

**WORK MEETING AGENDA OF THE  
CITY COUNCIL OF LAYTON, UTAH**

PUBLIC NOTICE is hereby given that the City Council of Layton, Utah, will hold a public meeting in the Council Conference Room of the City Center Building, 437 North Wasatch Drive, Layton, Utah, commencing at **5:30 PM on December 18, 2025.**

**AGENDA ITEMS:**

1. Mayor's Report
2. Councilmember's Reports
3. Presentation – Victims of Crime Act (VOCA) Grant
4. Audit and Financial Reports – Fiscal Year Ended June 30, 2025
5. Amending Title 16, Chapter 16.10 and Section 16.10.010 of the Layton Municipal Code Adopting the 2006 Edition of The Utah Wildland Urban Interface Code, Including Appendix A- General Requirements, B- Vegetation Management Plan, C- Fire Hazard Severity Form; and Amending Title 9, Chapter 9.64, Section 9.64.150 Prohibition of Discharging Fireworks of the Layton City Municipal Code Increasing Firework Restrictions in Wildland Urban Interface Areas – Ordinance 25-26
6. Closed Session to Discuss the Character and/or Competency of an Individual(s), Pending or Reasonably Imminent Litigation, Purchase, Sale, Exchange or Lease of Real Property, Water Rights or Shares, and/or Deployment of Security Personnel, Devices or Systems as Permitted under Utah Code §52-4-205

**ADJOURN:**

Notice is hereby given that:

- This meeting will also be live streamed via [laytoncitylive.com](http://laytoncitylive.com) and [facebook.com/Laytoncity](https://facebook.com/Laytoncity)
- In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.
- This meeting may involve the use of electronic communications for some of the members of this public body. Elected Officials at remote locations may be connected to the meeting electronically.
- By motion of the Layton City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed meeting for any of the purposes identified in that chapter.

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_  
Kimberly S Read, City Recorder

This public notice is posted on the Utah Public Notice website [www.utah.gov/pmn/](http://www.utah.gov/pmn/), the Layton City website [www.laytoncity.org](http://www.laytoncity.org), and at the Layton City Center.

In compliance with the Americans with Disabilities Act, persons in need of special accommodations or services to participate in this meeting shall notify the City at least 48 hours in advance at 801-336-3826 or 801-336-3820.

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 1.

**Subject:**  
Mayor's Report

**Background:**  
N/A

**Alternatives:**  
N/A

**Recommendation:**  
N/A

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 2.

**Subject:**

Councilmember's Reports

**Background:**

N/A

**Alternatives:**

N/A

**Recommendation:**

N/A

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 3.

**Subject:**

Presentation – Victims of Crime Act (VOCA) Grant

**Background:**

Krislyn Kennard, Victim Services Coordinator, will address the Mayor and Council regarding the Victims of Crime Act (VOCA) Grant

**Alternatives:**

N/A

**Recommendation:**

N/A

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 4.

**Subject:**

Audit and Financial Reports – Fiscal Year Ended June 30, 2025

**Background:**

State statute requires an annual audit of the City's financial records by a qualified certified public accountant. Federal regulations require an audit under the "Single Audit Act" when \$750,000 or more of Federal Grant money is expended in the year. HBME, P.C. was engaged to perform these audits and has completed the work on the financial and single audits, fulfilling the requirements. Their opinion and reports are included within the Annual Comprehensive Financial Report (ACFR). A copy of the ACFR was submitted to the Dropbox of the Mayor and Council.

The Audit Committee has met with the auditors and reviewed the financial report, audit findings, reports on compliance and single audit reports. The City has received a favorable opinion on the financial statements contained in the ACFR. This means that the financial statements present fairly, in all material respects, the financial position of the City at June 30, 2025.

Tracy Probert, Finance Director, will make a few comments about the financial report and answer any questions. Mr. Robert Wood (Auditor), Partner in the certified public accounting Firm of HBME, P.C. will present a brief report on the audits and will respond to questions, if any.

**Alternatives:**

Alternatives are to: 1) Accept the audit reports and financial report for the fiscal year ended June 30, 2025, as presented; or 2) Request additional information from Staff or Auditor.

**Recommendation:**

The Audit Committee and Staff recommend that the Council accept the audit reports and financial report for the fiscal year ended June 20, 2025, as presented.

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 5.

**Subject:**

Amending Title 16, Chapter 16.10 and Section 16.10.010 of the Layton Municipal Code Adopting the 2006 Edition of The Utah Wildland Urban Interface Code, Including Appendix A- General Requirements, B-Vegetation Management Plan, C- Fire Hazard Severity Form; and Amending Title 9, Chapter 9.64, Section 9.64.150 Prohibition of Discharging Fireworks of the Layton City Municipal Code Increasing Firework Restrictions in Wildland Urban Interface Areas – Ordinance 25-26

**Background:**

The purpose of the Layton City Fire Department (Fire Department) is to protect life and property within the City from fires and other dangers. The City has previously adopted and utilized the 2006 edition of the International Wildland Urban Interface Code with amendments.

Utah House Bill 48 (HB48 2025) requires the City to adopt certain codes or regulations regarding the wildland urban interface. The Fire Department is proposing an amendment to Title 16, Chapter 16.10 of the Layton Municipal Code to adopt and incorporate the 2006 edition of the Utah Wildland Urban Interface Code to be compliant with HB-48.

The Fire Department is proposing an amendment to the Wildland Urban Interface Map (WUI) attached as Exhibit A. This amendment will change where the WUI code will be applied. This map will be reviewed and, if needed, revised every 3 years.

The Fire Department is also proposing an amendment to Title 9, Chapter 9.64, Section 9.64.150 \_Prohibition of Discharging Fireworks of the Layton Municipal Code, which would restrict fireworks totally in areas designated as the WUI. This amendment will ensure compliance with the 2006 Utah Wildland Urban Interface Code. A copy of the Fireworks Restriction Map is attached as Exhibit B.

**Alternatives:**

Alternatives are to: 1) Adopt Ordinance 25-26 Amending Title 16, Chapter 16.10 Section 16.10.010 The 2006 Edition of the Utah Wildland-Urban Interface Code, including Appendix A - General Requirements, B-Vegetation Management Plan, C- Fire Hazard Severity Form; and Title 9, Chapter 9.64, Section 9.64.150 Prohibition of Discharging Fireworks of the Layton Municipal Code and; or 2) Adopt Ordinance 25-26 with any amendments the Council deems appropriate; or 3) Not adopt Ordinance 25-26 and remand to Staff with directions.

**Recommendation:**

Staff recommends the Council adopt Ordinance 25-26 Amending Title 16, chapter 16.10 Section 16.10.010 The 2006 Edition of the Utah Wildland-Urban Interface Code, including Appendix A-General Requirements, B-Vegetation Management Plan, C-Fire Hazard Severity Form; and Title 9, Chapter 9.64, Section 9.64.150 Prohibition of Discharging Fireowrks of the Layton Municipal Code and authorize the Mayor to sign the necessary documents.

