

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes Tuesday, September 15, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 8:00 AM on September 15, 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 Bob Stevenson	CED Planning Manager Jeff Oyler
Vice Chair Lorene Kamalu	Senior Civil Counsel Mike Kendall
Commissioner John Crofts	Public Works Trail Maintenance Technician Kevin Sedgwick
County Clerk Brian McKenzie	Deputy Clerk Solana Guest
County Controller Scott Parke	Intermountain Layton Hospital President Kelly Duffin
County Attorney Troy Rawlings	Layton Hospital Communications Manager Chad Hunt
Chief Deputy Civil Attorney Neal Geddes	Layton Hospital Chief Nursing Officer Kristy Giles
County Treasurer Matt Brady	Layton Hospital Chief Medical Officer Glen Morrell
Human Resources Director Shawn Choate	Sunset City Engineer Todd Freeman
Library Director Josh Johnson	Centerville City Engineer Kevin Campbell
Public Works Director Adam Wright	Resident Robert Madsen
Facilities Director Lane Rose	Resident Ethan Goodrich
Community and Economic Development (CED)	Resident Cherisse Goodrich
Director Kent Andersen	
CED Transportation Manager David Mitchell	

AGENDA ITEM

- 18:00 AM - 8:24 AM
- #2026-950. Presentation of Layton Hospital’s Annual Gift to the Community Report - recommended by Bob Stevenson, Davis County Commission Chair, Commissioners' Office

[01:10] Chad Hunt, Layton Hospital's Communications Manager, introduced Item 1 regarding the annual presentation from Intermountain Health and Layton Hospital. He noted that hospital leadership meets annually with the Board of Davis County Commissioners to review the hospital's Gift to the Community and Charity Care provided in lieu of paying income tax. Kelly Duffin, Layton Hospital's President, then took over and presented the majority of the update [see Attachment A]. Kelly explained that the mission of Intermountain Health and Layton Hospital was to help community members live the healthiest lives by working upstream to prevent chronic conditions. Kelly distinguished non-profit healthcare from for-profit healthcare, emphasizing that non-profit excess revenues were reinvested directly into community health, long-term organizational sustainability, and addressing health disparities regardless of a patient's ability to pay. Kelly outlined the Community Health Needs Assessment process, which focuses on chronic disease, health outcomes, and social determinants of health, noting that 100% of admitted hospital patients underwent screening to identify needs prior to discharge [see Attachment A2-5]. In response to questions from Commissioner Kamalu regarding unhoused individuals and post-discharge support, Kelly acknowledged that while case managers connect patients to resources such as food assistance, a gap exists in verifying whether patients successfully accessed those resources following discharge, and ongoing collaborations with Davis Links were noted.

[7:35] Kelly highlighted key hospital operational metrics, reporting that Layton Hospital was re-designated as a Level III Trauma Center by the State Department of Health two weeks prior, and shared data on specialty counts, medical providers, surgeries, emergency room visits, and an expected milestone of exceeding 2,000

births this year [see Attachment A6-7]. Kelly displayed external recognitions, including ranking among Premier's Top 100 Community Hospitals, benchmarking near the top of Vizient's list of 230 community hospitals, earning a CMS 5-star rating, and receiving the local Standard Examiner Readers' Choice Award [see Attachment A8].

Moving to the annual Gift to the Community report, Kelly detailed that Layton Hospital contributed \$5.7 million in value-adjusted charity care over the past year, compared to an estimated property tax liability of \$1.9 million if the facility were not tax-exempt. Beyond value-adjusted charity care, Kelly reported an additional \$43 million in broader community benefit—encompassing discounted Medicare and Medicaid rates as well as negotiated community rates—bringing the total Gift to the Community to approximately \$49 million just from Layton Hospital [see Attachment A9-12]. He explained that Intermountain maintains a strict policy against placing liens on patient's homes for cases of uncollected bad debt. Kelly clarified that property tax was still paid on commercial portions of the campus, such as physician offices on the south side of the building and the neighboring ambulatory surgery center, because for-profit physician ownership existed on those parcels.

[15:20] Kelly reviewed the six statutory requirements established by the State for maintaining property tax-exempt status as a non-profit healthcare organization [see Attachment A13-21]:

1. Charitable Purpose and Public Health Promotion: The hospital must dedicate its services to charitable purposes, promote general healthcare, and assist the public.
2. 501(c)(3) Non-Profit Operation: Trustees must operate the organization strictly on a non-profit basis, reinvesting all excess revenues and donations into healthcare rather than allowing earnings to benefit private shareholders.
3. Care Regardless of Ability to Pay: The hospital must treat all individuals based on clinical judgment without regard to race, religion, or gender, maintaining a formal charity care plan so that care is accessible to everyone regardless of financial means.
4. Community-Represented Governing Board: The hospital must maintain a governing board representing the needs and interests of the local community, including business leaders, educators, and philanthropists, alongside a community relations board.
5. Gift Exceeding Tax Liability and Annual Reporting: The hospital must establish that its total gift to the Community consistently exceeds its estimated property tax liability, and it must present this report and charity care plan annually before the County Board of Commissioners.
6. Satellite and Facility Compliance: Any other facilities owned or operated by the hospital that are entitled to tax exemption must also fulfill these statutory obligations.

[18:23] In response to questions from Commissioner Stevenson regarding whether the community provided input on allocating these charitable funds, Kelly explained that community feedback from the Board of Trustees and Community Relations Board directly led to capital investments for opening a dedicated mammography and breast cancer screening service at Layton Hospital to address low State screening rates and serve patients regardless of ability to pay.

2 8:24 AM - 8:58 AM

#2026-874. Discussion of Potential Amendments to the 2026 Operating and Capital Budgets - recommended by Scott Parke, County Controller, Controller's Office

[22:22] Controller Parke presented the proposed amendments to the 2026 operating and capital budgets [see Attachment B]. Controller Parke outlined routine adjustments:

1. A net-zero wash for a higher-than-expected insurance claim that would be fully reimbursed
2. An increase of nearly \$1 million in revenue and \$150,000.00 in cost-of-sales expenditures for County golf courses due to high sales volume, with excess funds contributing to the Golf Course Fund balance to cover administrative allocations and capital projects
3. Administrative vehicle fleet reallocations to balance revenue and expense accounts following upfitting Sheriff's Office vehicles
4. Internal salary transfers moving Controller's Office personnel to the Sheriff's Office and Public Works.
5. \$4,000.00 in additional funding to cover State-mandated indigent cremation services averaging \$600 per cremation
6. \$14,500.00 from the Contingency Fund for Treasurer's Office postage and printing cost increases resulting from Postal Service rate hikes on over 100,000 property valuation notices
7. \$2,000.00 from the Contingency Fund for tax sale processing fees

[28:10] Troy Rawlings, County Attorney, then took over to discuss the Attorney's Office budget requests,

providing background on the retirement of senior prosecutor John Herndon in December 2025. Attorney Rawlings explained that market law enforcement salaries have risen by \$3.00 to \$4.00 per hour across competing agencies, causing four experienced candidate offers to be rejected, thus preventing the office from filling John's position. This has forced Craig Webb, Chief Deputy Criminal Attorney, to personally cover drug court and mental health court dockets. Attorney Rawlings noted that \$135,000.00 to \$250,000.00 in saved salary and benefit funds from John's unfilled position completely offset his four budget requests at zero net budget impact for 2026. Following dialogue with Commissioner Stevenson regarding whether the Attorney's Office could hire a less experienced investigator, Attorney Rawlings and Neal Geddes, Chief Deputy Civil Attorney, clarified that less experienced hires still command competitive market rates, required extensive training, and could not immediately replace complex duties. Commissioner Crofts said that, with his extensive experience dealing with criminal attorneys, he has found that seasoned attorneys are more efficient, and expressed his belief that the requests would be worth funding.

