

# Davis County Budget Committee

## Meeting Minutes

September 26, 2025

The Budget Committee of Davis County met on September 26, 2025, at 8:30 a.m. in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, UT. Notice of this meeting was given under the requirements of Utah Code Annotated §52-4-202.

**Disclaimer:** The meeting was an open dialogue. Agenda items appear in bold and are only briefly summarized. The reader may refer to the audio recording and the attachments for further content clarification. Each presentation is recorded separately and labeled by the department's name unless indicated otherwise in the topic's title line. The audio recording is available based on the County's current retention schedule.

**Note:** The Budget Committee is not a governing body but makes recommendations. These recommendations must then go through the Commission for formal action.

The meeting commenced at 8:32 a.m.

### Opening Roll Call

Committee members present were Scott Parke, Controller; Commissioner John Crofts; Commissioner Lorene Kamalu; Commissioner Bob Stevenson; Chris Bone, Human Resources (HR) Director; and Jeff Hassett, Information Systems Director. Shairise Bills, Deputy Controller, recorded the minutes of the meeting. Other staff present were Ric Higbee, Deputy Director of HR; John Robinson, Deputy Director of HR; and Marino Brito, Compensation and Class Analyst. The public in attendance was Kendalynn Harris, Bountiful City Mayor.

### Approval of Budget Meeting Minutes for September 15, 2025

A correction was noted, changing "OPEB" to "opioid," and the change will be reflected in the approved version. The Committee voted to approve:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Crofts		X	X			
Commissioner Kamalu	X		X			
Commissioner Stevenson			X			
Scott Parke			X			
Jeff Hassett			X			
Chris Bone			X			

### 8:30- 9:30 a.m.      **Golf Courses-Davis Park, Valley View**—Presented by Dustin Volk, Golf Courses Director

Dustin Volk, Zack Johnson, and Pete Stone presented the budget for the Davis County golf courses, breaking down performance and requests by facility.

### Davis Park Golf Course

Performance in 2025 is projected to exceed that of 2024, thanks to a green fee increase and improved tee sheet management. Profit as of the end of August was \$465,721, a significant increase from \$302,374 at the same time in 2024. The new driving range has been fully operational and generated \$140,000 in revenue as of September 5th. The course is expected to contribute between \$550,000 and \$600,000 to the cash fund for 2025, depending on fall weather.

- **2026 Budget Initiatives**

- **Capital Equipment Request: ~\$169,000**

- This request is part of the capital master plan and includes a fairway mower, an aerifier, a small utility mower, a used sprayer, and a range-picking cart.

- **Capital Improvement Request: \$80,000**

- To fund the renovation of the clubhouse restrooms, with the work to be completed by contractors and the County's Facilities Department.

### Valley View Golf Course

Performance in 2025 is expected to surpass that of 2024. Revenue was up by over \$160,000 through the second quarter. Profit as of the end of August was \$702,118, a substantial increase from \$539,150 at the same time in 2024. As of September 1st, driving range revenue was \$273,037. The course is projected to contribute between \$700,000 and \$800,000 to the cash fund, contingent on fall weather.

- **2026 Budget Initiatives**

- **Capital Equipment Request: ~\$157,000**

- This request is for a fairway mower (\$71,510), a greens mower (\$64,318), and a set of greens master cutting reels (\$21,241).

- **Golf Cart Replacement: \$548,480**

- To purchase a new fleet of 80 gas-powered Yamaha carts, which includes a \$208,000 trade-in value for the old fleet. The department prefers purchasing over leasing to retain the fleet's residual value.

- **Capital Improvement Request: \$600,000**

- For a complete renovation of the parking lot and cart staging area. This project was deferred from 2025 and is necessary as the lot has not been entirely replaced since the 1980s.

- **Cart Path Renovations: \$30,000**

- To continue making in-house improvements to the cart paths.

### General Discussion & Strategic Planning

- **County Allocations:** Dustin Volk requested more transparency on how departmental allocations for services like HR and Facilities are calculated. He also asked that utility bills be managed directly by the courses for better monitoring and cost control.
- **Davis Park Irrigation System:** The 65-year-old irrigation system at Davis Park was discussed. A complete replacement is a necessary future project with an estimated cost of \$6.5 million. There is a possibility of

implementing a small green fee surcharge to begin building a fund for the replacement, which would reduce future bonding costs.