**LAYTON CITY COUNCIL WORK MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 6.

**Subject:**

Closed Session to Discuss the Character and/or Competency of an Individual(s), Pending or Reasonably Imminent Litigation, Purchase, Sale, Exchange or Lease of Real Property, Water Rights or Shares, and/or Deployment of Security Personnel, Devices or Systems as Permitted under Utah Code §52-4-205

**Background:**

N/A

**Alternatives:**

N/A

**Recommendation:**

N/A

**ADDITIONAL**

**PACKET**

**ATTACHMENTS**

# Layton Victim Services

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Krislyn Kennard  
Victim Service Coordinator  
801-336-3599  
kkennard@laytoncity.org

Kelly Rushton  
Victim Advocate/Housing Advocate  
801-336-3433  
krushton@laytoncity.org

# 2025 Stats (January 1 – September 30)

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Total number of victims served – 926

Types of cases

42% Domestic Violence

29% Adult Assault

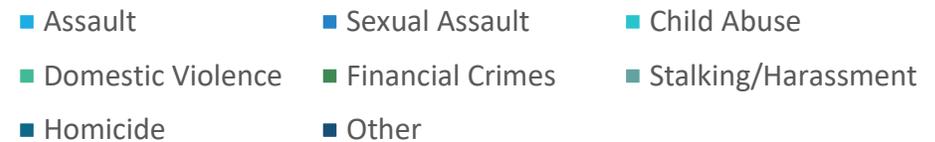
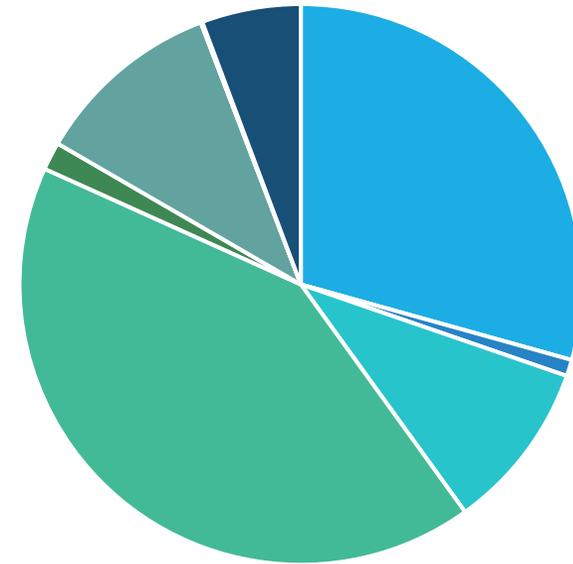
11% Stalking/Harassment

10% Child Abuse

6% Other

1% Sexual Assault

1% Financial Crimes



# Types Of Services Provided In 2025

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- Accompaniment to court hearings (includes coordination and planning)
- Accompaniment to police or prosecutor interviews
- Assistance with Victim Impact Statements
- Assistance with Protective Orders
- Referrals
- Notifications of important updates
- Crisis intervention
- Financial assistance
  - Security cameras
  - Security upgrades (garage, locks, etc)

# Future of Victim Services in Layton

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**With our housing funds being cut this past July, we had some extra time on our hands and were trying to figure out a way to utilize that effectively.**

- I was recently accepted to the Certified Advocate Partners Program (CAPP) through the Community Justice Advocates of Utah
  - This will allow me to provide limited legal advice to victims who do not have an active criminal case but are still in need of a protective order (civil protective orders).
  - This includes but is not limited to
    - Drafting the request for a protective order on behalf of the client
    - Explain documents that are filed by the opposing party.
    - Assist clients in preparing to present their case including identifying legal arguments and explaining how to lay the foundation for evidence
    - Sit with the client at the table during relevant court hearings and provide quiet prompts and support on how to present their case and interact with all parties in the courtroom.

**As of right now, there are no Community Justice Advocates in Davis County**

- This will be a huge benefit to our community as hiring an attorney for a protective order can be very expensive, State and Federal funding is limited for legal assistance, and representing yourself before a court and the abuser can be a daunting task.

# Thanks to the Sub for Santa Program

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On behalf of the families and our victim program, we would like to shout out the Sub for Santa Program.

This year the Sub for Santa Program provided Christmas for 3 different families

- Child abuse where Grandma received custody of the children
- Child abuse that has left a single mom with large attorney bills
- And a mother and her young children that fled from an abusive husband and father with very little personal belongings



# **Annual Comprehensive Financial Report**

**June 30, 2025**



# General Fund

## Revenue

Revenue	2024 Actual	2025 Budget	2025 Actual	Budget to Actual Over (Under)
Property Tax	\$ 10,387,729	\$ 10,027,922	\$ 10,170,507	\$ 142,585
Sales Tax	23,663,597	23,399,251	24,179,378	780,127
Franchise Tax	278,872	320,000	242,240	(77,760)
Telecommunications	282,761	275,000	283,899	8,899
Energy tax	4,994,842	5,100,000	4,926,732	(173,268)
Other taxes	307,425	300,000	299,663	(337)
	<u>\$ 39,915,226</u>	<u>\$ 39,422,173</u>	<u>\$ 40,102,419</u>	<u>\$ 680,246</u>
Licenses and permits	\$ 293,281	\$ 326,500	\$ 324,153	\$ (2,347)
Intergovernmental	392,752	155,961	113,390	(42,571)
Charges for services	1,720,940	1,410,127	1,570,678	160,551
Fines and Forfeitures	234,051	180,000	218,525	38,525
Miscellaneous and sundry	4,320,259	3,043,721	4,189,311	1,145,590
Contributions and transfers	118,928	566,299	566,299	-
	<u>\$ 46,995,437</u>	<u>\$ 45,104,781</u>	<u>\$ 47,084,775</u>	<u>\$ 1,979,994</u>
Intangible right-to-use subscriptions issued	412,997	-	-	-
B and C Road Fund	3,787,761	3,553,000	4,301,628	748,628
Alcohol Enforcement Fund	103,257	102,151	145,742	43,591
	<u>\$ 51,299,452</u>	<u>\$ 48,759,932</u>	<u>\$ 51,532,145</u>	<u>\$ 2,772,213</u>



