$20,696,750</strong></td>
</tr>
</tbody>
</table>

* Complete and under construction  
** Includes RC Willey

## New Development Square Feet *

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial</td>
<td>55,459</td>
<td>216,340</td>
<td>208,617</td>
</tr>
<tr>
<td>Commercial</td>
<td>124,442</td>
<td>43,845</td>
<td><strong>208,555</strong></td>
</tr>
</tbody>
</table>

* Complete and under construction  
** Includes RC Willey

## New Development Permits

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial</td>
<td>5</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>Commercial</td>
<td>11</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

## REDEVELOPMENT AGENCY

### Accomplishments

- **RDA:** Journey 5, EOS (replacing Gold’s Gym), Wellers Bistro, Teryaki Grill and Hungry Howies (replaced Sonic Express) all opened in 2019
- **RDA:** Environmental cleanup completed and building demolished at Tom Randall’s Distributing
- **RDA:** All 18 acres east of Main Street, adjacent Frontrunner, acquired and under one ownership
- **RDA:** Davis School District agreed to remain in RDA until the end of the plan period (2029)
- **EDA:** Vistas at East Gate under construction and Church Street extension completed
- **RDA:** Construction initiated on three new commercial buildings southeast of WinCo
- **EDA:** WesTest completed construction and opened in East Gate bringing RANTEC with them

### Redevelopment Agency Revenue

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>South Main RDA</td>
<td>$18,852,379 (+19%)</td>
<td>$680,069*</td>
<td>$892,071</td>
<td>31%</td>
<td>$212,002</td>
</tr>
<tr>
<td>East Gate EDA</td>
<td>$24,354,086 (+35%)</td>
<td>$659,895*</td>
<td>$708,617</td>
<td>7.4%</td>
<td>$48,722</td>
</tr>
<tr>
<td>Antelope Drive CDA</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

* Calculation of revenue amended by Davis County Auditor
Layton City partnered with the Davis School District Home Construction Program to provide an affordable home to a low-to-moderate income family. Students from Layton High School and Davis Tech have been working on the home, it will be completed in 2020. The home, located at 1133 East 3150 North in Layton, will eventually be sold at an affordable price to a qualified low-to-moderate income family. The City recently acquired a lot in west Layton and plans to partner with the Northern Wasatch Association of Realtors “Have a Heart” Program to offer another affordable home.

CDBG funds provided down payment assistance to 13 families throughout the community during the 2018-19 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 helps support the Davis Community Housing Authority (DCHA) by assisting low-to-moderate income Layton City residents with home repair and rehabilitation needs. Layton City also participated in a HUD audit during the month of July, 2019.

### 2018-2019 CDBG Expenditures

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administration</td>
<td>$67,187</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>$148,484</td>
</tr>
<tr>
<td>Down Payment Assistance (15 families)</td>
<td>$97,500</td>
</tr>
<tr>
<td>Public Service Sub recipients</td>
<td>$106,500</td>
</tr>
<tr>
<td>Total CDBG 2018-19 Expenditures</td>
<td>$419,671</td>
</tr>
</tbody>
</table>
# Layton City Finance Department

## 2019 Annual Report

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FINANCE DIRECTOR’S MESSAGE
(FINANCE, 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-fourth 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,

[Signature]
Tracy R. Probert, CPA
Director of Finance
Finance Department

2019 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 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 Facilities Management Division is headed by the Facilities Manager, and consists of a Facilities Maintenance Technician, a Custodian Supervisor and a crew of six Custodians. This division is responsible for the safety, security, cleanliness, upkeep, proper care and 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 three Fire Stations.

Information Technology Division (IT)

The IT Division is headed by the IT Manager, and consists of a Network Administrator, three Programmers, PD Application Administrator, Application Administrator and 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 to manage all functions and activities within the department; and is a member of the City Manager’s Executive Staff.
## ACCOUNTING

### Financial Systems

The independent auditors hired by the 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, 2019.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Invoices Processed</th>
<th>Checks Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>15,597</td>
<td>8,173</td>
</tr>
<tr>
<td>2018</td>
<td>16,044</td>
<td>8,377</td>
</tr>
<tr>
<td>2017</td>
<td>15,829</td>
<td>8,095</td>
</tr>
</tbody>
</table>

### Payroll Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Paychecks and NOD’s</th>
<th>New Employees</th>
<th>Terminations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>14,745</td>
<td>256</td>
<td>232</td>
</tr>
<tr>
<td>2018</td>
<td>14,150</td>
<td>275</td>
<td>224</td>
</tr>
<tr>
<td>2017</td>
<td>14,817</td>
<td>257</td>
<td>230</td>
</tr>
</tbody>
</table>

*Notice of deposit
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.

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 and impact fees. 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 steadily over the past two years with the rise in interest rates. Rates continued to climb the first half of the year, reaching their highest level in years at 2.99%. This trend reversed midyear and ended at 2.28%. It is anticipated that rates will continue downward.

The average PTIF interest rate in 2019, 2018 and 2017 was 2.76%, 2.39% and 1.39%, respectively. The 2019 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 2019, 2018 and 2017 was $1,428,019, $1,117,520 and $530,618, respectively. Interest earnings are an important part of the City budget.
Utility Billing and Collections

The year 2019 was a challenging year for the utility division. The first challenge was converting from a bi-monthly bill to a monthly bill. The process itself was cumbersome. The phone calls that still present themselves almost daily are the most taxing aspect of the conversion on the employees. The division also dealt with an overwhelming number of calls regarding the rate increase. Staff members successfully handled both of these challenges and are to be commended.

Total dollars billed through the utility billing system for water, storm sewer, sanitary sewer, refuse and street lighting for 2019, 2018 and 2017 was $24,545,091, $23,642,517 and $21,495,725 respectively. The main reason for the increase in billing was due to an increase in water and garbage disposal rates. Some billing and collection activities are shown in the following table:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>91</td>
<td>142</td>
<td>137</td>
<td>100</td>
<td>122</td>
<td>68</td>
<td>109</td>
<td>103</td>
<td>441</td>
</tr>
<tr>
<td>February</td>
<td>105</td>
<td>130</td>
<td>150</td>
<td>71</td>
<td>115</td>
<td>76</td>
<td>154</td>
<td>119</td>
<td>453</td>
</tr>
<tr>
<td>March</td>
<td>118</td>
<td>180</td>
<td>154</td>
<td>116</td>
<td>91</td>
<td>131</td>
<td>101</td>
<td>66</td>
<td>430</td>
</tr>
<tr>
<td>April</td>
<td>144</td>
<td>213</td>
<td>167</td>
<td>129</td>
<td>139</td>
<td>122</td>
<td>115</td>
<td>97</td>
<td>422</td>
</tr>
<tr>
<td>May</td>
<td>157</td>
<td>168</td>
<td>216</td>
<td>148</td>
<td>139</td>
<td>177</td>
<td>92</td>
<td>346</td>
<td>358</td>
</tr>
<tr>
<td>June</td>
<td>205</td>
<td>169</td>
<td>249</td>
<td>148</td>
<td>216</td>
<td>189</td>
<td>119</td>
<td>479</td>
<td>431</td>
</tr>
<tr>
<td>July</td>
<td>155</td>
<td>195</td>
<td>213</td>
<td>178</td>
<td>162</td>
<td>170</td>
<td>97</td>
<td>367</td>
<td>294</td>
</tr>
<tr>
<td>August</td>
<td>211</td>
<td>215</td>
<td>246</td>
<td>214</td>
<td>205</td>
<td>256</td>
<td>107</td>
<td>206</td>
<td>330</td>
</tr>
<tr>
<td>September</td>
<td>143</td>
<td>162</td>
<td>199</td>
<td>133</td>
<td>101</td>
<td>137</td>
<td>129</td>
<td>345</td>
<td>248</td>
</tr>
<tr>
<td>October</td>
<td>133</td>
<td>130</td>
<td>183</td>
<td>182</td>
<td>176</td>
<td>170</td>
<td>139</td>
<td>335</td>
<td>327</td>
</tr>
<tr>
<td>November</td>
<td>138</td>
<td>188</td>
<td>148</td>
<td>134</td>
<td>133</td>
<td>65</td>
<td>103</td>
<td>142</td>
<td>245</td>
</tr>
<tr>
<td>December</td>
<td>136</td>
<td>144</td>
<td>135</td>
<td>123</td>
<td>103</td>
<td>93</td>
<td>83</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Totals</td>
<td>1,736</td>
<td>2,036</td>
<td>2,197</td>
<td>1,676</td>
<td>1,702</td>
<td>1,654</td>
<td>1,348</td>
<td>2,605</td>
<td>3,979</td>
</tr>
<tr>
<td>Change</td>
<td>300</td>
<td>161</td>
<td></td>
<td>26</td>
<td>(48)</td>
<td></td>
<td>1,257</td>
<td>1,374</td>
<td></td>
</tr>
</tbody>
</table>

* The collection engine in the new billing system was not functioning properly and did not allow assessment of delinquent penalties.

** Due to the transition to monthly billing, the City did not shut off services on past due account during the month of December.
During 2019, 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.

- IT Programmers office space remodel – the new office configuration allows the programmers to communicate more effectively on projects, which makes for a more productive work environment.
- Police Department Briefing room remodel.
- City Center – Carpet Replacement – Carpet in the entire building was replaced for the first time in 17 years.
- City Center – Wallpaper replacement
- LED lighting upgrade – Working with Rocky Mountain Power’s rebate program, a large percentage of the incandescent lights were replaced with new LED lights. Lights were replaced at 11 facilities and 4 parks.
- Legal Department lobby remodel – the project provides some space for expansion as well as privacy and security for documents.
- Replaced fluorescent lights at Station 51 with LED lights.
- Fire Station 53 basement remodel. Involved framing and finishing 3 bedrooms in order to house more employees at the station.

### Information Technology Systems

**Public Safety**

**Deployed new Spillman server**

The existing server was at the end of its life and was required to be replaced by the vendor. This replacement introduced a new virtual environment that offered some additional features that would benefit the department. One such benefit was the ability to rapidly move the current virtual server to an offsite location (called a disaster recovery site). Installation of a secondary server in the Box Elder County Sheriff’s office serves that purpose.

During the installation the vendor mistakenly installed and quoted insufficient storage drives. A contract was negotiated for an overnight replacement of the drives and doubling the drive space at no cost to the City.

**Built and deployed new Avigilon server**

The Avigilon security camera system server in the Police Department was very old. A replacement server was purchased and all current Police Department cameras were moved to it. The old server has been taken offline but will still be available to the end users if a recording needs to be retrieved.

**Installed new cameras and microphones in Police Department holding cells**

The cameras in the holding cells were very old, of poor quality and the microphones were not working consistently. The cameras were upgraded to network based devices, similar to what is used in other areas of the City. A better microphone was installed in each cell that works in conjunction with the camera.

**Increased storage size on Box Elder Synology box**

Larger drives were installed in the Synology (local storage device) to accommodate an increase in backups on the Spillman server at the Box Elder location. This was done so the type and frequency of backups could be increased.

**Reviewed current Spillman modules for use / benefit to the department**

A great deal of time was spent evaluating some modules in the Spillman environment that have become outdated or infrequently used. After doing the evaluation, it was decided to eliminate a number of modules.
Worked with Spillman to get Vault and Touch at reduced cost

Worked with the Spillman representative to negotiate a deal on Vault and Touch. The City negotiated the addition of these products without any out-of-pocket expense. The cost savings realized from removal of Spillman modules covered the new products. This did not cause any increase in annual payments to Spillman.

Installed two new cameras and microphones in the dispatch lobby

The City has been getting complaints about the cameras in the dispatch lobby being inconsistent and of poor quality. Requests were also made to have microphones in the area because quite often officers will be speaking to victims or suspects and would like the audio to be captured. New network based cameras and microphones were installed which helped resolve those concerns.

Installed networking equipment and wiring in the METRO building

The METRO office was completely remodeled adding additional offices and conference room space. New network equipment and wiring were also installed.

Programming

D.O.T. 2.0

Re-write of D.O.T., a police program that keeps track of confidential informants. It tracks the deals and information that METRO needs to keep track of their activity. It was updated to a new version to allow easier use and better reports. It also gathers more information than the previous version.

CERT

Created an application to allow the CERT program to use LaytonPlus so they no longer need to maintain their spreadsheet. Incorporated this with an online system so CERT participants can register online.

Racquetball reservations

Created a system to allow people to reserve the racquetball courts online. Regular users of the court were interviewed to help develop the system.

Layton F.E.S.T. reservations

Created the ability for F.E.S.T. booth reservations to be taken online. The process starts when the vendor submits an application online. The entire process is completed online.

Layton Liberty Days

The Liberty Day booths were reserved online this year. This system works much the same way as the F.E.S.T. system.

Right-of-way applications

Street cut permits have been revised on the new website. Revisions were made to provide more checks and balances for Public Works. They can now track the process more efficiently.

Sports registration

Sports registration is undergoing a complete rewrite. The internal side of this process has been implemented. This will allow the recreation employees who are over sports to have more flexibility by giving them access to the system while at recreation events and not just when they are in the office. This rewrite also included the ability to update many of the pages on the website without having IT help. The public side of this system should be up and going by March.

City Inspect data dump

Created the data dump that City Inspect needed to transfer all of the data into the new system for building inspections. Worked with City Inspect to ensure data compatibility from the internal systems to the Web hosted application.

Drop-in access to Shoreline gym

Created a way for Parks and Recreation to take credit card payments at Shoreline gym for access to the track and pickle ball courts in the evenings. Also configured a laptop to use the school WIFI and a VPN connection if access to internal information is needed.
GIS

Upgrade ArcGIS Server to 10.7 on all platforms

This will be especially troublesome with the version running 10.5 on the Spillman server. Updated to 10.7.1 on all platforms except the PDGIS machine running Spillman.

Deploy ArcGIS Portal

Portal will allow an extra level of security when accessing, and especially editing, data. It will also allow a better way to manage and gain access to GIS data. ArcGIS Portal has been deployed on the mail server machine and is now used to manage all ArcGIS Server resources as well as managing internal and external maps and web applications.

Continue implementing ArcGIS scripting language Arcade

Arcade allows better functionality in ArcGIS online maps. It helps with pop-ups and overall map and data presentation. Arcade Language is being used in the web pop-ups and labeling features of most of the web maps which makes for a friendlier end-user experience.

Coordination meetings with Public Works

To ensure GIS projects and goals align with the needs of the City departments, coordination meetings have been implemented to evaluate projects and determine the best use of the resources available. The meetings allow the IT team to focus on the most important items that will move the City forward.

General IT Accomplishments

Installed new satellite system gateway for Mobile Command Post

The Mobile Command Post’s Satellite Data Communication system was not able to lock onto the Satellite network, and as a result, Satellite Data Communication was not possible. Installing a new Satellite System Gateway within the Mobile Command Post resolved the issue.

Installed new Cisco FPR-2110 firewall

Layton City’s Cisco ASA-5555x firewall was in need of either being upgraded or replaced. By replacing Layton City’s Cisco ASA-5555x with and Cisco FPR-2110 firewall, Layton City was able to save thousands of dollars. In addition, by replacing the ASA-5555x with the FPR-2110, Layton City’s security was enhanced, speed was increased, and new Virtual Private Network clients like Cisco’s AnyConnect were now an option for remote connection needs.

Installed network switch and configured Layton City’s network to support a disaster recovery site for the Spillman Public Safety system located at Box Elder County Sheriff’s office

Layton City’s Public Safety Computer Aided Dispatch system or Spillman was recently upgraded. Part of that upgrade involved creating a disaster recovery site in the event the main site was no longer available. Working with Box Elder County Sheriff’s office, Layton City created a disaster recovery site within Box Elder County. A high speed data network with a UTOPIA Network Fiber uplink was created to support the disaster recovery site. As of January 2020, the site was tested successfully with a full switchover to the disaster recovery site with no network related issues.

Installed new emergency notification paging server called PageGate

Layton City’s employees receive text messages from an application called PageGate. PageGate system, which is interfaced with Spillman for automated emergency text messages, provides critical information through multiple means using the best method available at the time of page. PageGate also allows manual text messages to be sent to recipients from an internal website.
Assisted Utah Communication Authority to troubleshoot and correct Public Safety Kenwood Radio issues. Reprogrammed Layton Fire Department’s radio fleet to the corrected configuration

Layton Fire Department recently deployed numerous public safety Kenwood two way radios. Kenwood is substantially less expensive than a comparable Motorola radio, but Kenwood radios were exhibiting issues such as missing critical radio traffic. For years, confusion existed as to the root cause for Kenwood radios missing radio traffic. Layton City took the lead, and worked with Utah Communications Authority to determine the root cause for Kenwood radios missing radio traffic. After extensive programming and testing, it was determined that the root cause was previous versions of programming within the radio. As a result, Kenwood radios now function properly on UCA’s radio network, and Layton Fire Department was able to save thousands of dollars.

Worked with Utah Communications Authority to develop a plan for each department to be prepared for the eminent State wide radio system upgrade

Utah Communications Authority is the entity responsible for Public Safety Radio communications for the State of Utah. Utah’s radio network has not been upgraded since Utah hosted the winter Olympics in 2002. In addition to the radio system being antiquated, subscribers on UCA’s radio system have increased substantially and the system is at near capacity. By 2023, UCA will be migrating to an all-digital P25 radio system, and as a result, Layton City needs to replace all radios not compatible with UCA’s future radio system.

By working with several entities such as: Utah Communications Authority, Motorola, Kenwood, L3Harris, a strategy was presented to each department to successfully migrate to UCA’s new P25 radio system in phases, so that the cost to Layton City would not need to be absorbed in one single fiscal year.

Implemented a mobile device management solution

As the hardware and software the City uses becomes more internet connected, it is important to ensure the devices and users are following established policies. This MDM system allows for complete control and security over remote IOS and Android devices.

Implemented Sophos Phish threat

As threats become more commonplace there is a need to ensure employees are trained to identify and eliminate threats to the technology infrastructure. The system has the ability to send tests to analyze the exposure and help train end users. One of the biggest exposures is the human element. This training is vital to the security of the network.

New digital displays

Vendor selection for the digital displays located on Wasatch Drive and 2000 W. was very important to the cost and quality of the displays. The selected displays have about twice the resolution as the old unit on Wasatch Drive. Both signs were installed for about the same quote as repairing the existing unit on Wasatch Drive. It was important to increase the exposure to City events on the west side of the City. 2000 West was selected as the site due to traffic volume and its proximity to Ellison Park.
Layton City Fire Department

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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 with great pleasure I present the 2019 Fire Department Annual Report.

This year saw a major increase in demand for service, with the number of incidents totaling 6,968 and 11,516 individual apparatus responses. The increase in incident responses is consistent with the trends over the past several years, with 2019 reflecting a 52% increase over the number of incidents responded to in 2009.

A major transition in our Fire Department began to occur in the latter half of the year. Since 1981, we have operated as a “combination” department utilizing career staff augmented by part time personnel. With support of the City Manager and the City Council, the Fire Department transitioned into full career staffing within the Operations Section. The final transition occurred the first week of January. We appreciate the work of the dedicated part-time staff over the many years, however as service delivery and more demands have occurred on the Department, this change was inevitable.

In moving forward to meet those demands, the City Council approved a property tax increase to facilitate the construction and staffing of Fire Station 4, located east of Highway 89 in the area of 1300 N. Valley View Drive. This strategic location in the urban interface will drastically reduce response times to the eastern portion of the City, as well as add capacity to overall emergency responses.