[36:06] Controller Parke briefly discussed the four requests and explained that requests one and three are one-time expenses that are within the budget, but advised the Commission to thoroughly consider requests two and four as they are ongoing expenses that will need to be funded in some way. Attorney Rawlings detailed his four specific requests:

1. \$4,500.00 for an intra-office promotion of an attorney to Victim Services Division supervisor following the departures of previous supervisors Matt Hansen, who became a judge, and the interim supervisor Karen, who left for a higher-paying position at Hill Air Force Base
2. \$39,000.00 to reclassify four experienced prosecutors to Senior Trial Counsel as a critical retention measure against aggressive salary competition from nearby counties
3. \$28,000.00 for a 6-month temporary office specialist to clear a 200-notice backlog in victim advocacy regarding probation terminations
4. \$18,000.00 to assign a Division Chief over victim restitution collection and artificial intelligence integration with Jeff Hassett, Information Systems Director

Chief Deputy Civil Attorney Geddes provided input received by Chief Deputy Criminal Attorney Webb during the discussion, explaining that specialized duties like digital forensics lab work requires certified, highly experienced investigators that could not be easily replaced by entry-level hires. Controller Parke reiterated his advice of approving the \$4,500.00 supervisor promotion and the \$28,000.00 temporary position using available one-time funds, while recommending that the ongoing \$39,000.00 Senior Counsel reclassification and \$18,000.00 Division Chief requests be evaluated alongside all department requests in the formal 2027 budget hearings starting in two weeks. Attorney Rawlings highlighted that the office had recently achieved 32 convictions out of 33 jury trials, compared to Salt Lake County's 16 out of 33. He argued that retaining experienced trial counsel and establishing an internal restitution unit would increase victim restitution collections from the State Office of Debt Collection's 2% to 4% rate toward Salt Lake County's 50% collection rate.

Following a discussion concerning previous budget adjustments, trial conviction rates, public safety risks, victim restitution rates, and budget constraints, Commissioner Stevenson, Commissioner Kamalu, and Commissioner Crofts agreed to approve two of the requests, while deferring the Senior Counsel reclassification and Division Chief requests to the formal budget hearings.

3 8:58 AM - 9:06 AM
#2026-882. Discussion of a Request to Reclassify a Library Site Manager Position to a Branch Manager - recommended by Joshua Johnson, Director, Library

[58:32] Josh Johnson, Library Director, presented Item 3, requesting to reclassify a retired Site Manager position at the Centerville library branch back to a full Branch Manager at a cost of \$8,300.00, which was fully offset by \$105,000.00 in recent department personnel savings [see Attachment C]. Director Johnson explained that the lower-level Site Manager classification was previously trialed to save costs, but proved ineffective because the position lacked administrative authority to make immediate emergency or operational decisions without prior administrator approval, causing delays and straining staff relationships. Director Johnson emphasized that restoring the Branch Manager position would improve emergency decision-making, enhance staff mentoring, and support the County's single-service point model, particularly as patron traffic and parking at the Centerville Branch increases while the Bountiful Branch remains closed. In response to an inquiry from Commissioner Crofts regarding the status of the Bountiful Library renovation, Director Johnson provided an update, stating that rebuilding was paused for over three months while awaiting municipal permits from Bountiful City, which were granted a week prior to allow construction to resume under an updated

guaranteed maximum price contract. In the meantime, they were able to complete the asbestos removal. Commissioner Stevenson, Commissioner Kamalu, and Commissioner Crofts expressed full approval for the requested position reclassification.

4 9:06 AM - 9:27 AM
#2026-838. Discussion of the Memorial Bench Program Proposal - *recommended by David Mitchell, Transportation Planner, Community & Economic Development - Economic Development*

[1:03:00] David Mitchell, CED's Transportation Planner, proposed a standardized Memorial Bench Program across County trail networks and properties [see Attachment D]. He introduced County residents Ethan Goodrich and his daughter Cherisse Goodrich, from Woods Cross City, and Robert Madsen, from Farmington City. Both parties had approached the County seeking a formal mechanism to place a memorial bench along trails in honor of deceased loved ones. David detailed the proposed program framework, under which donors would cover the purchase cost of the bench—targeted between \$1,500.00 and \$2,000.00 for standard steel mesh or \$2,500.00 to \$3,000.00 for premium stone—while County staff handled site preparation and installation funded through 4th Quarter local option sales tax revenues. The intent is to build a County website that contains all the necessary information, including the preferred locations for the memorials; other locations may be approved on a case-by-case basis. The initial rollout planned for approximately 30 benches placed at half-mile intervals along County-managed trails (such as the West Davis Trail and Legacy Trail), operating under strict application criteria requiring a deceased individual with a local community connection, a one-year waiting period, family consent, and an agreement that while the County would maintain benches in good faith and install a quality product from the beginning, it was not responsible for full replacement if a bench were destroyed. David noted that the program could eventually expand to include memorials at other County properties, as well as alternative options like picnic tables, shade structures, or adopt-a-trail sponsorships. Upon request, Cherisse and Rob shared their personal reasons for wanting a memorial bench.

All three Commissioners supported the initiative, with Commissioner Stevenson advising David to ensure visual design consistency across trail segments, and Commissioner Kamalu advocating for select slatted or mesh bench materials to prevent water and snow accumulation. David and Kent Andersen, CED Director, said that CED would collaborate with Controller Parke to establish structured cash or non-cash donation options for tax write-off purposes, as well as the Attorneys Office to formulate the proper proposal when finalized, and Facilities regarding non-trail County properties.

5 9:27 AM - 9:45 AM
#2026-880. Discussion of the Transportation Project Proposals for 4th Quarter Local Option Sales Tax Funding - *recommended by David Mitchell, Transportation Planner, Community & Economic Development - Economic Development*

[1:26:00] David outlined five active transportation project proposals [see Attachment E] requesting a total of \$5.25 million from the County's 4th quarter local option sales tax fund, which currently held an \$18 million fund balance collecting \$3.5 million annually. The proposed projects includes:

1. \$1 million County contribution toward a \$1.5 million project in Centerville for a 10-foot concrete sidewalk connection along Parrish Lane linking to the Legacy Trail, and Utah Department of Transportation's (UDOT) future I-15 pedestrian bridge overpass.
2. \$1.73 million request from Layton City for a \$12 million pedestrian overpass spanning railroad tracks on 2200 West near Clearfield, supported by a \$9.9 million federal Safe Streets for All grant. Commissioner Stevenson asked if the project is being coordinated to ensure the newly constructed pedestrian overpass wouldn't be demolished in the case of future road expansion. Director Andersen confirmed that County staff and engineering teams will maintain close coordination with city leaders, municipal engineers, facilities personnel, and regional partners. David added that there is not much room for expansion in that particular area, so the potential issue is unlikely.
3. \$280,000.00 request from West Point to construct a trail extension of the Immigrant Trail along a storm drain easement on the Clinton Canal on land donated by UDOT.
4. \$1.71 million request from Layton City for roadway reconstruction, curb, gutter, and 10-foot wide sidewalks along East Gentile Street in front of the County-owned Valley View Golf Course. Now is an advantageous time to do it so it can be done in conjunction with a water main construction project. This proposal will be presented during the Regular Commission meeting happening later in the day, for Commission approval.
5. \$525,000.00 request from Sunset City to complete 1,600 feet of 6-foot ADA-compliant sidewalk on Main Street between 1600 North and 1300 North near transit stops and apartment developments.

Todd Freeman, Sunset City Engineer, said it is imperative to construct the sidewalk on the west side of I-15 before the east sidewalk is demolished in the 1-15 road project. David added that the sidewalk will also serve lower income communities.

Commissioner Stevenson, Commissioner Kamalu, and Commissioner Crofts expressed full support for all five transportation projects and directed staff to prepare formal Interlocal Agreements for final Commission adoption.

MEETING ADJOURNED

The meeting adjourned at 09:45 AM.