# General Fund Expenditures

Expenditures	2024 Actual	2025 Budget	2025 Actual	Total Under (Over)	Wages	Open P.O.	Non-Wage Under (Over)	%
Admin	\$ 1,053,874	\$ 1,030,443	\$ 855,739	\$ 174,704	\$ 61,930	\$ -	\$ 112,774	10.70%
Legal	900,553	1,132,475	902,492	229,983	168,879	20,000	\$ 41,104	4.56%
Management Services HR and Risk	999,543	1,475,290	940,221	535,069	384,040	45,047	\$ 105,982	10.60%
Finance	314,564	356,482	324,008	32,474	16,947	925	\$ 14,602	4.64%
Finance - Information Technology	1,348,064	1,475,494	1,361,198	114,296	69,281	14,100	\$ 30,915	2.29%
Finance - Facilities	604,618	676,911	590,576	86,335	(24,681)	121,545	\$ (10,529)	-1.74%
Police Admin	2,141,112	2,356,494	2,174,334	182,160	8,320	68,125	\$ 105,715	4.94%
Police Patrol	10,056,080	10,630,676	10,708,464	(77,788)	(251,111)	62,600	\$ 110,723	1.10%
Police Support	5,081,438	5,515,525	5,248,554	266,971	209,890	30,607	\$ 26,474	0.52%
Police Communications	1,673,146	1,359,349	1,350,644	8,705	(26,375)	-	\$ 35,080	2.10%
Fire	7,270,048	8,174,271	8,095,322	78,949	(65,050)	58,867	\$ 85,132	1.17%
CED	2,928,964	992,329	761,817	230,512	47,046	1,321	\$ 182,145	6.22%
PW - Streets	2,158,758	2,178,258	1,931,838	246,420	138,500	67,387	\$ 40,533	1.88%
PW - Shop	373,520	390,321	361,581	28,740	20,703	-	\$ 8,037	2.15%
PW - Engineering	197,258	469,097	196,003	273,094	239,121	18,300	\$ 15,673	7.95%
P and R - Admin	356,430	394,343	385,099	9,244	2,320	-	\$ 6,924	3.24%
P and R - Recreation	753,984	906,777	810,643	96,134	59,541	19,848	\$ 16,745	2.22%
P and R - Parks	3,368,329	3,667,991	3,484,773	183,218	264,150	55,628	\$ (136,560)	-4.05%
P and R - Museum	133,582	181,268	167,733	13,535	1,755	-	\$ 11,780	8.82%
P and R - Amphitheater	139,443	152,768	148,108	4,660	1,933	3,249	\$ (522)	-0.37%
Non-departmental	11,392,327	4,628,762	4,700,625	(71,863)	-	-	\$ (71,863)	-0.63%
	<u>\$ 53,245,635</u>	<u>\$ 48,145,324</u>	<u>\$ 45,499,772</u>	<u>\$ 2,645,552</u>	<u>\$ 1,327,139</u>	<u>\$ 587,549</u>	<u>\$ 730,864</u>	<u>1.37%</u>
B and C Road Fund	2,501,567	7,581,132	6,664,404	916,728	2,661	889,393	\$ 24,674	0.99%
Alcohol Enforcement Fund	152,526	139,073	153,170	(14,097)	(14,382)	-	\$ 285	0.19%
	<u>\$ 55,899,728</u>	<u>\$ 55,865,529</u>	<u>\$ 52,317,346</u>	<u>\$ 3,548,183</u>	<u>\$ 1,315,418</u>	<u>\$1,476,942</u>	<u>\$ 755,823</u>	<u>1.35%</u>



# - General Fund

## Unassigned Fund Balance

FY 2025 Actual Revenue	\$ 47,084,775
FY 2025 Actual Expenditures	<u>\$ (45,499,772)</u>
	\$ 1,585,003
Spendable Fund Balance - June 30, 2024	<u>\$ 19,631,885</u>
	\$ 21,216,888
Fluctuations in restricted and assigned	<u>\$ (4,639,964)</u>
FY 2025 Estimated Fund Balance before FY26 Budget	\$ 16,576,924 35.2%
FY 2025 Carryover Purchases Orders	\$ (587,549)
FY 2026 Budgeted Use of Fund Balance	<u>\$ (4,874,523)</u>
FY 2025 Ending Unassigned Fund Balance	<b>\$ 11,114,852 23.6%</b>
FY 2025 Orig. Estimated Ending Unassigned Fund Balance	<u>\$ 8,847,947 18.8%</u>
Unassigned fund balance in excess of budget estimates	\$ 2,266,905
Unassigned fund balance 2024 to 2025	\$ 281,048



## Enterprise Funds - Unrestricted Net Position FY 2025

	<u>Water</u>	<u>Storm Sewer</u>	<u>Sewer</u>	<u>EMS</u>	<u>Swimming Pool</u>
FY 24 Unrestricted Net Position - ACFR	\$ 31,834,881	\$ 15,753,855	\$ 3,523,425	\$ 7,265,244	\$ 25,913
FY 25 Unrestricted Net Position - ACFR	\$ 34,231,641	\$ 16,527,037	\$ 2,868,760	\$ 6,704,359	\$ 248,563
Carryover projects from prior years	\$(16,829,199)	\$ (7,403,012)	\$ (1,161,083)	\$(1,664,304)	\$ (92,135)
FY 26 Budgeted use of net position	\$ -	\$ (923,719)	\$ (225,559)	\$ (244,737)	\$ -
Pension adjustment - cumulative	\$ (1,013,891)	\$ (339,740)	\$ (691,767)	\$(1,007,825)	\$ -
FY 26 Unrestricted Net Position - Projected	<u>\$ 16,388,551</u>	<u>\$ 7,860,566</u>	<u>\$ 790,351</u>	<u>\$ 3,787,493</u>	<u>\$ 156,428</u>
FY 24 Charges for Services	\$ 13,333,649	\$ 4,233,180	\$ 11,172,986	\$ 5,363,950	\$ 396,928
FY 25 Charges for Services	<u>\$ 14,662,568</u>	<u>\$ 4,270,582</u>	<u>\$ 12,366,987</u>	<u>\$ 5,487,895</u>	<u>\$ 385,839</u>
Difference	<u>\$ 1,328,919</u>	<u>\$ 37,402</u>	<u>\$ 1,194,001</u>	<u>\$ 123,945</u>	<u>\$ (11,089)</u>



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## Enterprise Funds - Unrestricted Net Position FY 2025

	<u>Street Lighting</u>	<u>Refuse</u>	<u>Athletic</u>	<u>UIA</u>	<u>Secondary Water</u>
FY 24 Unrestricted Net Position - ACFR	\$ 1,829,156	\$ 1,139,044	\$ 383,310	\$ 133,980	\$ 226,634
FY 25 Unrestricted Net Position - ACFR	\$ 1,188,033	\$ 912,570	\$ 408,207	\$ 135,706	\$ 320,476
Carryover projects from prior years	\$ (265,735)	\$ -	\$ -	\$ -	\$ -
FY 26 Budgeted use of net position	\$ (204,968)	\$ (289,023)	\$ -	\$ (10,000)	\$ -
FY 26 Unrestricted Net Position - Projected	<u>\$ 717,330</u>	<u>\$ 623,547</u>	<u>\$ 408,207</u>	<u>\$ 125,706</u>	<u>\$ 320,476</u>
FY 24 Charges for Services	<u>\$ 1,476,689</u>	<u>\$ 5,065,796</u>	<u>\$ 722,977</u>	<u>\$ 1,819</u>	<u>\$ 203,839</u>
FY 25 Charges for Services	<u>\$ 1,629,065</u>	<u>\$ 5,174,334</u>	<u>\$ 757,362</u>	<u>\$ 1,574</u>	<u>\$ 222,899</u>
Difference	<u>\$ 152,376</u>	<u>\$ 108,538</u>	<u>\$ 34,385</u>	<u>\$ (245)</u>	<u>\$ 19,060</u>



