

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Special Meeting Minutes Monday, February 9, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 3:00 PM on February 9, 2026, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair John Crofts

Vice Chair Bob Stevenson

Commissioner Lorene Kamalu

County Clerk Brian McKenzie

County Controller Scott Parke

Human Resources Director Shawn Choate

Legal Defender Coordinator Todd Utzinger

Controller's Office Cindi Garrick

Clerk's Office Solana Guest

AGENDA ITEM

1 3:03 - 3:18 PM

#2026-148. A Special Meeting to Discuss Changes to the 2026 Budget - *recommended by Scott Parke, County Controller, Controller's Office*

Scott Parke, County Controller, presented the 2026 Operating and Capital budget, starting with three "easy" adjustments [see Attachment A1]:

1. Library Grant: Permission to spend a \$5,000.00 grant received in January.
2. Assessor Contract: A \$5,000.00 allocation from the Contingency Fund for a modeling contract.
3. Accounting Correction: Reclassifying employee funds to the Custodial Fund, instead of under County Funds.

[02:15] Controller Parke then detailed roughly \$7.2 million in budget rollovers from 2025 to 2026. He highlighted that \$5 million is from American Rescue Plan Act (ARPA) funding, which will need to be used by year's end. This is not additional incoming money, but rather money that the County already possesses and plans to use for various projects such as the West Point Sewer Project, the Switch Point Teen Center Project, and other minor expenses. He listed rollover projects where the funds were appropriated in the 2025 budget but were rolled back into the Fund Balance when they went unspent, due to various delays. The allocated funds will now be in the 2026 budget, with no additional use of taxpayer dollars. Some examples of these are [see Attachment A1]:

1. \$312,396.17 for Davis County Conference Center improvements.
2. A study and management project for Davis County professional services.
3. Fleet vehicles that were ordered in 2025 but didn't arrive until 2026.
4. Flood control projects.
5. Health Department improvements that were set back due to a delay in the building sale.
6. \$200,000.00 for road slurry.
7. \$627,173.00 for an excavator and replacing a 2010 Peterbilt truck.

[04:30] Controller Parke then outlined the strategy to address the County budget deficit. The budget began with a \$12 million shortfall; a tax increase raised \$6.5 million, leaving a \$6 million deficit. He proposed a three-step plan:

1. Departmental Cuts: Departments provided cut scenarios, resulting in approximately \$2 million in savings [see Attachment B1].

2. Early Retirement: Implementing an incentive for early retirement to replace staff at lower costs.
3. Future Cuts: Addressing any remaining gaps in the 2027 budget cycle, to create a balanced budget with revenues matching or exceeding ongoing expenses.

Controller Parke explained that each Department Head housed under the General Fund was asked to provide two scenarios: one with a 3% cut to their department, and one with a 5% cut. Controller Parke and the coordinating liaison Commissioner met with each department to review the plans and settled on a proposed budget reduction [see Attachment B1]. He noted that some changes wouldn't happen until later in the year, such as transitioning vehicle maintenance from the General Fund to the Fleet Fund and charging each department according to their usage of the vehicles.

Controller Parke explained that some of the Opioid funding will be used to offset cuts in the Attorney's Office [see Attachment B1]. Todd Utzinger, Legal Defender Coordinator, noted that the numbers displayed are lower than he expected to be available, and Controller Parke said that is because the money can be used to supplement services, not supplant existing County Funds. Some is being reserved for expanding programs and potential new services. Todd noted that the new position at the Sheriff's Office will fit the criteria.

Brian McKenzie, County Clerk, asked for confirmation that the Clerk's Office is not listed in the current cuts because they had already implemented over \$142,332.00 (5.09%) in cuts prior to the 2026 budget issuance. Controller Parke verified this and added that other departments that had made cuts before the 2026 budget changes were also not listed, such as the Controller's Department (\$30,000.00) and the IS Department.

[09:00] Controller Parke submitted to the Commission two formal requests:

1. Permission to hold a public hearing on the following Tuesday to finalize these budget changes, and to authorize Human Resources (HR) and the Budget Committee to execute corresponding staffing changes (such as combining or splitting positions) without individual Commission review.
2. Permission to lift the hiring freeze. Since the freeze only saves one-time money, Controller Parke requested that the freeze be lifted to start hiring replacements who can facilitate knowledge transfer before senior employees retire.