ATTACHMENTS

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

- 1. A1-13: Davis County 2026 Charity Plan Report for Latyon Hospital
- 2. B1: 2026-09 Budget Amendments
- 3. C1: Request to Reclass CTV Site Manager to Branch Manager
- 4. D1-13: Memorial Bench Program Proposal
- 5. E1-13: 4th Qtr 2026 Transportation Project Funding Proposals

Minutes Prepared by:
Solana Guest
Deputy Clerk

Minutes Approved on:
09/29/2026


Brian McKenzie (Sep 30, 2026 13:51:44 MDT)
Brian McKenzie
Davis County Clerk


Bob Stevenson (Sep 30, 2026 10:32:38 MDT)
Bob J Stevenson
Commission Chair





2026 Charity Plan Report for FY 2025

Layton Hospital
September 15, 2026

Kelly Duffin
Hospital President

Confidential and property of Intermountain Health

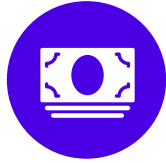
Our Intermountain Health
Mission
Helping People
Live the Healthiest
Lives Possible®



Nonprofit

We help meet the diverse healthcare needs of our communities by providing excellent care at the lowest appropriate cost, **regardless of the patient's ability to pay.**





For-profit Healthcare

Returns wealth to shareholders and investors

Prioritizes profitability of offerings and services

Tends to focus on short-term expectations and results



Nonprofit Healthcare

Reinvests in the health and wellness of the community

Prioritizes offerings to meet community need, sometimes at a loss

Tends to focus on long-term sustainability and strength

Community Health Significant Health Needs

We Listen



**Improve
Mental
Well-being**



**Improve Chronic
Disease & Health
Outcomes**



**Address & Invest
in Social Drivers
of Health**



**Increase
Access to
Care**

Hospitals as Community Anchors

2025 Layton Hospital Stats



522

Caregivers



45

Licensed Beds



Designated
Level III
Trauma Center



19

Local Medical Specialties



976

Local Medical Providers

Layton Hospital 2025 Highlights



1,762

Babies
Delivered



3,957

Surgeries
Performed



31,855

Emergency
Room Visits

Layton Hospital Recognitions



Modern Healthcare/Premier Top 100 Hospitals

- *Top 100 Small Community Hospital (2023-2026)*
- *Everest Award Winner (2026)*

Vizient Quality Leadership

- *Top Performer and Birnbaum Quality Award Winner (2021-2026)*

CMS Hospital Rankings – 5-Star Hospital (2026)

Lown Institute – A Grade for Values, Outcomes (2024-2025)

Standard-Examiner's Best of Davis Reader's Choice Awards

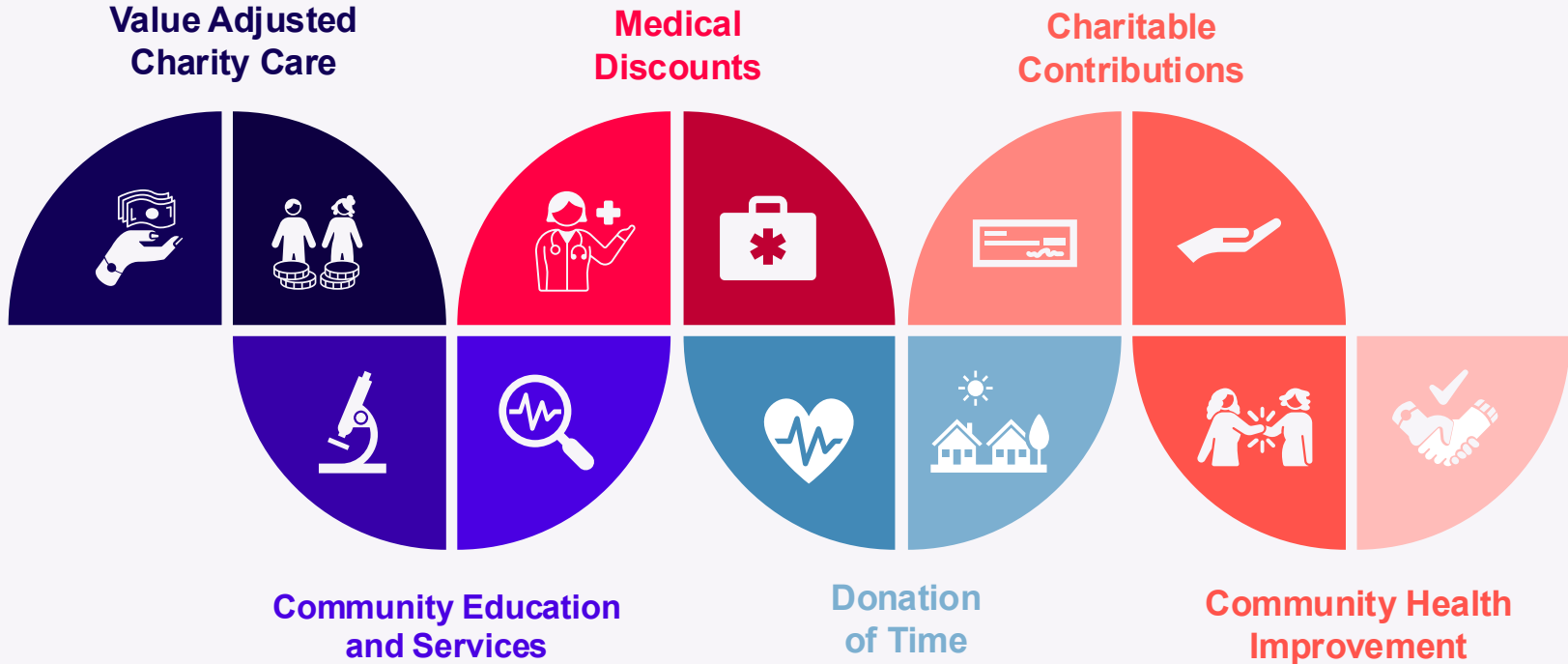
- *Best Hospital Winner (2024-2026)*
- *Best Imaging Center Finalist (2026)*

Utah Department of Health and Human Services

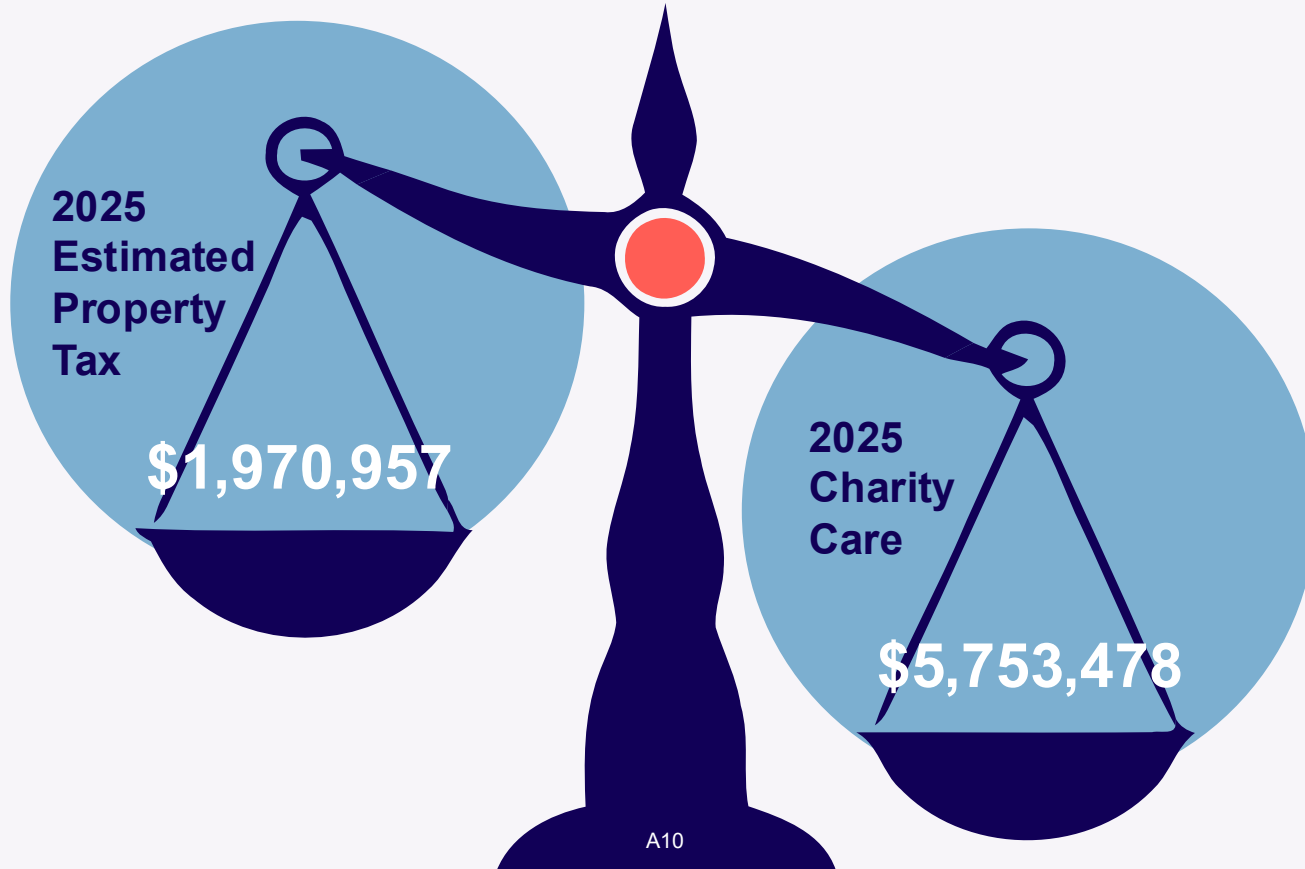
- *Women and Newborn Quality Care Collaborative – Best of State for Hospital Transfers(2025-2026)*
- *Stepping Up for Utah Babies – Certified Breastfeeding Friendly Facility*

