

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

PUBLIC NOTICE is hereby given that the City Council of Layton, Utah, will hold a **Budget Meeting, Thursday, April 30, 2020, at 8:00 AM**, at Fire Station 51, 530 North 2200 West, Layton, Utah.

ITEMS FOR DISCUSSION:

1. Budget Review - Fiscal Year 2020-2021

ADJOURN:

Notice is hereby given that 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

LAYTON CITY does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. If you are planning to attend this public meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City eight or more hours in advance of the meeting and we will try to provide assistance. Please contact Kiley Day at 437 North Wasatch Drive, Layton, Utah 84041, telephone number 801 336-3825 or 801 336-3820.

ADDITIONAL

PACKET

ATTACHMENTS



Community • Prosperity • Choice

Timeline for Budget Adoption

May 7th

Adopt Tentative Budget



May 22nd

March Sales Tax Data
(Analyze Budget)



June 18th

Adopt Final Budget Without
Tax Increase

June 25th

April Sales Tax Data
(Analyze Budget)



July 23rd

May Sales Tax Data
(Analyze Budget)



August 13th

Public Hearing on Property
Tax Increase

August 21st

June Sales Tax Data
(Analyze Budget)



August 27th

Last Day to Adopt the
Budget with a Property Tax
Increase



September 24th

July Sales Tax Data
(Analyze Budget)

General Fund Budget 2020-2021

Revenue

General fund revenue estimate	\$ 35,218,805
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Expenditures

Personnel - 2019/2020 base wages/benefits	24,906,816
Personnel - administrative allocation to utilities	(1,256,081)
Personnel - 3% compensation adjustment - 2021	635,289
Personnel - retirement adjustment public safety	49,100
Personnel - health insurance adjustment	240,000
Personnel - requested positions	518,729

Operations - 2020/2021 estimate	5,797,453
Capital equipment replacements and purchases	1,030,144

Transfer to capital projects fund	1,583,935
Transfer to swimming pool fund	500,000
Transfer to street lighting	200,000
Transfer to victim services fund	59,000
Transfer to alcohol enforcement fund	20,000
Transfer to storm sewer (Loader and backhoe shared with Streets)	215,000
Debt service - UTOPIA debt service reserve	2,378,000

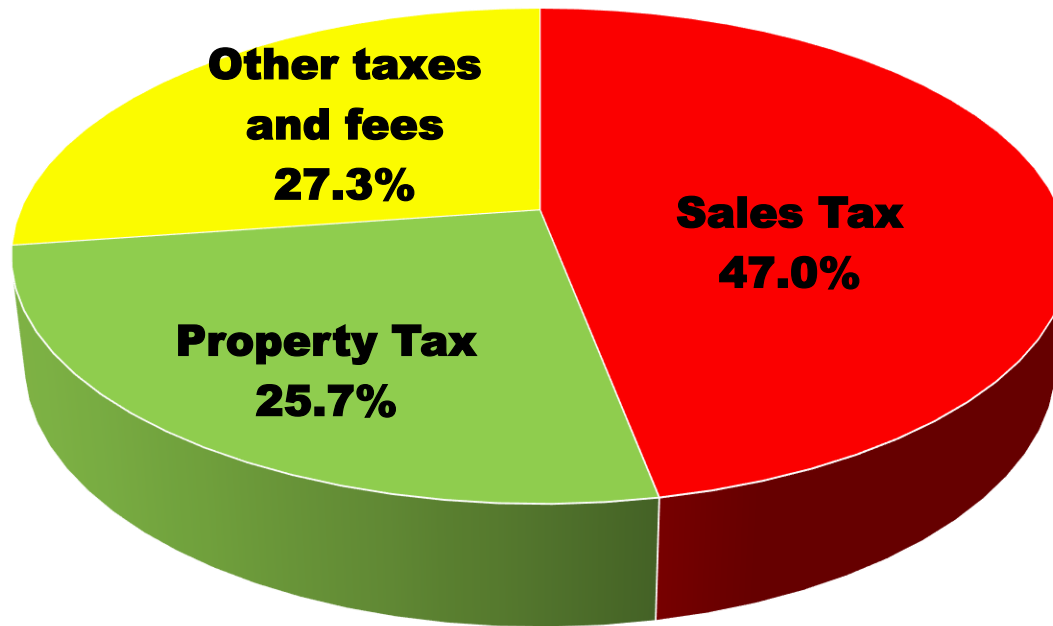
Total expenditures	36,877,385
Excess revenue over (under) expenditures	\$ (1,658,580)