## Other Governmental Funds

<b>EXPENDITURES</b>	<b>2025</b>	<b>2025</b>	<b>Difference</b>
	<b>Budget</b>	<b>Actual</b>	
Emergency Dispatch	\$ 1,708,340	\$ 1,607,235	\$ 101,105
Building services	\$ 1,121,061	\$ 1,113,263	\$ 7,798
Victims Services	\$ 235,454	\$ 185,683	\$ 49,771
CDBG	\$ 423,134	\$ 414,884	\$ 8,250
Impact Fee	\$ 1,724,000	\$ 1,724,000	-
RDA/EDA	\$ 3,824,103	\$ 856,961	\$ 2,967,142
Debt Service	\$ 3,147,942	\$ 2,354,884	\$ 793,058
Capital projects	\$ 50,284,317	\$ 20,047,255	\$ 30,237,062
	<b>2025</b>	<b>2025</b>	
<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
RAMP	\$ 2,070,000	\$ 2,200,017	\$ 130,017
Building services	\$ 1,120,610	\$ 950,855	\$ (169,755)
Prop 1 Transit	\$ 2,134,000	\$ 2,324,068	\$ 190,068



# **Sales Tax Review**



Month of Sale	Actual Fiscal 2023-2024	Actual Fiscal 2024-2025	Actual Change	Percent Change	Budget Fiscal 2024-2025	Actual Fiscal 2024-2025	Difference 2024-2025	3 Year Avg Budget %	Percent of Year Complete
Jul	1,806,573	1,934,617	128,043	7.09%	1,823,778	1,934,617	110,839	7.79%	8.33%
Aug	1,950,816	1,952,266	1,450	0.07%	1,959,242	1,952,266	(6,976)	8.37%	16.67%
Sept	2,098,518	2,108,376	9,857	0.47%	2,054,355	2,108,376	54,021	8.78%	25.00%
Oct	1,798,009	2,117,130	319,121	17.75%	1,892,567	2,117,130	224,563	8.09%	33.33%
Nov	1,836,489	1,841,424	4,935	0.27%	1,886,943	1,841,424	(45,519)	8.06%	41.67%
Dec	2,471,678	2,247,067	(224,611)	-9.09%	2,263,242	2,247,067	(16,176)	9.67%	50.00%
Jan	1,816,270	1,818,185	1,915	0.11%	1,769,360	1,818,185	48,825	7.56%	58.33%
Feb	1,972,551	1,724,252	(248,299)	-12.59%	1,764,613	1,724,252	(40,361)	7.54%	66.67%
Mar	1,972,667	2,328,483	355,816	18.04%	2,113,455	2,328,483	215,028	9.03%	75.00%
Apr	2,079,830	1,826,024	(253,806)	-12.20%	1,856,997	1,826,024	(30,973)	7.94%	83.33%
May	1,836,098	1,893,987	57,888	3.15%	1,826,787	1,893,987	67,200	7.81%	91.67%
Jun	2,024,107	2,387,557	363,451	17.96%	2,187,912	2,387,557	199,646	9.35%	100.00%
YTD Totals	23,663,607	24,179,368	515,761		23,399,251	24,179,368	780,117	100.00%	100.00%

Actual YTD 2023-2024	Actual YTD 2024-2025	Percent Increase PY Actual
23,663,607	24,179,368	2.18%

23,399,251	2024-2025 Budget
24,179,368	2024-2025 Actual
\$ 780,117	Amount ahead of budget
3.33%	Percent above budget



Month of Sale	Actual Fiscal 2024-2025	Actual Fiscal 2025-2026	Actual Change	Percent Change	Budget Fiscal 2025-2026	Actual Fiscal 2025-2026	Difference 2025-2026	3 Year Avg Budget %	Percent of Year Complete
Jul	1,934,617	1,916,055	(18,561)	-0.96%	1,881,454	1,916,055	34,601	7.79%	8.33%
Aug	1,952,266	2,152,953	200,687	10.28%	2,021,202	2,152,953	131,751	8.37%	16.67%
Sept	2,108,376	2,001,914	(106,462)	-5.05%	2,119,324	2,001,914	(117,410)	8.78%	25.00%
Oct	2,117,130			0.00%	1,952,419			8.09%	33.33%
Nov	1,841,424			0.00%	1,946,617			8.06%	41.67%
Dec	2,247,067			0.00%	2,334,817			9.67%	50.00%
Jan	1,818,185			0.00%	1,825,315			7.56%	58.33%
Feb	1,724,252			0.00%	1,820,418			7.54%	66.67%
Mar	2,328,483			0.00%	2,180,293			9.03%	75.00%
Apr	1,826,024			0.00%	1,915,724			7.94%	83.33%
May	1,893,987			0.00%	1,884,559			7.81%	91.67%
Jun	2,387,557			0.00%	2,257,104			9.35%	100.00%
YTD Totals	24,179,368	6,070,922	75,664		24,139,245	6,070,922	48,943	100.00%	100.00%

	Actual YTD 2024-2025	Actual YTD 2025-2026	Percent Increase PY Actual		6,021,980	2025-2026 Budget
					6,070,922	2025-2026 Actual
					\$ 48,943	Amount ahead of budget
	5,995,258	6,070,922	75,664	1.26%	0.81%	Percent above budget

## Layton CWS/CWPP Overview

Layton City participates in the Cooperative Wildfire System. The City's CWS/CWPP is managed by the Deputy Fire Marshal.

As a participating entity in CWS Layton City is responsible for the following:

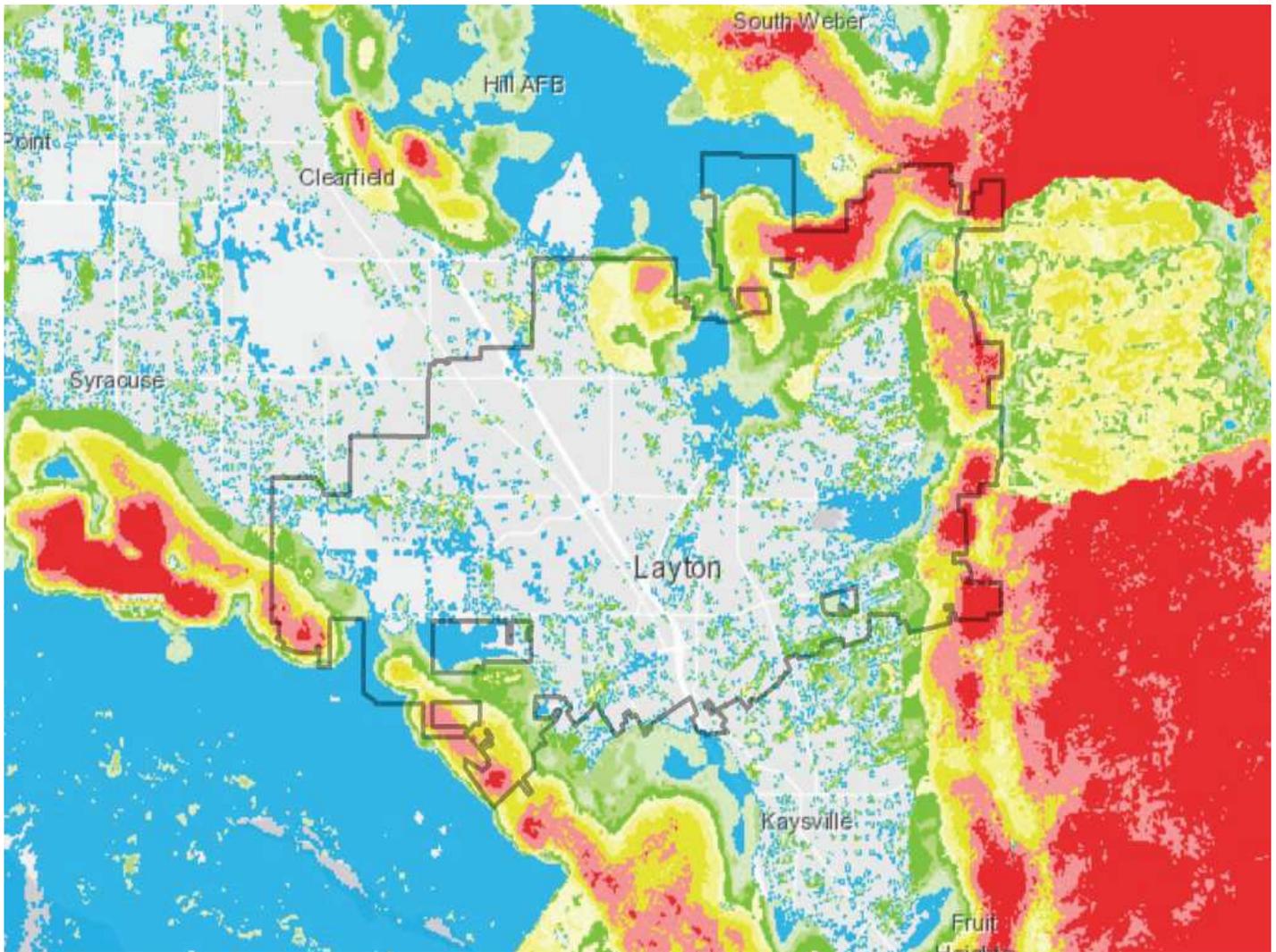
### PE RESPONSIBILITIES:

- **Have primary responsibility for Initial Attack ("IA")**
- **Implement a Community Wildfire Preparedness Plan ("CWPP")**
- **Complete the Annual Participation Commitment ("PC") Statement**
- **Fulfill the participation commitment**
- **Document and report PC actions to FFSL**
- **Ensure wildland firefighters are trained at least to minimum standards**
- **Ensure wildland equipment meets NWCG requirements**
- **Initiate cost recovery actions when appropriate**
- **Adopt and enforce the WUI code**
- **Have a county fire warden (counties only)**

- Layton City has trained firefighters and equipment to respond as initial attack.
- Layton City has a current Community Wildfire Preparedness Plan (CWPP). Essentially, this document is our plan on how we will address the risks of wildfire to wildland urban interface areas. This was updated in November 2025. Layton City's CWPP is available on request.
- Layton City is provided with an Annual Participation Commitment Statement. In 2025, our total Participation Commitment owed was \$7,688 dollars. Layton City accounted for and reported \$28,905 dollars of commitment. This was spread through mitigation, prevention, and preparedness activities. The large majority of reported funds were captured through day to day Fire Department functions. Report is attached.
- Layton City Municipal Code 16.04.080 allows the city to initiate cost recovery from any person whose conduct was at a minimum grossly negligent and resulted in a fire to which the city and/or assisting agencies responded.
- Layton City had previously adopted the 2006 Edition of the International Wildland Urban Interface Code. We are requesting the 2006 Edition of the Utah Wildland Urban Interface Code be adopted.
- Layton City has previously outlined a WUI map. We have prepared a revised map for the Council's Review. This map is only where the WUI code will be applied. It is not the map the

State or County will use for assessing fees to high risk areas. This map was created by the Fire Department using data in the Utah Wildfire Risk Assessment Portal, area familiarization, and experience of the Fire Department.

Additional information from the UFFSL is provided below for reference.



## Commitment Summary

Participation Commitment:	No Commitment
Projected Commitment:	\$28,905.17
Confirmed Commitment:	\$28,905.17
Total Approved Actions:	9

## Actions by Category



**Wildfire Mitigation**

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**43**

Acres Treated



**Wildfire Preparedness**

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**4**

Actions Taken



**Wildfire Prevention**

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**3**

Actions Taken



## Understanding WUI Zone vs. Forestry, Fire and State Lands's High-Risk WUI Boundary

### 1. What is a Wildland-urban Interface (WUI) Zone?<sup>1</sup>

WUI Zone is defined in Utah code as: The line, area or zone where structures or other human development (including critical infrastructure that if destroyed would result in hardship to communities) meet or intermingle with undeveloped wildland or vegetative fuel.

Declaring WUI Zones is required by the Utah WUI Code in Chapter 3. This is where the WUI Code is applicable and enforceable by Authority Having Jurisdiction (AHJ). Typically designed by the local agency and determined by analyzing findings of fact like distance to wildlands, presence and density of flammable vegetation, weather, slope, road access, density of structures etc.-

- Forestry, Fire and State Land (FFSL) recommendations for developing your WUI Zone
  - Review risk levels and map layers in the "Themes" section of Utah's Wildfire Risk Assessment Portal (UWRAP)
    - Theme layers include: Wildfire Hazard Potential, Risk to Drinking Watershed and Population, Burn Probability, Damage Potential, Structure Exposure Score (SES), Conditional Risk to Potential Structures, and Risk to Potential Structures
  - UWRAP Structure Exposure Score (SES) theme layer where the SES is categorized as 5 or higher is recommended to reference when determining a WUI Zone.
    - SES score takes into account burn probability, damage potential and includes ember loading.

### 2. What is FFSL's High-Risk WUI Boundary?

The Division of Forestry, Fire & State Land's (FFSL) high-risk WUI boundary specifically identifies WUI areas that present an elevated risk of wildfire. This high-risk boundary is a more refined assessment and is determined by:

- Areas where there is an SES of 7+ combined with structure density and refined by local subject matter experts, as determined by the division.

Identifying the high-risk WUI boundary is required of the division by 2025's House Bill 48. Properties with structures within the high-risk WUI boundary will be assessed an annual fee and encouraged to have a certified WUI lot assessment. These assessments identify ways in which the property owner can reduce their wildfire risk through improving their defensible space and ignition resistant construction.