Layton City and Davis County in general received a major test of our wildland urban interface fire response. Our Department sent numerous resources and staff members to the Gun Range Fire in east Bountiful, and our experienced personnel were directly instrumental in saving many homes. Just a few days later we received our own personal test, as the Snoqualmie Fire was a direct threat to homes on our eastern border. Fortunately, an aggressive initial attack with assistance from local, state, and federal resources kept the fire out of the homes and was contained at 350 acres with no structures damaged. A week later, we assisted with the Compton Fire in Farmington, followed shortly afterward by another direct threat to Layton City from the Francis Fire in Fruit Heights. Once again, an aggressive coordinated initial attack with assistance from our partners on the ground and in the air contributed to fire containment without the loss of any structures.

We look forward with great anticipation to provide another year of outstanding customer service as we respond to people’s worst days.

Respectfully submitted,

Kevin Ward, Fire Chief

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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

2019 Organizational Chart

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 the citizens and guests of the community with 100% customer satisfaction.

Promotions

FF/AEMT Kirt Larsen
22 Years of Service

FF/PM John Pettijohn
20 Years of Service

Kendall O. Bryant Memorial
Station #51
Annual Budget and Revenues

EMS and Fire Budget
The Fire Division budget has the majority of personnel, equipment, training, and facility costs. Wildland fire costs are reimbursed to this division through an agreement with the Utah Forestry, Fire and State Lands Department.

The Emergency Medical Service (EMS) Division budget is maintained as an enterprise fund. The EMS budget has the salaries for 21 paramedic positions of various ranks, training, equipment, medical supplies, a large share of the paramedic engine costs, and all of the costs associated with ambulance operations.

EMS Revenue and Write Downs
As anticipated with the increase in call volumes, billed revenue increased significantly in 2019 to $5,692,195, an 11% increase over 2018. With an 81.05% of net revenue collected, and 49.60% of billed revenue collected, the 2019 reimbursement rates reflect a slight increase over a rolling 10-year average. Net revenues of $3,483,834 represent an increase of $388,073 over 2018.

Federal law mandates medical providers accept the discounted reimbursements for Medicare, Medicaid, Tricare, and Veterans Administration as full payment. As call volumes increase, so does the amount billed to these assistance programs. In 2019, the Department was required to write down $2,208,358 or 39% of billed revenue, which is unchanged from FY 2018.

Continuing an ongoing trend, there continues to be an increase in ‘bad debt’ expense, totaling $766,375 in 2019. This year $106,023 in ‘bad debt’ was recovered from unpaid bills through both in-house and outside vendor collections.

EMS Revenue Sources

Medicaid Reimbursement
In 2017, the Utah Senate passed a resolution that increased the reimbursement amount that ambulance providers receive from transporting Medicaid patients. This new law, developed a way to use federal matching dollars, coupled with a statewide match, and has increased the amount of Medicaid payments per transport from $143 to $698.

In Layton, Medicaid patients are nearly 18% of patient transports, or approximately 700 per year. In FY 2019 $468,418 was received in Medicaid reimbursement payments.

Layton Fire celebrated 25 years of providing ambulance service in 2019
Fire Response Statistics

Total (Fire & EMS) Incidents = 6968

8.6% Increase from 2018
Of the 5,696 dispatched 911 EMS requests, 66% of patients required transport to area hospitals for further treatment.

Inter-facility Hospital Transports
1592 Total = 4.36 Daily

Psychiatric Transports
462 Total

EMS RESPONSE STATISTICS

Ambulance vs. Paramedic Response

Response by Apparatus Type

"Alpha" & "Bravo" = Ambulance Response (52%)
"Charlie", "Delta" & "Echo" = Paramedic Response (48%)

Total Apparatus Responses – 11,516

Avg Emergency Response Time
6:25

Avg Non-Emergency Response Time
7:32
The Training Division has the heavy burden of maintaining annual fire, rescue, Haz-Mat, and EMS qualifications of current department personnel in addition to hiring, orienting and credentialing our newest firefighters. Including all ongoing training required for EMS and Fire certifications, last year Fire Department personnel conducted 18,535 man hours or 2.67 hrs/man/day of training, which represents a 27% increase in time spent training. Highlights of this year’s training activities include:

UFRA Certification Course Attendance
- Winter Fire School: 10 students
- Officer I: 3 students
- Instructor I: 5 students
- ADO-Pumper: 10 students
- ADO-Aerial: 4 students
- Tech Rescue Team Certification: 5 students
- Command Training Phase I: 10 students
- Command Training Phase II: 10 students

National Fire Academy Resident Courses:
- Fire and EMS Training Program Management – Battalion Chief Scott Maughan
- Command & Control of fires in Target Hazards - Captain Shaun Smith, Engineer Roxanne Bauman

In April, Layton Fire participated in a Mass Casualty Drill/Scenario with UTA/FrontRunner. The participants in the drill included all Fire Departments in Davis County, Utah Transit Authority, Layton Police Department, Davis County Sheriff’s Office, HAFB Fire and Bomb Squad, FBI and ATF. Lakeview Hospital, Davis Hospital and Layton IHC Hospital all participated and received “patients”. The scenario was a simulated bomb that had exploded on a crowded commuter train at the Layton FrontRunner Station. This drill, which took 5 months to plan and coordinate, was designed to facilitate better coordination and disaster operations amongst our mutual aid partners.

Layton Fire Department hosted the National Fire Academy Supervision in Leadership series in August of 2019. The Supervision in Leadership series is four (4) 16-hour courses. The courses: Creating Environments for Professional Growth, Perspectives in Thinking, Frameworks to Success and Shaping the Future are the stepping stones in Leadership and critical thinking for the current or future Fire Officer/Leader. These courses are also pre-requisite courses for the National Fire Academy’s Managing Fire Officer or Executive Fire Officer Programs. Over 200 Fire Officers and firefighters from Layton Fire, Davis County, the State of Utah, as well as from surrounding states, were able to attend this training.

In June, Layton Fire and Police jointly conducted four days of Active Shooter and Rescue Task Force drills at Layton High School. These 5-hour drills incorporated three different scenarios that had been taken from previous events across the country. Our primary goal was to rapidly contain the threat of an active shooter while simultaneously delivering care and evacuation of the wounded. While we NEVER want this to happen in our community, we are dedicated to ensuring our responders are equipped and prepared for mass casualty events.
COMMUNITY RISK REDUCTION AND EMERGENCY MANAGEMENT

Confronted with substantial residential and business growth, as well as an uptick in fire investigations, and the department’s ongoing public education goals, the year of 2019 was a very busy one for the Community Risk Reduction office. In May, a new Deputy Fire Marshal was hired. Cole Fessler comes to us with three years’ experience as a Fire Inspector/Fire Investigator from West Valley City Fire Department, and several years of combat firefighting previous to that. He has a passion to serve, to promote fire and life safety, and to be a resource within the community.

In 2019, the City completed a CWPP (Community Wildland Prevention Program) education outreach night in partnership with the State of Utah Division of Forestry, Fire and State Lands. The event had over 50 attendees and provided valuable education about the Wildland Urban Interface threat in our community. Collaborating with a local faith based group and residents in the area, teams spent an evening mitigating fire risk to several locations along the Wildland Urban Interface. By focusing on the most critical task of creating 30 feet of defensible space around each property, they were able to remove two 40 cubic yard dumpsters full of debris.

This year a number of large commercial projects began construction, requiring numerous inspections throughout the construction process. For example, RC Willey alone has over 1,400 fire sprinkler heads, each requiring an inspection according to the approved plans. Most of these large projects are inspected on a weekly basis after the shell is completed. Currently there are over thirty large commercial projects (> 10,000 ft/sq) in various stages of construction in the City, all requiring extensive oversight from Fire Department inspectors.

2019 was the first full year of using an electronic platform for our Business Self-Inspection Program. In all, approximately 400 business were invited to conduct their own annual self-inspection. We continue to educate those who did not participate in the importance of this program for their safety and potential property loss reduction. The current
program is under review to ensure consistency on inspections, and not overwhelm businesses with inspections that are too close together. As more and more businesses come to Layton, this program will continue to grow. One of the goals for this program is to transition into a more automated platform, allowing us more time for audits and follow-up in other areas.

**Fire Prevention Open House**

Each year the department holds the Kendal O. Bryant Fire Prevention Open House. Throughout the evening, the firefighters can be found helping attendees with a variety of experiences, include managing a fire hose, fire engine rides, live fire demonstrations, search and rescue dog demonstrations, EMS simulations and EMS helicopter tours, experiencing the life safety and earthquake trailers, and observing a real life vehicle extraction with the “jaws of life”. The highlight of the night is always the free fire engine rides, with riders often donating a can of food as their “ticket” to ride. As a result of that generosity, Layton City Fire delivered a very generous donation of a pallet of canned food to Open Doors the day after the event.

While never short on attendance, this year’s temperate weather contributed to an amazing turnout, estimated to be in excess of 4,000 people. The office of the Fire Marshal did a great job with advertising the open house several weeks prior to the event. Large banners were posted near high traffic areas in Layton, flyers were placed in the windows of many local businesses, and take home flyers were distributed to all elementary schools.

The Annual KOB Open House is a great opportunity for the Fire Department to build collaborative relationships with many community service vendors such as Tanner Clinic, UT Dept of Forestry, Fire & State Lands, UTA Safety, Utah Highway Patrol, Davis Behavioral Health, Davis Hospital, Intermountain Healthcare, Davis County Sheriff, Coast Guard, Air Med and Life Flight, and Davis County Search and Rescue. These supporting organizations are willing to offer time, educational materials, and samples at no cost to the community.

**Fire & Life Safety Educational Activities**

- **Fire Station Tours**: 49%
- **School Assemblies**: 30%
- **Youth Summer Programs**: 9%
- **Fire Extinguisher Training**: 3%
- **CERT Courses**: 1%
- **Mock Disasters**: 1%
- **Emergency Fairs**: 3%
- **Wildland Protection**: 2%
- **Fire Setter Interventions**: 1%
- **What’s Hot and What’s Not**: 1%
- **Fun Food Storage for Families**: 1%
- **Water in a Disaster**: 1%
- **Wildfire Prevention for Homes in the Community**: 1%

**Public Fire & Life Safety Education**

This award winning and nationally recognized public education program has had another busy year of educating the public on a variety of different subjects. During the school year, all local elementary schools, academies, and charter schools were taught cooking safety, pedestrian safety, and to never play with fire (matches and lighters). Preschools, Head Start programs, and day cares are taught “What’s Hot and What’s Not” in the home. As part of our Emergency Management efforts, seminars have been offered to the public covering a variety of topics such as “Sanitation in a Disaster”, “Fun Food Storage for Families”, “Water in a Disaster”, and “Wildfire Prevention for Homes in the Community”.

![Utah Caring Stories](Image)
Each summer Layton City Parks and Recreation hosts the “Arts in the Park” program for youth. Using this as an opportunity to connect with the youth, kids participate in a number of fire safety challenges and activities.

**Citizens Academy**

This year was Layton City’s third annual Citizens Academy (Layton Fire & EMS Experience). The Academy is designed to build relationships between the Fire Department, City Administration, as well as City department heads and business owners throughout the community. The Academy offers an opportunity for citizens to be placed in a series of scenarios including fire attack, search and rescue, cardiac arrest treatment procedures, and an aerial ladder ride. At the end of this experience, the on-duty fire crews provide a BBQ lunch along with a shirt and certificate of completion to those who attend. In attendance this year was the Hospital Manager, Emergency Department Director and Trauma coordinator of both Davis Hospital and the new Layton IHC Hospital. The academy was a huge success, thanks to all who were involved in the event.

**Fire Loss Statistics**

According to the National Fire Protection Association report “Fire Loss in the United States - 2018”, which is the most up to date report available, cities with a population between 50,000 – 99,000 averaged 191 fires for the year. When comparing the number of fires per 1000 in population, communities of 50,000 – 99,000 averaged 2.9 fires per 1,000 in population. For a community of our size, we should have had approximately 191 fires for the year. Using statistics from our reports for 2019, we had 26 overall fires, equaling .026 fires per 1,000 in population, which is very low in comparison to the national average. The fires in 2019 equated to a total dollar loss of **$2,229,255**. It shows an increase in fire dollar loss by $1,838,605 in 2019, largely due to the Layton Meadows Apartment complex fire. It is important to note that structures involved with fire had a pre-incident “saved” value of $34,306,738.

**Layton Meadows Apartment Fire**

On July 22, 2019 a rapidly growing fire was reported at the Layton Meadows Apartment complex. A crew that had been on a previously reported fire alarm at Layton Hills Mall immediately recognized the magnitude of the fire and upgraded the assignment to a second alarm. Crews arrived to find a heavily involved three-story apartment complex with fire extending from the ground to the uppermost floors. Layton Police units had begun arriving and assisting with evacuation of remaining residents.

The fire occurred on an unusually hot day, which required extensive rehab of firefighters on scene, making this an unusually manpower intensive fire. Firefighters and apparatus from Layton, Kaysville, North Davis, Hill AFB, South Davis Metro, Roy, South Weber, Syracuse, Weber Fire District, Clinton, Farmington, and Davis County responded to the fire or other 911 calls during the multiple hour’s long incident.

The investigation was conducted by the Layton City Fire Marshal, Layton PD, ATF Investigators, State Fire Marshal’s Office, and UFA arson investigators. Investigators determined that one of the occupants had spilled fuel in his apartment. He attempted to clean it up with towels and rags. He attempted to mask the smell of the gasoline inside his apartment by lighting some incense, which in turn flashed, causing the massive explosion and fireball. The occupant was treated and transported to Davis Hospital and then to the Burn Unit at the U of U. He was also charged with reckless burning.

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530 North 2200 West | Layton UT | 84041 | 801.336.3940 | Fire Department
Wildland Program Report

Layton City and Davis County in general received a major test of wildland urban interface fire response capabilities. The Department sent numerous resources and staff members to the Gun Range Fire in east Bountiful, and were directly instrumental in saving many homes.

Just a few days later the Department was tested again, as the Snoqualmie Fire was a direct threat to homes on the eastern border of the City. Fortunately, an aggressive initial attack with assistance from local, state, and federal resources kept the fire out of the homes and was contained at 350 acres with no structures damaged.

A week later, the Department assisted with the Compton Fire in Farmington, followed shortly afterward by another direct threat to Layton City from the Francis Fire in Fruit Heights. Once again, an aggressive coordinated initial attack with assistance from agencies on the ground and in the air contributed to fire containment without the loss of any structures.

Responding to an Emergency Management Assistance Compact (EMAC) request to the State of Utah, Layton Fire sent a Type 3 engine as part of a Task Force to California. For over a week long assignment, personnel were actively involved in fire operations on both the Easy Fire and the Maria Fire. The experience gained responding to major fire assignments like this one over the years proved to be extremely beneficial during Davis County fires.

Overlapping Incidents

As has been highlighted previously, demands for service continue to contribute to a very busy time for the Department. Battalion Chief’s and Captain’s regularly report periods of peak call volumes that deplete the City of most (or all) Fire/EMS resources, leaving the City to be covered by mutual aid from neighboring cities. The Department continues to track the occurrence of overlapping incidents, hoping to get a better idea of the frequency and duration of times that the City is left insufficiently covered. In 2019, 3736 of the 6962 incidents overlapped one another. In other words, 53% of our incidents occurred while active incident(s) were in progress.

Transition to a Full Time Department

Since the creating of the City’s Fire Department, the community has been protected by volunteer, then part-time, and for the last 30+ years a combination of full and part-time firefighters. As growth has changed the needs of the Department it became increasingly difficult to recruit, train, and retain part-time personnel. As a result, the Department bid a grateful farewell to the last of the part-time personnel in 2019.

The Department recommended and received permission to replace 39 part-time positions with 15 full-time firefighters. The budgetary impact was approximately $280,000. The part-time firefighters were funded by $843,850 annually. By adding the additional $280,000 we were able to fully fund 15 full-time firefighters and additional overtime costs.
The job market for experienced firefighters is very competitive in Utah. Many departments are vying for the same experienced candidates, making recruitment challenging. The Department was able to attract qualified and quality candidates from both in and out of the State of Utah; two new firefighters from Arizona, one from California and one from Nevada. Four came from other departments and accepted “lateral” positions. The conversion process has taken much longer than expected for assorted reasons, but the transition was completed in late 2019. Now each fully staffed crew has five full-time personnel with an additional firefighter assigned to the crew to cover leave due to illness, injury, training or vacation.

Layton City residents owe a debt of gratitude to the literally hundreds of men and women who have served the community as part-time firefighters and EMS providers. Whether they served the Department for a few months or over 30 years, each of them made a contribution to the organization and community. Many of them contributed to some of the largest changes, growth and accomplishments in the department’s history, helping Layton Fire become the respected professional department that it is today!

**TIME 4 STATION 4**

It has been since 1998 that the City last constructed and staffed a fire station. In that time, demand for fire and EMS services have increased by over 300%. This increase of over 4,500 incidents has stressed the Department’s ability to meet response times and service expectations. By 2020 that call volume is expected to peak at over 7,000 emergency responses, requiring the addition of staffing and a strategic location to reduce our longest response times.

Several years ago, Layton City identified an area of the City that experiences the longest response time from current station locations. The area was identified as the north/south stretch along the Highway 89 corridor from Sunset Drive to the Kaysville border, and west into the subdivisions above Emerald Drive. And, of additional concern, those subdivisions east of Highway 89 that are in the wildland-urban interface areas. While this vicinity does not represent the highest call volume area in the City, it does represent the portion of the City with a higher fire loss potential and the longest response times for emergency medical services (EMS).

As many of the calls are centered in and around the most populated areas, the Fire Department experiences a longer response time to the easternmost portion of the City. The average city-wide “emergent” response time for both Fire and EMS is just over six minutes, while the average “non-urgent” response time is just over seven and a half minutes. The 2018 response times to the identified area were just under nine minutes, a significant increase from the average response time in the City.
Construction of Station 4 will decrease response times in this area to a 4-6 minute average, reducing average city-wide response times as well.

In providing Fire and EMS services, minutes can reduce fire growth and spread in both residential and wildland emergencies, and can mean the difference in life-and-death medical emergencies. Station 4 provides the Fire Department expedited response to the most at-risk portion of the City and provides additional emergency services to respond elsewhere in the City during peak emergency requests.

Recognizing the inevitability of needing a new station, the Department and City embarked on an educational campaign to help the citizenry understand the need for the station and resulting tax increase. Following a well-attended informational open house, social media campaign, and two open City Council meetings, the City Council adopted a new compromised tax rate that will support construction and staffing of the station, while still respecting the concerns addressed by the citizenry during the process.

The Department is eager to begin construction of Station #54 in the spring of 2020, anticipating completion and beginning operation in summer of 2021!

**Fire Department Social Media**

In an effort to keep the community updated to happenings of the organization, we have increased the Department’s presence on social media. In conjunction with the City’s social media coordinator, the Department’s PIO is regularly posting on both Twitter (@Layton_Fire) and Instagram (layton_fd). Our Twitter account is used primarily for incident information and media relations while our Instagram content is used to highlight the “lighter”, more human interest side of the Fire Department. Give us a follow!

**20 Years with Dr. “O”**

Dr. Oraskovich began his EMS “career” almost 20 years ago when he became the Physician Director of the Department. Under his direction, the Department has grown from a “new” BLS ambulance/first responder agency to one of the finest, if not THE foremost, providers of paramedic/AEMT care in Utah. The men and women at Layton Fire are held to a very high education/training and care delivery standard by Dr. Oraskovich, but it is his friendship and belief in them that drives them to perform at their best. It is because of his influence that Layton Fire, along with Davis County Sheriff’s paramedics, were entrusted to develop and implement the very successful pre-hospital rapid sequence intubation (RSI) pilot project that is now regarded as the model program in Utah.
Dr. Oraskovich has been an emergency physician at Davis Hospital, Alta View, Intermountain Medical Center, and more recently in Park City and Heber City. We hear often from his physician and nurse coworkers what an exceptional physician, teacher, and most importantly, example he is. Dr. Oraskovich was recognized by the State in 2003 as the EMS Physician of the Year and in 2018 he received the Lifetime Service Award from the Bureau of EMS for his contributions to EMS delivery in Utah.

