

**MINUTES OF LAYTON CITY  
COUNCIL BUDGET WORK MEETING**

**MARCH 20, 2024; 8:03 A.M.**

**MAYOR AND COUNCILMEMBERS  
PRESENT:**

**MAYOR JOY PETRO, ZACH BLOXHAM, CLINT MORRIS, TYSON ROBERTS, BETTINA SMITH EDMONDSON, AND DAVE THOMAS**

**STAFF PRESENT:**

**ALEX JENSEN, CLINT DRAKE, CHAD WILKINSON, TRACY PROBERT, DAVID PRICE, STEPHEN JACKSON, PAUL APPLONIE, ALLEN SWANSON, JAMIE SENNINGER, KEVIN WARD, AND KIM READ**

**The meeting was held at Fire Station 51, 530 North 2200 West, Layton, Utah.**

Mayor Petro opened the meeting and expressed appreciation to Staff for their efforts and preparation for the budget meeting and expressed her desire for open dialogue between Staff and elected officials during the presentation.

Mayor Petro offered the invocation and Kevin Ward, Fire Chief, led the Pledge of Allegiance.

Alex Jensen, City Manager, expressed appreciation to the Council for its attendance and spoke of the meeting's importance and for the dialogue which would take place. He briefly mentioned what would be included in the presentations and highlighted a few of the significant Capital Projects currently taking place: the Parks Shops Facility and the 9-1-1 Communications Center. He also spoke to the unassigned Fund Balance pointing out the proposed budget included appropriate expenditures. He briefly explained the different property acquisition opportunities included in the proposed budget. He expressed his confidence with what Staff had included in the proposed budget.

**AGENDA:**

**BUDGET REVIEW – FISCAL YEAR 2024-2025**

Tracy Probert, Finance Director, reviewed the budget calendar which identified the budget process pointing out the City was required to adopt a Tentative Budget during the City Council Meeting on May 2, 2024, and the Final Budget being adopted on June 20, 2024. He suggested holding the public hearing

for final adoption of the budget during the June 6, 2024 meeting to allow the Council to consider expressed comments prior to adopting the budget. He stated the budget didn't include any proposed Property Tax increase.

He spoke to the inflation rate and its impact to the City and also reviewed the Sales Tax trend.

He reviewed the proposed General Fund Budget which identified revenue and expenditures and highlighted the following:

- Proposed merit and COLA adjustments
- Salary survey adjustment
- Health insurance increase
- Personnel requested positions
- Operations
- Capital equipment replacement and purchases

- Emergency medical services
- Swimming pool fund
- Victim services fund
- Alcohol enforcement fund
- UTOPIA debt service and transfers

He concluded the budget proposed the use of \$3.3 million from Fund Balance and explained the estimated percentage of revenue would be approximately 15.09%. He spoke to the Fund Balance estimate and explained the importance of a healthy Fund Balance and expressed his opinion the City approached this with a good perspective.

He reviewed General Fund expenditures and spoke to costs associated with employees and wages. He identified the General Fund personnel requests with the Council and the respective department head justified the need for the proposed new personnel. Mr. Jensen mentioned the recent legislative change associated with retirement contributions and a discussion followed. Mr. Probert reviewed the health plan reserve analysis associated with the City's health insurance and explained the costs and reserves reflecting a comparison since 2020. Mr. Jensen continued to explain the City's philosophy pertaining to the City's health plan pointing out the benefits to the City and the flexibility it provided. A discussion followed.

Councilmember Smith Edmondson arrived at 9:04 AM.

Mr. Probert reviewed the proposed Operational Expenses for the General Fund specific to each department with the Council and a discussion followed regarding the identified changes from last Fiscal Year's budget.

Mr. Probert reviewed the General Fund Revenue included in the proposed budget and highlighted Sales Tax and Property Tax comparisons. He concluded the current development trend within the City was financially beneficial.