### 3. Why are these distinctions important?

- A WUI zone is created by the AHJ where the WUI Code is applicable and enforceable.
- The High-Risk WUI boundary is created by the state, determining where properties with structures will be classified and assessed a fee.

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<sup>1</sup>AHJ's have their own criteria and methodologies for defining their WUI Zones, which can lead to variations in mapping.



## Key Differences

	<b>WUI Zone</b>	<b>High-Risk WUI Boundary</b>
<b>Owner</b>	Authority Having Jurisdiction (AHJ), i.e. Counties & Municipalities	Utah DNR, Division of Forestry, Fire and State Lands (FFSL)
<b>Purpose</b>	WUI code applies and is enforceable within this zone. <ul style="list-style-type: none"> <li>Enforcement of building standards found in the currently adopted Utah Wildland Urban Interface Code.</li> </ul>	High-Risk WUI property classifications and fee applies. <ul style="list-style-type: none"> <li>Properties with structures will be assessed a state fee.</li> <li>Lot assessments will provide property owner education on their individual wildfire risk and classification level.</li> <li>Insurance companies are required to utilize this boundary to identify high-risk WUI.</li> </ul>
<b>Criteria for Zone/Boundary Line</b>	Determined by the local AHJ. Collaborate with FFSL, who recommends SES 5+ as a starting point.	Determined by FFSL using wildfire risk layer themes including, but not limited to, SES 7+ and Structure Density and refined by local subject matter experts.
<b>Impact to Property Owner</b>	New construction will comply with all the requirements in the Utah WUI Code.  Existing construction will comply with the defensible space requirements in the Utah WUI Code.	Property owners will be assessed a fee based on the square footage of taxable structures on their property. Fees may be adjusted according to the classification level assigned.
<b>Impact to AHJ</b>	<b>County:</b> Must determine WUI Zone, adopt and enforce the Utah WUI Code. <b>Municipality:</b> Must determine WUI Zone, adopt and enforce the Utah WUI Code. <b>Fire Departments:</b> May assist in determination of WUI Zone.	<b>County:</b> Collect fees. <ul style="list-style-type: none"> <li>They may retain a portion of the fees needed to cover their implementation costs.</li> </ul> <b>AHJ:</b> May assist FFSL with lot assessments.

\*WUI - Wildland-urban Interface, SES - Structure Exposure Score.

# CWPP (Community Wildfire Protection Plan)

## What it is

- A collaboratively developed planning document designed to help a community at risk from wildfire assess its hazard, prioritize mitigation treatments (e.g., fuel reduction, home hardening), and set out implementation steps.
- It is anchored in federal law: the Healthy Forests Restoration Act (HFRA) (2003) authorizes and gives incentives for CWPPs.
- Typical components include: a mapped planning area (often a WUI or at-risk zone), risk assessment (fuels, infrastructure, exposure), prioritized fuel-treatment projects, recommended structural ignitability measures (defensible space, home hardening), and implementation roles/assignments.
- It is not inherently regulatory (unless adopted by ordinance) — rather it functions as a strategic planning tool and often as a gateway to funding (grants) for mitigation and fuel-treatment.

## Key attributes

- **Collaboration** is required: local government, local fire department(s), and state forestry/land management agency must be included and sign off.
- **Prioritization of hazardous fuels:** identifying where treatments are needed and recommending methods.
- **Structural ignitability reduction:** recommending defensible space, home hardening, etc.
- **Flexible scale:** can be small (HOA, subdivision) or large (county-wide).
- **Updates expected:** living document, revisited as conditions change.

## Why it matters for your fire department/municipality

- A CWPP helps align local wildfire risk-reduction planning (fuels projects, defensible space programs) with community values and stakeholder consensus.
  - It strengthens eligibility for certain federal and state funds (because having a CWPP is often a prerequisite or gives competitive advantage).
  - It provides an integration point with other planning (land-use, building code, WUI code, etc) so your department can reference it when designing hazard-reduction/preparedness programs.
  - In Utah specifically: the Utah Division of Forestry, Fire & State Lands (FFSL) notes that communities participating in the CWS must have an “active CWPP” which they draw from for preparedness, prevention and mitigation actions.
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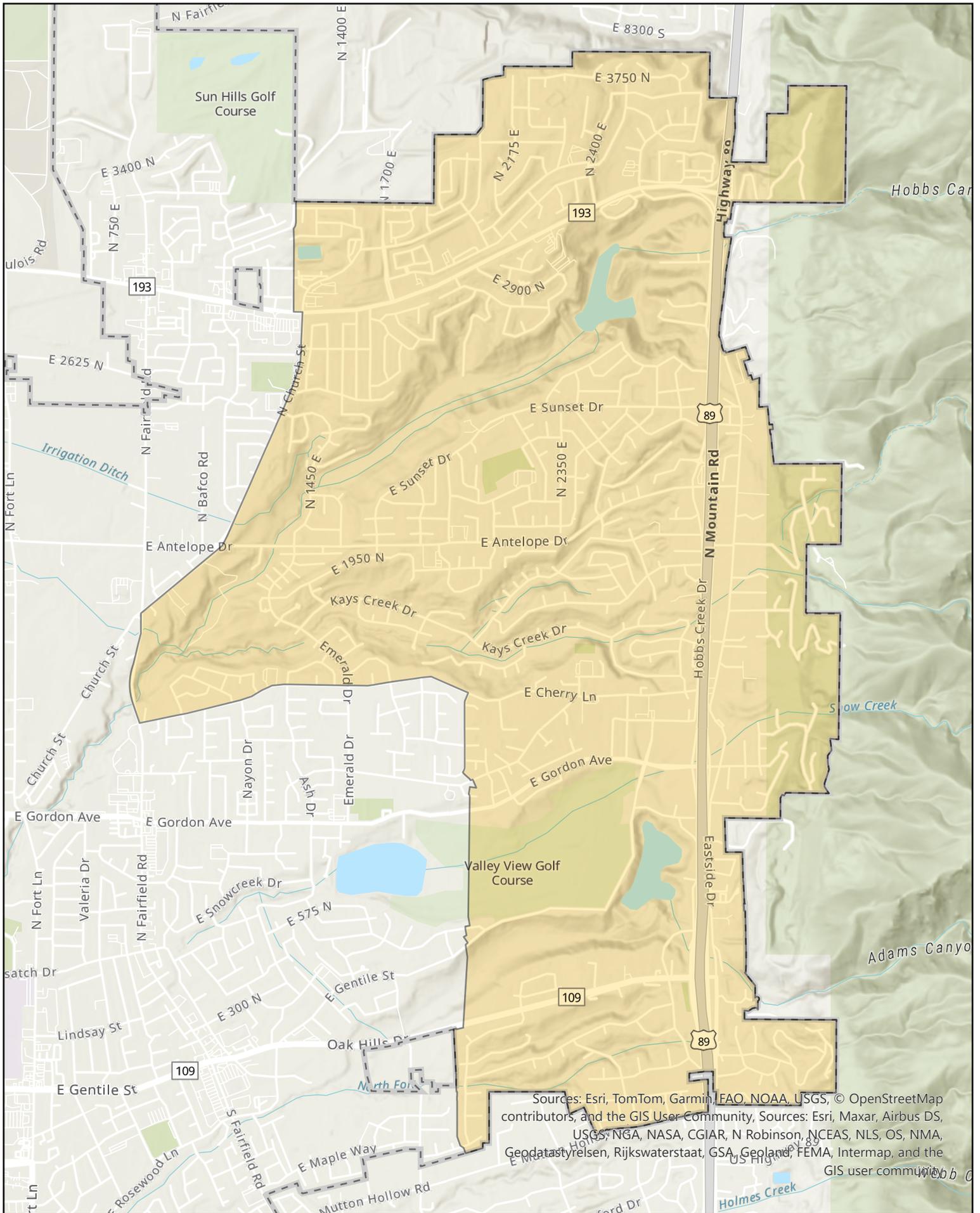
# CWS (Cooperative Wildfire System)