**Critical Care Equipment**

In addition to 911 “scene” responses, Layton Fire Department paramedics/AEMT’s (Advanced Emergency Medical Technician) also are requested to transfer patients from Davis Hospital and IHC Layton Hospital to other, often high level of care facilities. These patients are often in the Intensive Care, ER or cardiac cath lab, and are “too sick” to be cared for at these facilities and must be taken to larger hospitals for extended care. Many times these patient’s require ventilators and respiratory monitoring, cardiac monitoring, and continuous infusion of life saving medications. This required the department to purchase the medical devices necessary to continue with this care, and train EMS personnel on critical care procedures and conditions. This year the Department invested in the latest generation of intravenous infusion pumps for each of the paramedic units, allowing EMS personnel to delivery very precise, monitored amounts of these potent medications.
Layton City Legal Department

2019 Annual Report

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CITY ATTORNEY’S MESSAGE

Layton City Mayor and Council:

First and foremost, it is a pleasure to welcome the new Mayor and City Council Members. We also express appreciation for those who have served and continue to serve Layton City.

The primary purpose of the Legal Department is to assist the Mayor and City Council in accomplishing the goals and objectives set by you for Layton City. The Legal Department covers a variety of responsibilities. All civil contracts, resolutions, ordinances and other documents necessary for the functioning of the City either come from, or go to the Legal Department for approval. All misdemeanor crimes and infractions are prosecuted in the Second District Court by our team of prosecutors. The Legal Department, in conjunction with our Human Resources and Risk Management team, handle all claims against the City and, under the direction of the City Manager, give legal advice and handle all personnel issues and policies for Layton City’s 332 full-time employees and 352 part-time employees.

Every year Layton City is actively involved at the legislature in shaping policy, not only for Layton but also for cities throughout the state of Utah, assisted by a strong contingency of legislators, many of whom have served on the Layton City Council. The City Attorney’s office seeks to be a resource for questions, information and training in all aspects of city government. Layton City is recognized for its history of excellent elected officials and effective management and is recognized as one of the best run cities in the state.

An important additional service provided by the City Attorney’s office is one that is sometimes not discovered until the need arises. Within our office, we have a Victim Advocate, and we recently added a Victim Housing Advocate. These services are largely funded by federal grants and provide effective assistance to crime victims. The advocates assist victims in navigating the often mysterious and frustrating legal process. They also provide victims with support and other necessities such as food and housing.

As an office, each member of our Staff is a resource for you who make the important policy decisions for the City. We look forward to being a continued source of assistance to city management, and other departments of the City, which rely heavily upon the services we provide in navigating the legal issues that affect all of our decisions. We invite you to drop by or call with any questions you may have, with a promise that we will find you an answer.

Respectfully,

Gary R. Crane
City Attorney
Legal Department

2019 Organizational Chart
Legal Department

Human Resources/Risk Management Division

2019 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, secondly, 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

UTOPIA

Perhaps one of the most important decisions the City Councils of the past have made for the future of Layton City was to encourage and facilitate the build-out of a complete fiber network in Layton City. Years ago, the City joined with 10 other cities in becoming part of an interlocal entity called the Utah Telecommunications Open Infrastructure Agency (UTOPIA) for the purpose of constructing the world’s fastest and most reliable fiber network. In recent years, the City entered into an agreement to facilitate the completion of the total buildout of Layton City. Today, that is almost complete, with every business and residence of the City having affordable access to the fastest and most reliable fiber infrastructure in the United States. The amazing aspect of this network is that it is “open,” meaning that any private provider can innovate and use the infrastructure to provide their services to our citizens. Each year, Layton City attracts all types of businesses and residents because of our connectivity.

Layton City provides essential leadership to UTOPIA and its sister organization, the Utah Infrastructure Association (UIA). The City continues, through its legislative lobbying efforts, to demonstrate and promote the advancement in the construction of fiber-optic infrastructure through UIA and UTOPIA. This office has been vigilant on a yearly basis in defeating efforts to pre-empt our local authority to provide this type of service to our businesses and our citizens.

Legislature

Layton City has always worked closely with other cities through the Utah League of Cities and Towns to make sure the City’s interests are protected at the state level. Davis County has always had effective and influential legislators on the hill. The Mayor and City Council have had the opportunity to meet legislators and it quickly became evident that the City and Davis County have strong representation in the legislature. This year the City has had a strong influence on transportation policy, water policy, land use regulation, public safety and state tax policy. Following is a brief summary of some of the work that was accomplished this past year.

Tax Policy

As the 2019 session began, the City quickly became concerned by the legislature’s focus on changing tax policy. Under serious consideration was the sales tax distribution formula for cities known as the 50/50 formula. There was a suggestion that the long fought formula for sharing sales tax among cities in Utah be changed. There would be cities that would win and cities that would lose. Most of the formulas suggested showed very large losses in revenue for successful retail cities like Layton. Layton City, elected officials and Staff, strongly supported the Utah League of Cities and Towns in opposing these changes. The end result, after multiple meetings and heavy lobbying efforts, was that the cities were left untouched by the tax changes. As we know, with the failure of the legislation passed by the legislature due to the referendum and the subsequent repeal of SB 2001, the matter is likely going to be worked on again. This will require the cities to be involved to see that revenues are not adversely affected.

Land Use Issues

Each year, beginning immediately after the legislative session, a group of individuals consisting of Property Rights Coalition (PRC) (representing 80% of the land developers in Utah) and members of the Utah League’s Land Use Taskforce meet together to discuss issues affecting development. This process is highly respected and looked to by the legislature for the drafting and proposing of land use bills. If it were not for this process, the result would be numerous small
battles over zoning, subdivision ordinances, annexation, and other land use issues.

Last year’s Land Use Bills included 19 bills of interest to cities. A couple of the major bills were:

**Gravel Pits**
This bill required total deregulation by cities. The bill was amended and passed, with agreement to continue to work on it. The significance of preventing bills like these from passing is that this amounts to a total preemption by the state on local government authority in a certain type of land use. The bill was frozen to allow cities to negotiate further with the industry.

**Affordable Housing**
There is a big difference between affordable housing and housing affordability. Low to moderate housing plans (promoting affordable housing) are now required to be incorporated into the General Plan, with very specific provisions to be included that will now be tied to state transportation funding. Layton City was already involved in a massive project to update its General Plan. Almost all of the required recommendations were adopted by the City in compliance with the new law. This bill provides a good start in instituting requirements for an effective affordable housing plan. Housing affordability, however, is still a very large problem as prices of even small homes skyrocket.

**Local Preemption of Local Government**
The objective at the legislature includes being vigilant and aware of bills that preempt local government. This past year, more and more State Committees were being formed, with members appointed by the Governor and legislature. These committees have rule making authority and control the distribution of funds for things like transportation, emergency communications, water projects, and the like. It is a very subtle method of preemtping local government authority. Several bills were tracked and opposed this year that would have had the effect of preemption.

**Stop Trying To Fix What Doesn’t Need Fixing**
Cities ask two fundamental questions of legislators through our association with the League of Cities and Towns. “Does it need to be fixed?” and if so, “How do we fix it without preempting the authority of local governments to make decisions for their citizens?” If it does need to be fixed, the challenge is to fix it in an amicable manner doing the least damage to local authority over these matters. While every year some of these same subjects for local preemption arise, such as food trucks, pawnshops, tow truck companies, and others, a few new issues always arise such as the Gravel Pit bill cited above.

**Preemption of Local Authority on State Leased Property**
Once again, another bill seeking to allow for preemption of local zoning regulation on property leased by the State to a developer. The bill would have taken away all local input on any use for any number of years proposed for a piece of property that is owned by the State of Utah. A developer could come in, lease a piece of property and develop it as they pleased, as long as it is owned by the State of Utah. All cities have State owned land within their jurisdictions. This would preempt cities’ authority to regulate those lands. Every year there are bills attempting to take this approach, and both bills failed.

**Initiative and Referendum**
This bill made some important changes to the regulations surrounding initiative and referendum law. It clarified some of the time periods for filing. It allowed for more input into the issues from both city councils and from the citizens. It provided for the division of the City into Voter Participation Areas for the purpose of gathering signatures to ensure that items placed on the ballot have a broad base of interest.

**League Followed Bills**
This year, working with the League of Cities and Towns, we reviewed just under 300 of more than 1,200 bills filed. The bills adversely affecting cities were, for the large part, amended or prevented from passing. We are grateful for the help of those members of the City Council that helped with critical issues and are mindful that we could not do this without them. The Legal Staff will continue to focus on legislation with the purpose of seeing that it “does no harm” to cities, particularly Layton City and its citizens.

**Legislative Wrap Up**
A list of bills, both passed and unsuccessful, can be found on the League Wrap Up page of the League of Cities and Town’s web site at [www.ultc.org/legislative-wrap-up/](http://www.ultc.org/legislative-wrap-up/).
Acquisitions

As promised and budgeted, the intersection of Fairfield Road and Church Street is now signalized. It required obtaining property from the adjoining property owners, who were great to work with.

Due to traffic congestion and large truck traffic, it has been determined to widen 700 West as it meets Antelope Drive. There are financial institutions on each side of 700 West from whom property is required. While one was relatively reasonable to deal with, the other was very difficult, delaying the project until this spring.

In the City’s continued efforts towards “walkability”, the City installed over 500 feet of sidewalk along King Street.

Working with the Public Works Department, the improvements on Fort Lane from Rainbow Drive to about 1850 North were completed. The result is a wider roadway and sidewalk to improve pedestrian access and safety.

Parks and Recreation

This office continues to work with the Parks and Recreation Department in its efforts to expand the trail system and public access to recreational opportunities within the City.

Agreements of Interest

The Legal Department is involved in the review or drafting of all agreements entered into by the City. Working in conjunction with the Community and Economic Development Department, the Legal Department has assisted in drafting development agreements for various projects. The department creates a separate agreement for each property impacted through the acquisition projects mentioned earlier. Needless to say, the volume is significant.

Wasatch Integrated Water Contract

This year Wasatch Integrated began construction of the waste transfer facility after the demolition and removal of the burn plant. As a result, the demand for water is now being provided for by the City. This left Wasatch Integrated with a significant amount of water under contract with Weber Basin at a very low rate, that would no longer be used. The City negotiated with Wasatch Integrated and Weber Basin to obtain all of that water for City use, adding to our overall water reserves.

5G Ordinance and Agreement

State law mandates that cities put into place an ordinance and agreements to accommodate the deployment of 5G equipment in the City’s rights-of-way. The FCC has preempted the field and told states that they will put these statutes into place, mandating that cities comply. Layton City passed one of the first ordinances providing for a Master License Agreement for these facilities, and has been in active negotiations with the first applicant, Verizon Wireless.

Training

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

- **Police** – The Legal Department participates in Police Department quarterly training.
- **Conflicts/Sexual Harassment** – This is part of the URMMA curriculum, provided by the Legal Department to the other departments.
- **Zoning Law** – URMMA requires a yearly update on zoning laws, open meetings laws, and conflicts of interest.
- **Utah Prosecution Council Training**
- **Property Development Fees**
- **Zoning and Land Use**
- **Quarterly Supervisor Training**

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 welcomed access to the Legal Department. The Legal Department is also working closely with the Claims Committee and Accident Review Board.
At the end of 2019, there were three cases pending in which the City is a named defendant. That is a reduction from five in the prior year.

**Pending Civil Litigation**

The City is currently involved in three civil litigation cases. Following is a synopsis of these cases:

**Ford Claim**: The Fords are claiming property damage and personal injuries resulting from a single-car accident in which their vehicle struck a raised manhole. The location of this incident was in a construction zone and the work was being done by an entity independent of the City. Therefore, the City has no liability exposure. The City has denied the claim.

**Chandler Claim**: Ms. Chandler is claiming injuries from a trip and fall on a City sidewalk. This matter is still being investigated; however, any liability exposure will be minimal. The amount claimed is less than $900.

**Applied Ex Claim**: This entity was doing excavation work at a construction site and struck a City water line. The entity claims the line was mismarked, and that the resulting flooding caused substantial damage. The City has denied the claim and does not expect liability exposure.

**Committees – Service**

Members of the Legal Department Serve on the Following Committees:

- ULCT Legislative Policy Committee
- Statewide Association of Public Attorneys
- Misdemeanor Legislative Advisory Committee
- Utah Prosecution Council
- Utah Misdemeanor Prosecutors Association
- Eminent Domain Advisory Board
- Utah Land Use Institute
- Judge Pro Tempore, Davis County Justice Court
- Box Elder Planning Committee
- Centerville City Planning Commission
- Centerville City Landmarks Commission
- Utah State Bar Character and Fitness Committee
- Utah State Bar Board of Mandatory Continuing Legal Education
- Executive Water Task Force
- State Youth Court Board
- 2nd District Victim Advocate Group
- VAWA Subject Matter Expert (SME) Committee
- VOCA Subject Matter Expert (SME) Committee
- 2nd District Victim Advocate Group
- Davis County Domestic Violence Coalition
- VOCA Grant Screening and Allocation Committee

**Criminal Division**

**Victim Services**

Goals and Services Provided

- Reduce trauma to victims of domestic violence and other crimes in the City of Layton.
- Enhance victim services by coordinating with law enforcement and connecting crime victims with community resources.

- Provide support and advocate for victims of crime prosecuted in the Layton District Court.
- Assist victims in obtaining Protective Orders or Civil Stalking Injunctions.
- Assist victims in making claims for restitution or filing for Crime Victim Reparation benefits.
- Inform, support and advocate for victims in criminal cases.
Grant Application

- Victim of Crime Act (VOCA) Grant – Competitive Application
- 2016/2017 – VOCA Victim Services Program Award of $49,523.22
- 2018-2019 – VOCA Victim Services Program Award of $67,773.28
- 2019/2020 – VOCA Victim Services Program Award of $67,217.48

Statistics

- 1,165 new victims were served from January 1 to December 31, 2019.
- From January 1 to December 31, 2019, 187 victims came into the office requesting information about relief orders. Of those victims, 124 obtained a Protective Order or Civil Stalking Injunction.


- Domestic Violence: 62.5%
- Stalking: 5%
- Assault: 4.5%
- Child Abuse (physical/neglect): 2.5%
- Other (theft, financial crimes, non DV criminal mischief, DUI, etc.): 25.5%

Victim Services Housing Program

Grant Application

- Victim of Crime Act (VOCA) Grant – Competitive Application
- 2019/2020 - VOCA Housing Program Award of $110,857.58

Goals and Services Provided

- Enhance and expand Layton Victim Services to include providing assistance to crime victims in need of emergency housing.
- Identify secure, low barrier, affordable housing opportunities in the Layton City area that can be easily accessible to crime victims.
- Reduce trauma to victims of crime by assisting them with emergency housing needs or direct aid.
- Provide immediate and on-going victim centered services to crime victims on scene, or in the office to assist with crisis intervention and safety planning, and to offer resources.

Progress

- Grant funding was awarded in July, 2019
- Housing Specialist Victim Advocate hired in September 2019
- Housing Specialist Victim Advocate completed presentations to 20 community agencies/landlords to build relationships and increase community awareness of services available
- Two crime victims facing threat of homelessness were assisted with paying their rent.
- One victim was assisted with Direct Aid for emergency needs.

Cases of Interest

Prostitution Update (included in last year’s report, but is being provided for the new members of the City Council)

It has been reported over the past several years about working with the Police Department and with the Business License Division of the Community and Economic Development Department in prosecuting massage parlors that are simply fronts for prostitution operations. Most people are not aware that these also involve human trafficking, as most of the women have been trapped into participating in these activities. Whether they are runaways that know no other means of survival, have been isolated culturally or geographically, or because of language barriers, most of these women are not participating of their own volition.

After successfully prosecuting and closing several of these operations, other massage entities were waiting to file business license applications to begin a similar business model. At that time, it was coordinated with the other departments to enhance our background checks on personal service type businesses. That screening process has proven successful in ensuring that those receiving licenses to operate are legitimate businesses. The number of applications for these businesses have been significantly curtailed.

While these operations have yet to be eradicated, substantial improvement has been made in ensuring
that new personal service businesses are legitimate, while continuing to monitor the others. The Legal Department has also been a resource for other jurisdictions facing these same challenges.

**DUI**

Driving under the influence of alcohol and/or drugs is a serious issue, and Layton City continues to be rigorous in enforcing the laws designed to combat this dangerous behavior. For instance, in one case in 2019, ZB got into a road rage incident with TL. While engaging with TL, a Layton City firefighter noticed ZB driving erratically, driving on the shoulder of the road, swerving toward TL’s vehicle, and even hitting the curb at one point. Concerned that there may be a mechanical issue with ZB’s vehicle, the firefighter initiated his emergency lights to offer aid and ensure safety of ZB and all other drivers on the road.

TL pulled into Fire Station 51, and ZB followed him. The firefighter also pulled into Fire Station 51 and made contact with ZB. The firefighter could smell alcohol coming from ZB’s person and noticed ZB had slurred speech. He then asked ZB to wait by his vehicle and used his handheld radio to request assistance from law enforcement. Fortunately, some of our police officers were involved in training at Station 51. The officers went outside and conducted a DUI investigation. ZB was arrested and subsequently pleaded guilty to driving under the influence.

This case was a perfect example of how Layton City’s agencies work together to ensure Layton City’s citizens stay safe. Because of a firefighter’s quick thinking and response, law enforcement’s thorough investigation, and City prosecutors’ efforts in court, an unsafe driver was taken off the streets.

**Domestic Violence**

Domestic Violence continues to be a core part of the prosecution caseload. Domestic Violence is no respecter of persons or status. A variety of socioeconomic situations is present in the cases prosecuted. Domestic violence is often thought of in terms of a romantic partnership, but it occurs in all aspects of family life, including parent/child relationships.

JT is a twenty-year-old high school dropout who showed tremendous promise as an athlete. He was living with his mother at her house, along with JT’s fourteen-year-old sister. Unemployed, JT spent his time looking for girlfriends and parties. JT had been trespassed from the house before, but this time mom allowed him to come back as long as he behaved himself. However, early one afternoon police were called to the house. JT had assaulted both mother and sister during an argument. Mom wanted him trespassed and out of the house again.

The fracas started when sister was late and gathering her soccer equipment. JT stepped in front of her and impeded her progress. He didn’t like the way she had spoken to him and he was going to exact some respect. From upstairs mother heard yelling and screaming. She heard bumping sounds coming from the narrow hallway as sister tried to keep her soccer-cleated footing on the tile floor and hit a door with the helmet on her head. There was a mark on the door from the impact of the helmet and marks on the floor from the cleats.

Sister left the house. Mom was irate. JT defiantly sat on a couch as his mother repeatedly demanded he leave the house. JT refused. Mother tried to remove him physically but JT’s resistance prevailed. JT had his way and wasn’t going anywhere. Mother called the police. When the police arrived, JT retreated to the bathroom and locked the door.

JT’s mother showed police marks on her arms from her scuffle with JT. Initially, mother didn’t want the police to enter the home but after some discussion, she gave permission. The officers carefully entered and tried to locate JT. When they found that he was in the bathroom they knocked and called to him through the door. JT did not respond. After several minutes, JT opened the door and immediately the officers could smell the odor of burnt marijuana and the sound of the toilet flushing. JT was placed into handcuffs and taken outside the home for questioning where he insisted he had done nothing wrong.

The events as JT related them to police were that his sister had hit him in the face. He had selfie pictures he had taken while in the bathroom which showed a scratch over his eye. A small amount of blood was visible in the scratch. Furthermore, he said that he had been merely sitting on the couch when his mother began physically assaulting him. He even provided an “agreement” between himself and his mother that JT claimed was a “contract” which gave him the right to remain in the house. Upon inspection, JT’s “contract” with his mother stated that he was allowed to stay at the home as long as he “acted with respect . . . pitched
in to help with household duties . . . and obeyed the rules.”

