These minutes are pending approval and are subject to change until approved.

DAVIS COUNTY BUDGET COMMITTEE MINUTES

Davis County Budget Committee Minutes
Wednesday, October 7, 2026

The Davis County Budget Committee met for its regularly scheduled meeting at 1:00 PM on October 7, 2026, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

Disclaimer: The meeting was an open dialogue. All documents from this meeting are on file in the Davis County Controller'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 Controller's Office staff.

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 01:03 PM.

OPENING

1. **ROLL CALL**

See meeting agenda for roll call information.

2. **APPROVAL OF MEETING MINUTES**

AGENDA ITEMS

3. **Clerk - 1:00 PM** - *recommended by Brian McKenzie, Clerk*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevensen, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Clerk Rebecca Abbott, Clerk Brian McKenzie, Chief Deputy Treasurer Phil Conder, Treasurer Matt Brady, Human Resources Director Shawn Choate, Mindy Adams HR, Marina Brito HR, Deputy Clerk Manager Amber Miller, Information Systems Director Jeff Hassett,
Public Attendance	Bret Millburn, Kendalyn Harris, Susan Lee

The Davis County Budget Committee met on Wednesday, October 7, 2026, in Room 306 of the Administration Building located at 61 South Main St. The meeting was called to order at 1:03 PM.

County Clerk McKenzie presented the 2027 budget outlook and operational report for the Clerk's Office. Clerk McKenzie summarized the core mission of the office, which is to serve the citizens of Davis County with excellence, uphold democracy, facilitate citizen engagement, and preserve historical records. The office operates across four primary core responsibilities:

- Public support services at the front counter (handling passports, marriage licenses, accepting County claims, and addressing public inquiries)
- Election administration (managing local, state, and federal elections alongside voter registration maintenance)
- Record preservation, access, and data privacy under GRAMA and GDPA
- Legislative clerk services (managing agendas, minutes, and record preservation for the legislative body).

As of September 1, 2026, the office was staffed by thirteen full-time employees and three part-time employees. Key operational outputs included statistics on processing passports, marriage licenses, voter registration updates, petition signature verifications, converting large volumes of permanent historical documents to microfilm, and processing an increasing number of County records requests. During non-voting seasons, time is spent on updating voter registration records.

Clerk McKenzie highlighted key outcomes and accomplishments achieved during 2026. The expanded County Agenda Management System, originally implemented in 2025, achieved an annual cost savings of $9,000 while expanding to serve the County Commission, Planning Commission, Library Board, Audit Committee, and Budget Committee on a single searchable public platform. The office launched an online Candidate Insight portal to streamline candidate declarations, biographies, and financial disclosures. In coordination with Human Resources, the Controller's Office, Facilities, Information Systems, and the Attorney's Office, County policies were codified and centralized on the County code web platform for improved searchability and tracking. Following a midyear budget adjustment, the Clerk’s office acquired an upgraded high-speed ballot scanner without requiring additional County funds by utilizing primary election cost savings, equipment trade-in allowances, and state grant funding. The new scanner operates three to four times faster to resolve drop-box bottlenecks and will be deployed during the November election. Additional 2026 accomplishments included processing candidate petitions under a state contract that reimbursed all expenses and generated $123,000 in County revenue, contracting with private vendors to eliminate microfilm record backlogs following the state's shutdown of microfilm operations, fulfilling over 122 Downwinders property research requests, and publishing departmental privacy notices on the County data privacy webpage. In terms of personnel, a full-time position previously converted to part-time was eliminated during 2026 to help address County budget constraints.

Looking ahead to 2027 and future years, Clerk McKenzie outlined strategic priorities and anticipated mandates. The office plans to expand access to the Candidate Insight portal to municipal governments for local candidate declarations and financial filings. Future equipment considerations include an anticipated state requirement to transition to a new statewide voting system around 2029 and replacing ballot-on-demand printers for in-person voting by 2028. Regarding front-office operations, Clerk McKenzie reported a gradual reduction to a current 15.7% in front-office full-time equivalent staffing since 2012 alongside a continual increase to 21% in passport and marriage license volume. Front-office personnel also manage

County voter registration tasks. To maintain service delivery and avoid staff burnout during peak periods, Clerk McKenzie presented three staffing options:

1. Maintaining current operations with potential service reductions
2. Hiring short-term or temporary part-time staff
3. Converting an existing part-time front-office position into a full-time position to provide long-term operational stability (Option 3, recommended by Clerk McKenzie).