Total Gift to the Community

Understanding what is counted and verified



Investing more where it matters most

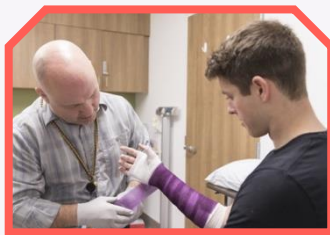


2025 Gift to the Community

Charity care cases: 7,624



**Value-Adjusted
Charity Care**
\$5,753,478



**Community
Benefit**
\$43,626,827



**Total Gift to the
Community**
\$49,380,305



**Capital
Improvements**
\$7,991,947



**Uncollected
Bad Debt**
\$13,345,024

Additional Gifts to the Community

To improve health and healthcare access

\$247,104

**Community
Service,
Education, and
Improvements**

\$316,987

**Clinics Serving
Underserved
Populations**

\$609,032

**Health
Professional
Education**

\$121,022

**Volunteer
Service**

Government requirements to maintain nonprofit status / property tax exemption

State Requirements

- Six standards
- County Board of Equalization conference
- Gift to the community
- Charity plan

Federal Requirements

- Community Health Needs Assessment
- Identification and management of significant health needs
- Hospital activities reported on Form 990, Schedule H
- \$50,000 excise tax per Hospital if requirements not met

Nonprofit hospital requirements in Utah to receive charitable property tax exemption

1a. Must establish that it promotes healthcare, provides financial assistance to the general public, dedicates its property to charitable purposes, and provides Hospital care.

1b. Organizes as a 501 (c) (3) and devotes all revenue & donations for Hospital and healthcare purposes.

2. Zero net earnings or donations benefit individual shareholders or other individuals.

3. Admits and treats all people with zero discrimination, treats everyone regardless of ability to pay, offers financial assistance, and provides evidence of the open access.

4. Governing board is broad and diverse, confers with county board of equalization at least annually, and maintains an active charity plan.

5. Must establish that the total gift to the community is more than the tax liability.

6. Use administration and central resources in ways that enhance and improve the governing Hospital's mission.

Nonprofit hospital requirements in Utah to receive charitable property tax exemption

1a. A Hospital must establish that it is organized on a not-for-profit basis to:

- Promote healthcare
- Provide health-related assistance to the general public
- Dedicated its property to charitable purposes
- Provide Hospital care

Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

1b. A Hospital must establish that it is organized on a nonprofit basis to:

- Intermountain Healthcare is a 501 (c)(3) organization
- The volunteer Hospital trustees operate the Hospital on a nonprofit basis to promote healthcare and devote all revenue and donations to or for Hospital and healthcare purposes.

Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

2. None of the institution's net earnings and no donations made to it inures to the benefit of private shareholders or other individuals.

- No earnings or donations at Layon Hospital inure to the benefit of private shareholders or other individuals.

Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

3. The institution must establish:

- That it admits and treats the public without regard to race, religion or gender
- That Hospital service is based on clinical judgment of physician and not on a patient's ability to pay
- That indigent persons who, in the judgment of a physician, require services generally available at the Hospital receive those services for no charge or reduced charge in accordance with an indigent person's ability to pay
- The institution must provide evidence of how it informs the public of its open access policy and services for the indigent

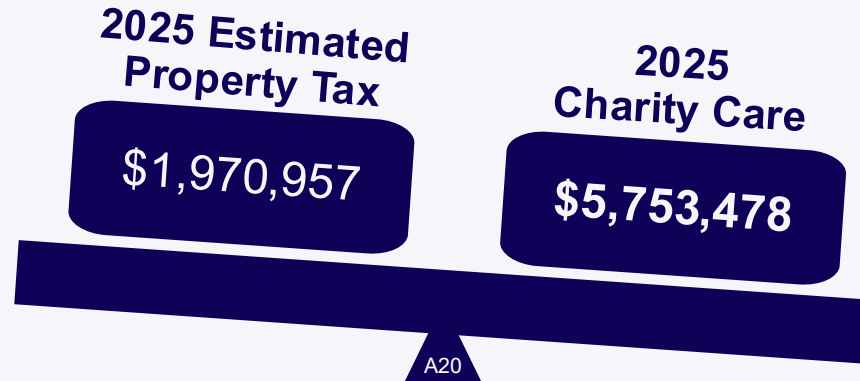
Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

4. The institution must establish that policies integrate and reflect the public interest.

- Governing board has broad-based members representing the community it serves
- Confers annually with county board of equalization concerning community's clinical Hospital needs that can be addressed by the Hospital
- Establishes and maintains a “charity plan”

Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

5. The institution must establish that its total gift to the community exceeds its property tax liability for that year.



Nonprofit hospital requirements in Utah to receive charitable property tax exemption (cont.)

6. Satellite healthcare facilities and centralized support facilities are entitled to tax exemption if it is shown that facilities enhance and improve the governing Hospital's mission.



Open Table: Let's Talk

Davis County

Summary of Adjustments to the 2026 Operating and Capital Budgets

Description	Revenues	Expenditures
New Revenue and Expense		
Reimbursed Insurance Claim		
INSURANCE	\$ 200,000.00	\$ 200,000.00
Golf sales and cost of sales exceeded original projections		
DAVIS PARK GOLF COURSE	\$ 600,000.00	\$ 66,000.00
VALLEY VIEW GOLF COURSE	\$ 324,900.00	\$ 84,500.00
New Revenue and Expense Total	\$ 1,124,900.00	\$ 350,500.00
Accounting Correction		
Adjust coding of vehicle allocations		
ATTORNEY		\$ 2,947.00
SHERIFF		\$ 80,643.00
ANIMAL CARE		\$ 2,264.00
BUILDING AND GROUNDS EAST		\$ 15,826.00
FLEET MANAGEMENT	\$ 101,680.00	
Accounting Correction Total	\$ 101,680.00	\$ 101,680.00
Internal Transfer		
Move Staff from Controller to Sheriff		
SHERIFF		\$ 41,691.47
CONTROLLER		\$ (41,691.47)
Move Staff from Controller to Fleet		
FLEET MANAGEMENT		\$ 75,570.02
CONTROLLER		\$ (75,570.02)
Internal Transfer Total		\$ -
Use of Contingency Funds		
ATTORNEY		
Intra office Promotion to fill Vacant Division Chief over Victim Services		\$ 4,526.00
Reclass Prosecutors to Senior Counsel		\$ 39,067.00
Temporary Office Specialist (6 months)		\$ 28,000.00
New Division Chief over Restitution Collection and Technology Integration		\$ 18,925.00
ATTORNEY Total		\$ 90,518.00
POOR AND INDIGENT		
Higher than expected need for Indigent Cremation Services		\$ 4,000.00
POOR AND INDIGENT Total		\$ 4,000.00
TREASURER		
Postage and Printing Costs Higher than Budgeted		\$ 14,500.00
Costs Higher of Tax Sale		\$ 2,000.00
TREASURER Total		\$ 16,500.00
Use of Contingency Funds Total		\$ 111,018.00
Grand Total	\$ 1,226,580.00	\$ 563,198.00