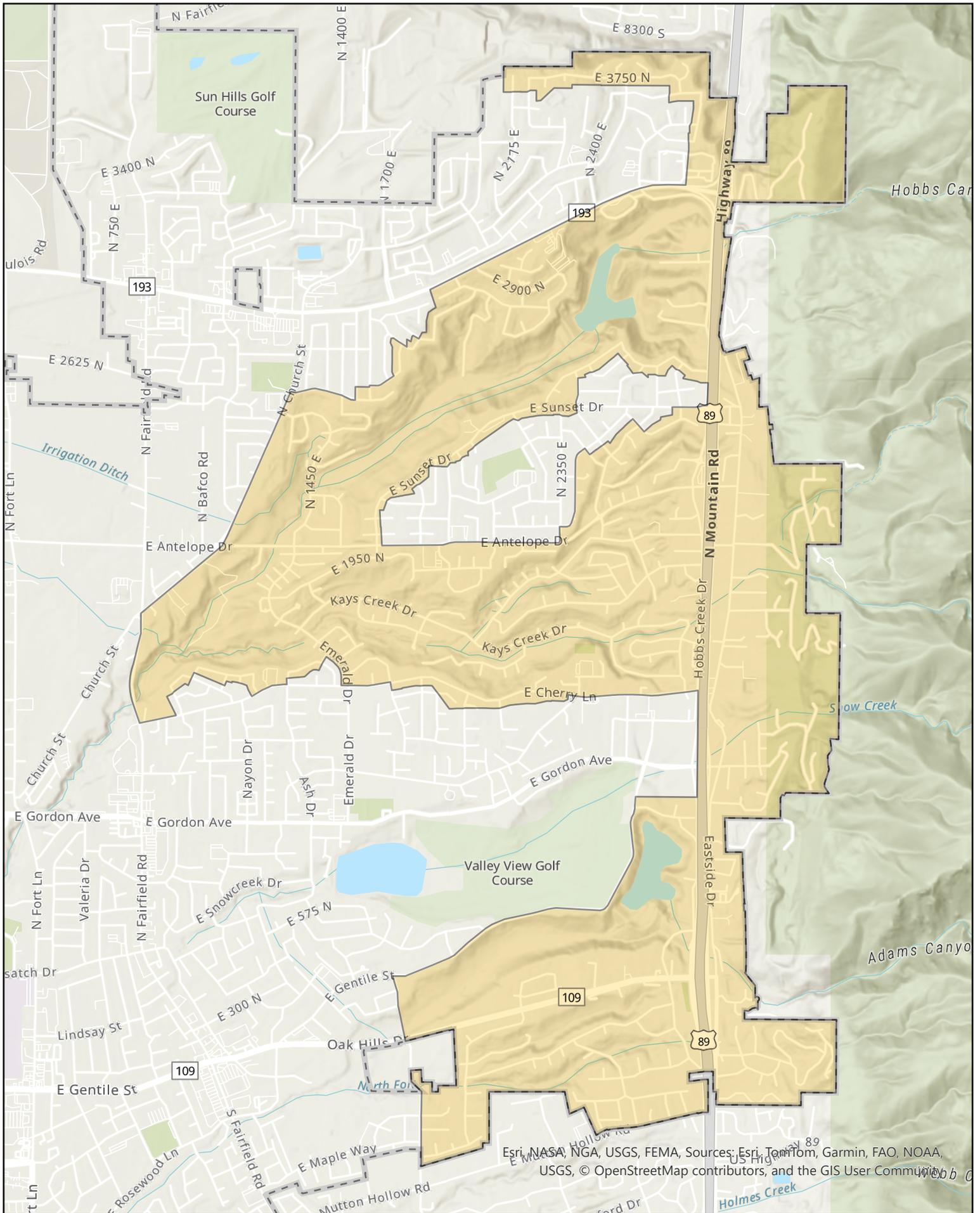
## What it is

- In the Utah context, the Cooperative Wildfire System (CWS) is a framework or program that supports coordination and resource sharing among fire, forestry, and local government for wildfire prevention, mitigation, and response.
- It is less of a standalone “plan” and more of a **system or mechanism** for collaboration, cost-sharing, duty assignment, resource mobilization, and programmatic operations around the wildfire problem.
- Participation in CWS may offer incentives (for instance eligibility for state funding, support) for local governments that commit to certain standards and processes (including having a CWPP). [ffsl.utah.gov](https://ffsl.utah.gov)

