

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes Tuesday, July 14, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 9:00 AM on July 14, 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	Community and Economic Development (CED) Director
Vice Chair Lorene Kamalu	Kent Andersen
Chief Deputy Clerk Rebecca Abbott	CED Community Services Manager Ryan Steinbeigle
County Controller Scott Parke	County Sheriff Kelly Sparks
Public Work Director Adam Wright	Chief Deputy Sheriff Arnold Butcher
Human Resources (HR) Director Shawn Choate	Deputy Clerk Solana Guest
HR Business Partner Nathalia Cornell	

ABSENT

Commissioner John Crofts

AGENDA ITEM

- 1 9:00 - 9:12 AM
- #2026-713. A Work Session to Discuss Potential Amendments to the 2026 Operating and Capital Budgets** - *recommended by Scott Parke, County Controller, Controller's Office*
- [01:00] Scott Parke, County Controller, introduced the first agenda item regarding proposed amendments to the 2026 Operating and Capital Budget [see Attachment A]. The first amendment corrected a budgeting error to prevent transferring money from the Attorney's Office to the Drug Court, as that payroll is already covered by a grant, resulting in no additional County expenses. The second budget amendment involved rolling over \$715,000.00 in unspent grant money from a previously approved multi-year Community Oriented Policing Services (COPS) grant from a prior budget year into the current year. Controller Parke noted that the Commission had already approved this multi-year grant, but the funds were simply not spent last year as anticipated.
- [02:11] Following this, Adam Wright, Public Works Director, discussed an internal transfer of funds from the Deuel Creek Contingency Fund to assist with enclosing 300 feet of a mosquito abatement channel. He explained that this channel has suffered from erosion and muskrats, and sits pinched between a gambusia pond and a chemical tank. Obtaining a permit took longer than anticipated and delayed the project by a couple of years. Initially, the County planned to contract out the work, and the original budget was around \$380,000.00. This was later reduced to around \$160,000.00 when the County decided to do the labor internally. Now, a contractor already working on site at the mosquito abatement facility offered to put the box culvert in to help manage their site access and contaminated soils, and Director Wright said that if it could be done at a reasonable price, the County would consider it. The quote came back at \$350,000.00, and because only \$180,000.00 was budgeted for the project, Director Wright requested a transfer of the remaining balance from the Contingency Fund on the \$1.5 million Deuel Creek project, currently in its second phase. He noted this saves the County on labor and allows Mosquito Abatement to pay for a portion, though it puts pressure not to go over budget on the Deuel Creek project. Controller Parke clarified this specific internal transfer will not require additional funds, and does not require a public hearing. Commissioner Stevenson and Commissioner Kamalu expressed their support for the transfer of funds.

[06:30] Controller Parke then brought forward a request from Todd Utzinger, Legal Defenders Coordinator, for an additional \$100,000.00 from the Contingency Fund to cover unavoidable appeal defense costs. Controller Parke explained that the County intentionally under funds this specific budget so they do not over-appropriate funds up front, opting to give incremental increases from the Contingency Fund as needed. The \$100,000.00 should cover most of the year, though it's possible some additional funds are needed in the fourth quarter. Addressing the Commission candidates in the room (Kendalyn Harris, Bret Milburn, and Susan Lee), Commissioner Stevenson advised that the Public Defenders situation will be ongoing, needing another four years or so of attention after the eight that it has been given. Commissioner Kamalu expressed her opinion that this is an appropriate use of Contingency Funds due to the County's lack of control over the issue, and Controller Parke agreed that there will be little control unless the whole program is radically altered. Commissioner Kamalu added that Davis County's model for legal defenders remains the least expensive option for quality defense that she has seen in the State. Controller Parke compared it to Salt Lake's expensive non-profit model and Weber County's expensive employee model, agreeing that ultimately there's not a cheap way to fund the expensive service.