MEMO

DATE: 8/21/2026
 TO: Shawn Choate, Davis County Human Resources Director
 Davis County Budget Committee
 Davis County Library Board
 FROM: Josh Johnson, Davis County Library Director
 SUBJECT: Request to Reclass Site Manager as Branch Manager

Request

I respectfully request reclassification of the Site Manager position (grade 20) as a Branch Managers (grade 23) at our Centerville Branch.

This change will better serve Davis County Library patrons and staff by having an onsite Branch Manager deliver direct guidance rather than requiring consultation with outside administrators. It also standardizes supervision, communication, and training across branches while better aligning with the library's updated staffing model.

Thank you in advance for considering this request outside the annual budget cycle; an unexpected retirement created an opportunity.

Background

Centerville Branch open in 2006, led by a Branch Manager. Due to lower circulation and a smaller building and collections, daily management of Centerville Branch transitioned to a less expensive Site Manager position in 2019. Time has shown that operating a full-service branch without a Branch Manager on-site creates difficulties for both staff and management, and ultimately makes it more difficult to provide high-quality public experiences.

1. The Site Manager supervises daily operations but must consult administrators on complex issues, lacking formal administrative training or degree support.
2. When not at the Headquarters location, the Site Manager must handle urgent decisions and training independently without the option to consult. During non-emergencies, administrative consultation hinders timely communication.
3. The library's newly adopted service model relies heavily on Branch Managers for staff training and administrative work that often exceeds the Site Manager position's original scope and intent.
4. Because a Site Manager must rely on others to resolve administrative issues, staff often misperceive the Site Manager as unwilling or incapable of providing guidance. This leads staff to bypass the Site Manager and approach administrators outside the branch directly, disrupting leadership structures.
5. Weekly shifts worked at Centerville Branch by a Deputy Director to support the Site Manager actually generate confusion – their presence is irregular and their decisions lack daily operational context.

Library Budget Impact

This request increases expenditures that are easily offset by the significant savings introduced by requests made earlier this year.¹

- \$ 105,148	estimated ² decrease to personnel expenditures for previously requested staff reorganization
<u>\$ 8,300</u>	estimated increase to personnel expenditure for requested reclassification.
- \$ 96,848	Total Budgetary Impact

Timing

If Approved	Begin recruiting for requested Branch Manager position at Centerville Branch.
Oct 1, 2026	Current Site Manager at Centerville Branch is retires.
Oct 2, 2026	Branch Manager hired to replace Site Manager.

¹ See previous memo, "Request to Reorganize Davis County Library Staffing" outlining a subsequently approved request to reorganize library staffing, dated 4/23/2026.

² Estimates were obtained in consultation with the Davis County Human Resources Department.





Memorial Bench Program

A staff proposal for Davis County

Concept

Anyone from the general public can donate a memorial bench featuring a custom message on a plaque or etching at a predetermined site. There's an application process, and county staff covers the installation.

Initial Phase: Davis Trails

- Legacy, West Davis, Chevron Mile (*JRT*)

Future Sites: County Properties

- Libraries and golf courses
- Public Health and Admin buildings
- Courthouse and WSP
- Conference Center



Goal: 30 benches (~1 per mile)

Program Management

- Bench locations are pre-determined by County staff.
- CED and Facilities staff will create, plan, manage and prioritize locations.
 - Donor-proposed locations can be considered on a case by case basis
- Benches would be purchased and donated to the County through an application process.
- Staff approves applications, secures payments, orders benches and memorial plaques, and coordinates installations.



Glen Carbon, IL

Criteria

Donated benches will commemorate:

- places or historical events of local significance
- a community association and/or group that has contributed to significantly to Davis County or any of our cities
- a deceased person with a significant nexus to Davis County or any of its cities at least one year after death and with the consent of the deceased's immediate family



Columbia, MO

Terms & Conditions

- Bench style and design are pre-selected by the County and will be uniform in size, material, and color based on the context of the location.
- The County reserves the right to establish criteria and to approve or deny wording used on memorial plaques and to deny or refuse applications.
- Donor agrees to maintenance and life cycle policy.



Draper, UT

Life Cycle & Maintenance

- Benches receive standard maintenance during their normal life expectancy.
- The County is not obligated to replace benches that reach end of life or are removed early or relocated due to safety, accessibility, or operational needs.
- Repairs or replacements due to weather, natural deterioration, vandalism, theft or other damages are the donor's responsibility.



Roy, UT

Pricing

- The target price is \$1,500-\$2,000
- Applicants pay full cost of bench plaque, and shipping
- Davis County staff furnishes supplies, materials and time
 - *Trail installations funded by 4th Quarter transportation sales tax revenues*
- Premium stone/concrete bench option for \$2,800-\$3,500
- Similar programs in Utah \$2k-\$4k but applicants pay installation costs



Pima County, AZ

Implementation

- CED staff will manage the program
 - Currently 2 interested parties
- Funding is available for additional start up benches (*Discover Davis?*)
- Within 2-3 years, expand to county properties
- Public Works' Trail Maintenance Tech and support staff will install benches
- Support from IS needed to create and host a public-facing web-based map and application



Existing Benches

- Ones in poor condition can be replaced with a memorial bench.
- Ones in good condition could be retrofitted with a plaque for a lower cost option.
- The program will not interfere or conflict with city benches and their respective plans and programs.



Legacy Trail - Centerville, UT

Accounting

- Need an account to track payment from donor (check or credit card)
- Need an account to track expenses related to purchasing and installing the bench (bench, plaque, staff time, materials & supplies)
- Donor options:
 - pay vendor directly for bench and shipping, then donates to County to allow for a noncash charitable donation? (Form 8283)
 - make cash payment to the County for which will be reported on Form 1040, Schedule A (Itemized Deductions)