- **Junior Golf:** Zack noted that youth programs are thriving. The Davis Park junior league expanded from 80 to 160 kids this year due to demand, and junior camps at both courses fill up almost instantly.
- **Future of Golf in the Region:**
  - Dustin cited a Utah PGA study projecting a deficit of seven public golf courses along the Wasatch Front by 2030 based on population growth.
  - Commissioner Stevenson raised the idea of the County showing interest in acquiring the Hubbard Golf Course on Hill Air Force Base, should the military ever decide to privatize or divest it, to ensure it remains a community recreation asset. *(See Attachments A- B.)*

### 9:30- 10:00 p.m. Surveyor— Presented by Max Elliott, Davis County Surveyor

Louise Miller, Admin Assistant, was with Max to present the 2026 budget. Following a previous request to reduce the budget by approximately \$7,000, the department successfully identified and made reductions totaling **\$9,554**. The department requested that some funds be reinstated to cover the necessary schooling and training for staff in the upcoming year. After all adjustments, the proposed operating budget is within \$600 of the previous year's budget, with most of the department's total budget allocated to salaries and wages.

- **Fee Schedule**

The department has already adjusted its fee schedule for 2025 to align with neighboring counties. The fee for tie sheets was raised to \$40 to match the standard rate in the region. A tie sheet is a document that records the precise location of a survey monument, along with measurements to nearby features, allowing other surveyors to locate it easily.

- **Equipment**

Jeff Hassett noted that his department's capital budget includes the purchase of a new surveying tablet for the Surveyor's Office at a cost of approximately \$10,000. The current tablet is approximately eight years old and will be retained as a backup unit to prevent downtime in the event of equipment failure.

- **Discussion Items**

- **Office Consolidation:** Commissioner Stevenson inquired about a rumor regarding the potential consolidation of the Surveyor's and Recorder's offices. Max stated that he was unaware of any such plans and noted that while some smaller counties have combined these functions, he believes it to be less efficient.
- **State Coordinate System (NAD83):** The committee briefly discussed a past state mandate requiring all counties to adopt the NAD83 coordinate system. Davis County had previously used its own system. The transition is complete, and the primary impact has been on the Recorder's office, which must now ensure that all recorded documents reference the NAD83 system.
- **Public Interaction:** Max clarified a common public misconception that the County Surveyor can legally settle private property disputes. He explained that the surveyor's role is to maintain official records and monuments, but disputes between property owners are a matter of civil law. *(See Attachment C.)*

**10:00- 10:30 a.m. Clerk—** *Presented by Brian McKenzie, County Clerk*

Rebecca Abbott, Chief Deputy Clerk, was with Brian to present the 2026 budget. Brian highlighted several key achievements from the current year:

- **Building & Equipment Security:** Security enhancements to the Clerk's office, including the installation of permanent glass and a secure door, were completed. The office also upgraded the iPads used for voter check-in at polling locations. Through state reimbursements and cost-saving measures, such as refurbishing existing equipment, the office secured over **\$113,000** in unanticipated revenue and savings on these projects.
- **Data Privacy (GDPA):** The County's data privacy program was successfully established, leading to the appointment of a Data Privacy Administrator and representatives in each department. The County's data privacy maturity level has increased significantly, from 2.1 to 3.8, on a 5-point scale. Annual employee training on data privacy has reached a 96% completion rate, prompting praise from the State Data Privacy Ombudsman, who called Davis County "a model for other counties to follow."
- **Agenda Management:** A new, more efficient agenda management system was implemented, saving the county \$9,000 annually while improving the user experience for departments and increasing searchability for the public.
- **Staffing:** A new Administrative Assistant position was added to the office. The fiscal impact was minimized to a net cost of approximately \$230 by converting another full-time position to part-time and adjusting the fee schedule.

### 2026 Initiatives

The Clerk's office plans to focus on several non-budgetary initiatives in 2026:

- **Candidate Portal:** A new online portal will be launched to streamline the entire process for political candidates, including declarations of candidacy, financial reporting, and bio submissions.
- **Policy Codification:** All County-wide policies will be organized and centralized in a single, publicly accessible location to improve transparency and internal efficiency.
- **Program Maturation:** Continued focus will be placed on maturing the data privacy program and expanding the use of the new agenda management system to more County boards and committees.