General Fund Budget Projection 2020-2021

Fund Balance

Assigned and Unassigned fund balance at June 30, 2019	\$ 9,634,252
Less appropriated fund balance in 2019/2020	<u>(2,942,126)</u>
Estimated unassigned fund balance at June 30, 2020	6,692,126
Add estimated excess revenue or (deduct) excess expenditures for 2020 - 2021	<u>(1,658,580)</u>
Estimated unassigned fund balance at June 30, 2021	<u><u>\$ 5,033,546</u></u>
Percentage of revenue estimate	14.29%
Fund balance maximum at 25%	\$ 8,804,701
Fund balance target at 14%	4,930,633
Fund balance target at 13%	4,578,445
Fund balance target at 12%	4,226,257
Fund balance target at 5%	1,760,940

General Fund Revenue

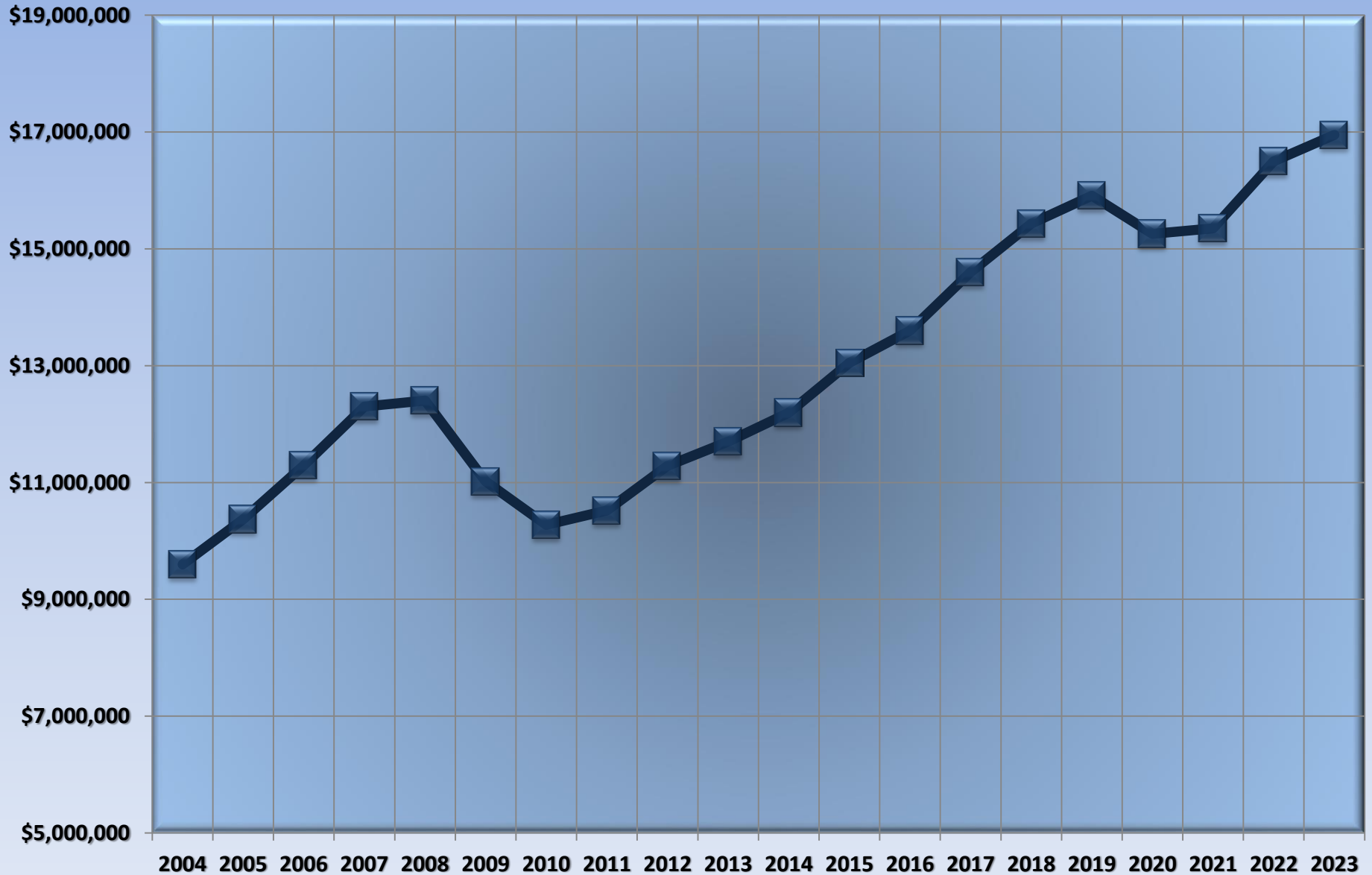


■ Sales Tax

■ Property Tax

■ Other taxes and fees

Sales Tax FY2002-FY2021



Sales Tax Revised Projection

	2019	Projected 2020	Difference	Percent	Projected 2021	Lower Than Projected	Combined Reduction
Major Retailers	\$ 2,371,554	\$ 2,306,625	\$ (64,929)	-3%	\$ 2,260,493	-2%	-5%
Car Dealerships	2,340,202	2,181,144	(159,058)	-7%	\$ 2,137,521	-2%	-9%
Restaurants	666,316	580,801	(85,515)	-13%	\$ 569,185	-2%	-15%
Mall	792,481	653,172	(139,309)	-18%	\$ 640,109	-2%	-20%
Grocers	1,042,370	912,553	(129,817)	-12%	\$ 894,302	-2%	-14%
Home Improvement	940,380	1,079,111	138,731	15%	\$ 1,079,111	0%	15%
Utilities	661,375	697,732	36,357	5%	\$ 767,506	10%	15%
Fast Food	958,835	866,102	(92,733)	-10%	\$ 848,780	-2%	-12%
Department Stores	940,065	817,560	(122,505)	-13%	\$ 1,062,828	30%	17%
Cell Phone	286,990	241,018	(45,972)	-16%	\$ 236,197	-2%	-18%
Tire & Auto	602,717	558,290	(44,427)	-7%	\$ 547,124	-2%	-9%
Hotels	242,133	161,475	(80,659)	-33%	\$ 113,032	-30%	-63%
Gas Stations	184,592	169,074	(15,518)	-8%	\$ 165,693	-2%	-10%
Movie Theaters	91,878	64,520	(27,358)	-30%	\$ 45,164	-30%	-60%
Construction related	956,531	918,791	(37,740)	-4%	\$ 891,227	-3%	-7%
