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

DAVIS COUNTY BUDGET COMMITTEE MINUTES

Davis County Budget Committee Minutes
Friday, October 9, 2026

The Davis County Budget Committee met for its regularly scheduled meeting at 11:00 AM on October 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.

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 11:02 AM.

OPENING

1. **ROLL CALL**

See department agendas for roll calls.

2. **APPROVAL OF MEETING MINUTES**

AGENDA ITEMS

3. **Budget Wrap Up 11:00 AM** - *recommended by Scott Parke, County Controller*

Committee Members Present	Controller Scott Parke, Commissioner Lorene Kamalu, Commissioner John Crofts, Commissioner Bob Stevenson
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Controller Andrew Driggs, Human Resource Director Shawn Choate, Marina Brito HR, Mindy Adams HR, Chief Deputy Recorder Dakota Wurth, Information Systems Director Jeff Hassett, Cindi Garrick Controller's Office
Public Attendance	Bret Millburn, Susan Lee

The Wrap Up Session 1 Budget Committee Meeting was called to order at 11:02 AM. by Controller Parke. Controller Parke presented the upcoming budget adoption calendar, establishing that the draft tentative budget would be compiled following policy direction from this meeting, reviewed at the second wrap-up session on October 21, 2026, and submitted for tentative budget adoption on October 27, 2026. The public hearing is scheduled for December 8, 2026, at 6:00 p.m., with final budget adoption set for December 15, 2026. Controller Parke reviewed key financial baselines, noting that each 1% Cost of Living Adjustment (COLA)

represents $1 million in total expenditures, with approximately two-thirds impacting the General Fund[1]. The General Fund entered the fiscal year planning process with a baseline operating deficit of about $1.5 million due to health insurance increases, reduced interest income, and miscellaneous operational cost adjustments. Departmental requests totaled $4.4 million, comprising $2 million for 17 new Full-Time Equivalent (FTE) positions and $2.4 million in non-personnel requests. Controller Parke presented a proposed allocation of the 5th 5th sales tax revenue, recommending that $2 million of ongoing revenue be assigned to ongoing operational costs (COLA and health insurance) and $2 million be designated for future debt service while temporarily funding one-time equipment and performance bonus needs.

Controller Parke introduced a discussion regarding Sheriff's Office staffing, noting 20 active vacancies across patrol and corrections. The Sheriff's Office is currently authorized to overfill by one patrol position and two corrections positions to maintain hiring pipelines. Marina Brito and Mindy Adams from Human Resources reported that recruitment is delayed by multi-stage screening, physical fitness testing mimicking POST standards, and extensive in-house criminal background investigations, which together require three to six months to complete. Marina noted that year-to-date 2026 overtime expenditures for patrol and corrections reached $736,000. Following discussion regarding whether expanding unfunded position authorizations would assist recruitment, Commissioner Kamalu, Commissioner Crofts concurred with Controller Parke's recommendation to authorize five to seven unfunded overfill positions to support the hiring pipeline, while maintaining the policy that no additional funded positions will be added until existing vacant positions are filled.

Controller Parke raised concerns regarding internal wage competition resulting from job titling practices across departments, specifically highlighting Attorney's Office investigator positions titled "Lieutenant" Investigators. Marina presented market benchmarking data demonstrating that Attorney's Office investigators lead the market, whereas Sheriff's Office lieutenants—who hold true sworn command and supervisory responsibilities—lag the market. Controller Parke, Commissioner Stevenson, and the Commission agreed that County compensation decisions must be data-driven based on actual job responsibilities and market benchmarks rather than job titles, ensuring internal pay equity across departments.

The Commission examined County policy governing career ladders and position progression when departmental organizational charts are fully occupied. Controller Parke and Director Hassett discussed position classifications across administrative and technical series, noting the necessity of aligning pay with job duties rather than longevity alone. Practices of awarding lump-sum merit adjustments to employees who have reached the top of their pay ranges were reviewed. Marina noted that HR will conduct a comprehensive comp-ratio analysis during 2027 to evaluate range midpoints and pay-for-performance structures for the 2028 budget cycle.

Controller Parke presented compensation proposals for the 2027 tentative budget based on fiscal affordability. Controller Parke recommended a 2% ongoing COLA paired with a 2% one-time merit bonus, contingent upon utilizing 5th 5th sales tax funds to cover public safety operational expenses, health insurance increases, and jail medical costs. Director Choate and Controller Parke reviewed the performance evaluation timeline, stating that evaluations will open in January 2027, complete by late February 2027, and be paid out in March 2027. Department directors will receive a pool allocated based on total payroll to distribute merit rewards flexibly to high-performing employees. Controller Parke confirmed that market benchmarking adjustments totaling approximately $140,000 for the General Fund will also be included. Following much discussion regarding inflation and budget limits, Commissioner Kamalu, Commissioner Crofts, and

Commissioner Stevenson formally supported Controller Parke's recommendation of a 2% ongoing COLA and a 2% one-time merit bonus.