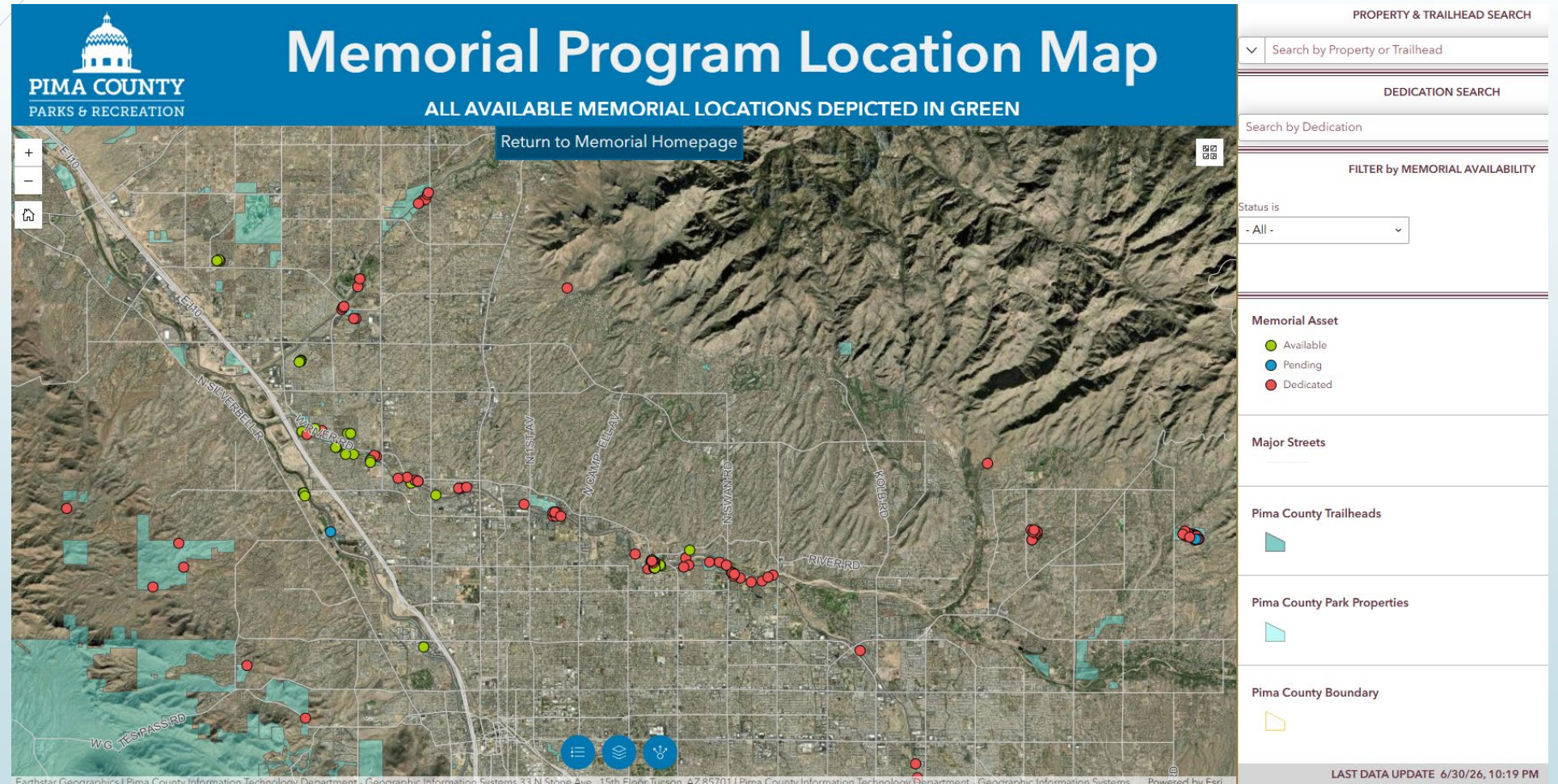
Program Potential

- **Memorial options**
 - Picnic tables
 - Trees
 - Shade structures
- **“Sponsor a bench”**
 - Service organizations
 - Non-profits
 - Community groups
 - Businesses & corporations?
- **“Adopt a Trail” clean up program**
 - Sponsors adopt a 1-3 mile section of trail and donate the cost of a sign that displays their name.



Example Reservation Map

Tucson, AZ metro



Material Options

Benches need to be:

- Durable and withstand all weather conditions
- Maintenance-free
- Immovable by human and natural forces
- Resistant to graffiti and vandalism as much as possible
- Identical, similar or at least uniform to each other
- Visibly appealing and appropriate for their surroundings
- Capable of securely displaying a memorial message.



POPULAR PARK BENCHES



RECYCLED PLASTIC



METAL



WOODEN



CONCRETE



PLAYERS



BACKLESS



CURVED



CHILDREN'S



CUSTOM & MEMORIAL



BUDDY BENCHES



ACCESSORIES/PARTS

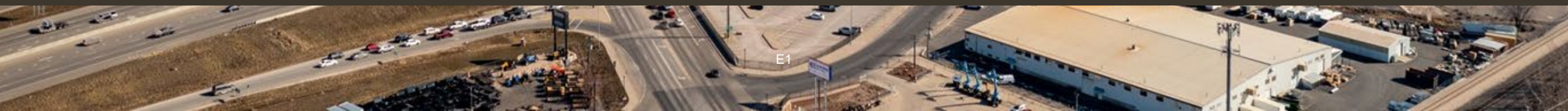


2026 Transportation Project Funding Proposals

Fourth Quarter Local Option Sales Tax Revenues



Community and Economic Development



Project Proposals

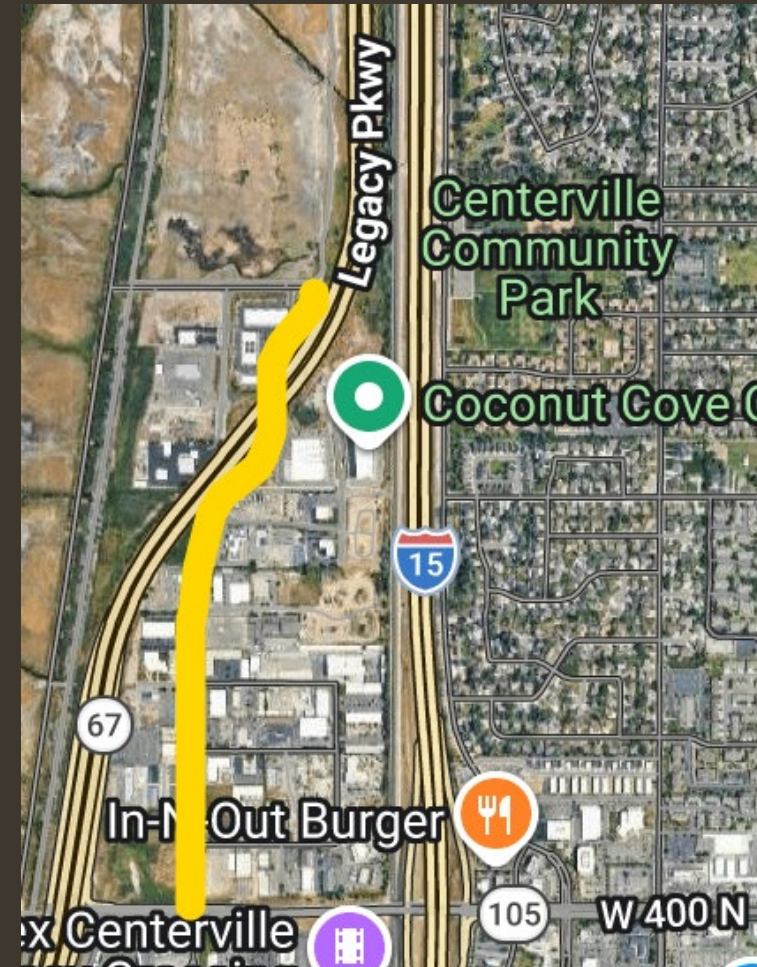
- 1) **1250 West Sidewalk, Centerville**
Parrish Lane to the Legacy Trail
- 2) **2200 West Pedestrian Overpass, Layton**
UPR & FrontRunner tracks (between SR193 and DRG Rail Trail)
- 3) **4000 West Trail, West Point**
1300 North to Clinton Canal Trail (Emigrant Trail northbound extension)
- 4) **East Gentile Sidewalk & Road Improvements, Layton**
2400 E to 2600 E (Valley View Golf Course)
- 5) **Main Street/SR126 Sidewalks, Sunset**
1300 North to 1600 North (between I-15 interchanges at 650 N and 1800 N)



1 1250 West Sidewalk, Centerville

Legacy Trail to Parrish Lane

- Construct 10-foot concrete sidewalk
- Length: half mile
- Regional nexus:
 - Legacy Trail
 - Landing for planned I-15 pedestrian overpass
 - Parrish Lane (SR105)