Other major retail	1,095,121	846,226	(248,895)	-23%	\$ 829,302	-2%	-25%
Fitness	36,718	25,636	(11,082)	-30%	\$ 25,124	-2%	-32%
Firearms	15,627	28,627	13,000	83%	\$ 28,054	-2%	81%
Online sales	158,589	626,316	467,727	295%	\$ 720,263	15%	310%
Other / Adjustments	1,524,476	1,521,861	(2,615)	-0.17%	\$ 1,491,424	-2%	-2%
	\$ 15,908,950	\$ 15,256,635	\$ (652,315)	-4%	\$ 15,352,439	1%	-3%
		\$ 16,458,200			\$ 16,950,000	Original request	
		\$ (1,201,565)			\$ (1,597,561)		
		-7.30%			-9.43%		

Sales Tax Projection

2020	2020	2021	2021	
Budget	Projected	Requested	Projected	Total
<u>\$ 16,458,200</u>	<u>\$ 15,256,635</u>	<u>\$ 16,950,000</u>	<u>\$ 15,352,439</u>	
	\$ (1,201,565)		\$ (1,597,561)	\$ (2,799,126)
	-7.30%		-9.43%	-16.73%

Overall Revenue Picture

5% Sales Tax Reduction

	Proposed	Revised	Difference	
Property tax	\$ 8,416,000	8,247,680	(168,320)	-2.0%
Other property taxes	650,000	637,000	(13,000)	-2.0%
Sales tax	16,950,000	16,102,500	(847,500)	-5.0%
Franchise tax	4,770,000	4,770,000	-	0.0%
Other taxes (hotels)	250,700	188,025	(62,675)	-25.0%
Business licenses	300,000	297,000	(3,000)	-1.0%
Building permits	1,365,000	1,160,250	(204,750)	-15.0%
Interest	300,000	150,000	(150,000)	-50.0%
Other revenue	2,217,105	2,106,250	(110,855)	-5.0%
	<u>\$ 35,218,805</u>	<u>\$ 33,658,705</u>	<u>\$ (1,560,100)</u>	<u>-4.4%</u>

Overall Revenue Picture

10% Sales Tax Reduction

	Proposed	Revised	Difference	
Property tax	\$ 8,416,000	8,247,680	(168,320)	-2.0%
Other property taxes	650,000	637,000	(13,000)	-2.0%
Sales tax	16,950,000	15,255,000	(1,695,000)	-10.0%
Franchise tax	4,770,000	4,770,000	-	0.0%
Other taxes (hotels)	250,700	188,025	(62,675)	-25.0%
Business licenses	300,000	297,000	(3,000)	-1.0%
Building permits	1,365,000	1,160,250	(204,750)	-15.0%
Interest	300,000	150,000	(150,000)	-50.0%
Other revenue	2,217,105	2,106,250	(110,855)	-5.0%
	<u>\$ 35,218,805</u>	<u>\$ 32,811,205</u>	<u>\$ (2,407,600)</u>	<u>-6.8%</u>