Clerk McKenzie presented the 2027 budget figures for the Clerk's Office. Revenues are projected at a 30% increase, largely due to municipal election reimbursements. Salaries and benefits reflect a 2.39% increase that incorporates the requested full-time position conversion. Operations expenditures were budgeted at a 4.61% reduction achieved through internal efficiencies. Allocation costs show a 125% increase under a new uniform allocation model implemented by Controller Parke across all general fund departments, which is fully funded with a net-zero impact on the fund balance. Capital expenditures were reduced by 100% due to the absence of capital projects. Overall, the Clerk's Office budget reflects a net fund balance impact of $2.2 million, representing a 2.7% net reduction for 2027.

During the budget committee discussion, Controller Parke inquired whether hiring one or two part-time employees with flexible hours would offer better operational coverage for peak counter demand compared to converting a part-time position to full-time, noting that full-time benefit additions cost approximately $20,000. Clerk McKenzie explained that while part-time staffing provides scheduling flexibility, it introduces challenges regarding cubicle workspace constraints, ongoing training needs, and the fact that current part-time staff already work near three-quarter time without electing benefits. No further questions were raised by the budget committee. The meeting adjourned at 1:24 PM.

4. **Treasurer - 1:30 PM** - *recommended by Matt Brady, Davis County Treasurer*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevensen, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Treasurer Phil Conder, Treasurer Matt Brady, Clerk Brian McKenzie, Human Resources Director Shawn Choate, Marina Brito HR, Chief Deputy Recorder Dakota Wurth, Information Systems Director Jeff Hassett, Hollie Holley HR
Public Attendance	Bret Millburn, Kendalyn Harris, Susan Lee

The meeting commenced at 1:26 PM and roll call was taken.

County Treasurer Brady presented the Treasurer's Office mission statement, defined as serving taxpayers, collecting efficiently, and safeguarding public funds. Treasurer Brady outlined statutory responsibilities under Utah Code, which mandate receiving all money belonging to the County, depositing and investing County funds in compliance with the State Money Management Act while balancing safety of principal, liquidity, and yield, disbursing authorized payments in coordination with the legislative body, the Controller’s office, and managing property tax collection and revenue distribution to local taxing entities.

In reviewing property tax performance, Treasurer Brady reported that over $468 million in property taxes was charged in 2025 across approximately 115,000 taxable parcels, representing an increase of roughly $26

million charged and $22 million collected compared to 2024. Total collections for 2025 reached a 93% collection rate, with approximately $15.5 million remaining unpaid as delinquent taxes and $15 million uncollected due to tax abatements. Of the collected property tax revenue, Davis County as a taxing entity receives approximately 15%. Departmental operations are supported by 5 full-time employees and 2 part-time employees, with part-time staff working extended daily hours during peak tax collection season.

To reduce departmental expenditures, Treasurer Brady emphasized promoting paperless e-notifications, noting that approximately 7,000 parcels have currently opted into electronic statements out of 115,000 taxable parcels. Controller Parke explained that statutory amendments enacted in 2014 allowed electronic delivery options for valuation and tax notices in an opt-in format as an alternative to physical postal mail or hand delivery. Utilizing vendor Master's Touch, electronic notices cost approximately $0.025 per notice compared to nearly $1.00 for printed physical mail with postage, generating an estimated $2.50 savings per parcel across combined valuation and tax notices to the County. Taxpayers may register for paperless statements online using the authorization code printed on their annual paper statements.

Treasurer Brady presented the requested budget for 2027, requesting $15,500 above the base budget to cover unavoidable inflationary cost increases for tax bill printing and postage.