JT was arrested and taken to jail. On the way to the jail, JT berated the officer with numerous taunts as to the officer’s intelligence and threats to “have the officer’s job.” JT made several appearances at court and insisted he was innocent. The prosecution believed that the mark on the door, along with the cleat marks on the floor, exhibited sister’s efforts to protect herself from JT’s assaultive advances. Additionally, sister’s hurried manner, and friends waiting to spirit her to a championship soccer game gave her absolutely no incentive to remain at the house in order to scuffle with JT over “respect.” Sister’s written statement described the altercation but also indicated that she had been the first to engage in physicality by punching JT as he impeded her progress.

Officers, mother, and sister were subpoenaed. Mother called and resisted the subpoena. She had been vacationing and did not want to appear for the trial. She had duties at work, which required her attention. She wanted the trial cancelled. After numerous delays in the case, the prosecution was not willing to call-off or move the trial. On the witness stand mother was equivocal, but insisted that JT remain trespassed from her home. He was no longer welcome in any way. Mother described the couch incident and was cross-examined by the defense, whose questions raised inconsistencies in her testimony. Sister testified as she had written in her statement. The judge retired to chambers to formulate his verdict.

The judge returned his decision of not guilty. However, the judge continued, “you [JT] are trespassed from that home. You are not to go back unless and until your mother allows it.” The judge felt as though there was not proof beyond a reasonable doubt to show that JT had been the primary aggressor in the instigation of the physicality of the conflict. The scuff marks from the helmet and cleats were circumstantial. Sister’s description indicated she struck first. Mother’s testimony was that she was trying to pull JT off the couch. The judge felt that mother’s scratches might just as easily have come from her efforts to remove JT from the house. JT was acquitted and told he was free to go. Mother exasperatedly exclaimed, “Well, this was a waste of my time” and left the courthouse.

Now, seven months later, JT has been referred for prosecution in another case. It is alleged that JT had been living with a girlfriend. She has a job. JT remains unemployed. On a recent day JT pulled the keys from his girlfriend’s car, pulled her from the car, and forced her to sit on a large rock on the side of the road. In the process, he tore her coat. An independent witness called police. The alleged victim says she does not want to participate in the prosecution and has tried to remove herself from any pursuit of the domestic violence charges against JT. However, the prosecution will be marshaling the evidence as it is expected that JT will deny any responsibility for his actions. Therefore, another trial will be held in the very near future. If JT is found guilty, we will be requesting that his sentence include a domestic violence assessment and counseling. If his girlfriend abandons their relationship, it is very likely that JT will ask his mother to allow him to live with her again.

This demonstrates the difficulty of these cases, and provides an understanding of their importance.

**Retail Theft**

The Legal Department’s caseload continues to have a large number of retail theft charges. With the size of the City’s retail base, this is not surprising. It is also interesting that theft cases are often indicative of more than lack of moral character. For example, many theft cases involve a drug dependent lifestyle that results in someone either (1) stealing to compensate for lack of money that was spent on drugs, and/or (2) stealing items that can be pawned or sold quickly to create a cash flow to spend on drugs. As such, each case is reviewed with an open mind as to what underlying issues may be present. Sometimes it is simply an elderly person without funds enough to purchase basic food commodities, or a single mother with no money to purchase a children’s pain reliever. While these cases are rare, they do exist and we are careful in the
case assessments to be considerate of the need for intervention rather than punitive sanctions. Overall, the majority of cases involve intentional theft because of drug abuse or lack of moral character.

**Substance Abuse**

While the attitude towards drugs is softening by the public and the legislature, how they affect society, and the effect on the users, is not. This office’s approach has always been one of education and rehabilitation, leveraged by judicially imposed sanctions. Repeat offenders then should not be surprised when a subsequent conviction results in incarceration, more intense probation, and additional counseling. Participation with the drug court facilitated through the Davis County Attorney’s Office has increased, and additional successes are expected. Of course that is completely dependent upon the defendant.

While an increase in the abuse of prescription medications has been seen, marijuana possession remains the most frequent violation. An added concern is that the most frequent finding of marijuana is during a traffic stop, increasing the potential for impaired drivers. With the expansion of the misnamed medicinal marijuana, it is anticipated that an increase of illicit possession even more than lawful possession, as that has been the experience in every other jurisdiction that has traveled this road.

**Traffic Enforcement**

In reviewing the statistics from the last two years, the number of prosecution’s cases for Driving Under the Influence (DUI) showed a significant increase. Over 160 more DUI’s were prosecuted by our office in 2018 and 2019 than in 2016 and 2017. This is the result of a simple increase in emphasis from the Police Department, an emphasis supported by the Legal Department. This increase does not mean there are more impaired drivers, just an increase in locating these drivers. And it is an important emphasis, as over 10,000 people are killed in alcohol related crashes every year in this country. Add to that drivers that are impaired by drugs – prescription and illicit – and there is an increasing enforcement and safety issue. This additional enforcement and prosecution focus will act as a reminder of these dangers, thus acting as a deterrent, resulting in lowering the risks already inherent in driving.

Due to the resulting direct and indirect penalties for a conviction of a DUI, those charged with this offense will contest the procedural and evidentiary aspects of these cases. The result is this office responding to additional motions and participating in additional hearings associated with the prosecution of these offenses. In spite of those challenges, this office remains very successful in obtaining appropriate results, and the majority of the credit goes to the professional work of the arresting and investigating officers.

**Nuisance Abatement**

One of the best aspects of living in a free country is the way citizens may generally use property as each owner sees fit. This is especially true regarding real estate. With that, however, is the social responsibility each of us share to obey the law and keep our property clean and safe.

To that end, the City has made an effort to encourage the worst offenders in the community to clean up their property. Last year, Code Enforcement and the Legal Department implemented a more proactive approach to cleaning up neighborhoods. The number of notices for noncompliance with City regulations increased. And when any homeowner failed to clean up or abate the nuisance, criminal charges were filed. The majority of such cases are resolved prior to abatement or court action. However, if charges are filed, a citizen can expect to pay a fine and be on probation for at least a year to ensure proper and consistent compliance with the City’s codes.

Code Enforcement’s efforts are ongoing. There are a handful of particularly problematic parcels that are being either passively monitored, actively investigated, or prosecuted. These range from a home that appears to store second-hand materials outside, and do business in its driveway, to homes where the owners have just let the lawn go unkempt for months.
“Conflict” Cases

On occasion, a prosecuting entity will have a criminal case that creates a conflict of interest for the entity. It may be that the defendant is an employee of the county or city, or a friend or family member of an employee in the office. When this occurs, the entity reaches out to another public attorney’s office to handle the case. Layton City’s reputation is such that we are often sought out to handle these cases. While not every request is accepted, assistance is given when possible.

Prosecution Statistics

The following charts show the number of cases prosecuted in the identified categories during the indicated years. (Not all categories are included in this report.)

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Related</td>
<td>126</td>
<td>90</td>
<td>91</td>
<td>151</td>
</tr>
<tr>
<td>Assault (Non-DV)</td>
<td>60</td>
<td>50</td>
<td>48</td>
<td>38</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>26</td>
<td>24</td>
<td>23</td>
<td>29</td>
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<tr>
<td>Domestic Violence</td>
<td>282</td>
<td>270</td>
<td>264</td>
<td>283</td>
</tr>
<tr>
<td>Drugs</td>
<td>214</td>
<td>232</td>
<td>269</td>
<td>178</td>
</tr>
<tr>
<td>DUI</td>
<td>188</td>
<td>106</td>
<td>265</td>
<td>1154</td>
</tr>
<tr>
<td>Other</td>
<td>106</td>
<td>265</td>
<td>1154</td>
<td></td>
</tr>
<tr>
<td>Total Cases Prosecuted</td>
<td>2594</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALCOHOL RELATED 151
ASSAULT (NON-DV) 38
CHILD ABUSE - PHYSICAL 29
DOMESTIC VIOLENCE 282
DRUGS 178
DUI 188
OTHER 106
THEFT 265
TRAFFIC 1154
TOTAL CASES PROSECUTED 2594
**Human Resources**

Under the direction of the Assistant City Attorney, the HR Manager manages daily operations and is assisted by the HR Analyst and two part-time Administrative Assistants. The HR Division is responsible for:

- Providing assistance to employees and the public regarding HR matters;
- Ensuring that 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;
- 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;
- Assisting with pre-disciplinary hearings;
- Implementing and coordinating daily social media messaging and posting, and assuring consistency and uniformity in voice and messaging to the public and media outlets.

**New Hires and Terminations**

**2019 New Hires**

- 60 full-time regular
- 188 part-time, limited and seasonal
- 3 paid-on-call firefighters

**2019 Terminations, Resignations and Retirements**

- 40 full-time regular
- 181 part-time, limited, and seasonal
- 13 paid-on-call firefighters
Training

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

- January 16, 2019, included presentations by Jason Davis, Loss Control Manager with URMMMA, regarding Distracted and Defensive Driving; and Kelli Hamilton, Senior Safety & Health Consultant with WCF Insurance, on Hierarchy of Controls.
- March 4, 2019, a presentation from Maryanne Jennings, Emeritus Professor of Legal and Ethical Studies at the WP Carey School of Business, Arizona State University, was hosted. Her topic was Governmental Ethics, and was presented to all City employees.
- June 26, 2019, which included a presentation from Joshua S. Adams from Perspective Approach. He provided leadership training entitled “Shield to the Left.”
- November 14, 2019, included presentations by Steve Garside, Assistant City Attorney, on the risk topic of “near misses” and on the ethics topic of “2nd Chair;” and QPR Suicide Prevention training presented by the Davis County Health Department.

Performance Evaluations/Salary Adjustments

- Completed the Salary Survey for all positions within the City. Calculated range maximums for each position by adding to the adjusted survey minimums 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 regular employees, which were based on the annual performance evaluation score and funds appropriated by the Council.
- In response to a low unemployment rate, recruiting and retention challenges, and to address concerns regarding compression, employees received a 1% COLA.
- Coordinated 323 performance evaluations, which the average performance evaluation score was a 3.42, which equated to a 2.17% merit increase.

Benefits Administration

In administering compensation and benefits, this division is involved from the development of these programs to the application of them by our employees. Some highlights from 2019:

- Negotiated with SelectHealth to hold administrative, specific stop loss, aggregate stop loss, and dental fees without an increase. All other benefits held constant.
- Negotiated with SelectHealth to begin receiving 75% of pharmacy rebates.
- Carved out a special deductible and out-of-pocket maximum for Tier 4 prescriptions, due to the high cost and increased risk placed onto self-funded insurance plan.
- Compared, analyzed, and updated the SelectHealth Administrative Services Agreement and Summary Plan Document.
- Continually provided resources and information to employees with the objective of their being better informed users of their benefits programs.
- Continually held quarterly URS/ICMA counseling sessions to assist our employees with very important, yet often overlooked, retirement planning.
- Implemented ideas developed from the Compensation Committee to address compensation and retention.
  - Implemented the Retiree Health Savings plan with ICMA-RC to help employees save for medical expenses in retirement.
  - Allowed new hires to receive 40 hours (general employees)/56 hours (firefighters) of annual leave at the beginning of their employment.
  - For recruiting, implemented a Public Safety Lateral Bonus beginning in October 2019.

Wellness and Flu Shots

In evaluating the impacts on the City’s health-care plan, trends are looked for that may be addressed by implementing preventative measures. Some measures, such as flu shots, are simple, while others, like the new
wellness program, are complex. Here is some additional information on those topics:

- Arranged the annual flu shot clinic for employees. Over 137 employees attended.
- Partnered with WellRight to create the Layton City Wellness Program. The program brings 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.
  - Within the first month of implementation, had over 76% of employee participation.
  - Examples of activities offered as part of the Layton City Wellness Plan:
    - Biometric Screening Event – 204 employees participated
    - Race to the Border – Teams of 5 walk 1,000 miles, the distance from Layton City, UT to Banff, Canada. 36 teams participated in the event.
    - Five Alive – Invited employees to eat five servings of fruits and vegetable a day for 3 months.
    - Weight Watchers at Work Program – Arranged a 12-week Weight Watchers at Work Program. Over twenty (20) employees are currently participating in the program.

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 437 total drug tests were conducted.

### FT/PT Regular Recruitments

Posted and filled 53 FT and PT recruitments:

- FT Water Maintenance Operator II
- FT Victim Advocate Housing Specialist
- FT Fire Fighter II/EMT-Advanced or Paramedic
- FT Entry or Lateral Police Officer
- FT Communications Coordinator
- FT Dispatcher I, II or III
- FT Aquatics Manager
- FT CED Secretary IV
- FT Assistant Aquatics Manager
- FT Park Maintenance Specialist II
- FT Code Enforcement Officer I or II
- FT Utility Cashier Clerk
- FT Staff Engineer
- FT Building Inspector I or II
- FT Programmer
- FT Mechanic
- FT Police Sergeant
- FT Planner I
- FT Parks and Recreation Secretary II

### Communications/Social Media

This division oversees the City’s social media, and strives to promote Layton City, the Layton City brand and Layton City operations and services to the public.

An informational plan was created and implemented using all communication platforms to educate Layton Citizens regarding the need for a tax increase for the building and operating of a new fire station.

Effective strategies were applied and used by all social media platforms to notify Layton City residents about the Wildland Snoqualmie Fire in Layton City and the Francis Fire in Fruit Heights. Afterwards, helpful information was provided to reduce potential flooding risks.

The Public Information Officer held several on camera interviews throughout the year.

### Facebook

- On 1/8/2019, Layton City had 6,137 followers and as of 1/14/2020, there were, 7,936 followers.
- In 2019, on average, 6,620 people “like” Layton City’s Facebook page.
• In 2019, on average, each post reached 3,716 people.

Twitter
• LaytonFYI - On 1/8/2019, Layton City had 336 followers and as of 1/14/2020, there were 537 followers.
• LaytonPIO (used in emergency situations only) – As of 1/14/2020, Layton City had 3,234 followers.

Instagram
• On 1/8/2019, Layton City had 632 followers and as of 1/14/2020, there were 1,475 followers
• 69% of followers are women with the majority ages 35-44.

Policies Updated
• Policy 3101 – Hiring Practices
• Policy 3102 – Employment Classifications
• Policy 3105 – Employment of Relatives
• Policy 3202 – Leave
• Policy 3205 – Holidays
• Policy 3207 – Workers Compensation
• Policy 3211 – Educational Assistance
• Policy 3302 – Part-Time Employee Compensation
• Policy 3401 – Transfers and Promotions
• Policy 3501 – Employee Conduct - General
• Policy 3504 – Use of City Supplies, Equipment, Property or Personnel
• Policy 4103 – Accident Reporting
• Policy 4113 – Claims - Litigation Handling
• Policy 4114 – Risk Management Committee
Risk Management

Under the direction of the Assistant City Attorney, the Risk Manager manages daily operations and is assisted by the Risk Analyst and two part-time Administrative Assistants. 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 Mutual Association (URMMA);
- 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 worker’s compensation insurance coverage;
- Monitoring employee injuries/illnesses, and coordinating worker’s compensation and the return to work process;
- Arranging, conducting, and documenting monthly meetings of the Claims Committee and Accident Review Board.

Events

2019 Events

- 15 Claims
- 42 Occurrences
- 43 Vehicle Accidents
- 52 Employee Injuries

**An occurrence is an event that was reviewed by the Claims Committee but did not turn into a claim against the City.

These statistics and inspections 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” heading below.

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 increasing. “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

Worked closely with citizens in an effort to resolve their claims in a manner that was fair to both the citizens and the City. URMMa handled claims involving bodily injury or property damage over $15,000.

Department Support

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

- Tracked training requirements and documentation for all departments. Held additional training in the following areas:
  - Coordinated with the Police Department to conduct Active Shooter Training in the City building for all Layton City employees on October 24, 2019, from 6:00 am to 8:00 am. Employees were trained on the Run-Hide-Fight response.
  - Personal protective equipment (PPE) can reduce the number and severity of work related injuries and illnesses. Held a contest for employees to send in pictures of their co-workers wearing proper PPE on the job - 65 submissions.
  - Gave helpful tips to employees to make sure they are winter wise. Tips on items to have on hand in their vehicle during winter.
  - Cyber Security Training.
  - Defensive Driving, March 2019, 54 employees participated.
  - Assisted Department Directors in arranging specialized department training when needed.
  - Conducted evacuation drills at the City Center on May 2, 2019, August 27, 2019, and November 14, 2019. The Police Department held an evacuation drill on July 17, 2019.
  - Created quarterly Safety Campaigns and Safety Bulletins to keep safety at the forefront of every employee’s mind.
  - Falls are the leading cause of injury and death in the workplace. Created Fall Protection Guidelines for employees.

- 4th Annual Plank Challenge, December 2019, a three (3) minute plank.

Inspections

- Notified Department Directors of URMMa risk management inspection requirements and coordinated URMMa’s inspection with each department. The City earned a score of 100 out of 100 possible points.
- On June 17, 2019, August 27, 2019, and November 13, 2019, URMMa conducted inspections, made minor recommendations, which have been implemented.
- On June 19, 2019 Workers Compensation Fund (WCF) conducted an inspection of the Public Works shop and the Park shop. The shops were determined to be in good condition, and minor recommendations were proposed and implemented.
Layton City Parks & Recreation Department

2019 Annual Report

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PARKS AND RECREATION DIRECTOR’S MESSAGE

Layton City Mayor and Council:

I am pleased to present the 2019 Annual Report for the Parks and Recreation Department. Our Department is committed to provide 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 Department consists of six divisions: Administrative, Parks, Recreation, Amphitheater, Aquatic, and Museum Division.

Within these divisions, I have the great privilege of working with exceptional, hardworking individuals who consistently provide high quality recreational programs, parks, pools, and events that our City can be very proud of. It is this consistency, the day to day efforts that have helped make our parks, facilities, and programs outstanding. This past year we have also been able to celebrate some important milestones in the development of Layton City’s growth.

In 2019, we opened the Shoreline Jr. High School Gymnasium. The Shoreline Jr. High Gym, is the third time Layton City has worked with the Davis School District to develop and construct an extended gym that provided both the District and the City with a gym that is twice as large as a traditional Jr. High Gym. This cooperation provides the residents of Layton with facilities that are used for recreation during the evenings, weekends, and summer and provides the school with twice as much room for physical education during the school day. It also greatly reduces the cost to develop separate overlapping facilities.

In Commons Park, we were able to open two new plazas. The first, on the south side of the Ed Kenley Amphitheater is the Hill Cabin Plaza. The second, is on the northwest side of the Amphitheater and is the main entrance to Commons Park, the Ed Kenley Amphitheater, and the Heritage Museum.

At Ellison Park, the City opened a new playground targeting children ages 2 to 5 years old. This playground was relocated to the west side of the park road, near the large playground. This relocation allows parents and grandparents to watch multiple kids playing on both the small and large playground at the same time.

The Parks and Recreation Department looks forward to new events and projects, but we are 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, come out, and enjoy one of our programs, parks, or facilities, and please contact me with any questions or suggestions that you may have.

Respectfully,

David R. Price
Director of Parks and Recreation
Parks and Recreation Department

2019 Organizational Chart
ADMINISTRATION DIVISION

The Parks and Recreation Department’s 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 the critically important contact with residents.
- Commission support: each assistant provides logistical support to one of two commissions. They schedule meetings, take and prepare minutes for each meeting, and maintain all records, applications, and correspondences for the Commission.
- Administrative support: the assistants give support to the Parks, Recreation, Aquatics, and Museum Divisions. Both assistants work with different divisions to create 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, and retention schedules.
- Financial management of the Department’s budget: the assistants manage the use of the Department’s City credit card accounts, the finances of the Department, and provide a balanced financial report to the Finance Department each day.

