

Davis County Budget Committee

Meeting Minutes

November 10, 2025

The Budget Committee of Davis County met on November 10, 2025, at 3:00 p.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. The reader may refer to the audio recording and the attachments for further content clarification. Timestamps may have been noted in the minutes to facilitate locating discussion points in the audio recording. The Budget Committee meeting audio recordings, minutes, and any supplemental information can be found on the Utah Public Notice Website at <https://www.utah.gov/pmn/> based on their retention schedule.

Note: The Budget Committee is not a governing body but makes recommendations. These recommendations must then be submitted to the Commission for formal action.

The meeting commenced at 3:02 p.m.

Opening Roll Call

Committee members present were Scott Parke, Controller; Commissioner John Crofts; Commissioner Lorene Kamalu; Commissioner Bob Stevenson; Marina Brito, Interim Human Resources Director; and Jeff Hassett, Information Systems Director. Shairise Bills, Deputy Controller, recorded the minutes of the meeting. Other staff present were Brian McKenzie, Clerk, and Andy Hansen, Assessor. There was no public attendance.

1. **Approval of Budget Meeting Minutes for 10/27/2025 (Minute 00:30)**

The Committee voted to approve:

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

2. **Proposed Changes to the 2025 Operating & Capital Budgets (Current Calendar Year) (Minute 00:43)**

Scott Parke presented several changes and adjustments needed for the 2025 operating and capital budgets.

- a. **Dental Insurance Claims:** A request was made for an additional **\$260,000** to cover higher-than-anticipated dental insurance claims. It was noted that the dental insurance fund balance has substantial

reserves (estimated at more than a year's worth), and the intent has been to keep the dental rate low to burn down the fund balance to a more manageable level.

- b. **Utilities:** A requested adjustment of \$285,000 was presented to cover increased utility costs (water, gas, electricity) across the entire County and all funds. This projection was based on working with Lane [Facilities Director] and included a 20% rounding-up margin.
 - i. It was noted that this marks the second consecutive year of under-projection for utilities. The goal is to project slightly over moving forward to prevent the need for end-of-year adjustments.
 - c. **New Grants:** Two new grants, the **Code Blue Grant** and the **CDBG Grant**, were added. These grants result in equal increases in both revenue and expense, requiring no tax dollars.
 - i. A discussion occurred regarding the Code Blue grant amount, comparing it to last year's funding (over \$100,000) and confirming that the current funds are *new* grants for the new season.
 - ii. Concern was raised regarding whether costs for minimal building improvements (locks, cameras) at the new Talia building for Code Blue use would be covered by the Health Department (as landlord) or the state operating funds. Scott noted that the grant appeared to cover only operating expenses and agreed to follow up with Brian [the Health Director] regarding the improvements.
 - iii. It was confirmed that the County generally treats funds requiring submission of receipts for reimbursement as a grant.
 - d. **Transfers and Fund Closures:**
 - i. A transfer was made between the inmate benefit fund and the Sheriff's fund for mattresses.
 - ii. A proposal was made to close out the old bond fund and the old paramedic fund and roll those monies into the General Fund, as they are no longer needed, even if subsequent delinquent taxes trickle in.
 - e. **Accounting Corrections:** These corrections involve reclassifying fleet purchases. Expenses for heavy equipment, such as a dump truck and another heavy truck, are being moved out of the fleet expense and back into the respective department budgets, aligning with the new fleet policy (where only passenger/body movers are managed by fleet). This involves no additional spending.
(See Attachment A.)
3. **Other Budget Items as Needed**—Presented by Scott Parke, County Controller (Minute 09:15)
- a. **2026 Budget Timeline & Public Hearings**
 - i. December 2nd (6:00 p.m.): Public Hearing for the Truth in Taxation and the 2026 Operating and Capital Budgets will be held. No other public hearing is allowed that night.

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- ii. December 9th (10:00 a.m.): The public hearing on employee officer compensation (required by statute to be separate) will be held. This is the likely date for action (voting) on the tax revenue resolution and final budget approval, allowing time for last-minute adjustments.
- iii. December 16th: A public hearing will be scheduled to amend the 2025 budgets. A work session will be planned for the morning of the 16th to review any final administrative changes for the 2025 budget.

b. **2026 Final Budget Adjustments Tracking** (*Minute 12:53*)

Scott outlined several items being tracked for the final 2026 budget:

<i>Item</i>	<i>Status/Discussion</i>
Payroll Allocation Adjustments	Administrative change: employees will charge time to one department, with subsequent allocation via journal entry. No new dollars are involved.
Re-entry Specialist	Adding position funded by the inmate benefit fund (previously approved).
Legal Defenders Training	Request for \$3,600 for training; approved by two commissioners.
Legal Defenders Appeals	The Controller recommended against budgeting a high amount (\$100,000) for appeals; advised holding the budget as is and letting the Director request additional funds if necessary. The commissioners agreed to watch the budget rather than pre-emptively increase it.
Attorney Investigator Position	Two commissioners supported increases.
Library Branded Shirts	Commissioner Crofts requested a \$3,500 cut for staff shirts. Commissioner Kamalu opposed the cut, noting that the Library manages its own fund. Staff need identification, and this is an established practice. Commissioner Stevenson agreed to leave the funding in place.

(See Attachment B.)

c. **Animal Control Conversion Discussion:** *(Minute 17:00)*

There was a request to convert a part-time Shelter Attendant (Grade 5) to a temporary Digital Specialist (Grade 17). The change is budget-neutral and intended to support social media and donation efforts for the new building. There was a question about whether a six-month temporary position would attract a highly qualified candidate, and it was suggested that we explore a contract with a professional social media company as an alternative. The consensus was that the Animal Care Director should determine the best use of her existing budget, whether for a six-month employee or contract services. No additional money will be appropriated, and the director must live within the existing budget. The Controller will communicate this discretion to the director.

d. **Public Open House Review** *(Minute 29:04)*

- i. **Venue Issues:** The previous venue was overcrowded and noisy, making it difficult to hear.
- ii. **Centerville Venue:** The next open house is in Centerville. Commissioners Stevenson and Crofts advocated closing the entire library early to use the space to its fullest. Commissioner Kamala noted the process and the need to talk to the Library Director (Josh Johnson) first.
- iii. **Confusion:** Significant confusion arose because external entities, including the Davis County Republican Party leadership and media, described the events as "public hearings" rather than the advertised "open houses". People arrived expecting a formal hearing and seating, contributing to the confusion and crowding.
- iv. **Syracuse Venue:** The final open house location (Syracuse Library) has a large auditorium, which should mitigate size concerns.

Action: Commissioner Stevenson volunteered to contact the Library Director regarding the feasibility of closing the library early for the Centerville open house. Scott suggested that leaving the library open despite the noise might be preferable to angering patrons by closing services.

The meeting adjourned at 3:45 p.m.

All documents associated with this meeting are listed as the following attachments:

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|---|------------------------|
| A | Budget Changes 11-2025 |
| B | Allocation Adjustments |

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Minutes prepared by:

Shairise Bills

Deputy Controller

Minutes approved on: _____

Scott Parke

Controller— Budget Officer