Treasurer Brady detailed recent operational accomplishments, including collaboration with Controller Parke and Information Systems Director Hassett on core property tax software enhancements released on September 22 to align bank records, finance software, and general ledger accounts for full reconciliation and state TC750 reporting, with the first complete reconciliation scheduled for September 30. Treasurer Brady noted an upcoming proposal for County Commission approval to transition the payment lockbox processing vendor back locally from a Seattle facility. Future departmental initiatives include assessing compliance with Government Data Privacy Act standards to safeguard taxpayer ownership data, reviewing cash handling procedures, refining the taxpayer prepayment program to reduce banking data stored by Information Systems, and improving returned mail processing efficiency.

Commissioner Kamalu commended Treasurer Brady, Chief Deputy Conder, and departmental staff for efficient workload management and collaborative leadership. Controller Parke expressed appreciation for interdepartmental coordination on tax reconciliation systems. Hearing no further discussion, the meeting adjourned at 1:43 PM.

5. **Information Systems - 2:00 PM** - *recommended by Jeff Hassett, Director*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevensen, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Information Systems Director Jeff Hassett, Hollie Holley HR, Marina Brito HR, Chief Deputy Recorder Dakota Wurth, Human Resources Director Shawn Choate
Public Attendance	Bret Millburn, Kendalyn Harris, Susan Lee

The Information Systems Department Budget Committee meeting was called to order at 1:46 PM.

Director Hassett presented the updated mission statement for the Information Systems Department, emphasizing reliable, secure, and innovative technology solutions to enhance public services, operational efficiency, and digital inclusion across Davis County. Director Hassett highlighted the expansion of collaborative departmental partnerships through quarterly, six-month, or annual business reviews, which assist in identifying technology needs and support performance. Core department responsibilities include end-user device management, network infrastructure, software development, third-party software support, telecommunications, Geographic Information Systems (GIS), physical security, and cybersecurity. Operational discussions are underway regarding whether GIS services should remain housed within Information Systems or transition to another entity such as Emergency Management or the Surveyor's Office to better align with County-wide needs.

Director Hassett detailed major project completions from 2025 and 2026, including the full rollout of a new ticketing workflow and request system featuring system status dashboards, maintenance schedules, and a Change Advisory Board (CAB) approval process to ensure change visibility and minimize downtime. Human Resources systems were successfully migrated to a cloud platform while maintaining uninterrupted payroll processing. Development milestones were achieved across several County departments, including tax software enhancements, candidate portal upgrades, assessor software integrations, appeal and abatement processing, Children's Justice Center intake forms, Sheriff's Office applications, and Recorder's Office Property Watch. Additionally, the department executed a complete hardware refresh of the County network infrastructure, replacing equipment ranging from five to twenty years old with a single unified network system for improved visibility, speed, and monitoring.

Director Hassett outlined ongoing industry challenges, specifically software vendors transitioning from perpetual licenses to subscription-based models with named-user licensing and built-in annual price increases of 3% to 5%. Cybersecurity threats continue to intensify due to malicious artificial intelligence exploitation. The department is advancing major internal initiatives, including the employee access management transition in Munis, inventory management tracking, telephone system requests for proposals, and volunteer management consolidation. Regarding budget structure, Controller Parke and Director Hassett explained the implementation of an internal service allocation model shifting costs from general fund accounts into internal service funds. This structural change transparently bills software and operational costs directly to user departments rather than inflating the central IT budget.

Information Systems Administrative staff has been reduced from three full-time employees to one full-time and one part-time position, and will not be replacing the recent vacancy of a second part-time position. Director Hassett addressed the advancement eligibility of several employees, despite his opposition to the career ladder advancement program because entry level duties remain unchanged while promoted staff receive higher pay for lower-tier work.

Direct Hassett reported an unexpected 20% across-the-board hardware price increase enacted by technology manufacturers on October 1 due to global processor and data center demand, creating an estimated $250,000 cost impact on the County's annual $1.2 million hardware budget. Addressing department reserves, Director Hassett noted that a previous return of $800,000 in fund balance left only $200,000 in actual cash reserves once accounting depreciation was factored in, creating a projected $150,000 fund balance shortfall for upcoming hardware replacements. To manage this deficit, the department may evaluate extending public computer lifecycle schedules or adjusting future allocation rates in 2028. In critical infrastructure, the data center's 14-year-old Uninterruptible Power Supply (UPS) experienced a main board failure, requiring

$100,000 in current-year project funds for a replacement. Due to a nine-month manufacturer lead time, a formal request will be submitted to roll over these project funds into 2027.