[08:43] Ryan Steinbeigle, Community Services Manager, discussed an earnest deposit of \$50,000.00 for the acquisition of a 5.2-acre property from Tanner Clinic intended for a permanent supportive transitional housing project. Ryan explained that this acquisition could be funded through a Housing and Urban Development (HUD) Section 108 loan using Community Development Block Grant (CDBG) allocations, which allows the County to borrow up to five times its annual allocation, which for Davis County would amount to about \$4.7 million. If approved, this structure ensures there is no risk to the County's General Fund, as Kent Andersen, CED Director, explained that the \$50,000.00 would be refunded if the application is accepted. Ryan said that Tanner Clinic is also willing to extend the closing timeline to mid-November while the loan is approved. Commissioner Kamalu directed those curious to learn more about Permanent Supportive Housing to previous Work Session Minutes [see minutes from 05-05-2026's Work Session], and explained that it is the gold standard to reduce homelessness and that several successful providers are hoping to be in Davis County. Ryan explained that the County's role in this is only land acquisition, that it intends to issue a request for proposals (RFP) to find a third-party developer to own and build the housing, and multiple reputable developers are already interested. Controller Parke noted that the situation is low-risk. He concluded the first agenda item by outlining the financial impact of the proposed requests. He explained that withdrawing both the \$50,000.00 earnest deposit and the \$100,000.00 for the Legal Defenders would leave the Contingency Fund with approximately \$150,000.00 for the rest of the year—just under half of its starting balance. Finally, he noted that these items would be scheduled for a public hearing and formal approval at an upcoming Commission meeting.

2 9:12 - 9:15 AM
#2026-700. Discussion of a Proposed Change to the Approval Process for Hiring and Related Actions - recommended by Scott Parke, County Controller, Controller's Office

[12:00] Shawn Choate, Human Resources (HR) Director, explained that the proposed policy changes resolve conflicting policy language regarding setting a salary above the first quartile [see Attachment B]. Previously, one section required only the personnel's Director's approval while another required full Commission approval. The update mandates only the HR Director's approval, though the Controller and the liaison Commissioner will be kept informed to ensure budget compliance. Furthermore, she noted they condensed four approval tiers into three, as the bottom two tiers were identical. Controller Parke added that under the new rule changes, downgrading a position's title or reducing an employee's hours to part-time will only require approval from HR and the appropriate liaison Commissioner, allowing departments to easily save money. However, upgrading a position or moving an employee from part-time to full-time will still necessitate approval from the full Commission. Director Choate confirmed that Ric Higbee, HR Deputy Director, is updating the language and these policies will be distributed to Directors before the next Director's meeting. She also confirmed that the liaison Commissioner is the one assigned to the department, not to HR.

3 9:15 - 9:22 AM
#2026-712. A Work Session to Discuss Position Adjustment Requests from the Sheriff's Office - recommended by Scott Parke, County Controller, Controller's Office

[14:40] Deputy Director Butcher said that Nathalia Cornell, HR Business Partner, has been a great partner with this project. He gave historical context for Item 3, explaining that nearly two years ago, the County reviewed office staff duties to ensure they aligned with actual assignments. During an attempt to consolidate resources under the previous Controller, two financial positions were moved from the Sheriff's Office to the Controller's Office. Since then, one account tech position was returned, but co-mingling of financial tasks continued with

an administrative staff member who is now retiring. To correct this, the Sheriff's Office requested to reclassify an open Jail Administrative Support position to an Account Tech 1 or 2 position, which they have the budget to absorb [see Attachment C]. Because an Account Tech 2 position is an upgrade, it requires full Commission approval. Chief Deputy Butcher added that a part-time Office Specialist in the Sheriff's Office had already been reallocated to the Jail as a part-time Jail Administrative Support, needing no permission since there was no financial impact. Kelly Sparks, County Sheriff, added in some helpful information, stating that this reclassification is a vital final step toward making their office as efficient as possible. Controller Parke agreed, emphasizing that keeping the person doing the work as close to the actual transaction as possible is the best move to avoid losing efficiencies in communication.

[19:42] Sheriff Sparks provided an update regarding the ongoing consolidation of the County's 911 dispatch centers. He reported that operations from the Layton center would move into the newly built Dispatch Center late this week or next week, giving them time to sort out any issues before fully consolidating in October. He praised the proactive involvement of the dispatchers and supervisors, who will maintain their leadership roles as joint operations leaders. Commissioner Kamalu mentioned she had attended a fire officers meeting where attendees expressed high satisfaction that the consolidation was heading in the right direction. Sheriff Sparks added that reducing from four Dispatch Centers down to two is a massive upgrade for the County, though his ultimate hope is a single Dispatch Center in the future. Chief Deputy Butcher announced and invited everyone to attend a farewell celebration on September 11 for the old 911 dispatch center from 4:00 PM to 7:00 PM to honor the employees' service.

MEETING ADJOURNED

The meeting adjourned at 09:23 AM.