Overall Expenditure Picture

10% Sales Tax Reduction

	<u>Proposed</u>	<u>Revised</u>	<u>Difference</u>	
Personnel - base	\$ 23,650,735	23,650,735	-	0.0%
Personnel - merit	635,289	635,289	-	0.0%
Personnel - insurance	240,000	240,000	-	0.0%
Personnel - retirement PS	49,100	49,100	-	0.0%
Personnel - requested positions	518,729	518,729	-	0.0%
Operations	5,797,453	5,797,453	-	0.0%
Capital equipment	1,030,144	1,030,144	-	0.0%
Capital projects	1,583,935	1,583,935	-	0.0%
Transfer - street lighting	200,000	200,000	-	0.0%
Transfer - pool	500,000	500,000	-	0.0%
Transfer - debt service	2,378,000	2,378,000	-	0.0%
Transfer - storm water	215,000	215,000	-	0.0%
Transfer - other funds	79,000	79,000	-	0.0%
	<u>\$ 36,877,385</u>	<u>\$ 36,877,385</u>	<u>\$ -</u>	<u>0.0%</u>
	\$ (1,658,580)	\$ (4,066,180)	\$ (2,407,600)	

Fund Balance Summary

Assigned and Unassigned fund balance at June 30, 2019	\$ 9,634,252
Less appropriated fund balance in 2019/2020	<u>(2,942,126)</u>
Add estimated additional revenue over budget for 2019-2020 (current year)	<u>(1,201,565)</u>
Add estimated savings from under-expenditure of budget for 2019-2020 (current year)	<u>1,000,000</u>
Estimated unassigned fund balance at June 30, 2020	6,490,561
 Add estimated excess revenue or (deduct) excess expenditures for 2020 - 2021	 <u>(4,066,180)</u>
 Estimated unassigned fund balance at June 30, 2021	 <u><u>\$ 2,424,381</u></u>
Percentage of revenue estimate	6.88%
 Fund balance maximum at 25%	 \$ 8,804,701
Fund balance target at 14%	4,930,633
Fund balance target at 13%	4,578,445
Fund balance target at 12%	4,226,257
Fund balance target at 5%	1,760,940

General Fund Projects

General Fund Projects

	Department	Proposed
City Center Roof replacement (year 2of 2)	Finance	\$ 75,000
City Center HVAC electronic control upgrade	Finance	120,000
CD Planning projects	Comm. Dev.	20,000
Fire apparatus replacement	Fire	500,000
Sidewalk Repair/Replacement (annual request)	Streets	300,000
Traffic signal upgrade	Streets	100,000
Loader 966D (Streets and Storm Water)	Streets	150,000
Backhoe Super S (Streets and Storm Water)	Streets	65,000
Parks Shop Fuel Center Tank Replacement (Parks and Police)	Parks	141,500
Public Works Maintenance Building upgrade (Streets and Utilities)	Streets	11,125
16" Rotary Mower	Parks	98,310
Park Shop Drainage	Parks	88,000
Chapel Street playground replacement 2-12 year old	Parks	130,000
		\$ 1,798,935
Fire station # 4 construction	Fire	3,800,000
Fire station # 4 employees and operations	Fire	1,200,000
		5,000,000
Total		<u><u>\$ 6,798,935</u></u>

General Fund Equipment

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General Fund Equipment

	Department	Proposed
2020 Chevrolet 2500 4x4	Admin	\$ 40,455
Trimble GPS receiver	Info. Tech.	5,900
2020 Ford Explorer Base 4x4	Comm. Dev.	32,292
Code enforcement supervisor Ford F-150 (New)	Pol - Admin	40,685
Marked Patrol Durango (replace 12-2)	Pol - Patrol	49,479
Marked Patrol Durango (replace 12-3)	Pol - Patrol	49,479
Marked Patrol Durango (replace 12-4)	Pol - Patrol	49,479
Marked Patrol Durango (replace 12-5)	Pol - Patrol	49,479
Marked Patrol Durango (replace 11-2)	Pol - Patrol	49,479
Marked Patrol Durango (new officer)	Pol - Patrol	49,479
Marked Patrol Durango (new officer)	Pol - Patrol	49,479
Marked SRO Vehicle (replace 09-5)	Pol -Support	49,479
Unmarked Detective Vehicle (replace 09-3)	Pol -Support	35,270
Records remodel/reconfiguration	Pol -Support	12,000
Records workstations	Pol -Support	12,560
Foster-Freeman Alternative Light Source	Pol -Support	10,835

General Fund Equipment

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Staff Vehicle Replacement (Chief)	Fire	\$	46,000
Scanner Tool	PW-Shop		13,000
12' Snow Plow	PW - Streets		15,000
17" Dump Bed	PW - Streets		32,000
1 ton truck	PW - Streets		61,000
UCA radio upgrade	PW - Streets		21,750
1/2 Ton Truck (1/4 of cost)	PW - Eng		8,500
Bleachers (4 of 4 requests)	PR - Parks		25,000
Restroom Exterior Doors and Frames (Ellison)	PR - Parks		18,670
Maintenance Facility Fence and Tree Removal	PR - Parks		32,752
Mechanic Truck	PR - Parks		41,728
4x4 Utiltiy Truck w/Plow	PR - Parks		49,286
48" Bagger Mower	PR - Parks		11,012
Flail mower 8'-10 '	PR - Parks		15,360
Mow Trailer	PR - Parks		5,757
Recreation and aquatics vehicle	PR - Rec		33,000
ADA doors - Arts Council	PR - Rec		4,500
Office Furniture	PR - Rec		10,000
			\$ 1,030,144