All Commissioners agreed to both requests. Commissioner Crofts thanked Controller Parke for sending emails to the Commissioners prior to the meeting. Commissioner Stevenson asked how much money the retirement incentive is anticipated to save, and Controller Parke said that, while ambitious, his goal is for it to save around \$2 million. Shawn Choate, HR Director, said her preliminary report shows that approximately 91 employees may be eligible, though the County is still verifying service credits with Utah Retirement Systems (URS) to confirm exact numbers. Commissioner Crofts clarified that the County doesn't track previous employment years in the URS system, and Director Choate confirmed that while the County cannot see that automatically, they can request a full report from URS, which Dawn Tolson from HR is doing. Controller Parke thanked the Commissioners, and Commissioner Kamalu thanked Controller Parke and all others for their hard work to get the budget to this point.

MEETING ADJOURNED

The meeting adjourned at 03:18 PM.

ATTACHMENTS


All publicly distributed materials associated with this meeting are noted as the following attachments:

1. A1: Budget Rollover
2. B1: Budget Reductions


Minutes Prepared by:
Solana Guest
Deputy Clerk



Minutes Approved on:
03/03/2026


Brian McKenzie (Mar 4, 2026 08:59:51 MST)

Brian McKenzie
Davis County Clerk


John Crofts (Mar 3, 2026 19:07:42 MST)

John V. Crofts
Commission Chair

Davis County

Summary of Adjustments to the 2026 Operating and Capital Budgets

Hearing		Yes	
Description	Revenues	Expenditures	
New Revenue and Expenditure			
Library Grant	\$ 5,000.00	\$	5,000.00
New Revenue and Expenditure Total	\$ 5,000.00	\$	5,000.00
New Spending			
Assessor Property Modeling Contract		\$	5,000.00
Transfer From Contingency		\$	(5,000.00)
New Spending Total		\$	-
Accounting Correction			
Reclassify From General Fund	\$ 8,720.00	\$	8,720.00
Reclassify To Custodial Funds	\$ (8,720.00)	\$	(8,720.00)
Accounting Correction Total	\$ -	\$	-
Rollover from 2025			
Davis Conference Center Building Improvements		\$	312,396.07
Davis Conference Center Professional Services		\$	115,000.00
Fleet Purchases		\$	260,000.00
Flood Projects		\$	18,525.00
Health Building Improvements		\$	100,000.00
Health Dept Computer and Security Upgrades		\$	215,000.00
IT Equipment		\$	60,500.00
Library Capital Projects		\$	20,650.00
Recorder Record Restoration Project		\$	37,236.25
Road Rebuild Design Study		\$	28,000.00
Road Supplies		\$	200,000.00
Roads Equipment		\$	627,173.00
Shooting Range Improvements		\$	21,000.00
Storm Drain Study		\$	75,500.00
Tourism grants		\$	37,125.00
Tourism Strategic Plan		\$	10,250.00
Vehicle Upfitting		\$	9,996.00
ARPA SLFRF Projects		\$	5,063,356.56
Rollover from 2025 Total		\$	7,211,707.88
Grand Total	\$ 5,000.00	\$	7,216,707.88

Detailed Budget Adjustments

Org	Object	Dept	Description	Amount
1010136	540693	IS	Operations Expense Reduction	139,110.00
1010146	540693	Assessor	Operations Expense Reduction	135,390.00
1010145	540693	Attorney	Operations Expense Reduction	43,984.00
1010134	540693	HR	Operations Expense Reduction	28,000.00
1010128	540693	Pretrial	Operations Expense Reduction	36,500.00
1010141	540693	Controller	Operations Expense Reduction	97,522.00
1010143	540693	Treasurer	Operations Expense Reduction	24,011.02
1010140	540693	Commission	Operations Expense Reduction	30,108.28
6310861	540693	Buildings West	Operations Expense Reduction	50,000.00
1010180	540693	CED	Operations Expense Reduction	38,466.00
1010147	540693	Surveyor	Operations Expense Reduction	23,800.00
1010144	540693	Recorder	Operations Expense Reduction	55,900.00
1020210	540693	Sheriff's Office	Operations Expense Reduction	230,909.34
1020211	540693	Shooting Range	Operations Expense Reduction	50,000.00
Use of Opioid Funding				
1110162	540540	Opioid	Attorney Office	265,000.00
1110162	540540	Opioid	Legal Defenders	124,000.00
1110162	540540	Opioid	Sheriff	112,500.00
To Start Mid Year				
1010134	510110	HR	Operations Expense Reduction	87,857.00
1040152	491000	Vehicle Maint	Charge full cost for vehicle repairs to all funds	225,000.00
1010141	510110	Controller	Move Fleet Manager to Fleet fund	127,625.69
Total				1,925,683.32