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 assisted in several Department programs and special events throughout the year. In April of 2019, Don Wilhelm, Rick Brady, and Sara Beckstead were thanked for their years of service as they ended their third term on the Parks and Recreation Commission. In April 2019, Katie Mansell, CJ Benson, and Angela Richards (Commission Chairperson) were appointed to serve as members, and Don Wilhelm was asked to continue supporting as an Emeritus member. In December of 2019, Scott Quinney was appointed to serve as an alternate member. They join Debbie Comstock, Steve Crago, Milton Herring (Commission Vice-Chairperson), Kathy Blackner, and Pamela Petroff as members of the Parks and Recreation Commission.

Recreation, Arts, Museum, and Parks Advisory Commission

The R.A.M.P. Commission functions as a planning and advisory body for the City Council in all matters pertaining to the expenditure of the Recreation, Arts, Museum, and Parks 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 R.A.M.P. funds. In August of 2019, Trevor Steenblik resigned from the R.A.M.P. Commission and was appointed to the Planning Commission. In December of 2019, Sheryl Starkey was appointed to serve as a permanent member, and Brigit Gerrard was appointed as an alternate member for the R.A.M.P. Commission. They join, Tracy Chatwin (Commission Chairperson), Delaney Nalder (Commission Vice Chairperson), Rick Smith, Randy Benoit, Michelle Howard, Dawn Brandvold, Bill Sanders, and David Price as R.A.M.P. Commission members and Raquel Gallegos as an alternate member. In 2019, the R.A.M.P. Commission collected, reviewed, and prioritized a total of 33 applications, and recommended that the City Council fund 31 applications for a total of $1,691,391.
AQUATIC DIVISION

Mission Statement
The mission of Layton City Surf ‘n Swim is to provide a variety of safe, fun, and affordable aquatic activities that will enhance the quality of life for the patrons of Surf ‘n Swim. These activities enhance the quality of life for Layton residents by contributing to the safety, mental and physical health, and well-being of the citizens. These activities also help strengthen the social and economic well-being of the community.

Summary of 2019
In early spring of 2019, Layton City Parks & Recreation hired a new Aquatic Manager, McKell Christensen, and Assistant Aquatic Manager, Kambree Swanson. Throughout the remainder of the year, the Aquatics Division started holding four hours of monthly training to ensure staff are ready to respond in emergencies. This year the division has also started to participate in the American Red Cross Aquatic Examiner Service. This program aims to audit aquatic processes and staff, and identify ways to continually improve each visit. Surf ‘n Swim hosted community events including the Easter Egg Dive, Pumpkin Dunk, Surf’s Up with Santa, and End of Summer Bash.

Achievements
In 2019, Surf ‘n Swim was able to implement some exciting changes and accomplish annual goals. The following were some of the Aquatic’s Division accomplishments:

- Surf ‘n Swim is fully staffed for Lifeguard, Swim Instructor, Supervisor, and Cashier I & II positions.
- R.A.M.P. Grant recipient for new swimming lesson equipment that was used to purchase four swimming lesson platforms, teaching aids, and signs to increase the safety and quality of Surf ‘n Swim.
- Started to participate in the American Red Cross Examiner Service and has had five site visits to improve aquatic operations and staffing.
- The Assistant Aquatic Manager has been accepted to the American Red Cross Instructor Trainer Academy and plans to attend in 2020.

Attendance
Surf ‘n Swim hosted approximately 126,944 patrons throughout 2019. These guests included individuals visiting for lap swim, open wave, water aerobics, private parties, swimming lessons, swim teams, ARC courses, and special events.
Revenues and Expenses
Revenue for fiscal year 2018/19 was $423,072.25. This included memberships, admissions, facility rentals, concessions sales, swimming lessons, American Red Cross courses, and swim team rental each month.

General Fund Transfer
In Fiscal Year 2018/19, Layton City transferred $500,000, from the City’s General Fund into the Surf ‘n Swim Enterprise Fund. Surf ‘n Swim’s Staff are committed to look 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 2018/19 fiscal year, there were not any Capitalized Equipment or Building Improvements done. However, the costs were higher than usual for HVAC maintenance on the pool boilers and the bubble air handler and heater. The boilers are currently being rebuilt due to failure in January of 2020 and the bubble air handler and heater will need to be replaced in the future.

Highlights
This year Surf ‘n Swim has made a splash in the community. The items below are some of the highlights from 2019:

- Taught swimming lessons, and lifesaving skills to over 3,000 children
- Certified 85 Lifeguards, 41 Water Safety Instructors, and 15 Lifeguard Instructors through the American Red Cross.
- Employs 80-100 employees throughout the year, ranging in ages 15 to 65; some as first time employees, others as students gaining valuable experience, and all working towards making Surf ‘n Swim a safe and enjoyable facility for the City.
- Hosted Ten Community Events
  - Swim with your Sweetheart
  - Egg Dive
  - Mothers’ Day Swim
  - Get Out ‘n Play Day
  - Fathers’ Day Swim
  - 4th of July Swim
  - End of Summer Bash
  - Pumpkin Dunk
  - Member Appreciation Breakfast
  - Surfs Up with Santa
- Rented the pool to 107 groups who invited over 26,000 guests
- Swim teams hosted Layton High School and Davis High School practice October to
February. Hosting six high school swim meets
• Surfers Swim team practiced year round and hosted two home meets

![Aquatic Division](image)

**MUSEUM DIVISION**

**Mission Statement**
The mission of the Staff and Board of Directors of the Heritage Museum of Layton is to: Make the Heritage Museum of Layton the premier small museum in the State of Utah.

**Summary of 2019**
Because of the Layton Commons Park Plaza construction and the construction of the Hill Cabin Plaza, the museum’s attendance for 2019 was below the average. Because of the construction, many potential visitors could not find their way through the construction zones and into the museum. Consequently, there were only 5,071 museum visitors in 2019. The museum was open 223 days and the average daily attendance was 23 individuals. There were 3,844 adult visitors, averaging 17 visitors per day; and 1,227 children, averaging 6 visitors per day. The museum was closed five days during the summer in support of the Davis Arts Council’s summer concerts, and the museum closed early ten days in support of the same concert programs.

The museum put together two mini displays at the Davis County Courthouse as part of the Davis County Art Advisory Committee’s art and photography exhibit open houses. In addition, the museum staff presented four PowerPoint presentations to historical, civic, and religious groups in Davis and Weber counties. The museum’s school outreach continued in 2019, with historical presentations at three Layton elementary schools.

**2019 Feature Exhibit**
Because the museum is planning a special Layton Centennial exhibit for 2020, the Board of Directors decided not to change the exhibit for 2019. The “Then & Now” exhibit was updated a little so that visitors could see new artifacts, but the main part of the exhibit remained the same. The exhibit took the technology currently found in a smart phone and traced the history of that technology back to pioneer roots. For example, the exhibit told the historical development of the telephone, computers, photography, and other mathematical devices. Artifacts representing the history of these innovations were on display and there were several “hands-on” displays, such as the first Layton City telephone switchboard.

During 2019, the museum’s permanent display of Layton’s Old Town was refreshed with new pictures and artifacts not previously seen in the museum.
Museum Attendance

<table>
<thead>
<tr>
<th>Days Open</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA (Average Daily Attendance)</td>
<td>39</td>
<td>31</td>
<td>27</td>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>ADA Adults</td>
<td>23</td>
<td>17</td>
<td>19</td>
<td>23</td>
<td>17</td>
</tr>
<tr>
<td>ADA Children</td>
<td>16</td>
<td>14</td>
<td>8</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Children Visitors</td>
<td>3765</td>
<td>2805</td>
<td>1754</td>
<td>2717</td>
<td>1,227</td>
</tr>
<tr>
<td>Adult Visitors</td>
<td>5116</td>
<td>3399</td>
<td>4095</td>
<td>5287</td>
<td>3,844</td>
</tr>
<tr>
<td>Total Visitors</td>
<td>8881</td>
<td>6204</td>
<td>5849</td>
<td>8004</td>
<td>5,071</td>
</tr>
</tbody>
</table>

Financial Report

In addition to Layton City’s on-going budget support, the museum’s 501c3 was increased significantly by several substantial donations.

In 2019, the museum received a $1,000 donation from the Barlow Family Foundation; a $5,000 donation from the Smith & Wilcox Blue Sky Foundation; and three donations from the Kohl’s Department Store Charitable Foundation totaling $2,456.50. In 2019, the museum developed a partnership with Kohl’s Department Store. Volunteers from Kohl’s came to the museum and worked at various assignments. The store’s charitable foundation then donated $100 for each volunteer who worked. Kohl’s volunteers spent about 15 hours per event helping out at the museum. Also, there were two smaller donations of $250 and $500 from donors who wished to remain anonymous, and approximately $500 was received in the museum’s donation box.

The museum’s 501c3 non-profit account currently includes: First Community Bank of Layton CD account; 8 CDs totaling $83,464.07 as of December 31, 2019. First Community Bank of Layton checking account was at $12,722.27 as of December 31, 2019, and Zion’s First National Bank stock was at $778.48 as of December 31, 2019.

During the year, $5,613.14 was spent from the museum’s 501c3 checking account for museum day-to-day operating expenses.

Layton City provided $124,580 funding for maintenance, utilities, staff expenses, and janitorial services. The City also donated $500 to the Utah Museum’s Association on behalf of the Heritage Museum of Layton.

Special Events

The museum hosted an “Open House” for the turning on of the Layton Commons Park Holiday Lighting Display. Approximately, 280 visitors enjoyed cookies and hot cider at this event. Other special events included: high school class tours, elementary school tours, fireside programs for religious organizations, Sons/Daughters of the Utah Pioneers programs, Boy and Girl Scout tours, and summer family reunion programs in the Commons Park Plaza.
PARKS DIVISION

Mission Statement
Layton City’s Parks Division is committed to providing service and opportunities that enhance the quality of life for the citizens 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 2019
In 2019, the Parks Division, with the help of Ascent Construction completed the renovation of the Amphitheater Plaza. This project includes the pavilion with concessions on one side and box office and ticket sales on the other. The project also included an expansion for the men’s and women’s restrooms, as well as the addition of a family restroom. These restrooms will be a welcome improvement at the Davis Arts Council concerts and additional special events throughout the summer. The restrooms are also heated and provides the option to open them year round. The area has been landscaped with perennials, additional trees, and bedding areas for annuals.

The Parks Division also completed the Joseph Hill Cabin Plaza construction, with the help of Wasatch West Contracting. This project will allow the public to come and witness one of the oldest standing cabins in Davis County. The project consisted of water wise plantings, trees, fencing, lighting, and an area to sit and enjoy not just the cabin but the view into Commons Park. The plaza area was enlarged to accommodate Amphitheater entertainers with a place to enjoy lunch breaks, along with giving citizens the opportunity to visit the Museum, and take a tour of the cabin.

In 2019, the Parks Division re-certified one new Certified Pool Operator (CPO) and Leisure Pool Operator (LPO) that will assist with the duties at the Ellison Park Splash Pad. Two Certified Playground Safety Inspectors were re-certified, which is crucial to playground safety and inspection program. Three staff members who received their Commercial Drivers Licenses (CDL), and one staff member received their Pesticide Applicators License. Safety and training remains a priority and certifications will continue to be maintained throughout the Division.

The Parks Division maintains the City parks and associated facilities with a full-time staff of 21 employees, 1 part-time regular employee, and 18 seasonal employees. The Parks Division currently maintains 291.42 acres of developed City park property and 251.12 acres of undeveloped natural open space. In addition, the Parks Division maintains 19.48 miles of trails and sidewalks, the Parks Shop, and operations in the greenhouse facilities.
Achievements
In 2019, the Parks Division moved forward with the planning of future projects as well as improvements to existing parks and building new park facilities.

The following are some of the Parks Division 2019 accomplishments:
- “Welcome to Layton” signs installed on Antelope, Hill Field, and Layton Parkway exits
- RAMP Grant recipient for four projects
  - Amphitheater Plaza Improvements
  - Pedestrian Wayfinding Signage
  - Christmas Pedestrian Lighting at the Vietnam Wall
  - Trees in Parks
- Propagation of approximately 14,000 annuals, which were planted in and around the City Center area along with several parks
- Assisted 16 individuals in completing projects to obtain their Eagle Scout

Developed Properties
The Parks Department cares for a total of 291.42 developed acres and maintains associated facilities. Developed park property includes 14 City parks (182.02 acres), three highway interchanges (40.81 acres), trails (19.48 miles, 33.5 acres), seven detention basins (8.89 acres), the Urban Fishery (23.6 acres), and multiple locations of street landscaping (2 acres) and developed green space (0.6 acre).

Undeveloped Park Property
The Parks Division currently maintains 251.12 acres of undeveloped natural open space. This property is used for passive recreation activities and is held in reserve for future parks, trails, and recreation developments or entryways.
Special Events and Facilities

Parks Facilities

The Parks Division is constantly evaluating and working to improve efforts to provide well maintained and clean park facilities for the residents. The Parks employees are responsible for facility preparations, trash removal, cleanliness, electrical issues, and other problems that may arise. There were 290 total park pavilion rentals in 2019, which was a decrease from last year’s number. This is due to the two most popular pavilions being unavailable for rental. Ellison Park pavilion was closed for the construction of the new playground and the Amphitheater pavilion was also under construction for the entire year.

Special Events

The Layton City Parks Division manages, maintains, and assists in the presentation and operation of multiple sporting events, festivals, and special events as well as assisting with events and concerts at the Ed Kenley Amphitheater. Some of these events include: Layton F.E.S.T., Liberty Days Celebration, Taste of the Town, car shows, corporate and family parties, weddings, tournaments, school field days, fun runs, high school cross country events, Veteran’s Day Commemoration, Electric Light Parade, and the Holiday Lighting Ceremony.

Holiday Lighting Display

In 2019, the Holiday Light Display opening day was November 25, 2019, it was very well attended. This year even more LED lit trees were added throughout the display. The elf continues to be a hit during the lighting display. Interactive buttons have also been added that the visitors may push to play sounds of the animal or images. Some of the sounds resembled a wolf, a car, a dinosaur, and a cougar.

The Holiday Lighting Display was open from November 25, until December 31, 2019. Lights were on from 5:00pm to 11:00pm each evening. The total car count during operating hours was 42,778.
Maintenance Facilities
The Parks Division maintains both the Parks Shop as well as the Parks and Recreation storage facility. The Parks Division operates a fully equipped greenhouse which provides all of the annuals displayed throughout the City Center area 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 provide 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 2019
The Recreation Division is divided into five general areas: youth sports, adult sports, classes, events, and amphitheater. Overall, the Recreation Division saw a 7.12% increase in total program registrations from 9,451 registered individuals and/or teams in 2018 to 10,124 registered individuals and/or teams in 2019.

The Recreation Division runs a variety of youth sports, adult sports, and classes/clinics throughout the year. The youth sports program that had the largest number of registrations in 2019 was the youth basketball program with just over 4,800 total participants. The adult sports program that has the largest number of registrations is the adult volleyball program which operates a winter, spring, and fall league. The Recreation Division also offers different instructional programs, clinics, and classes. Arts in the Park and tennis lessons are two of the more popular programs from this programming category.

The Recreation Division is responsible for several special events and non-competitive events programming. The Family Recreation program runs monthly family-friendly events including the Family Valentine’s Dance, Halloween Bash, and the Family Hay Rides in the Park. During 2019, the Recreation Division continued established partnerships with other agencies or organizations to host multiple special events including the ‘The League Utah’ competition basketball tournament, the Classic Race, Taste of the Town, Veteran’s Parade, and the WSU Wild 7’s Passing Tournament. The Recreation Division has a strong partnership with the Davis Arts Council, which runs summer concert series and other programming in the Ed Kenley Amphitheater.

Throughout the year the Recreation Division works with several different volunteers and volunteer organizations for recreation events and programming. Youth recreation sports programs heavily involve coordination with community volunteers as team coaches, assistant coaches, and team parents. It is estimated that in 2019 the Division coordinated with over 1,200 individuals as volunteers for the various youth sports programs. In addition to the sports program volunteers, the Division often coordinates with individual volunteers and volunteer organizations for a variety of City events, including Layton City Liberty Days, Pioneer Day activities, Voices of Liberty concert, and Veterans Day events. It is estimated that in 2019, the Division coordinated with over 250 volunteers for City sponsored special events.
Achievements
The following are some of the Recreation Division’s accomplishments for 2019:

- **Boys Baseball** - Expanded the boy’s baseball program to offer straight grade based leagues (instead of combined grade leagues) for all divisions, Kindergarten through 7th Grade.
- **Centennial Planning Committee** - Formed a Layton City Centennial Planning Committee, and began planning events and other items related to the upcoming celebration of Layton City’s centennial year in 2020.
- **Layton F.E.S.T.** - Worked in cooperation with the Davis Arts Council to cross-promote and cross-program Friday night events; Layton City’s Layton FEST and the Davis Arts Council’s Free Friday Film Series.
- **Pickleball League** - Implemented a Pickleball League program.
- **RAMP** - Recipient of nine (9) 2019 RAMP Grant awards
  - Layton Centennial
  - Layton Centennial Float
  - Oak Forest Ball Fields
  - Portable Pitching Mounds
  - Portable Staging
  - Scoreboard Panels
  - Tackle Football Equipment
  - West Layton Jr High Gymnasium Expansion (year 3 of 3)
  - West Layton Jr High Gymnasium Track
- **Shoreline Gymnasium** - Construction completion and opening of the Layton City Shoreline Gymnasium. The facility was constructed as a partnership between Layton City and the Davis School District.
- **Weber State Wild 7’s Passing Tournament** - In partnership with Weber State University’s football team, hosted a single day 7 on 7 Passing League tournament at Ellison Park. The tournament hosted 121 teams, from 62 high schools across Utah and into Idaho.

Boys Recreation Baseball
The Layton City Boys Baseball program is one of the largest single recreation programs ran by the department, with over 1,600 individual participants in the 2019 season. For the 2019 season, Layton Recreation began offering individual grade-based leagues. In comparison, leagues in past seasons consisted of a combination of two grades per league. (See the chart below for details on leagues offered.) This separation of grades allows for a more even distribution of skill levels in each league, with participants placed on teams comprised of only other children in their same grade.

<table>
<thead>
<tr>
<th>Baseball Leagues Prior to 2019 Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten League (T-Ball)</td>
</tr>
<tr>
<td>1st Grade League (Coach Pitch)</td>
</tr>
<tr>
<td>2nd Grade League (Machine Pitch)</td>
</tr>
<tr>
<td>3rd – 4th Grade League</td>
</tr>
<tr>
<td>5th – 6th Grade League</td>
</tr>
<tr>
<td>7th – 8th Grade League (Jr High)</td>
</tr>
<tr>
<td>9th – 12th Grade League (High School)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baseball Leagues 2019 Season</th>
</tr>
</thead>
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<td>6th Grade League</td>
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<tr>
<td>7th Grade League</td>
</tr>
<tr>
<td>8th – 9th Grade League</td>
</tr>
<tr>
<td>10th – 12th Grade League</td>
</tr>
</tbody>
</table>
Layton City Shoreline Gymnasium

In October 2019, Layton City celebrated a ribbon cutting and grand opening of the Layton City Shoreline Gymnasium. The Shoreline Gymnasium is a joint-use facility between Layton City and the Davis School District. Defined facility usage days and times are outlined in an Interlocal Agreement between the two entities. The facility consists of a large gymnasium space that can accommodate four basketball or volleyball courts, or six pickleball courts, and has a raised running track. The addition of the Shoreline Gymnasium allowed the Recreation Division to start a pickleball program, expand the existing competition basketball program, as well as start fitness related programming in the form of facility track usage and drop-in gym time for open pickleball and/or basketball.