General Fund Personnel

General Fund Personnel - New

Accounting Clerk	Finance	\$ 56,650
Code Enforcement Supervisor	Pol - Admin	78,776
Patrol Officer (new)	Pol - Patrol	69,494
Patrol Officer (new)	Pol - Patrol	69,494
Crossing guard (new school)	Pol - Patrol	8,587
Crossing guard pay increase	Pol - Patrol	61,067
Crossing guard (Layton Parkway & Flint)	Pol - Patrol	8,587
Training specialist / Captain - Part time (1/2 Fire & EMS)	Fire/EMS	13,353
Recreation supervisor	PR - Rec	61,729
Parks maintenance III	PR - Parks	52,246
Part-time Inspector	PW - Eng	38,746
		\$ 518,729

Merit Increase

Percent Increase	General Fund Expenditure
1.0%	\$231,578
1.5%	\$332,506
2.0%	\$433,434
2.5%	\$534,361
3.0%	\$635,289
3.5%	\$736,217
4.0%	\$837,144

Street Lighting Fund

	Actual (Budget Basis) FY 18	Actual (Budget Basis) FY 19	Estimated Actual FY 20	Proposed Budget With Rate Increase \$1	Proposed Budget With Rate Increase \$2
Charges for services	\$ 613,797	\$ 601,107	\$ 610,000	\$ 919,000	\$ 1,220,000
Developer payments	352,460	201,219	300,000	300,000	300,000
Other	29,390	22,929	25,000	25,000	25,000
Total	<u>\$ 995,647</u>	<u>\$ 825,255</u>	<u>\$ 935,000</u>	<u>\$ 1,244,000</u>	<u>\$ 1,545,000</u>
Expenditures					
Personnel	-	-	60,409	211,194	211,194
Electricity	361,391	338,234	365,000	365,000	365,000
Other operational costs	39,130	48,795	60,000	60,000	60,000
Administrative charges				20,000	20,000
Developer installations	352,460	270,013	563,739	300,000	300,000
Capital projects	218,983	313,549	420,000	385,000	385,000
	<u>971,964</u>	<u>970,591</u>	<u>1,469,148</u>	<u>1,341,194</u>	<u>1,341,194</u>
Net operating loss	23,683	(145,336)	(534,148)	(97,194)	203,806
Transfer from the General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
Change in net assets	23,683	(145,336)	(534,148)	102,806	203,806
Net Assets:					
Restricted developer funds	\$ 482,898	\$ 322,436	\$ -	\$ -	\$ -
Unrestricted	440,683	454,776	(79,372)	23,434	227,240

Utility Rate Increases

FY 2021

Citizen Bill

	FY 20		FY 21		FY 21	
	Monthly		Monthly		Monthly	
	Rates		Increase		Rates	
Water	\$	20.80	\$	2.00	\$	22.80
Sewer	\$	29.45	\$	-	\$	29.45
Storm	\$	7.60	\$	-	\$	7.60
Street Lighting	\$	2.00	\$	2.00	\$	4.00
Refuse - 1st can	\$	13.05	\$	0.60	\$	13.65
Minimum Monthly Bill	\$	72.90	\$	4.60	\$	77.50
Refuse - 2nd can	\$	10.35	\$	0.60	\$	10.95
Waste Management Recycling Fee	\$	7.50	\$	-	\$	7.50

Other Funds

Class C Road funds

Victims Services

CDBG

RAMP

Prop 1

Utility funds

Emergency Medical

RDA/EDA

Pool

Gallons sold is down significantly

Should not be affected

Received additional funding

Will be affected by decline in Sales Tax

Will be affected by decline in Sales Tax

Should not be affected

Call volume is down

Property tax funded, should not be affected

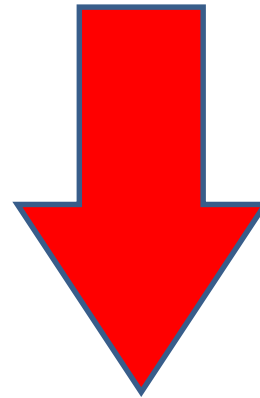
Closed and will continue to be affected

State Property Tax Structure

Utah State Law mandates



**Property
Values**



Tax Rates

The City is only allowed to budget the same property tax revenue it budgeted in the prior year,
plus an adjustment for new growth