Controller Parke presented standardized policy guidelines applied to all departmental budget requests for the 2027 budget compilation:

- **Approved:** Contractually mandated cost escalations, position downgrades or transfers, organizational restructurings resulting in net savings, existing career ladder advancements, approved equity adjustments (including Justice Court), flood control projects, self-funded golf course operational requests, and Prop 1/transportation requests.
- **Denied:** All requests for new FTE positions and unfunded position upgrades across General Fund departments, pending detailed workload and metric vetting during 2027.
- **Centralized IT & AI Integration:** All departmental requests for software, hardware, and artificial intelligence tools will be centralized and evaluated under the Information Systems equipment replacement program directed by Director Hassett.

The Commission endorsed these policy application criteria for constructing the draft tentative budget.

Controller Parke provided an update on the Capital Projects Fund, which maintains a balance of $22 million, including $16.5 million previously earmarked for a new Animal Care facility. Due to construction cost escalations, the estimated cost for the Animal Care facility has increased by $6 million to $22.5 million. Controller Parke outlined funding alternatives and recommended Option 4: contributing $19.5 million from the Capital Projects Fund (leaving $2.5 million in capital reserves) and financing the remaining $3 million for Animal Care via an internal loan from the Transportation Fund repaid over 10 years at $370,000 annually, which can be absorbed within the Animal Care tax levy. The Commission expressed support for this financial structure pending further discussions with Animal Care leadership.

Controller Parke confirmed that the tentative budget spreadsheet reflecting these policy decisions will be compiled and distributed to the Commission prior to the next wrap-up session scheduled for Wednesday, October 21, 2026. The meeting adjourned at 12:23 PM.

4. **Commission Office - 1:00 PM** - *recommended by Carrie Batte, Office Manager*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevenson, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Controller Andrew Driggs, Marina Brito HR, Information Systems Director Jeff Hassett, Surveyor Jeremiah Cunningham, Carrie Batte Commission Office Manager, Clerk Brian McKenzie, Anthony Archuleta Commission Office
Public Attendance	Bret Millburn, Susan Lee

The Davis County Commission Budget Committee Meeting convened at 1:00 PM.

The meeting began with a review of the Davis County Commission mission statement, which states that the Davis County Commission will provide professional service, earn public trust, and improve quality of life. Ongoing core functions and projected outcomes were reviewed, emphasizing continued representation of Davis County across local, regional, and statewide boards, committees, conferences, and events, alongside ongoing employee engagement activities. It was highlighted that with assistance from CED and Tourism, America 250 coins were distributed to all Davis County employees, which was widely appreciated throughout the organization. Public communication and community engagement efforts will also continue through the website, newsletter, and local events.

Manager Batte presented the proposed budget initiatives for the Commission Office for the upcoming fiscal year, requesting additional funding to accommodate the onboarding and transition of newly elected officials and Commissioners. Specific one-time requests included $2,000 in miscellaneous supplies to cover official photography, framing for the Commission office and chambers, window vinyl replacement, and business cards. An additional $600 was requested under office supplies for new letterhead, business cards, and signature stamps. In response to an inquiry regarding letterhead, Manager Batte explained that official stationery with the gold emblem is printed offsite as needed and maintained in reserve.

Manager Batte also requested $2,000 in additional one-time funding from employee awards to re-establish the employee recognition coin program, bringing the total allocation for that category to $7,500 to procure approximately 500 coins. It was noted that recognition coins were last purchased in 2017 and are used to recognize employees and community partners for exceptional service. Furthermore, Manager Batte reviewed the travel budget, requesting that the allocation remain unchanged at $36,000. Although travel costs such as registration and airfare increased by 7.5% over the previous year, maintaining the $36,000 budget will sufficiently cover required conference attendance for all three future Commissioners. All requested budget additions are one-time allocations rather than ongoing funds.

With no further discussion from Controller Parke or the Commissioners, the meeting adjourned at 1:09 PM.

5. **Animal Care - 1:30 PM** - *recommended by Michelle Hicks, Director*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevenson, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Controller Andrew Driggs, Facilities Lane Rose, Surveyor Jeremiah Cunningham, Marina Brito HR, Information Systems Director Jeff Hassett, Animal Care Director Michelle Hicks, Emergency Manager Tom Crocker, Deputy Director Madison Leyba
Public Attendance	Bret Millburn, Susan Lee

The Davis County Animal Care Budget Committee Meeting was called to order on October 9, 2026, at 1:13 PM.