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 include:

- Elf in the Park (November 25, 2019 – December 23, 2019)
- Layton City Liberty Days (July 4, 2019)
- Layton F.E.S.T. (July 12, 2019 – August 30, 2019)
- Pioneer Day events- Electric Light Parade and Riders in the Sky Concert (July 24, 2019)
- Ribbon Cutting Ceremonies
  - Commons Park Projects (October 15, 2019)
  - Ellison Park 2-5 year old Playground (September 25, 2019)
- Layton City Shoreline Gymnasium (October 1, 2019)
- Veterans Honors Ceremony (November 9, 2019)
- Voices of Liberty Concert (June 30, 2019)

In addition to those events listed above, the Recreation Division also manages the Layton City Family Recreation program. Family Recreation is a nationally recognized program which began in 2001 that provides monthly, family-friendly activities at low cost or no cost to participants. In 2019, Family Recreation hosted twelve months’ worth of events including:

- Family Skate Night
- Family Valentine’s Dance
- Family Night at the Library
- Family Game Night
- Family Golf Night
- G.O. ’n Play Day
- Park After Dark
- End of Summer Bash
- Halloween Bash
- Turkey Bowl
- Holiday Hay Rides
- Wreath Decorating

Youth Sports and Classes

Overall youth recreation programs and recreation classes saw a 6.9% increase in total program registrations. The tackle football and fit kids programs showed a slight drop in participant registrations, while the basketball program and baseball/softball programs saw an increase in participation. The most significant increase in registrations was experienced by the basketball programs, with over 200 additional registrations than in 2018.

Part of this increase is attributed to the addition of the Shoreline Gymnasium, expanding the Department’s ability to take on additional teams in several of the basketball programs. Another item of note is the growing popularity of the girls competition basketball program. The program, introduced in spring 2018, has seen participation double between the 2018 and 2019 seasons.
Adult Sports

The adult sports programs experienced 15% growth from 2018 to 2019, with 36 additional team registrations compared to the year prior. Each adult sport program is comprised of seasonal leagues. Adult softball operates four different leagues: Coed, Men’s, Women’s, and Men’s 50 plus, playing over two seasons; summer and fall. Adult volleyball leagues operate three seasons; spring, winter, and fall. 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 biggest adult volleyball programs in the state with over 170 teams registered in 2019. The adult basketball program currently runs two leagues: Men’s 6’ & Under and Men’s Open, and is working to introduce a women’s league.

Ed Kenley Centennial Amphitheater

The Ed Kenley Centennial Amphitheater is open mid-May through October each year. Between private facility rentals, Parks and Recreation Department programming, and Davis Arts Council programming, the Amphitheater is in use nearly every day throughout the summer.
This past year the Ed Kenley Amphitheater hosted many artists as part of the Davis Arts Council Summer Nights with the Stars concert series, including the following: Lonestar, REO Speedwagon, and Wilson Phillips. In addition, the amphitheater hosts the Davis Arts Council’s Free Friday Film Series, and Sunday Night Concert Series.
Layton City Police Department

2019 Annual Report

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POLICE CHIEF’S MESSAGE

Layton City Mayor and Council:

On behalf of all personnel of the Layton Police Department, I present the Department’s Annual Report. In this report, you will find a comprehensive overall summary of the department’s activities during 2019.

With a current estimated population of 78,000, Layton continues to be a progressive community. The Layton Police Department is committed to the safety, security, and quality of life for residents, business owners, and visitors alike. We make a concerted effort to educate our residents of the importance of removing valuables from their vehicles and closing and locking doors and windows at their residences, particularly overhead garage doors.

When comparing statewide crime data, the City of Layton ranked 10th in population, while our Part 1 crime ranking was 11th. When Part 1 crime rates were compared on a per 1,000 residents ratio, the City’s ranking dropped to 30th among cities that reported data.

I am proud of the dedicated, professional members of this department and their continued efforts towards accomplishing our goals and mission. The department continues to place a strong emphasis on investigating internet crimes against children. These time intensive investigations can take months to complete and to develop sufficient evidence. For the second year in a row, our investigators were the top producing Task Force members in the State.

A challenge we still face is recruiting qualified individuals to become police officers. We have lost some senior officers to retirement, and are becoming a young department with 39 officers having 5 or less years of experience and 25 officers with two or less years of experiences. We put a lot of focus on training and professionalism and will continue to deliver quality service to our residents and visitors.

We have a strong social media presence which has helped our efforts to connect with the community; I encourage you to follow us on Facebook, Instagram, and Twitter. We thank you for your support of the Police Department and our community service efforts. If you have any questions about the following report, please feel free to contact me.

Respectfully,

Allen Swanson
Chief of Police
Police Department

2019 Organizational Chart
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

<table>
<thead>
<tr>
<th>2019 Change</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Police Service Calls</td>
<td>48,791</td>
</tr>
<tr>
<td>Avg Daily Police Service Calls</td>
<td>134</td>
</tr>
<tr>
<td>Cases</td>
<td>20,509</td>
</tr>
<tr>
<td>Avg Daily Cases</td>
<td>56</td>
</tr>
<tr>
<td>Total Calls into Comm Center</td>
<td>86,349</td>
</tr>
<tr>
<td>9-1-1 calls</td>
<td>21,189</td>
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<tr>
<td>Non-Emergency Calls</td>
<td>65,160</td>
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<tr>
<td>Part I Crimes</td>
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<tr>
<td>Crimes Against Person</td>
<td>1,724</td>
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<tr>
<td>Homicides (includes negligence)</td>
<td>1</td>
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<tr>
<td>Sex Offenses</td>
<td>315</td>
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<tr>
<td>Assault</td>
<td>452</td>
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<tr>
<td>Child Abuse/Neglect</td>
<td>398</td>
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<tr>
<td>All Other Crimes Against Person</td>
<td>558</td>
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<tr>
<td>Property Crimes</td>
<td>3,090</td>
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<tr>
<td>Robbery</td>
<td>11</td>
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<tr>
<td>Fraud/Forgery/Financial Crimes</td>
<td>453</td>
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<tr>
<td>Burglary</td>
<td>172</td>
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<tr>
<td>Vehicle Burglary</td>
<td>348</td>
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<tr>
<td>Motor Vehicle Thefts</td>
<td>101</td>
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<tr>
<td>Thefts</td>
<td>1,319</td>
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<tr>
<td>Arson</td>
<td>6</td>
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<tr>
<td>Vandalism</td>
<td>622</td>
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<tr>
<td>All Other Property Crimes</td>
<td>58</td>
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<td>Domestic Violence</td>
<td>626</td>
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<tr>
<td>Arrests</td>
<td>2,618</td>
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<td>Traffic Accidents (reportable)</td>
<td>1,023</td>
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<td>Traffic Stops</td>
<td>10,726</td>
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<td>Traffic Citations</td>
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<td>Traffic Fatalities</td>
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<td>DUI Arrests</td>
<td>204</td>
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<tr>
<td>Commercial Vehicle Inspections</td>
<td>0</td>
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<tr>
<td>K9 Deployments</td>
<td>131</td>
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<tr>
<td>Narcotics Finds</td>
<td>56</td>
</tr>
<tr>
<td>K9 Deployments by other jurisdictions</td>
<td>71</td>
</tr>
<tr>
<td>Crime-Free Multi-Housing Participants</td>
<td>23</td>
</tr>
<tr>
<td>Citizen Complaints</td>
<td>14</td>
</tr>
<tr>
<td>Staff Inspection Violations</td>
<td>1</td>
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<tr>
<td>Uses of Force</td>
<td>122</td>
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</table>

Administrative

<table>
<thead>
<tr>
<th>2019-2020 Fiscal Year Budget</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,595,759</td>
</tr>
<tr>
<td>Patrol</td>
<td>$6,496,510</td>
</tr>
<tr>
<td>Support Services</td>
<td>$3,788,552</td>
</tr>
<tr>
<td>Communications</td>
<td>$820,538</td>
</tr>
<tr>
<td>Total</td>
<td>$12,701,359</td>
</tr>
<tr>
<td>Alcohol Enforcement Fund</td>
<td>$95,400</td>
</tr>
<tr>
<td>E911</td>
<td>$595,300</td>
</tr>
<tr>
<td>Metro</td>
<td>$593,244</td>
</tr>
</tbody>
</table>

Annual budget with adjusted salary accounts.

Grants

Utah Attorney General's Office - $22,000
For: Internet Crimes Against Children (ICAC) overtime, training, equipment, and wireless service

FBI Child Exploitation Task Force (CTEF) - $10,116
For: Child Exploitation Task Force (CTEF) overtime

U.S. Dept. of Justice JAG - $15,785
For: In-vehicle camera systems

U.S. Dept. of Justice Bulletproof Vest Partnership Grant - $7,159.75
For: ½ cost of ballistic vests on 13 vest replacements

Utah Division of Substance Abuse Crisis Intervention Team (CIT) - $442.93*
For: Conducting CIT classes - reimbursement for training and refreshments

Utah Highway Safety Office - $16,375*
For: DUI enforcement shifts

Utah Highway Safety Office - $483.00*
For: EASY Program/alcohol compliance checks

Utah Highway Safety Office/Utah Highway Patrol - $10,000
For: Two in-vehicle camera systems

State of Utah - $3,694.00*
For: Pedestrian and automobile crosswalk enforcement shifts

Davis County Health Dept. - $1,350.00
For: Tobacco compliance checks

State of Utah Beer Tax/Alcohol Enforcement Funds - $79,908
For: DUI officer salary and other costs

Utah Department of Health Per Capita Grant Funds - $2,796
For: Emergency Medical Dispatch software

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429 North Wasatch Drive | Layton UT | 84041 | 801.497.8300 | Police Department
Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) - $170,101
For: Metro Narcotics Task Force Operations

State of Utah CCJJ Task Force Grant (STFG) - $110,750
For: Metro Narcotics Task Force Operations

State of Utah CCJJ Asset Forfeiture Grant (SAFG) - $96,250
For: Metro Narcotics Task Force Operations

*Reimbursement received on an ongoing basis. Amount received to date or estimated amount we will receive.

Donations FY 2019-2020

Wal-Mart Foundation – $4,000
For: Shop with a Cop

Davis County Citizen’s Academy Alumni - $500
For: Toward Citizen’s Academy costs

BPO Does Drove 27 - $158
For: K9 expenses

PERSONAL ACTIONS

Changes in Personnel

<table>
<thead>
<tr>
<th></th>
<th>Hired</th>
<th>Retired</th>
<th>Reassigned</th>
<th>Discussed</th>
<th>Transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sworn Officers</td>
<td>11</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Code Enforcement Officers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispatchers</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilians – Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crossing Guards</td>
<td>9</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
<td>5</td>
<td>14</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unfounded</td>
<td>5</td>
<td>6</td>
<td>1</td>
<td>8</td>
<td>2</td>
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<tr>
<td>Exonerated</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Sustained</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Sustained</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Info Only</td>
<td>10</td>
<td>10</td>
<td>17</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td>16</td>
<td>21</td>
<td>15</td>
<td>14</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Type</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearm Deployed</td>
<td>2</td>
<td>10</td>
<td>3</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>46</td>
</tr>
<tr>
<td>Less Lethal Deployed</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>19</td>
</tr>
<tr>
<td>Impact Weapon</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>46</td>
</tr>
<tr>
<td>Less Lethal Deployed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Firearm Deployed</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Chemical Munitions</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Pursuits</td>
<td>9</td>
<td>16</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>16</td>
<td>6</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>122</td>
<td>122</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
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<td>6</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>122</td>
</tr>
</tbody>
</table>

NEWS IN 2019

**Progress**

**Davis Behavioral Health Receiving Center**
This year we joined Davis Behavioral Health in celebrating the opening of a Receiving Center that dramatically changes how law enforcement interacts with individuals suffering from substance use disorder and mental health issues when involved in misdemeanor crimes.

Through this one-year pilot program for adults, officers from Bountiful and Layton City Police Departments can take someone who has committed certain misdemeanor offenses while suffering from substance use and/or mental health problems to the Davis Behavioral Health Receiving Center in lieu of an arrest or citation. Once at the Receiving Center, individuals will be immediately connected to recovery resources.

Criminal charges will not be forwarded to a prosecutor as long as the individual is engaged in a treatment program; the individual could, potentially, never be charged with the offense(s). This unique path to recovery, facilitated by law enforcement, allows individuals to get the help they need without burdening them with arrests, court appearances, fines, attorney fees, and all of the stipulations one encounters when involved in the criminal justice system.

Davis Behavioral Health Receiving Center is the only program of this kind in Utah, and is a collaborative effort between behavioral health, law enforcement, and the criminal justice system. The program is funded by a federal grant, state dollars, and Davis Behavioral Health. Given the pilot nature of the program, it will be studied and, if found effective, expanded.

**Saving Lives with Nasal NARCAN®**
Patrol officers are often the first arriving at the scene of an opiate 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 opiate overdose victims and have saved lives that would have otherwise been lost.

Nasal NARCAN® was deployed approximately 19 times on suspected opiate overdoses prior to medical
personnel arriving on scene. Nearly all instances involving utilization of Nasal NARCAN® had a positive outcome.

**Assault Defense for Women**
The department offers an Assault Defense for Women class several times each year. This class is designed to teach women information and techniques to reduce the risk of becoming a victim of violence. In 2019, we taught two classes to a total of 40 women.

**Crime Free Multi-Housing Program**
In 2019, an additional property joined the Crime Free Multi-Housing Program, bringing the total number of participating properties to 23. In comparing arrests at Crime Free Multi-Housing Program properties, there were 183 arrests in 2019 compared to 179 arrests in 2018, which is a 2.2% increase in arrests. Layton Police Department continues to provide presentations and Crime Free Multi-Housing property inspections in support of this program. There also continues to be a significant decrease in calls for service to these properties since implementing the program.

**radKIDS Program**
The radKIDS Program continues to be a popular and growing summer program. During the summer of 2019, 369 participants were trained during sessions of the program. RadKIDS is a four day program offered for free and is taught by Layton City Police Detectives to children 7-12 years of age. RadKIDS teaches children safety and how to physically defend themselves against abduction. Layton City has offered this program the last several years and over 4,000 children have been trained. All classes are taught during the summer break at elementary schools in Layton. The schedule is available each spring and enrollment procedures are made available online at www.laytoncity.org.

**Notable Events**

**Volunteers in Police Service**
There are currently two volunteers who donate their time to help with department and officer training scenarios, community events, and other projects as assigned.

**Shop with a Cop**
Layton Police Department hosted the annual “Shop with a Cop” event in conjunction with Wal-Mart and Golden Corral. The program provides underprivileged children the chance to shop for Christmas presents and exposes them to police officers in a positive manner. In 2019, 33 Layton officers and 6 Layton firefighters volunteered their time and helped 42 kids have a happier Christmas. Representatives from several other agencies including Joyce Brown of Layton City Council, Division of Wildlife Resources, and Security Forces with Hill Air Force Base also attended the event.

**Child Identification Kits**
Layton Police officers participated in the Safe Kids Fair in Farmington and the Layton Fire Department’s Kendall O. Bryant Fire Prevention Awareness Day Open House in Layton and over 1,200 child identification kits were handed out in 2019. The kits provide parents with a single document that contains their child’s personal identifying information, photograph, and fingerprints.

**Community Events**
Members of the Police Department were involved in and provided support and security for several community events throughout 2019. The support of the Police Department at events ensures the safety of the participants and the citizens of the City. All of the events went well with no major incidents being reported.

Some of the events supported by the department in 2019 include:

- The annual Fourth of July Parade and fireworks show
- A Light Parade for youth which gave a venue for area youth to showcase their creativity and sense of community
- Participating in the 2019 Special Olympics Torch Run
- Escort for the 9/11 Memorial Ruck event held on September 11
- Support for the 2019 Tour of Utah Road Race
- Supported Layton Fire Department’s annual Kendall O. Bryant Fire Prevention Awareness Day Open House with traffic control and booths
- National Prescription Take-Back events held in April and October
- Trunk or Treat event at Young Chevrolet in October, with over 1,000 children participating
- Kohl’s Child Spree back to school shopping event in August, which involved 2 Layton Police officers and 150 children
- Various events hosted by Layton City Parks and the Davis Arts Council such as Arts in the Park, Layton F.E.S.T., concerts, etc.

**Department Tours and Presentations**

In 2019, more than 30 tours of the police station were conducted, most often to scouting groups. Additionally, over 20 presentations were made to various groups. The topics presented included crime prevention and topics pertinent to fulfilling scouting merit badges.

**Emergency Response Training**

Seven outreach training sessions were conducted in 2019, training over 250 people. The training sessions were held at Lindquist’s Mortuary, Davis Hospital and Medical Center, Davis Arts Council, Layton Christian Academy, Layton Hills Mall, Layton City Center, and Grace Church of Utah. Those involved were trained on the Run-Hide-Fight concept, and many were put through training scenarios and given a chance to practice their response.

**POST Region 2 Training**

Layton Police Department continues serving as the coordinating agency for POST accredited training in Davis County. During 2019, the department hosted several training classes and continued a partnership with the Weber State University Law Enforcement Academy in an effort to bring more training to the area.

**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 2019, 25 officers representing numerous agencies were certified as CIT Officers. Layton Police Department is the CIT Regional Coordinator for the Davis County area, and all Layton Police officers received 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 fluctuated the past few years with a high peak in 2017. At this point it is unknown if the total number of service calls will continue to decline or if past tendencies of the numbers rising and falling will be the overall trend.

**CASES**

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

<table>
<thead>
<tr>
<th>Top 10 Cases</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Suspicious Circumstance</td>
<td>1,658</td>
</tr>
<tr>
<td>2 Assist Citizen/Public</td>
<td>1,642</td>
</tr>
<tr>
<td>3 Theft</td>
<td>1,352</td>
</tr>
<tr>
<td>4 Welfare Check</td>
<td>1,074</td>
</tr>
<tr>
<td>5 Drug Offense</td>
<td>927</td>
</tr>
<tr>
<td>6 Family Fight, No Violence</td>
<td>715</td>
</tr>
<tr>
<td>7 Domestic Violence</td>
<td>626</td>
</tr>
<tr>
<td>8 Criminal Mischief/Graffiti</td>
<td>498</td>
</tr>
<tr>
<td>9 Disturbing the Peace</td>
<td>455</td>
</tr>
<tr>
<td>10 Fraud/Forgery</td>
<td>453</td>
</tr>
</tbody>
</table>

*Ranking of top ten case types, excluding accidents, code enforcement and sex offender compliance checks/registrations*
Crime in Layton

Crime Clock

One HOMICIDE every 365.0 days
One SEX OFFENSE every 1.2 days
One ASSAULT every 19.4 hours
One CHILD ABUSE or NEGLECT every 0.9 days
One ROBBERY every 33.2 days
One FRAUD or FORGERY every 19.3 hours
One BURGLARY every 2.1 days
One VEHICLE THEFT every 3.6 days
One THEFT every 6.6 hours
One ARSON every 60.8 days
One VANDALISM every 14.1 hours
One DOMESTIC VIOLENCE Act every 14.0 hours

Part 1 Crimes

Layton Police participates in the FBI’s UCR (Uniform Crime Reporting) program. UCR counts the number of incidents reported to each participating agency that involves a Part 1 Crime.

Only one Part 1 Crime can be reported per incident. If more than one Part 1 Crime occurs in a single incident, the most serious crime is reported. Discrepancies in crime numbers in this report are due to this rule.