1 1250 West Sidewalk, Centerville

Legacy Trail to Parrish Lane



\$1.5M estimated cost

\$80K local funds

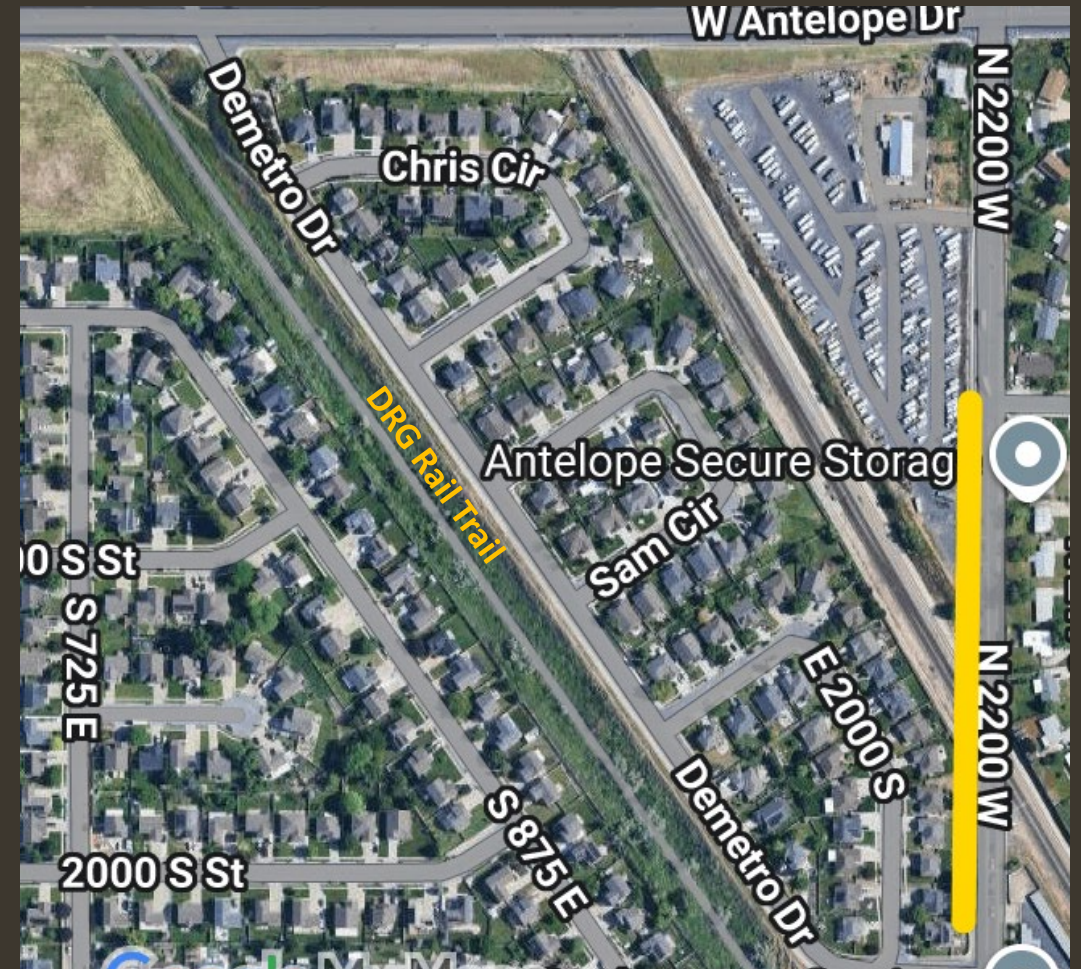
\$420K additional funds
(development agreement)

\$1M funds requested

2 2200 West Pedestrian Overpass

Between DRG Rail Trail and Antelope Drive

- Construct ADA-compliant pedestrian bridge over railroad tracks
- Length: 265 feet
- Regional nexus:
 - Layton/Clearfield municipal boundary
 - DRG Rail Trail
 - Antelope Drive (SR108)
 - Freeport Center



2 2200 West Pedestrian Overpass

Between DRG Rail Trail and Antelope Drive



\$12.4M estimated cost

\$747K local funds

\$9.9M additional funds
Safe Streets and Roads for All (SS4A) Grant

\$1.73M funds requested

3

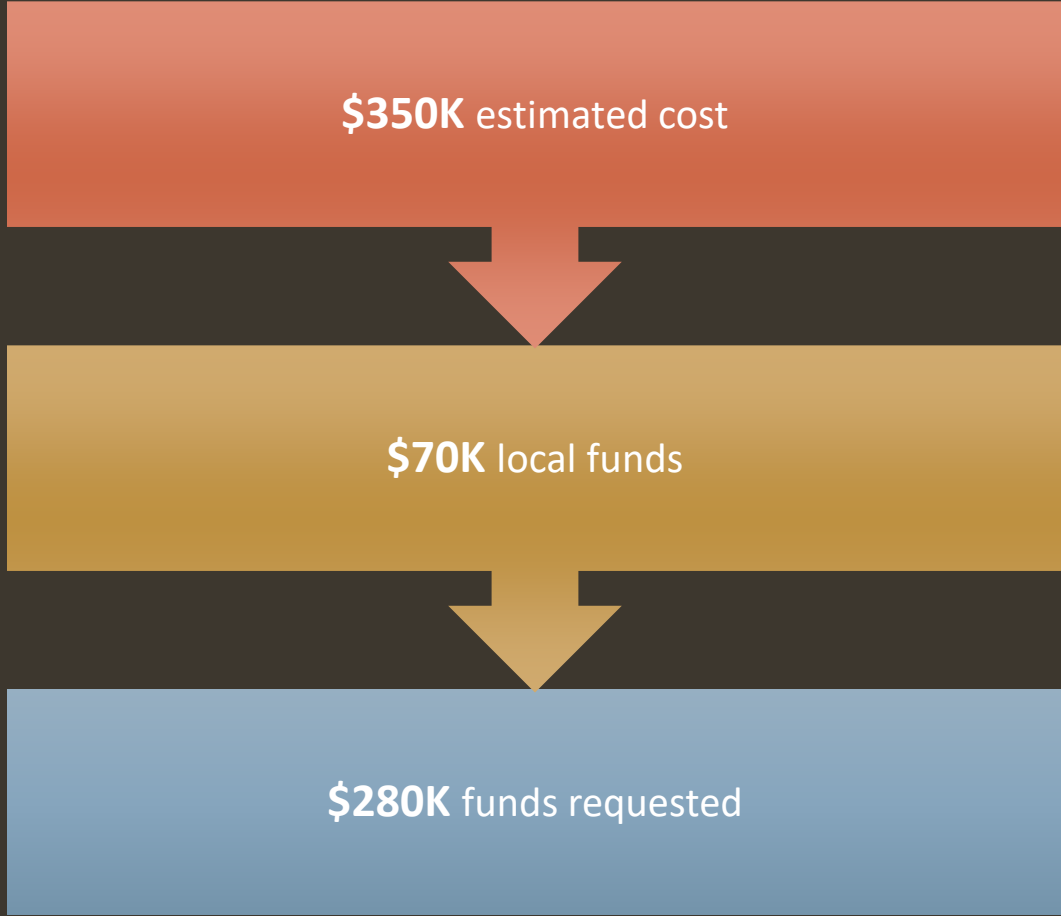
- Construct 12' asphalt trail
- Length: $\frac{3}{4}$ mile
- Regional nexus:
 - Emigrant Trail extension
 - West Point / Clinton municipal boundary
 - West Davis Corridor
 - Regional Route #16 in Davis AT Plan