Director Hassett indicated the internal service funds account covers the outdated County telephone line system to be replaced by an internet-based phone system. The update will include a subscription-based cost.

Director Hassett addressed the County's artificial intelligence strategy, aligning recommendations with the State of Utah's pro-human AI approach, where technology assists personnel rather than replacing human review. Director Hassett clarified that many departmental requests represent workflow automation rather than generative AI, noting that decentralized County operations prevent direct position reductions from AI implementation. Director Hassett demonstrated operational AI integrations, including parcel ID property search queries and automated multilingual web translation, recommending a strategic County investment of $150,000 to $200,000 for general workflow enhancements. The budget committee discussed long-term administrative efficiency opportunities through centralizing financial services, accounts payable, point-of-sale platforms, and revenue collection, which could consolidate several disparate payment systems currently operating across County departments.

Following final questions from the budget committee, the Information Systems Department presentation concluded at 2:04 PM.

6. **Recorder - 3:00 PM** - *recommended by Kelly Silvester, County Recorder*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevensen, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Human Resources Director Shawn Choate, Chief Deputy Recorder Dakota Wurth, Recorder Kelly Silvester, Marina Brito HR, Surveyor Jeremiah Cunningham, Carrie Batte Commission Office, Information Systems Director Jeff Hassett
Public Attendance	Kendalyn Harris, Susan Lee, Bret Millburn

The Budget Committee meeting for the Office of the Davis County Recorder was called to order on October 7, 2026, at 3:06 PM.

Recorder Silvester opened the presentation and delegated the detailed budget overview to Chief Deputy Recorder Wurth. Chief Deputy Recorder Wurth presented the core mission of the Office of the Davis County Recorder, emphasizing the protection, preservation, and presentation of official Davis County records in compliance with statutory requirements in an efficient, professional, and cost-effective manner. Chief Deputy Recorder Wurth explained that the Recorder's Office provides the baseline integrity for the Davis County property assessment and revenue collection system by maintaining land ownership records, while also serving public patrons, title companies, and the real property industry.

In operational accomplishments, Chief Deputy Recorder Wurth reported on an internal artificial intelligence indexing model developed in coordination with the Information Systems Department. The artificial intelligence technology automates the indexing of historical Davis County records recorded prior to 1980, covering approximately 450,000 documents and two million pages, which expands online document access and creates potential future subscription revenue. Additionally, the Recorder's Office collaborated with the

Information Systems Department to overhaul the Property Watch system, enhancing fraud protection and property security notifications for citizens. On staffing, Chief Deputy Recorder Wurth noted that the Recorder's Office anticipates four staff retirements or departures by year-end, representing a loss of over 120 years of institutional knowledge.

Presenting the financial overview, Chief Deputy Recorder Wurth stated that following peak recording revenues in 2020 and 2021, Davis County recording revenues increased by 16.5% year-over-year due to statutory fee adjustments and increased refinance activity. The Recorder's Office identified a future budget objective to collaborate with the Controller's Office on a cost recovery analysis for its Ready Web software. For the upcoming fiscal year, the Recorder's Office submitted a single new budget request of $26,000. Chief Deputy Wurth detailed that this request, based on an equity analysis conducted with Human Resources Director Choate, provides salary adjustments across five long-tenured employees who assumed expanded responsibilities and trained incoming staff, preventing wage compression.

The Committee proceeded to discuss the preservation and restoration of fragile historical Davis County record books containing approximately 2,500 founding town site documents from Farmington, Centerville, and Kaysville. County Recorder Silvester and Chief Deputy Recorder Wurth explained that the project was previously tabled because competitive procurement was hampered by vendor market consolidation and increased inflation costs over a 2022 quote. Commissioner Kamalu, Commissioner Crofts, and Commissioner Stevenson underscored the high priority of restoring these delicate founding documents to prevent physical degradation.

Controller Parke recommended setting aside $40,000 in one-time funds on the consideration list for the preservation project, noting that a formal budget amendment could be pursued if vendor bids exceed that amount. Following commendations from the Commission regarding departmental operational improvements, the meeting officially adjourned at 3:15 PM.