### 2026 Budget Proposal

The proposed 2026 budget reflects an overall expense increase of 4.08%.

- **Personnel:** A projected 11.49% increase is attributed to standard compensation adjustments, insurance costs, and the need for more temporary election workers for the larger 2026 election cycle.
- **Operations:** A **7.05% decrease** was achieved, primarily due to a successful Request for Proposal (RFP) process for ballot printing, which reduced the cost per ballot from \$0.79 to \$0.63. This will save the County approximately \$80,000 over the two major elections of the year.
- **Revenues:** The department proposes modest fee increases to cover service costs:
  - **Marriage Ceremony:** A new \$10 fee.
  - **Marriage License:** A \$5 increase.
  - **Passport Photo:** A \$5 increase (to \$15).
  - These changes are projected to increase standard (non-election) revenue by 20.85%.

After accounting for the decrease in operations costs and the increase in standard revenues, the net budget increase that the Clerk's office has direct control over is **1.75%**. Commissioner Crofts inquired about the new \$10 fee for marriage ceremonies, questioning if it was sufficient to cover the cost. Brian explained that since the ceremonies performed in the office are very brief (about 5 minutes) and simple, he felt the nominal fee was appropriate. (*See Attachments D-E.*)

### **10:30- 11:00 a.m. Information Systems— Presented by Jeff Hassett, IS Director**

Mike Pace, Deputy Director, was with Jeff to present the 2026 budget.

#### **Budget Overview**

The IS department's overall budget for 2026 is projected to be slightly lower than the 2025 budget, even after incorporating merit and career ladder adjustments for staff. This reduction is primarily due to departmental reorganization earlier in the year, which resulted in approximately \$300,000 in annual payroll savings. Jeff highlighted several areas where costs are increasing, including telecommunications for the new Emergency Operations Center (EOC), software subscriptions such as ESRI for GIS, and a transition to a cloud-hosted version of the Munis financial software. These increases are being absorbed by savings found in other areas of the budget.

#### **Key Discussion Points**

- **Software Models & Costs:** Jeff discussed the rising costs of software, particularly the shift from perpetual or per-machine licenses to more expensive per-user subscription models. He noted that this industry trend makes it difficult to control costs and necessitates careful negotiation and strategic deployment of software.
- **State Contract Pricing:** The effectiveness of state contract pricing was in question. While often assumed to be the lowest price, Jeff provided examples where direct negotiation with vendors for large-volume purchases resulted in significant savings for the County, such as a \$100,000 savings on a recent network upgrade.
- **Cybersecurity:** This remains a top priority and a constant challenge.
- **Departmental Reorganization:** A reorganization within the IS department was undertaken to align employee skills with their roles, resulting in budget savings. (*See Attachment F.*)

#### **IS Personnel Change Proposal**

Jeff proposed a plan to address the upcoming retirement of his Confidential Secretary, Cindy Stoeckl. Instead of refilling the full-time, benefited position, he proposed creating two part-time, non-benefited administrative positions.

- **Justification:** This change provides improved office coverage and aligns with the reduced need for high-level administrative support resulting from changes in departmental operations.
- **Financial Impact:** This move is projected to result in a net budget reduction of approximately \$85,000 and an actual cash savings of around \$49,000 annually.
- **Action:** The committee gave informal approval for Jeff to proceed with hiring for the new part-time positions in November, allowing for training before Cindy's retirement. (*See Attachment G.*)

The meeting adjourned at 3:34 p.m.

# Davis County Budget Committee

## Meeting Minutes

September 26, 2025

All documents associated with this meeting are listed as follows:

A1-A3	Davis Park 2026 Department Budget Summary and Additional Requests
B1-B3	Valley View 2026 Department Budget Summary and Additional Requests
C1-C2	Surveyor 2025 Budget Summary
D1-D6	Clerk 2026 Budget Slide Presentation
E1-E3	Clerk 2026 Department Budget Summary
F1-F6	IS 2026 Department Budget Summary and Additional Requests
G	IS Reclassification Request

Minutes prepared by:

Shairise Bills

Deputy Controller

Minutes approved on: 10/27/2025

/s/ Scott Parke

Scott Parke

Controller— Budget Officer