*UDOT is donating the land to West Point
on condition a trail be built*



3 4000 West Trail

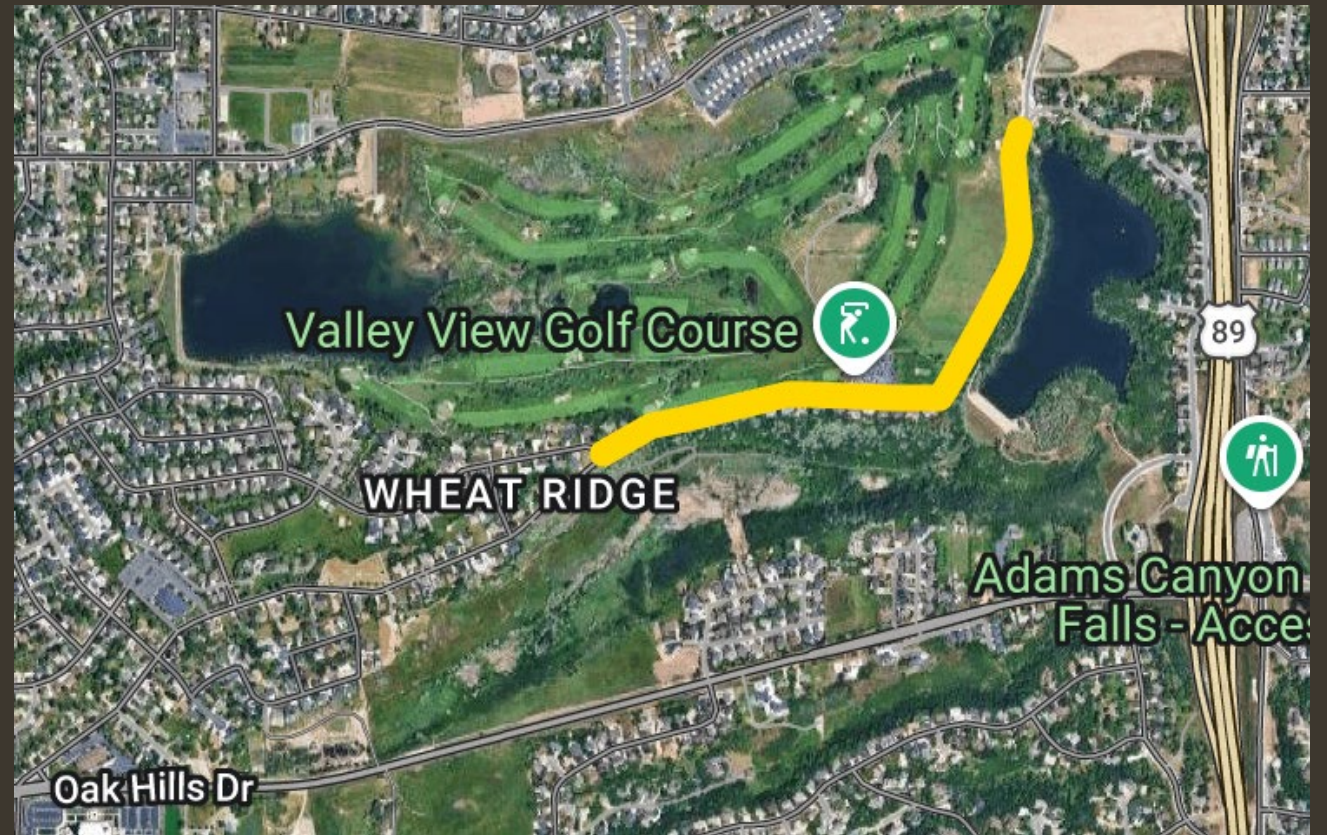
1300 North to Clinton Canal Trail



4 East Gentile Improvements

1300 North to Clinton Canal Trail

- Reconstruct road adding curb, gutter, 4-foot and 10-foot sidewalks, lighting, and ADA upgrades
- Length: over $\frac{3}{4}$ mile
- Regional nexus:
 - Valley View Golf Course
 - Holmes Reservoir recreation area



4 East Gentile Improvements

1300 North to Clinton Canal Trail



\$2.1M estimated cost

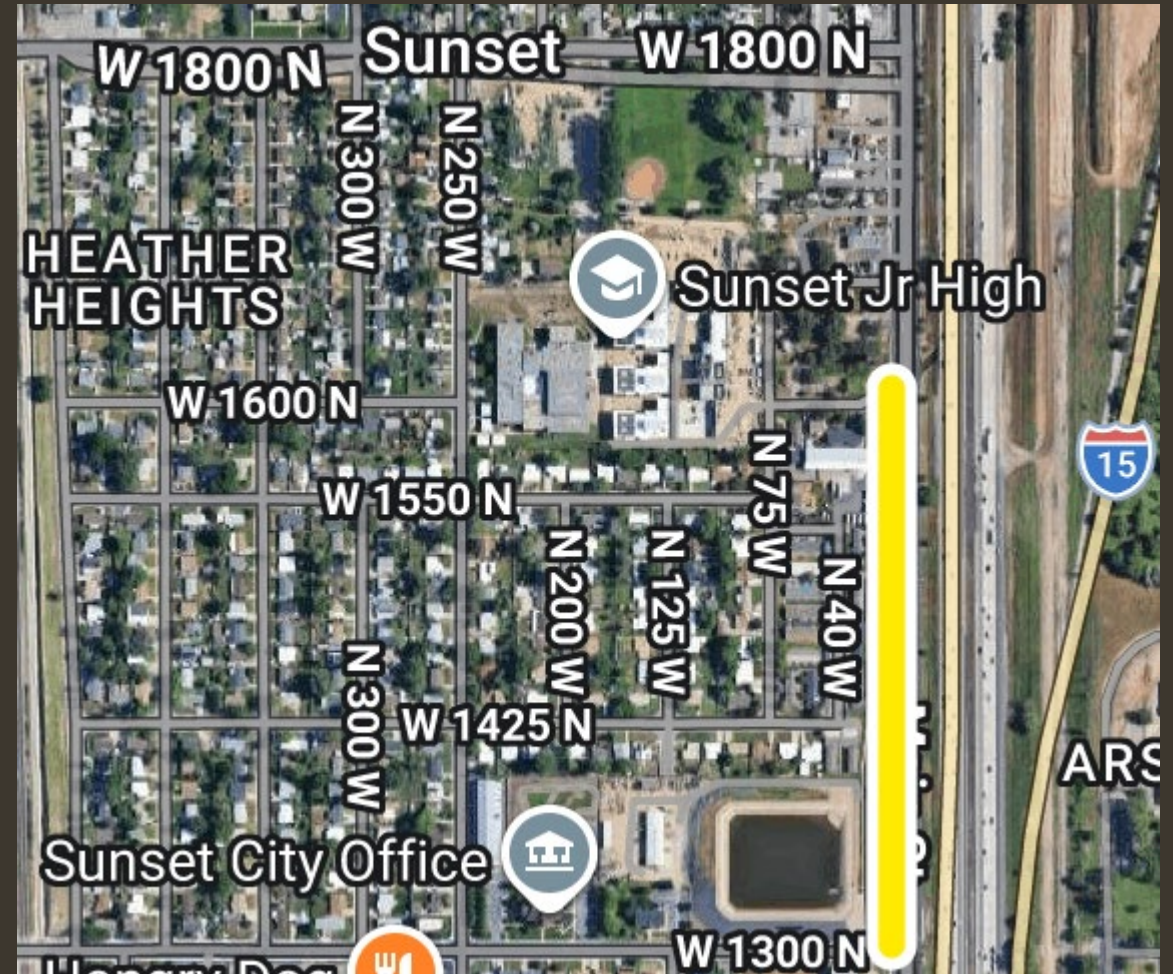
\$421K local funds

\$1.7M funds requested

5 Main Street Sidewalk

1300 North to 1600 North

- Construct 6' concrete sidewalk
- Length: 600 feet
- Regional nexus:
 - Transit corridor
 - UDOT 1800 Interchange
 - MIDA Main Street redevelopment
 - Sunset / Clearfield municipal boundary
 - North Davis Active Transportation Plan



5 Main Street Sidewalk

1300 North to 1600 North



\$700K estimated cost

\$140K local funds

\$560K funds requested

Budget Considerations

- Funding Source: Fourth-Quarter Local Option Sales Tax revenues
- \$3.5M collected annually
- Over \$18M fund balance

Total Requested Funds		
1250 West Sidewalk	Centerville	\$1,000,000
2200 West Pedestrian Overpass	Layton	\$1,730,000
4000 West Trail	West Point	\$ 280,000
East Gentile Improvements	Layton	\$1,682,400
Main Street / SR126 Sidewalk	Sunset	\$ 560,000
Total:		\$5,252,400