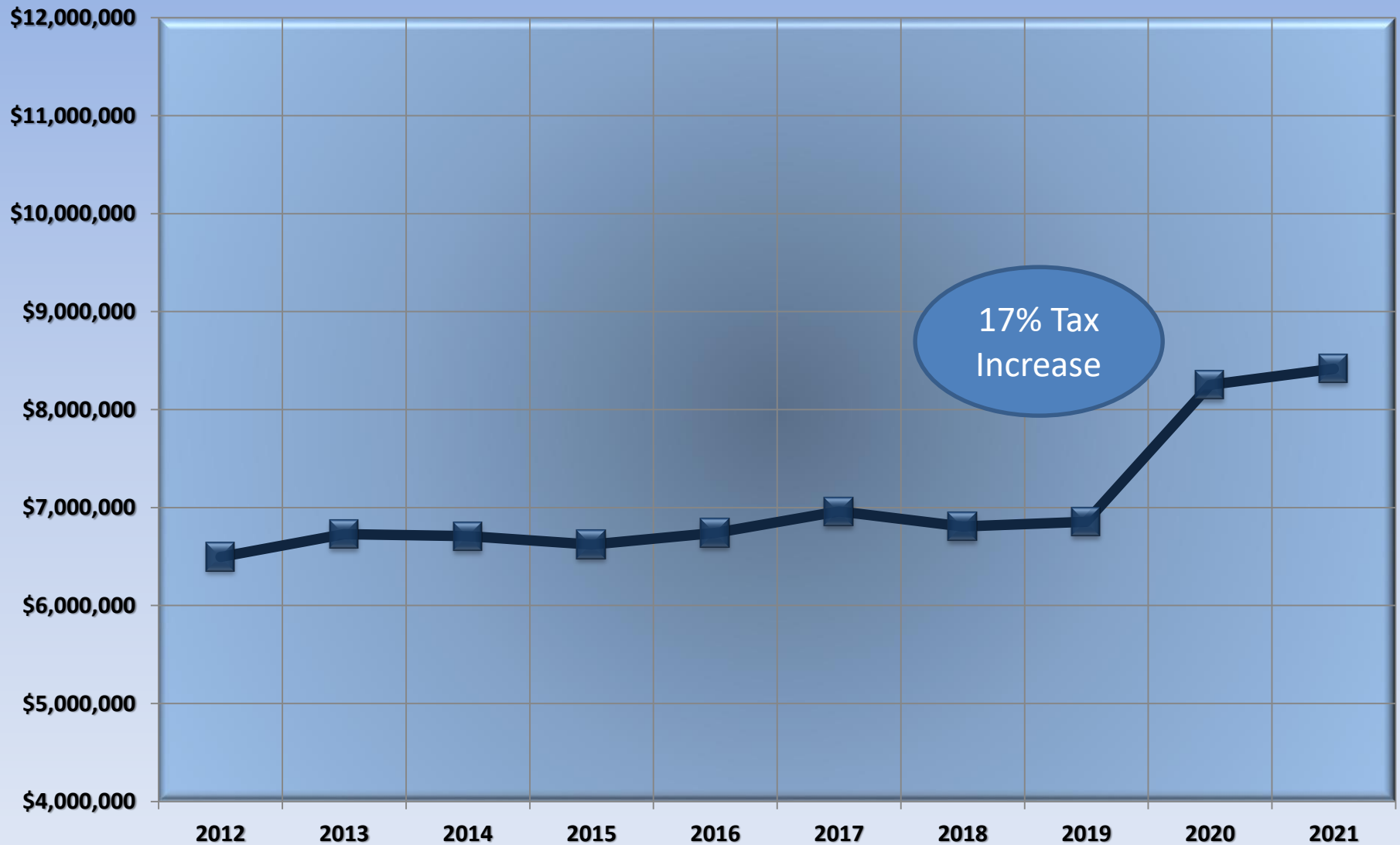
Property Tax Rate

Davis School District	0.007808	60.9%
Layton City	0.001666	13.0%
Davis County	0.001760	13.7%
Davis County Assessing and Collecting	0.000191	1.5%
Davis County Library	0.000329	2.6%
Weber Basin Water	0.000153	1.2%
Mosquito Abatement	0.000112	0.9%
North Davis Sewer Treatment	0.000800	6.2%
	<u>0.012819</u>	<u>100.0%</u>

Property Tax

		Certified	Adopted	Difference
Bountiful	2018	0.000776	0.000881	13.53%
Kaysville	2019	0.001487	0.001589	6.86%
	2018	0.001485	0.001589	7.00%
	2017	0.001589	0.001589	0.00%
	2014	0.000915	0.001826	99.56%
Syracuse	2019	0.001412	0.001512	7.08%
	2018	0.001474	0.001512	2.58%
	2017	0.001447	0.001573	8.71%
	2016	0.001573	0.001573	0.00%
West Point	2019	0.000859	0.000917	6.75%
	2018	0.000881	0.000917	4.09%
	2017	0.000902	0.000945	4.77%
	2015	0.001005	0.001036	3.08%
	2014	0.000996	0.001036	4.02%
	2013	0.001041	0.001111	6.72%
Ogden	2018	0.002851	0.003103	8.84%
	2017	0.002895	0.003103	7.18%
	2016	0.002377	0.003103	30.54%
Layton	2019	0.001424	0.001666	17.00%
	2018	0.001521	0.001521	0.00%
	2017	0.001668	0.001635	-1.98%
	2016	0.001842	0.001805	-2.01%