Controller Scott Parke opened the Budget Session and turned the time over to County leaders to discuss the funding and construction plans for the proposed Animal Care building project, noting a total estimated facility

cost of $22.5 million plus approximately $2 million for associated road infrastructure funded outside of capital projects.

Facilities Director Rose presented the geotechnical evaluation for the proposed building site, clarifying that a specialized trenching study was performed rather than standard 50-foot soil boring holes to physically inspect for fault lines. Facilities Director Rose reported that no active fault line was discovered within the proposed building footprint during the trench excavation, satisfying standard commercial building code requirements to maintain at least a 50-foot setback. Facilities Director Rose noted that if an active fault line were encountered during future footing excavations, building regulations would mandate relocating the building footprint at least 50 feet away.

Commissioner Crofts raised significant concerns regarding seismic risk, referencing state geotechnical hazard mapping, historic fault studies, and recommendations from seismologists. Commissioner Crofts emphasized that the proposed site lies within a high-hazard earthquake zone along the Wasatch fault, where a major 7.6 magnitude seismic event could cause an 8-foot fault displacement and destroy the structure. Citing an overall project cost increase from $16.5 million to $22.5 million, Commissioner Crofts advocated pausing the project to allow the incoming Commission in January to consider alternative locations with lower seismic hazards. In response, Commissioner Stevenson presented a builder's perspective, emphasizing that the engineering report classified the seismic risk in explored site areas as low and that professional engineers take on structural liability when approving designs. Commissioner Stevenson contended that delaying the project further would significantly inflate construction costs, which had already escalated by millions over the past year.

Commissioner Kamalu provided institutional context, observing that discussions regarding a replacement facility date back over 15 years, as noted by former Fruit Heights City Manager, and that former Commissioner Elliott and Commissioner Stevenson had previously spearheaded extensive planning efforts. Commissioner Kamalu explained that the County had conducted a comprehensive, year-long feasibility study followed by another full year evaluating alternative properties across the County, including sites in Syracuse and West Davis UDOT parcels. Those alternative locations were ultimately ruled out due to lack of municipal sewer and utility infrastructure or exorbitant land purchase costs. The selected site was determined to be optimal due to its central geographic location, direct access to Highway 89 and I-15 for field services, and proximity to mountain trails that attract high volunteer engagement. Commissioner Kamalu and Facilities Director Rose stressed that compounding construction inflation makes further delays financially disadvantageous, citing municipal comparisons like Kaysville's fire station project cost jumping from $10 million to $16 million in two years. Commissioner Kamalu noted that Animal Care Director Hicks and her department staff have maintained high service levels despite working in an undersized, outdated 1983 facility, and that proceeding with construction fulfills a long-standing obligation to County staff and residents.

Animal Care Director Hicks presented departmental budget requests and rightsizing efforts based on three-year historical spending trends. Animal Care Director Hicks requested a new part-time Community Program Coordinator position to oversee preventive community outreach initiatives, such as the "Golden Grooms" program partnering with Aging Services to provide grooming and dental care for pets of elderly residents to prevent animal neglect and shelter surrenders. Animal Care Director Hicks also highlighted an Emergency Management response trailer requiring a $12,000 local match funded from shelter revenues, along with plans supported by Information Systems Director Hassett to integrate volunteer and donation coordination software. Animal Care Director Hicks added that the department actively seeks community donations, noting consistent annual donations of $20,000 and past estate bequests reaching $200,000.

Controller Parke detailed the financial plan to absorb the $6 million budget gap for the new facility, explaining that capital project reserves could not absorb the entire amount. Controller Parke proposed utilizing the Animal Care tax rate to cover $3 million (half of the gap) over a 10-year period. Because the Animal Care tax rate had been adjusted previously in anticipation of higher future facility operating costs that have not yet been realized, the fund balance and ongoing tax revenues are sufficient to cover the 10-year lease payments while maintaining adequate operational reserves, avoiding any additional tax increase for County residents for many years.