ATTACHMENTS

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

- 1. A1: Proposed Budget Adjustments
- 2. B1: Proposed HR Flowchart - Revised
- 3. C1: Office Staffing Reassignment Memo

Minutes Prepared by:
Solana Guest
Deputy Clerk

Minutes Approved on:
07/28/2026


Brian McKenzie (Jul 29, 2026 12:02:34 MDT)
Brian McKenzie
Davis County Clerk


Bob Stevenson (Jul 29, 2026 09:13:29 MDT)
Bob J Stevenson
Commission Chair



Davis County

Summary of Adjustments to the 2026 Operating and Capital Budgets

Description	Revenues	Expenditures
Accounting Correction		
Eliminate payroll transfers covered by grants		
GENERAL FUND		
Attorney		\$ (70,056.37)
Drug Court		\$ 70,056.37
Rollover		
Roll unspent COPS grant proceeds from 2025 to 2026		
GENERAL FUND		
SHERIFF		\$ 715,000.00
Internal Transfer		
Transfer funding to Mosquito Abatement project		
PUBLIC WORKS		
Flood Control		\$ 160,000.00
Transfer funding from Deuel Creek project		
PUBLIC WORKS		
Flood Control		\$ (160,000.00)
Contingency		
Use contingency fund to cover higher than budgeted appeal expenses		
GENERAL FUND		
Legal Defender		\$ 100,000.00
Non Departmental		\$ (100,000.00)
Use contingency fund to pay for earnest deposit on land for future supportive housing facility		
GENERAL FUND		
Non Departmental		\$ (50,000.00)
CDBG/SSBG		
CDBG		\$ 50,000.00
Grand Total		\$ 715,000.00

DRAFT - Approval Process for HR Actions

Authority Tier	Request Type	Operational Definition / Scope	Required Approval Level
Tier 1: Administrative	Standard Vacancy Backfill	Hiring a replacement for an existing, budgeted vacancy.	Department Head & HR
	Annual Merit Increase	Distributing pre-budgeted, performance-based annual increase.	
Tier 2: Liaison	Budget-Neutral Raise	Equity or retention adjustments funded entirely via internal attrition.	HR, Controller (to confirm budget neutrality only), & Liaison Commissioner
	Policy Exception	Setting salary above range 1st Quartile	
	Position Reclassification	Permanently changing a role's title to a title with the same or lower grade.	
	FTE Status Conversion	Changing a role from Full Time to Part-Time.	
	Interim Differential Pay	Temporary extra pay for covering a vacant, higher-level role.	
Tier 3: Full Board	New Position Addition	Adding an entirely new headcount allocation.	Full Board of Commissioners (at least 2/3)
	Position Reclassification	Permanently changing a role's title to a higher grade.	
	FTE Status Conversion	Changing a role from Part-Time to Full-Time.	
	Funding Source Shift	Moving a position from grant funds to the General Fund.	
	Targeted Market Shift	Adjusting pay scales for a whole job class to address market competition.	
	Departmental Reorg	Transferring positions/budgets between departments.	



Davis County Sheriff's Office

Kelly V. Sparks
Sheriff

Arnold Butcher
Chief Deputy
Administration

Andrew Oblad
Chief Deputy
Corrections

Taylor West
Chief Deputy
Law Enforcement

MEMORANDUM

TO: Kelly Sparks, Sheriff
Andrew Oblad, Chief Deputy

CC: Lynette Viterna, Lead JAS
Susan Williams, Lead OS
Annie Cook, Business Manager
Erin Griffeth, Confidential Secretary
Nathalia Cornell, HR Business Partner

FROM: Arnold Butcher, Chief Deputy

DATE: July 1, 2026

RE: Office Personnel Assignments

Per the conversation between the chief deputies and the sheriff on Friday, June 26, 2026, we intend to reassign the part-time Office Specialist vacancy from the Sheriff's Admin group to the Jail Admin group as a part-time Jail Admin Specialist. In addition, we want to reclassify the soon-to-be vacant full-time Jail Admin Specialist position (Laurel Stubbs) to a Finance Tech I or II under the direction of the Sheriff's Finance Team.

As you are aware, in agreement with the prior County Controller, Curtis Koch, we moved two finance techs to the Controller's Office. It has since been determined by both the Sheriff's Office and the Controller's Office that this did not work out as expected, and one of the finance tech positions was returned to the Sheriff's Office, along with most of the duties that had been moved with the original two finance techs.

In our continued efforts to evaluate workloads and assignments, and to keep within the intent of the review of all the Sheriff's Office support staff, this will allow us to properly align with those goals. Your assistance in this matter is greatly appreciated.