7. **Surveyor - 3:30 PM** - *recommended by Jeremiah Cunningham*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevensen, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Human Resources Director Shawn Choate, Surveyor Jeremiah Cunningham, Marina Brito HR, Carrie Batte Commission Office, Information Systems Director Jeff Hassett, Cindi Garrick Controller's Office
Public Attendance	Bret Millburn, Kendalyn Harris, Susan Lee

The Davis County Surveyor Budget Committee Meeting was called to order at 3:16 PM.

Surveyor Cunningham presented an historic ledger-sized road record book dating back to March 5, 1877, which will turn 150 years old next year and contains Commission meeting minutes and field survey notes for early County roads. Surveyor Cunningham explained that the primary duties of the Davis County Surveyor's Office are to protect the Public Land Survey System (PLSS) monumentation network, maintain land survey records, perform surveys for County entities, and assist the public with boundary questions. He noted that

the office experienced significant staff turnover, losing over a century of institutional knowledge following three retirements out of a five-person staff, and stated that the office has been underperforming compared to other surveyor offices across the state with similar populations and workloads. To modernize operations, the office recently implemented a credit card reader for public transaction convenience and is updating its website to enable electronic submittal and retrieval of documents. Additionally, Surveyor Cunningham reported securing a grant of nearly $25,000 for monument restoration, marking the first grant received by the office.

Continuing the presentation, Surveyor Cunningham addressed financial and code updates, explaining that an audit identified approximately $60,000 in past user fees that had mistakenly gone to the General Fund rather than the Monument Preservation Fund over prior years. Recent County code updates established defined fee schedules, including a $300 per sheet fee for subdivision plat reviews, ensuring that individuals utilizing specific surveyor services pay for them directly rather than drawing from general County tax revenues. Surveyor Cunningham outlined two major budget requests: hiring a dedicated survey drafter to bring staff levels to six, which allows the field crew to remain focused on field monumentation work, and purchasing a modern robotic total station to replace a 20-year-old non-functional surveying unit. He noted that acquiring this equipment will improve field safety and efficiency while allowing the County to perform surveying for County engineering projects internally rather than contracting with private vendors. He further indicated that despite staff additions, overall salary costs per employee remain lower than in prior years due to hiring new personnel at lower pay steps.

The Commission members voiced support for the Surveyor's Office modernization initiatives and budget requests. In response to questions regarding major County road projects, such as the Main Street reconstruction in Farmington, Surveyor Cunningham explained the challenges of locating right-of-way boundaries when historic side-street monuments are missing and noted the County Surveyor's statutory obligation to execute surveys when directed by the County Commission or courts. Surveyor Cunningham discussed managing approximately 10,000 map records, noting ongoing efforts to transition from drawer-based indexing to spatial location-based indexing and exploring collaborative digitization and artificial intelligence indexing with the Recorder's Office. Director Hassett noted that AI transcription accuracy exceeds 99% for modern documents and about 80% for historic handwritten script.

The meeting concluded with a discussion regarding County Geographic Information Systems (GIS) mapping operations and departmental organization. Surveyor Cunningham referenced state code establishing the County Surveyor's mandate to provide mapping services to County offices, noting that spatial data management aligns with surveying expertise. Director Hassett affirmed that while Information Systems maintains technical server infrastructure, GIS mapping strategy, spatial data governance, and departmental outreach are outside IT's core competency. Both officials emphasized that consolidating GIS under a dedicated mapping structure would reduce software licensing overhead, prevent redundant outside consulting costs across County departments, and enhance public mapping access for entities such as Emergency Management and public safety. Commissioner Stevenson, Commissioner Kamalu, and Commissioner Crofts recommended that Surveyor Cunningham, Director Hassett, Controller Parke, and administrative leadership collaborate on a GIS consolidation strategy to present to the County Commission in the upcoming year. The meeting adjourned at 4:02 PM.

CLOSED SESSION

If needed, the meeting may be closed for reasons permitted under Utah Code Annotated §52-4-205.

ADJOURNMENT

The meeting adjourned at 4:02 PM.

Minutes Prepared by:
Juli Beesley
Controller's Office

Minutes Approved on:
PENDING APPROVAL