Animal Care Director Hicks outlined several proposed fee schedule revisions designed to align charges with actual service costs. These updates include raising the euthanasia, lab testing, and pickup fee from $200 to $240 to cover state rabies lab testing expenses for animal bite cases; increasing after-hours livestock impound fees from $100 to $140 to cover two-officer responses for loose horses and cattle; standardizing pet vaccination fees to $20 per dose; and reducing cardboard cat carrier fees from $7 to $5. Additionally, Notice of Violation (NOV) fees for unlicensed pets will increase from $30/$60 to $100/$150 for first and subsequent violations to encourage compliance, with fees waived if owners obtain proper licensing within 60 days. Animal Care Director Hicks discussed ongoing public education regarding nuisance wildlife in partnership with the Division of Wildlife Resources, as well as the development of comprehensive emergency evacuation and continuity of operations plans for domestic animals during wildfires or earthquakes.

Following the completion of all agenda items, the meeting adjourned at 2:10 PM.

6. **USU Extension - 2:00 PM** - *recommended by Emma Parkhurst*

Committee Members Present	Controller Scott Parke, Commissioner Bob Stevenson, Commissioner Lorene Kamalu, Commissioner John Crofts
Committee Members Not Present	Excused: ; Absent:
Other Staff Present	Juli Beesley Controller's Office, Chief Deputy Controller Andrew Driggs, Emma Parkhurst USU Extension
Public Attendance	Bret Millburn, Susan Lee

The Utah State University (USU) Agricultural Extension Center Budget Committee meeting was called to order at 2:13 PM.

Extension Director Parkhurst presented an overview of the historical background and foundational mandate of Utah State University Extension. Land Grant universities were established under federal legislation in the 1860s to deliver research-based, non-biased information tailored to critical public needs. The Smith-Lever Act of 1914 formalized the cooperative agreement between federal entities (USDA and NIFA), local County government (Davis County), and state institutions (Utah State University) to support individuals, families, and communities.

Extension Director Parkhurst detailed the program areas active in Davis County, noting that Extension serves every county in Utah except Daggett. Local services encompass agriculture, horticulture, natural resources, home and community sciences (including nutrition, food preservation, physical activity, mental health, and relationship education), 4-H positive youth development, and Empowering Financial Wellness evidence-based finance education. Davis County hosts two specialized faculty positions unique within the state: watershed and water quality education (led by Faculty Sarah Erwin, reaching thousands of students through

Wings and Water field trips) and equine-assisted services (led by Faculty Allie Garlick, utilizing seven onsite horses and ponies to enhance youth literacy, reading comprehension, and confidence, as well as serving veterans and adults). Additionally, produce grown in the edible demonstration gardens is cultivated with the assistance of 40 volunteer Master Gardeners and donated to local food pantries or utilized for public nutrition demonstrations.

Regarding facility operations and financial arrangements, Extension Director Parkhurst explained that Extension faculty are located at the USU Kaysville campus rather than in a County building because the former courthouse basement facility was determined to be seismically unsafe. Under the operating agreement, Davis County pays 45% of operation and maintenance (O&M) costs while Utah State University covers 55%. Davis County funding supports the salaries and benefits for three staff assistants, whereas Utah State University funds the salaries and benefits for 10 faculty members, supplemented by grant funding. Extension Director Parkhurst noted that Extension contributed $2.64 million to Davis County, including $1.5 million in faculty compensation, $149,000 for two full-time 4-H program coordinators, and $991,000 in grant funding collected through September. Based on the prior County allocation of $287,000, USU Extension yields an estimated return of $8 in services for every $1 invested by the County.

Extension Director Parkhurst submitted the formal budget request for the upcoming fiscal year. The primary request addresses compensation adjustments for the three staff assistants, who received no cost-of-living increase in the prior year. An annual university salary audit identified that two staff assistants were below the position salary minimum and the senior staff assistant (with 12 years at the university and 8 years in Davis County) fell below the mid-range benchmark. The proposed compensation package includes a 2% Cost-of-Living Adjustment (COLA) and an approximate 3% salary benchmark adjustment for staff assistants. The request also includes the County's 45% O&M allocation, incorporating a 5% contingency for ongoing maintenance needs such as lighting repairs, pavement crack sealing, and aging boiler upkeep. Controller Parke summarized that the requested budget increase totals $7,915 (a 2.75% increase), raising the overall contract from $287,000 to cover the combined compensation and facility maintenance expenses. Controller Parke stated that the item will be included in the Commission additional requests spreadsheet for consideration by Commissioner Kamalu, Commissioner Crofts, and Commissioner Stevenson.

Extension Director Parkhurst noted that national funding reductions to the SNAP-Ed program have created local educational gaps that Extension staff are attempting to supplement within local schools and food pantries. With no further discussion or questions raised by the budget committee, the meeting adjourned at 2:25 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 2:25 PM.

Minutes Prepared by:
Juli Beesley
Controller's Office

Minutes Approved on:
PENDING APPROVAL