He briefly mentioned the decrease specific with the Telecommunications Tax, the increase in the Municipal Energy Tax and the Fee-in-lieu revenue. He also spoke to single-family building permits from 2014 to current. Chad Wilkinson, Community and Economic Development Director, believed an increase in building permits would be recognized this next year and specifically mentioned the mixed use/multi-family development on Main Street and the Trailside Development. A discussion took place regarding entitled lots compared to permits.

He reviewed the Enterprise Fund and requested Stephen Jackson, City Engineer, speak to the request of two additional personnel requests for storm water. Mr. Jackson responded Staff had identified a need for additional employees to provide efficient maintenance and repairs on the City's storm and land drain systems. This would allow two crews designated to operate the storm water system.

He reviewed the Capital Equipment requests from each department and a brief summary of other equipment requests and specifically mentioned the following:

- Replacement/new police vehicles
- Mission darkness blocker locker
- Replacement/new fire vehicles
- Tilt trailer
- Truck with plow/sander
- Additional snow plow equipment
- Other public works equipment
- Parks and Recreation vehicles and miscellaneous equipment

He continued to review the summary of total capital equipment requests by Fund specific to the following:

- General Fund
- Pool Fund
- Storm Sewer Fund
- Sewer Fund
- Emergency Medical

Mr. Probert addressed the Capital Improvement Plan Summary highlighting the following:

- Police dispatch center
- West Hill Field Road: 2700 West to 3200 West
- Angel Street Extension (Sugar Street realignment)
- Public Works shop land purchase
- Gordon Avenue secondary waterline – East/West trunk
- Holmes to Adams Reservoir secondary trunk

He pointed out over \$9 million came from outside funding sources and a discussion took place regarding the Angel Street Extension (Sugar Street Realignment).

He continued to review the Capital Improvement Plan Summary of identified projects for the General Fund and Enterprise Fund specific to each Department/Division. He asked if there were any questions and a discussion followed.

He reviewed Proposition 1 Funding requests and a discussion followed. He also shared a summary of the proposed RAMP (Recreation, Arts, Museum, and Parks) funding requests. David Price, Parks and Recreation Director, mentioned there were some large requests which the RAMP Commission was still vetting. He also provided greater explanation regarding the line item request identified as Surf'n Swim Wubit (water toy).

Mr. Jensen requested each Department/Director address the Council.

Kevin Ward, Fire Chief, informed the Council about the training focus for the 'Mayday' training which took place during the month of March. He continued to review the varied training provided to not only the City's Fire Department Staff, but other fire entities throughout Davis County. Chief Ward continued providing statistics regarding the positive affect and contribution of the new Fire Station to the City and a discussion followed.

Jamie Senninger, Management Services, shared a presentation specific to current hiring trends and mentioned the City was still competing with the private sector for quality applicants. She informed the Council of how salary surveys were conducted for City Staff positions. She reviewed the various services provided by the department: human resources, social media posting/updates, and passports and a discussion followed.

The meeting adjourned for lunch at 11:40 AM

The meeting reconvened at 1:31 PM

Allen Swanson, Police Chief, shared an update regarding the Police Department. He announced body cameras had been distributed to all officers and believed the implementation had been proven to be a positive tool and shared an example. He provided an update on the department's three large projects:

- New server
- Dispatch consolidation with Clearfield City
- Public Safety Answering Point and Emergency Operations Center (EOC) building update

He shared a visual presentation specific to the proposed new Public Safety Answering Point building.