<table>
<thead>
<tr>
<th>Part 1 Crime Totals</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>1</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Rape</td>
<td>46</td>
<td>51</td>
<td>-9.80%</td>
</tr>
<tr>
<td>Robbery</td>
<td>11</td>
<td>17</td>
<td>-35.29%</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>67</td>
<td>52</td>
<td>28.85%</td>
</tr>
<tr>
<td>Burglary</td>
<td>172</td>
<td>192</td>
<td>-10.42%</td>
</tr>
<tr>
<td>Theft</td>
<td>1,319</td>
<td>1,319</td>
<td>0%</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>101</td>
<td>85</td>
<td>18.82%</td>
</tr>
<tr>
<td>Arson</td>
<td>6</td>
<td>5</td>
<td>20.00%</td>
</tr>
</tbody>
</table>

Population and Crime

Among Utah jurisdictions, Layton ranked 10th in population, 11th in Part 1 Crimes and 30th for crimes per 1,000 residents.

Top 10 Jurisdictions

<table>
<thead>
<tr>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Unified PD of Greater SL</td>
</tr>
<tr>
<td>2 Salt Lake City</td>
</tr>
<tr>
<td>3 West Valley City</td>
</tr>
<tr>
<td>4 Provo</td>
</tr>
<tr>
<td>5 West Jordan</td>
</tr>
<tr>
<td>6 Orem</td>
</tr>
<tr>
<td>7 Sandy</td>
</tr>
<tr>
<td>8 Ogden</td>
</tr>
<tr>
<td>9 St. George</td>
</tr>
<tr>
<td>10 Layton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 1 Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salt Lake City</td>
</tr>
<tr>
<td>2 Unified PD of Greater SL</td>
</tr>
<tr>
<td>3 West Valley City</td>
</tr>
<tr>
<td>4 Ogden</td>
</tr>
<tr>
<td>5 West Jordan</td>
</tr>
<tr>
<td>6 Murray</td>
</tr>
<tr>
<td>7 Sandy</td>
</tr>
<tr>
<td>8 Provo</td>
</tr>
<tr>
<td>9 South Salt Lake</td>
</tr>
<tr>
<td>10 Orem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crime per 1,000 Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 South Salt Lake</td>
</tr>
<tr>
<td>2 Salt Lake City</td>
</tr>
<tr>
<td>3 Murray</td>
</tr>
<tr>
<td>4 Price</td>
</tr>
<tr>
<td>5 Riverdale</td>
</tr>
<tr>
<td>6 West Valley City</td>
</tr>
<tr>
<td>7 Ogden</td>
</tr>
<tr>
<td>8 Moab</td>
</tr>
<tr>
<td>9 Alta Marshal</td>
</tr>
<tr>
<td>10 Salina</td>
</tr>
</tbody>
</table>

30 Layton City | 21.55
**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 Chart]

**Traffic**

**Stops and Citations**

The number of traffic stops and citations issued over the last five years was highest in 2015. When comparing 2019 to 2018, the number of traffic stops was slightly higher in 2019 and the number of citations issued was slightly lower. The number of written warnings issued in 2019 was significantly lower when compared to 2018. There were 10,726 traffic stops, 4,218 traffic citations, and 536 written warnings in 2019.

![Traffic Stops & Citations Chart]

**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 $1,500 are reportable.

There were 1,183 reportable accidents and 1,053 non-reportable accidents in 2019. Compared to 2018, this was a 16% increase in reportable accidents and a 4% increase in non-reportable accidents. The percentage of reportable accidents with injuries or possible injuries was up 3% from 2018.

![Accidents Chart]
Accident Locations

Top 10 Accident Intersections

<table>
<thead>
<tr>
<th>Rank</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hill Field Rd &amp; Main St</td>
<td>83</td>
</tr>
<tr>
<td>2</td>
<td>Antelope Dr &amp; Main St</td>
<td>75</td>
</tr>
<tr>
<td>3</td>
<td>Antelope Dr &amp; Hill Field Rd</td>
<td>52</td>
</tr>
<tr>
<td>4</td>
<td>Hwy 193 &amp; Hill Field Rd</td>
<td>47</td>
</tr>
<tr>
<td>5</td>
<td>Gordon Ave &amp; Hill Field Rd</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>Antelope Dr &amp; University Park Blvd/Heritage Park Blvd</td>
<td>41</td>
</tr>
<tr>
<td>7</td>
<td>I-15 NB On/Off Ramps/1400 W &amp; Antelope Dr</td>
<td>38</td>
</tr>
<tr>
<td>8</td>
<td>Antelope Dr &amp; Layton Hills Pkwy/Harris Blvd</td>
<td>29</td>
</tr>
<tr>
<td>9</td>
<td>Cherry Ln &amp; Hwy 89</td>
<td>28</td>
</tr>
<tr>
<td>10</td>
<td>I-15 SB On/Off Ramps &amp; Antelope Dr</td>
<td>28</td>
</tr>
</tbody>
</table>

Accident Severity

- No Injury: 70%
- Possible Injury: 17%
- Non-Incapacitating Injury: 12%
- Incapacitating Injury: 0%

Fatalities

There were six fatal accidents in Layton in 2019.

**Auto vs. Utility Pole**
An 84-year-old female left the roadway and struck a utility pole, she died two days later of her injuries.

**Auto vs. Pedestrian**
A 32-year-old male pedestrian died after being struck by a vehicle as he was crossing Main Street. He was not using a crosswalk.

**Auto vs. Auto vs. Truck**
A 32-year-old female driver died after she turned onto Main Street at a high rate of speed, lost control of her vehicle, hit a car and truck, and rolled her vehicle. The occupants of the truck were uninjured and the occupants of the car were injured.

**Auto vs. Motorcycle**
A 20-year-old male driving a motorcycle at a high rate of speed on Main Street died when he ran into a vehicle which was making a turn. The three occupants of the vehicle were injured.

**Auto vs. Motorcycle**
A 57-year-old male died after he rear-ended a vehicle while on his motorcycle, the vehicle was slowing due to traffic congestion on Main Street. The lone occupant in the vehicle was not injured.

**Auto vs. Pedestrian**
A 38-year-old female pedestrian died after being struck by a vehicle as she was crossing Main Street. She was not using a crosswalk.

INVESTIGATIONS DIVISION

**Cases**
The Detective Division handled 1,097 cases in 2019: 784 cases involved major crimes, 107 involved minor crimes, and 206 were information or non-criminal. An additional 2,120 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.
chatting where the predators believed they were meeting children. Layton Police Department will continue to be an active member of the ICAC and CETF and pursue additional resources, technology, and investigators trained to investigate these types of crimes.

**Sex Offenders**

There were 260 sex offenders registered in the City of Layton at the end of 2019.

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

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrations &amp; Updates</td>
<td>258</td>
<td>233</td>
<td>10.73%</td>
</tr>
<tr>
<td>Compliance Checks</td>
<td>196</td>
<td>204</td>
<td>-3.92%</td>
</tr>
<tr>
<td>Violations</td>
<td>7</td>
<td>8</td>
<td>-12.50%</td>
</tr>
</tbody>
</table>

**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 2019, the department identified 940 cases involving a suspected or known mentally ill subject.

**CSI**

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

During 2019, 923 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**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scene Responses</td>
<td>143</td>
<td>177</td>
<td>-19.2%</td>
</tr>
<tr>
<td>Lab Processing Cases</td>
<td>136</td>
<td>152</td>
<td>-10.5%</td>
</tr>
<tr>
<td>AFIS Print Entry</td>
<td>80</td>
<td>109</td>
<td>-26.6%</td>
</tr>
<tr>
<td>AFIS Print Identification</td>
<td>30</td>
<td>24</td>
<td>25.0%</td>
</tr>
<tr>
<td>Manual Print Identification</td>
<td>20</td>
<td>15</td>
<td>33.3%</td>
</tr>
<tr>
<td>Drug Tests</td>
<td>5</td>
<td>8</td>
<td>-37.5%</td>
</tr>
</tbody>
</table>
Evidence Property Items Handled

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items Received</td>
<td>4,516</td>
<td>4,583</td>
<td>-1.5%</td>
</tr>
<tr>
<td>Items Released</td>
<td>1,556</td>
<td>1,427</td>
<td>9.0%</td>
</tr>
<tr>
<td>Items Destroyed</td>
<td>1,526</td>
<td>1,572</td>
<td>-2.9%</td>
</tr>
</tbody>
</table>

RECORDS
The Records Division is responsible for the collection, submission, and retrieval of the Police Department’s records.

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

The upward trend in the number of requests for information received and processed continued in 2019, with an 8.6% increase in requests compared to 2018 and nearly double the amount of requests were processed in 2019 compared to 2015.

Compliance Rate of Re-inspected Properties

Code Enforcement Violations and Non-Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandoned Vehicle</td>
<td>295</td>
</tr>
<tr>
<td>Auto Sale Violations</td>
<td>1</td>
</tr>
<tr>
<td>Blocked Sidewalk</td>
<td>224</td>
</tr>
<tr>
<td>Citizen Assist</td>
<td>173</td>
</tr>
<tr>
<td>Clear View Violation</td>
<td>376</td>
</tr>
<tr>
<td>Found Bicycle</td>
<td>8</td>
</tr>
<tr>
<td>Garbage Enclosure Violation</td>
<td>5</td>
</tr>
<tr>
<td>Graffiti</td>
<td>4</td>
</tr>
<tr>
<td>Impound</td>
<td>31</td>
</tr>
<tr>
<td>Inoperable Vehicle</td>
<td>351</td>
</tr>
<tr>
<td>Junk Permit</td>
<td>1</td>
</tr>
<tr>
<td>Junk &amp; Refuse Violations</td>
<td>223</td>
</tr>
<tr>
<td>Landscape Blocking Sign</td>
<td>0</td>
</tr>
<tr>
<td>Landscaping Violations</td>
<td>4</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>262</td>
</tr>
<tr>
<td>Mud Deposited On Street</td>
<td>2</td>
</tr>
<tr>
<td>Nuisance Other</td>
<td>329</td>
</tr>
<tr>
<td>Parking Violations</td>
<td>833</td>
</tr>
<tr>
<td>Probation Check</td>
<td>34</td>
</tr>
<tr>
<td>Public Safety &amp; Welfare</td>
<td>16</td>
</tr>
<tr>
<td>Road Obstruction</td>
<td>107</td>
</tr>
<tr>
<td>Sign Impound</td>
<td>604</td>
</tr>
<tr>
<td>Sign Violation</td>
<td>773</td>
</tr>
<tr>
<td>Snow Deposited Sidewalk/Sidewalk</td>
<td>25</td>
</tr>
<tr>
<td>Snow Removal From Sidewalk</td>
<td>56</td>
</tr>
<tr>
<td>Trees Over Street/Sidewalk</td>
<td>172</td>
</tr>
<tr>
<td>Vehicle Restoration Permit</td>
<td>21</td>
</tr>
<tr>
<td>VIN Inspection</td>
<td>195</td>
</tr>
<tr>
<td>Weed Violations</td>
<td>404</td>
</tr>
<tr>
<td>Total Reported</td>
<td>5,529</td>
</tr>
</tbody>
</table>

Cases
The Code Enforcement Unit generated 2,876 cases in 2019, resulting in a total of 5,097 violations and 432 non-violation cases such as citizen assists and VIN inspections.

Compliance
Of the 2,876 Code Enforcement cases, citations were issued on scene in 23 cases, warning notices were issued on scene in 729 cases, and 1,486 required re-inspection of the property. Compliance was achieved without further legal action in 1,439 of the re-inspected properties.
**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

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Cases Generated</td>
<td>339</td>
<td>258</td>
<td>31.40%</td>
</tr>
<tr>
<td>Search Warrants</td>
<td>78</td>
<td>71</td>
<td>9.86%</td>
</tr>
<tr>
<td>Felony Arrests</td>
<td>95</td>
<td>93</td>
<td>2.15%</td>
</tr>
</tbody>
</table>

### DMNSF Asset Seizures

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$232,200</td>
<td>$687,396</td>
<td>-66.22%</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$0</td>
<td>$54,025</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Property</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$232,200</strong></td>
<td><strong>$741,421</strong></td>
<td><strong>-68.68%</strong></td>
</tr>
</tbody>
</table>

### DMNSF Contraband Seizures

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine (lbs)</td>
<td>166.80</td>
<td>88.10</td>
<td>89.33%</td>
</tr>
<tr>
<td>Cocaine (lbs)</td>
<td>11.30</td>
<td>26.80</td>
<td>-57.84%</td>
</tr>
<tr>
<td>Fentanyl (lbs)</td>
<td>0</td>
<td>9.80</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Fentanyl (dose units)</td>
<td>602.00</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>Marijuana (lbs)</td>
<td>201.40</td>
<td>117.20</td>
<td>71.84%</td>
</tr>
<tr>
<td>Marijuana Extract (ml)</td>
<td>350.60</td>
<td>123.70</td>
<td>183.43%</td>
</tr>
<tr>
<td>Marijuana Edibles (dose units)</td>
<td>22.00</td>
<td>6.00</td>
<td>266.67%</td>
</tr>
<tr>
<td>Marijuana Plants</td>
<td>6</td>
<td>4</td>
<td>50.00%</td>
</tr>
<tr>
<td>Prescription Drugs (lbs)</td>
<td>0</td>
<td>1.6</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Prescription Drugs (dose units)</td>
<td>3,005.5</td>
<td>3142.50</td>
<td>4.56%</td>
</tr>
<tr>
<td>Prescription Drugs (ml)</td>
<td>80.00</td>
<td>21.95</td>
<td>264.46%</td>
</tr>
<tr>
<td>Club Drugs (lbs)</td>
<td>0.06</td>
<td>0.32</td>
<td>-81.25%</td>
</tr>
<tr>
<td>Club Drugs (dose units)</td>
<td>186.00</td>
<td>925.00</td>
<td>-79.89%</td>
</tr>
<tr>
<td>Club Drugs (ml)</td>
<td>0.00</td>
<td>301.70</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Heroin (lbs)</td>
<td>16.50</td>
<td>27.30</td>
<td>-39.56%</td>
</tr>
<tr>
<td>Heroin (ml)</td>
<td>0</td>
<td>10.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Hashish (lbs)</td>
<td>0</td>
<td>14.60</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Hallucinogens (lbs)</td>
<td>0.05</td>
<td>9.40</td>
<td>-99.47%</td>
</tr>
<tr>
<td>Hallucinogens (dose units)</td>
<td>91.00</td>
<td>48.00</td>
<td>89.58%</td>
</tr>
<tr>
<td>Hallucinogens (ml)</td>
<td>0</td>
<td>1,345.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Meth Labs</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Weapons</td>
<td>34</td>
<td>36</td>
<td>-5.56%</td>
</tr>
</tbody>
</table>

*Unable to calculate a percentage of change due to zero value for previous year.
Layton City Public Works Department

2019 Annual Report

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PUBLIC WORKS DIRECTOR’S MESSAGE

Layton City Mayor and Council:

The following pages contain the 2019 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 2019 was used to maintain 56.23 lane miles of streets. Several additional projects completed by the Public Works Department during 2019 include the Gordon Avenue Reconstruction Phase 2, West Hill Field Road Overlay, Valley View Water Tank, Adamswood Storm Drain Improvements, Shadowing Oaks Land Drain, Main Street Reconstruction, Traffic Signal at Fairfield Road and Church Street, designated turn lane additions at the Gordon Avenue and Fort Lane Traffic Signal, 2200 West Storm Drain Improvements, Westside Drive Sidewalk Installation, Various Sanitary Sewer Repairs, Hill Field Well Lining, Fort Lane Sidewalk Improvements, Storm Drain and Sanitary Sewer Cleaning and Televising, Traffic Studies, Sidewalk, Curb and Gutter Replacement, and Annual Street Light Installation and Maintenance.

In addition to the construction projects listed above, the Engineering Division finalized the Water Rate Study to evaluate the culinary water billing rate structure. The Engineering Division also assisted with the completion of the FEMA Floodplain appeal and mapping updates. The Public Works Staff has been collecting field data to identify Layton City’s infrastructure for use in master planning and utility maintenance.

During 2019, the Engineering Division of Public Works coordinated extensively with UDOT to assist with projects within Layton City. These projects include the planning and design of the the US-89 Expansion Project from Farmington to I-84, the I-15 Davis-Weber Express Lane Project, and the West Davis Corridor Project. The Engineering Division of Public Works also coordinated with UTOPIA for fiber optic installation throughout the City as part of the expedited build of the fiber network.

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

2019 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

<table>
<thead>
<tr>
<th>Fiscal Year Budget 2018-2019</th>
<th>Fiscal Year Budget 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Category</strong></td>
<td><strong>Total Budget</strong></td>
</tr>
<tr>
<td>Streets Division</td>
<td>$1,592,776</td>
</tr>
<tr>
<td>Shop Division</td>
<td>$447,410</td>
</tr>
<tr>
<td>Engineering Division</td>
<td>$385,737</td>
</tr>
<tr>
<td>B&amp;C Road Division</td>
<td>$3,324,348</td>
</tr>
<tr>
<td>Transit Tax (Proposition 1)</td>
<td>$640,500</td>
</tr>
<tr>
<td>Street Lighting Division</td>
<td>$484,170</td>
</tr>
<tr>
<td>Water Division</td>
<td>$5,802,849</td>
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<tr>
<td>Secondary Water Division</td>
<td>$261,237</td>
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<tr>
<td>Storm Sewer Division</td>
<td>$10,431,489</td>
</tr>
<tr>
<td>Capital Projects Streets</td>
<td>$2,897,000</td>
</tr>
<tr>
<td>Capital Projects Water</td>
<td>$2,040,000</td>
</tr>
<tr>
<td>Capital Projects Sewer</td>
<td>$465,000</td>
</tr>
<tr>
<td>Capital Projects Storm Sewer</td>
<td>$912,500</td>
</tr>
<tr>
<td>Capital Projects Street Lighting</td>
<td>$300,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$32,158,412</strong></td>
</tr>
<tr>
<td>Streets Division</td>
<td>$1,651,161</td>
</tr>
<tr>
<td>Shop Division</td>
<td>$457,993</td>
</tr>
<tr>
<td>Engineering Division</td>
<td>$388,948</td>
</tr>
<tr>
<td>B&amp;C Road Division</td>
<td>$2,789,677</td>
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<tr>
<td>Transit Tax (Prop 1)</td>
<td>$1,187,500</td>
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<tr>
<td>Street Lighting Division</td>
<td>$570,170</td>
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<tr>
<td>Water Division</td>
<td>$6,334,833</td>
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<tr>
<td>Secondary Water Division</td>
<td>$265,275</td>
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<tr>
<td>Storm Sewer Division</td>
<td>$2,112,415</td>
</tr>
<tr>
<td>Sewer Division</td>
<td>$10,022,622</td>
</tr>
<tr>
<td>Capital Projects Streets</td>
<td>$2,200,000</td>
</tr>
<tr>
<td>Capital Projects Water</td>
<td>$2,833,000</td>
</tr>
<tr>
<td>Capital Projects Sewer</td>
<td>$620,000</td>
</tr>
<tr>
<td>Capital Projects Storm Sewer</td>
<td>$951,000</td>
</tr>
<tr>
<td>Capital Projects Street Lighting</td>
<td>$320,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$32,704,594</strong></td>
</tr>
</tbody>
</table>
Commercial and Residential Review

The Engineering Division of Public Works designs and manages the construction of capital improvement projects relating to streets, culinary 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, and 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, sanitary sewer, and storm drain utility construction. Additional inspections are completed before the project is given final acceptance at the end of the one-year warranty period. In 2019, a total of 35 pre-construction meetings were conducted, compared to 31 meetings in 2018.

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

<table>
<thead>
<tr>
<th>Developments Reviewed &amp; Approved in 2019</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plans</td>
<td>21</td>
</tr>
<tr>
<td>Conceptual Review</td>
<td>2</td>
</tr>
<tr>
<td>Preliminary Subdivisions</td>
<td>11</td>
</tr>
<tr>
<td>Final Subdivisions</td>
<td>38</td>
</tr>
<tr>
<td>Annexations</td>
<td>3</td>
</tr>
<tr>
<td>Rezone Requests</td>
<td>10</td>
</tr>
<tr>
<td>Conditional Use Requests</td>
<td>12</td>
</tr>
<tr>
<td>Parcel Splits / Small Subdivisions</td>
<td>1</td>
</tr>
<tr>
<td>Lot Line Adjustments</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

In 2019, a total of 388 submittals were reviewed for these applications, compared to 324 in 2018.