Property Tax FY2012-FY2021



Property Tax Analysis

Current Property Tax Rate - 2019	0.1666%
Tax on a residential property valued at \$310,000	\$284
Property Tax Revenue 2019 - 2020	\$8,251,878

Estimated Revenue Change

Estimate for a 3 % increase	\$247,556
Estimate for a 4 % increase	\$330,075
Estimate for a 5 % increase	\$412,594
Estimate for a 6 % increase	\$495,113
Estimate for a 7 % increase	\$577,631
Estimate for a 8 % increase	\$660,150

Property Tax Analysis

Estimates Based on a Residential Property Valued at \$310,000

		Equiv. Rate	Annual Tax	Annual Increase	Monthly Increase	Revenue Generated
Certified Tax Rate		0.1666%	\$ 284.05	\$ -	\$ -	
Estimated increase	3.0%	0.1716%	\$ 292.57	\$ 8.52	\$ 0.71	\$ 247,556
Estimated increase	4.0%	0.1733%	\$ 295.42	\$ 11.36	\$ 0.95	\$ 330,075
Estimated increase	5.0%	0.1749%	\$ 298.26	\$ 14.20	\$ 1.18	\$ 412,594
Estimated increase	6.0%	0.1766%	\$ 301.10	\$ 17.04	\$ 1.42	\$ 495,113
Estimated increase	7.0%	0.1783%	\$ 303.94	\$ 19.88	\$ 1.66	\$ 577,631
Estimated increase	8.0%	0.1799%	\$ 306.78	\$ 22.72	\$ 1.89	\$ 660,150

Property Tax Analysis

Property Tax Revenue		Annual Increase	Total Revenue
2019- 2020 Revenue			\$ 8,251,878
Estimated increase	3.0%	\$ 247,556	\$ 8,499,434
Estimated increase	4.0%	\$ 330,075	\$ 8,581,953
Estimated increase	5.0%	\$ 412,594	\$ 8,664,472
Estimated increase	6.0%	\$ 495,113	\$ 8,746,991
Estimated increase	7.0%	\$ 577,631	\$ 8,829,509
Estimated increase	8.0%	\$ 660,150	\$ 9,159,585

Property Tax Analysis

Property Tax Revenue			Annual Increase	Cummulative Increase
Estimate for an increase of	3.0%	Year 1	\$247,556	\$247,556
Estimate for an increase of	3.0%	Year 2	\$254,983	\$502,539
Estimate for an increase of	3.0%	Year 3	\$255,206	\$757,745
Estimate for an increase of	3.0%	Year 4	\$255,213	\$1,012,958
Estimate for an increase of	3.0%	Year 5	\$255,213	\$1,268,170
			<u>\$1,268,170</u>	

Truth-in-Taxation Process

- June 6th - Update the Council on timeline and dates
- June 18th - Adopt the budget and proposed tax rate with the new property tax amounts and any other changes since the May 7th adoption.
- July 8th - Mail a flier with the utility bills announcing the City's consideration of a property tax increase.
- July 16th - Davis County sends out the first combined advertisement
- July 20th - Valuation notices mailed to individual property owners (the soonest the public hearing can be held is 10 business days from the date of mailing or Aug. 6th).
- July 23rd - Davis County sends out the second combined advertisement
- August 6th - Earliest date for truth-in-taxation public hearing
- August 27th - Latest date to adopt the final budget