Stephen Jackson, City Engineer, spoke to the following:

- Secondary water meter installation
- Metering infrastructure for water system which included both secondary and culinary water metering. He explained the benefits and contribution to efficiencies and indicated Staff would systematically install the meters throughout the City.
- Acoustic Pipe inspections for underground sewer pipes and land drain systems
- Trenchless Repairs for culinary water lines

He reviewed the current and future public works projects and discussed each one:

- 2700 West – Gentile to Hill Field Road
- West Hill Field Road from 2700 West to 3700 West/Sandridge Parkway
- Gordon Avenue secondary water trunk line
- Holmes Reservoir to Adams Reservoir secondary trunk line
- Laytona storm drain project
- Angel Street Extension. He shared an illustration identifying the concept of the new road configuration and a discussion followed.
- Pavement Condition Assessment by Utah LTAP (Local Technical Assistance Program)
- Storm Drain Master Plan
  
- Transportation Master Plan
  - West Davis Corridor and its impacts on Gentile Street traffic

David Price, Parks and Recreation Director, shared an update regarding the following projects and discussions regarding each took place:

- Adams Canyon Trailhead Project – ribbon cutting was anticipated fairly soon
- Andy Adams Park
- Highway 89 Underpass and trail connections
- Welker Trailhead
- Parks Shop at Ellison Park
- Parks Shop at Commons Park
- Constitution Circle

Chad Wilkinson, Community and Economic Development Director, shared a housing update with the Council and discussions took place regarding the following:

- SB268 – First Home Investment Zone Act (FHIZ)
- The Missing Middle Housing philosophy
- Layton City’s General plan specific to Town Centers

Clint Drake, City Attorney, shared a brief update and future goals specific to the Legal Department.

## **MAYOR’S REPORT**

Mayor Petro expressed appreciation for everyone’s participation during the Budget Meeting. She requested those departments which present items during regular City Council Meetings be prepared to show a visual illustration or slide in order to benefit the public participating via livestream.

A discussion followed regarding mental health programs available to Police and Fire Department Staff. The Council expressed its support for this benefit and programming.

Mayor Petro requested Mr. Jackson share an update regarding the Waste Water Master Plan and he shared a visual presentation and believed the consultants would be prepared to present to the Council sometime in April. He concluded the study proposed some type of rate increase for the City’s sewer rates. Mr. Probert further explained the City’s portion of what was collected in the utility bill, which was not passed

on to North Davis Sewer District (NDS) and a discussion followed. Mr. Jackson pointed out the importance of implementing a rate increase proactively to avoid raising rates as a result of a crisis and the discussion continued.

Mr. Jackson informed the Council of a letter received by Weber Basin Water Conservancy District informing the City it would be implementing a rate increase applicable to culinary water. He clarified the increase was necessary for operation and maintenance costs associated with its system and a discussion followed.

Mr. Jensen emphasized the City wasn't in a crisis; the intent of these two discussions was to allow the Council the opportunity to be made aware of the issues and to strategically identify how to move forward.

Mayor Petro inquired whether the Councilmembers had a desire to address the Staff regarding any issues.

Councilmember Smith Edmondson inquired if Mr. Wilkinson had been contacted by residents from the western portion of the City regarding the noise associated with the new West Davis Corridor. He responded in the negative and Mr. Jensen commented Mr. Jackson had been addressing this issue. Mayor Petro responded she attended one of their meetings and provided an update. She mentioned representation from UDOT (Utah Department of Transportation) had been in attendance, and informed the Council on those things it would be willing to do to accommodate residents. She also reported residents were interested in purchasing a portion or excess property to install their own berm or noise buffer and Mr. Jensen pointed out the precedent this accommodation could set. Councilmember Smith Edmondson shared her conjecture from what she had learned during the meeting and UDOT's plan and willingness to accommodate residents' concerns. Mr. Jackson provided an update regarding the proposed extension of the Layton Parkway and Mr. Wilkinson pointed out the importance of the City retaining the property it already owned. Mr. Jackson expressed his opinion if Island View subdivision didn't warrant a sound wall from UDOT's study, Windmill subdivision also wouldn't warrant a sound wall and believed there were several issues needing to be considered.

Mayor Petro expressed appreciation to Staff for the provided information.

**The meeting adjourned at 4:26 p.m.**

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Kimberly S Read, City Recorder