GPS/GIS Update

The Engineering Division utilizes survey equipment to collect field data throughout the City in order to effectively manage the infrastructure of Layton 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.

The data collection effort has mostly focused on existing infrastructure and will now shift to new construction and development projects. The data collected is compiled into the City’s GIS database.

In 2019, 2,435 data points were collected. Overall, 70,176 data points have been collected as shown in the table below.

<table>
<thead>
<tr>
<th>Total GPS Points Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Point Description</strong></td>
</tr>
<tr>
<td>Clean Out</td>
</tr>
<tr>
<td>Fire Hydrant</td>
</tr>
<tr>
<td>Storm Drain Inlet</td>
</tr>
<tr>
<td>Land Drain Manhole</td>
</tr>
<tr>
<td>Misc. Points</td>
</tr>
<tr>
<td>Storm Drain Outfall</td>
</tr>
<tr>
<td>Storm Drain Manhole</td>
</tr>
<tr>
<td>Secondary Water Valve</td>
</tr>
<tr>
<td>Sanitary Sewer Manhole</td>
</tr>
<tr>
<td>Water Valve</td>
</tr>
<tr>
<td>Water Manhole</td>
</tr>
<tr>
<td>Water Meter</td>
</tr>
<tr>
<td>Street Light</td>
</tr>
<tr>
<td>Street Light Junction Box</td>
</tr>
<tr>
<td>Storm Drain Culvert</td>
</tr>
<tr>
<td>Detention Pond Structure</td>
</tr>
<tr>
<td>Water Sample Station</td>
</tr>
<tr>
<td>Sidewalk Trip Hazard</td>
</tr>
<tr>
<td>Survey Control Point</td>
</tr>
<tr>
<td>UTOPIA Junction Box</td>
</tr>
<tr>
<td>Secondary Water Misc.</td>
</tr>
<tr>
<td>Hill AFB Monitoring Well</td>
</tr>
<tr>
<td>Water Air Vac</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Class B&C Road Maintenance
During 2019, road treatments performed by the Public Works Department included 8.89 lane miles of overlays, 40.69 lane miles of slurry seal, and 6.65 lane miles of Onyx seal. Also in 2019, a quantity of 236 tons of crack seal was placed by 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 2019. In total, 56.23 lane miles of road were given surface treatments at a total cost of $3,160,371.

<table>
<thead>
<tr>
<th>Location</th>
<th>Treatment Type</th>
<th>Lane Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street</td>
<td>Reconstruct/Overlay</td>
<td>2.01</td>
</tr>
<tr>
<td>200 South Street</td>
<td>Reconstruct/Overlay</td>
<td>0.74</td>
</tr>
<tr>
<td>Snowcreek Drive</td>
<td>Reconstruct/Overlay</td>
<td>0.72</td>
</tr>
<tr>
<td>Gordon Avenue</td>
<td>Reconstruct/Overlay</td>
<td>0.62</td>
</tr>
<tr>
<td>West Hill Field Road</td>
<td>Overlay</td>
<td>4.80</td>
</tr>
<tr>
<td>Parkwest, Holt, Green Leaf Meadows Subdivisions</td>
<td>Slurry Seal</td>
<td>8.59</td>
</tr>
<tr>
<td>Marshall Heights and Mala Subdivisions</td>
<td>Slurry Seal</td>
<td>1.56</td>
</tr>
<tr>
<td>North Park Village, Heartland, Park Meadows Subdivisions</td>
<td>Slurry Seal</td>
<td>3.88</td>
</tr>
<tr>
<td>Golden Acres and Diamond Hills Subdivisions</td>
<td>Slurry Seal</td>
<td>6.50</td>
</tr>
<tr>
<td>Spring Hollow, Glendale Garden, Homeplace Subdivisions</td>
<td>Slurry Seal</td>
<td>1.91</td>
</tr>
<tr>
<td>Church Street Subdivision</td>
<td>Slurry Seal</td>
<td>0.70</td>
</tr>
<tr>
<td>Haven Park Subdivision</td>
<td>Slurry Seal</td>
<td>0.35</td>
</tr>
<tr>
<td>Colonial Park, Fiddlers Creek, Mt. Dell Subdivisions</td>
<td>Slurry Seal</td>
<td>2.26</td>
</tr>
<tr>
<td>Shadywood Lane and Country Creek Estates Subdivisions</td>
<td>Slurry Seal</td>
<td>2.62</td>
</tr>
<tr>
<td>Autumn Woods and Heather Glen Subdivisions</td>
<td>Slurry Seal</td>
<td>2.38</td>
</tr>
<tr>
<td>Oak Forest and Diamond Oaks Subdivisions</td>
<td>Slurry Seal</td>
<td>5.80</td>
</tr>
<tr>
<td>1600 North Street, Golden Avenue, Elm Street</td>
<td>Slurry Seal</td>
<td>2.67</td>
</tr>
<tr>
<td>Chapel Street, Oak Forest Drive</td>
<td>Slurry Seal</td>
<td>1.47</td>
</tr>
<tr>
<td>Windmill Subdivision</td>
<td>Onyx</td>
<td>1.69</td>
</tr>
<tr>
<td>Harmony Place PRUD</td>
<td>Onyx</td>
<td>0.56</td>
</tr>
<tr>
<td>Ellison Park Estates Subdivision</td>
<td>Onyx</td>
<td>0.11</td>
</tr>
<tr>
<td>Evergreen Farms Subdivision</td>
<td>Onyx</td>
<td>0.33</td>
</tr>
<tr>
<td>Weaver Park Subdivision</td>
<td>Onyx</td>
<td>0.13</td>
</tr>
<tr>
<td>Robins Park and Layton Place Subdivision</td>
<td>Onyx</td>
<td>0.98</td>
</tr>
<tr>
<td>Adams Farms Subdivision</td>
<td>Onyx</td>
<td>0.59</td>
</tr>
<tr>
<td>Forest Hills Subdivision</td>
<td>Onyx</td>
<td>1.85</td>
</tr>
<tr>
<td>Deer Field Subdivision</td>
<td>Onyx</td>
<td>0.41</td>
</tr>
</tbody>
</table>

Sidewalk, Curb and Gutter Replacement
Yarbrough Construction completed the annual Sidewalk, Curb and Gutter Replacement Project. In 2019, the contractor installed 1,139 linear feet of sidewalk, 849 linear feet of curb and gutter, and 7 ADA ramps as part of the ongoing maintenance project. The cost for improvements totaled $114,020.

West Hill Field Road Overlay Project
The West Hill Field Road Overlay Project completed by Staker Parson consisted of “milling” or removing 3 inches of the existing asphalt in the travel lanes only. The contractor then placed a 3-inch asphalt overlay which removed the deteriorating chip seal. B&C Funds were used for this project. The total estimated cost of the project was $465,000.
Main Street Reconstruction Project
During the summer of 2019, Staker Parson completed the Main Street Reconstruction Project between Fort Lane and the Kaysville boundary. A mill and overlay was constructed on most of the roadway, while other sections required a full reconstruction as determined by core samples of the existing roadway. The contractor removed the existing asphalt and subgrade material in the reconstruction areas and then placed 8 inches of new roadbase and 5 inches of new asphalt to upgrade the road surface. This project utilized B&C funds with an estimated total cost of $445,000.

Valley View Water Tank Project
The Engineering Division utilized Dale Cox Contracting, Inc. to construct a new 2.0 million gallon culinary water tank and booster station building. The new concrete tank will replace the City’s existing Oak Hills steel tank that will be removed in conjunction with UDOT’s Highway 89 Expansion Project. Construction will be complete in early 2020. The contractor’s bid for the improvements was $3,650,023.

Infrastructure Cleaning and Televising
During 2019, two infrastructure cleaning and televising projects were completed.

The Storm Drain Cleaning and Televising Project was completed by Pro Pipe and consisted of cleaning and televising 15,850 linear feet of 8-inch to 48-inch storm drain pipe in the eastern portion of the City. The cost of the project was $20,062.

The Sanitary Sewer Cleaning and Televising Project was completed by Twin “D” and consisted of cleaning and televising 168,565 linear feet of 6-inch to 15-inch sanitary sewer pipe. The cost of the project was $130,596.

Shadowing Oaks Land Drain Project
The Shadowing Oaks Land Drain Project included the removal of mineral deposits in 1,090 feet of land drain pipe. The work was accomplished through a collaboration between Twin “D” Inc. and the Public Works Department. The mineral cutting equipment pictured above was operated by Twin “D” while Public Works provided video and flushing truck capabilities. This project was an alternative to replacing the existing concrete pipe with a new pipe, which would have cost an estimated $200,000. The cost for the mineral removal work totaled $12,614, a significant savings when compared to the price of removing and replacing the existing land drain pipe.

Traffic Signal Projects
The Engineering Division contracted with Cache Valley Electric to construct two new traffic signals to improve pedestrian safety. The Fairfield Road and Church Street Signal Project improved safety for both drivers and pedestrians using this intersection. The Gordon Avenue and Fort Lane Signal Project improved the flow of traffic on Gordon Avenue by adding a designated turn lane in each direction. These two signal projects cost a total of $472,150.
2200 West Storm Drain Improvement Project
The 2200 West Storm Drain Improvement Project included the construction of approximately 355 linear feet of 30-inch polyvinyl chloride (PVC) pipe and appurtenances, modifications to an existing storm water detention pond, plus curb, gutter, and sidewalk replacement along West Hill Field Road from 2200 West Street to the Ellison Park detention pond structure. The work was completed by Ormond Construction Inc. for a total cost of $142,030.

Westside Drive Sidewalk Improvements Project
The Westside Drive Sidewalk Improvements Project was completed in 2019 by Yarbrough Construction. The contractor installed 440 feet of sidewalk and appurtenances along Westside Drive to provide safer and more complete pedestrian access near the new Shoreline Junior High School. The total project cost was $33,177.

Various Sanitary Sewer Repairs Project
In 2019, the Various Sanitary Sewer Repairs Project was completed by Toncco, Inc. The project included three schedules of work for sewer repairs at various locations. Schedule A included the replacement of 254 linear feet of concrete pipe with new 8-inch PVC sewer pipe along 2575 East Street, south of Cherry Lane. Schedule B included the replacement of 45 linear feet of concrete pipe with new 8-inch PVC sewer pipe along Forbes Avenue (650 West). Schedule C included construction and replacement of two sewer manholes on Glen Avenue. After the manhole repairs were completed by the contractor, Thurgood Excavating, Inc. removed 216 feet of existing 4-inch sewer main, replacing it with new 8-inch PVC sewer pipe. The total cost of the project was $131,634.

Traffic Studies
Traffic counts and speed studies are routinely conducted by the Engineering Division to determine future roadway needs, prioritize projects, and to assist law enforcement where needed. During 2019, two intersection studies, 11 speed studies, 31 traffic counts, and three 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.

Hill Field Well Lining Project
The Engineering Division contracted with CRS Engineers and Widdison Turbine to repair and line a portion of the Hill Field well. The Contractor began construction on the culinary water well in December 2018 during the lower demand winter season and completed the repairs during the Spring of 2019. Construction included installation of new steel casing, well screens, and gravel pack to provide a more efficient well and limit sand intrusion. The total cost of the construction project was $364,225.

Fort Lane Sidewalk Improvements Project
The Fort Lane Sidewalk Improvements Project was completed by Jordan Valley Construction during 2019. The project included installation of 1,600 linear feet of sidewalk, 1,000 linear feet of curb and gutter, a 1,650 square-foot keystone retaining wall, and modifications to irrigation structures. New sections of
sidewalk were installed along Fort Lane in two areas, Antelope Drive to 1625 North and Gordon Avenue to Rainbow Drive. The total cost of the improvements was $362,302.19.

Gordon Avenue Reconstruction Project
During 2019, Post Asphalt Paving and Construction completed Phase 2 of the Gordon Avenue Reconstruction Project. B&C funds were utilized to replace the rapidly deteriorating road surface between Nalder Street and Emerald Drive and to create a more consistent width and profile. The contractor removed the existing asphalt and subgrade material and then placed 12 inches of granular borrow, 8 inches of roadbase, and 4 inches of asphalt. The total cost of Phase 2 was $487,278.

Adamswood Storm Drain Improvement Project
The Adamswood Storm Drain Improvement Project was completed in 2019 by EK Bailey Construction, Inc. The project consisted of the construction of approximately 800 linear feet of 15-inch to 24-inch reinforced concrete pipe and appurtenances, removal of three waterways, and the removal and replacement of portions of curb, gutter, and sidewalk in the vicinity of Snow Creek Drive and Adamswood Drive, south to Wasatch Drive. The total cost of the project was $197,369.

Annual Street Light Installation and Maintenance
In 2019, Hunt Electric installed 17,026 feet of conduit and wire and 142 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 one light knocked down during a traffic accident. The cost to purchase street lights totaled $141,664. Construction costs for installation and maintenance of the street lights was $438,454.

UDOT PROJECTS

US-89 Expansion Project
UDOT continues to collaborate with Layton City to identify transportation solutions to improve traffic flow and safety through the US-89 Expansion Project from Farmington to I-84. During 2019, UDOT and their design-build contractor, Oakhills Constructors, teamed with Layton City Engineering and Public Works Staff on the design of multiple large-scale City water, sewer, and storm water utilities in the project area. The current documents propose grade-separated interchanges at Oak Hills Drive, Gordon Avenue, and Antelope Drive. The first phase of utility construction is anticipated to begin in February 2020.

I-15 Davis-Weber Express Lane Project
During 2019, UDOT initiated a large-scale construction project to extend the I-15 Express lanes from Layton Parkway to Riverdale Road. Within the Layton City area, this project also includes widening the I-15 bridge at Church Street, construction of an extended on-ramp from Layton Parkway to Hill Field Road, bridge deck replacement at the Gentle Street bridge, new ramp meters at Antelope Drive, and concrete panel replacement and pavement grinding from Hill Field Road to I-84.
(Source: www.udot.utah.gov/i15express)

West Davis Corridor Project
UDOT began preliminary design during 2019 on the upcoming West Davis project for construction of a new 19-mile, 4-lane divided highway project in western Davis County. Layton City Engineering and Public Works Staff are assisting UDOT’s project team on the conceptual and preliminary roadway and utility design within the Layton area. Construction on this project is anticipated to begin during Spring 2021.
(Source: www.westdavis.udot.utah.gov)
Summary
The chart above shows the total length of Layton City owned and maintained utilities since 2015. During 2019, an additional 2.47 miles of streets, 3.08 miles of waterline, 3.06 miles of sanitary sewer pipe, 4.28 miles of storm drain pipe, and 2.43 miles of land drain 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 1,062 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 Layton City.

Streets
The Streets Division performs all work related to the maintenance and upkeep of the streets throughout Layton 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 2019 by the Streets Division.

<table>
<thead>
<tr>
<th>Streets Division Work During 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench Repair</td>
</tr>
<tr>
<td>Asphalt Overlays</td>
</tr>
<tr>
<td>Pothole Repair</td>
</tr>
<tr>
<td>Total Asphalt Placed</td>
</tr>
<tr>
<td>Time Spent Filling Potholes</td>
</tr>
<tr>
<td>Snow Plow Drivers</td>
</tr>
<tr>
<td>Snow Plow Distance Traveled</td>
</tr>
<tr>
<td>After-Hours Snow Plow Calls</td>
</tr>
<tr>
<td>Salt Placed</td>
</tr>
<tr>
<td>Traffic Control Signs Maintained</td>
</tr>
<tr>
<td>Traffic Control Signs Replaced</td>
</tr>
<tr>
<td>Traffic Control Signs Repaired/Maintained</td>
</tr>
<tr>
<td>Traffic Control Signs Clearview</td>
</tr>
</tbody>
</table>
Sanitary Sewer
The Sanitary Sewer Division performs all work related to the maintenance and upkeep of the sanitary sewer system throughout Layton 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 2019 by the Sanitary Sewer Division of Public Works.

<table>
<thead>
<tr>
<th>Sanitary Sewer Division Work During 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Main Cleaned</td>
</tr>
<tr>
<td>Manhole Inspections</td>
</tr>
<tr>
<td>Manhole Repairs</td>
</tr>
</tbody>
</table>

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 Layton 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 Layton City.

The following table lists the major tasks performed during 2019 by the Storm Drain/Land Drain Divisions.

<table>
<thead>
<tr>
<th>Storm Drain/Land Drain Division Work During 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Drains and Land Drains Cleaned</td>
</tr>
<tr>
<td>Land Drain and Storm Drain Pipe Tevised</td>
</tr>
<tr>
<td>Public Detention Ponds</td>
</tr>
</tbody>
</table>

Culinary Water
The Water Division of Public Works maintains and operates the drinking water system throughout Layton City. The water system consists of 296 miles of water main, five active groundwater wells, and eight connections to Weber Basin Water Conservancy District, 15 water storage tanks, and 8 booster pump stations. The water system serves over 19,000 connections, and provides approximately 15,500 gallons per minute of water during peak day flows, and has 22.3 million gallons of storage capacity.

The following table shows system inflow from Weber Basin feeds and Layton City wells for the calendar year 2019.

<table>
<thead>
<tr>
<th>Total Culinary Water Use (Inflow Ac-Ft) January-December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>January</td>
</tr>
<tr>
<td>February</td>
</tr>
<tr>
<td>March</td>
</tr>
<tr>
<td>April</td>
</tr>
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<td>May</td>
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<td>June</td>
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<td>July</td>
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<td>August</td>
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<td>September</td>
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<td>October</td>
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<td>November</td>
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<tr>
<td>December</td>
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<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

The pie chart below shows the percentage of total water use for each month throughout 2019. The total water use during 2019 was 12,462.80 acre feet. This represents a decrease in water use of approximately 11.7% compared to 2018 water use.
Bulk Water Fill Station
The Public Works Department maintains the Bulk Water Fill Station located at 790 North 1200 West. This fully automated station gives customers in Layton City and the surrounding communities’ 24-hour access to metered potable water for construction purposes. The station incorporates pressure regulating and backflow prevention technology to minimize the risk of water contamination and water hammer during filling. During 2019, Layton City provided approximately 1,797,312 gallons of water for construction to 49 different contractors.

Secondary Water Maintenance
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 Layton 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 265 vehicles owned by Layton City. The table below lists the number of vehicles assigned to each department.

<table>
<thead>
<tr>
<th>Department or Division</th>
<th>Qty.</th>
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<tbody>
<tr>
<td>Streets</td>
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<tr>
<td>Water</td>
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</tr>
<tr>
<td>Parks</td>
<td>25</td>
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<tr>
<td>Police</td>
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</tr>
<tr>
<td>Fire</td>
<td>40</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>8</td>
</tr>
<tr>
<td>Shop</td>
<td>3</td>
</tr>
<tr>
<td>Recreation</td>
<td>3</td>
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<tr>
<td>Building</td>
<td>6</td>
</tr>
<tr>
<td>Traffic Control</td>
<td>15</td>
</tr>
</tbody>
</table>

In addition to maintaining the fleet vehicles owned by Layton City, the Public Works Department maintains and repairs the heavy construction equipment owned by Layton City.

Vehicle Repair History
The Fleet Maintenance Division of Public Works consists of the fleet manager, shop lead worker, and three full time mechanics.

In 2019, 1,287 vehicle repairs were completed. Preventative maintenance is the most commonly performed repair with 688 repairs performed. This equates to approximately 53% of the repairs completed by the Fleet Maintenance Division. The pie chart below shows distribution of repairs completed for the most common repair categories.

Sections not labeled in the graph below represent vehicle repair categories consisting of less than 2% of the total repairs completed.