## Key features

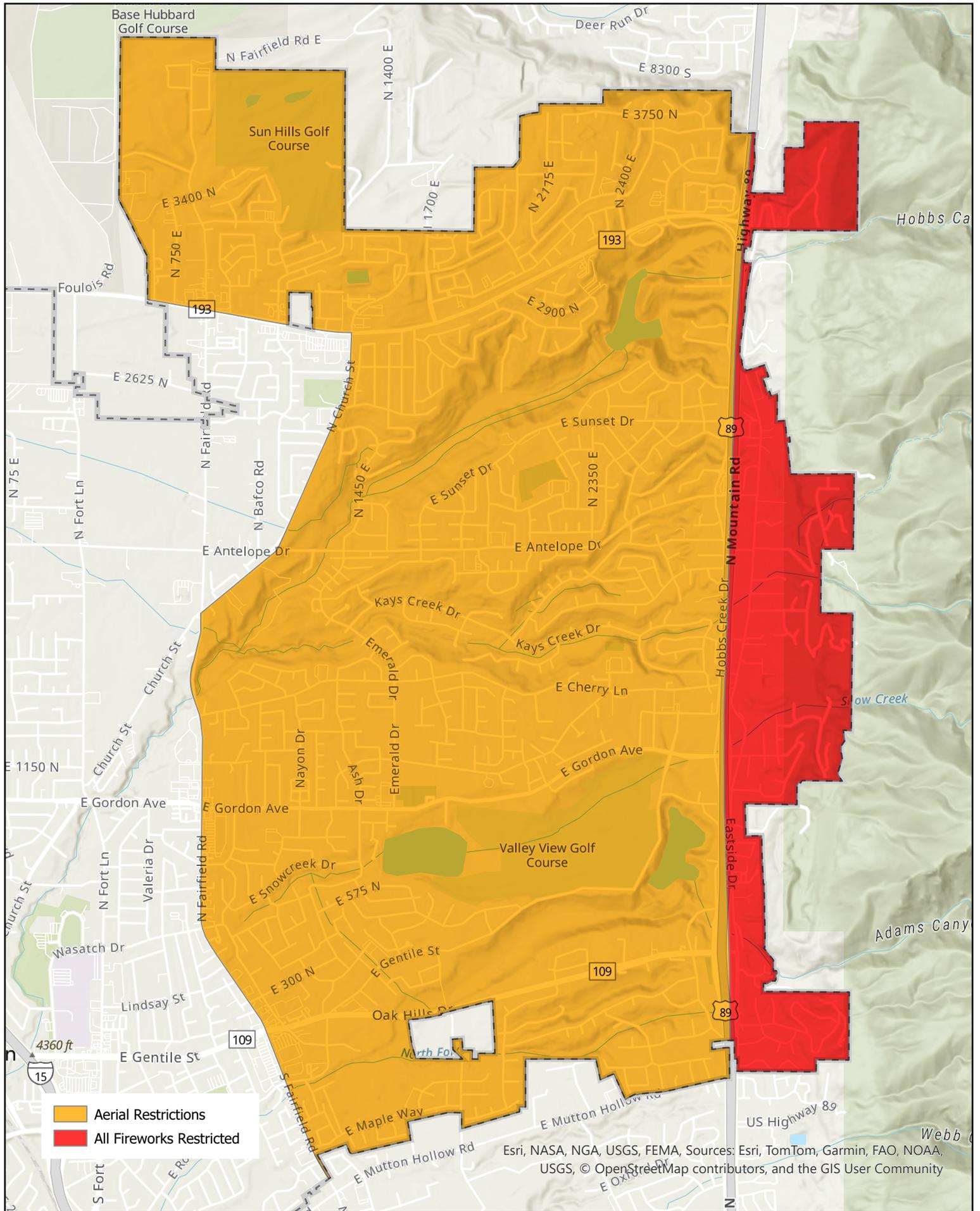
- CWS enables local governments, fire departments, and state agencies to **coordinate**, share data/tools (risk maps, fuel-treatment prioritization, training), and align implementation.
  - It is part of the **operational/administrative apparatus** of wildfire mitigation and preparedness — using plans (such as CWPPs) as foundational inputs.
  - Unlike a CWPP, which is mostly planning, the CWS might focus on **implementation, metrics, coordination of roles**, annual readiness/prevention cycles, and resource deployment.
  - For Utah, local governments participating in the CWS must have or adopt a CWPP so that the CWS is being fed by robust planning. [ffsl.utah.gov](https://ffsl.utah.gov)
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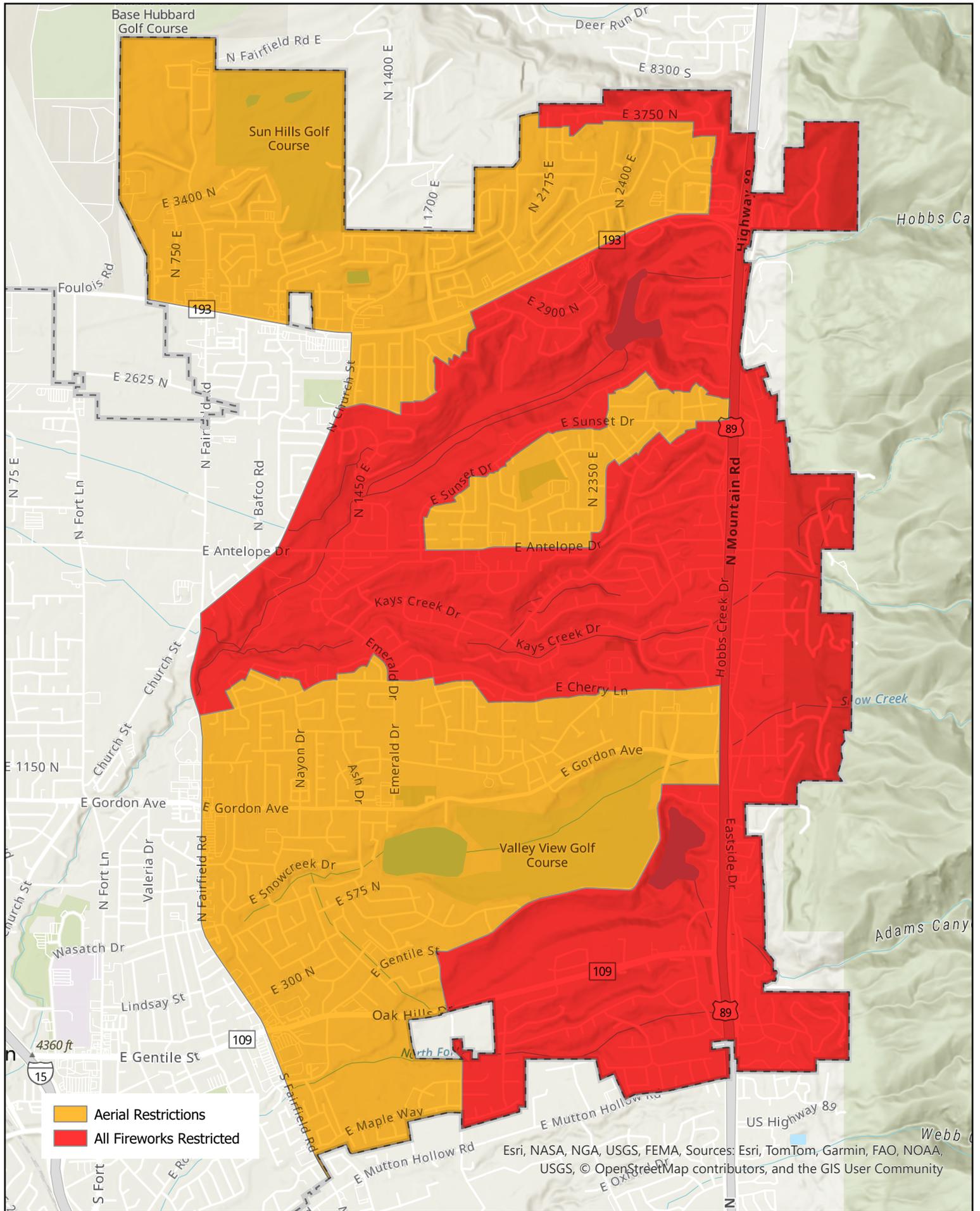




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