Layton City Parks & Recreation COVID-19 Phased Response

Parks and Recreation Guidelines for Staff and Guests		Red	Orange	Yellow	Green
		High Risk	Moderate Risk (<20)	Low Risk (<50)	Normal Risk
		03/16/2020 - 04/30/2020	05/01/2020 - TBD		
Parks					
	Playgrounds	Closed. Signage with caution tape to visually identify closure.	Closed. Signage with caution tape to visually identify closure.	Open with enhanced cleaning and disinfecting. Public asked to follow social distancing guidelines	Open with enhanced cleaning and disinfecting.
	Pickelball Courts	Closed. Signage to identify closure, nets have been removed.	Opened with strict social distancing measures put in place. Visual reminders on site to demonstrate social distancing.	Open with enhanced cleaning and disinfecting. Public asked to follow social distancing guidelines	Open with enhanced cleaning and disinfecting.
	Tennis Courts	Closed. Signage to identify closure, nets have been removed.	Opened with strict social distancing measures put in place. Visual reminders on site to demonstrate social distancing.	Open with enhanced cleaning and disinfecting. Public asked to follow social distancing guidelines	Open with enhanced cleaning and disinfecting.
	Basketball Courts	Closed. Signage to identify closure, nets have been removed.	Opened with strict social distancing measures put in place. No organized games. Visual reminders on site to demonstrate social distancing.	Open with enhanced cleaning and disinfecting. Public asked to follow social distancing guidelines	Open with enhanced cleaning and disinfecting.
	Splash Pad	Closed. Signage to identify closure.	Closed. Signage to identify closure.	Open. Limit capacity to 50 users or less with enhanced hygiene and cleaning requirements. Splash pad closed once every hour for disinfecting.	Open with enhanced cleaning and disinfecting.
	Restrooms	Closed to the public.	Limited number opened to the public. Closing for short periods to disinfect	Open. Closed once each day for disinfecting.	Open with enhanced disinfecting.
	Skate Park	Closed to the public. Signage to identify closure.	Open. Limit capacity to 20 users or less with enhanced hygiene requirements.	Open. Limit capacity to 50 users or less with enhanced hygiene requirements.	Open with enhanced hygiene requirements.
Aquatics					
	Lobby	Closed	No congregating or waiting will be allowed. Front Desk Attendant will periodically wipe down contact points on the doors, benches and front desk	No congregating or waiting will be allowed. Front Desk Attendant will periodically wipe down contact points on the doors, benches and front desk	Resume Activities, follow hygiene and sanitization standards

Layton City Parks & Recreation COVID-19 Phased Response

Parks and Recreation Guidelines for Staff and Guests		Red	Orange	Yellow	Green
		High Risk	Moderate Risk (<20)	Low Risk (<50)	Normal Risk
		03/16/2020 - 04/30/2020	05/01/2020 - TBD		
	Locker Rooms	Closed	Open only to those with lane reservations. Sanitization will be done every 30-60 minutes by staff using spray bottles and bleach solution Cleaning supplies will be available throughout the establishment and post signs encouraging patrons to clean all equipment	Open only to those using the pool and racquetball courts. Sanitization will be done every 30-60 minutes by staff using spray bottles and bleach solution Cleaning supplies will be available throughout the establishment and post signs encouraging patrons to clean all equipment	Resume Activities, follow hygiene and sanitization standards
	Showers	Closed	Open only to those with lane reservations. Sanitization will be done every 30-60 minutes by staff using spray bottles and bleach solution	Open only to those using the pool. Sanitization will be done every 30-60 minutes by staff using spray bottles and bleach solution	Resume Activities, follow hygiene and sanitization standards
	Pools	Closed	Limited to individual lap swimming and water walking One guest per lane By reservation only No congregating on deck, in locker rooms or other public areas	Pools limited to individual lap swimming, and water walking. There is a possibility of LIMITED open wave available One guest per lane, by reservation only Open Wave limited to 75 individuals, entry limited to only those swimming, all children 8 and under must be accompanied in the water by a responsible adult No congregating on deck, in locker rooms or other public areas	Resume Activities, follow hygiene and sanitization standards
	Racquetball	Closed	Racquetball by reservation only for individuals or family groups of 4 or less per court Participants must bring and use their own equipment Staff will sanitize touch points and clean between each reservation	Racquetball by reservation only for individuals or family groups of 4 or less per court Participants must bring and use their own equipment Staff will sanitize touch points and clean between each reservation	Resume Activities, follow hygiene and sanitization standards

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	ARC Training Classes	In person sessions postponed and courses started as blended learning courses Postponed Courses: March WSI and Lifeguarding Delayed Blended Learning Courses: Lifeguarding April 28-May 16 Lifeguarding May 26 - June 15	Blended learning courses will continue and small group trainings will be scheduled as often as possible to complete certifications. Small groups will be held in the wave pool when lap swim and water walking are not taking place to allow for proper bather load and social distancing	Blended learning courses will continue and small group trainings will be scheduled as often as possible to complete certifications. Small groups will be held in the wave pool when lap swim and water walking are not taking place or at capacity to allow for proper bather load and social distancing	Resume Activities, follow hygiene and sanitization standards
	Swimming Lessons	Cancelled	Cancelled	Small group swimming lessons will resume with possible course format modifications including but not limited to having parent in water for direct contact, teaching from the deck, or limiting class sizes	Resume Activities, follow hygiene and sanitization standards
	Surfers Swim Team	Cancelled	Cancelled	Allowed to resume with one swimmer per lane with no congregating on deck and limited locker room use	Resume Activities, follow hygiene and sanitization standards
	Concessions	Closed	Closed	Open Wave Cave concessions selling drinks and pre-packaged items Snack Shack will remain closed due to social distancing requirements for staff	Resume Activities, follow hygiene and sanitization standards
Museum					
	Guests	Closed	Visits are by appointment only. Groups limited to 20 or less.	Office is open to guests with signage inviting them to wear face masks and they are encouraged to follow all social distancing.	Resume activities, follow hygiene standards