

**DATE:** October 16, 2023  
**AGENDA ITEM:** 3b  
**SUBJECT:** **PUBLIC HEARING AND ACTION:** Amend FY24 Budget  
**PREPARED BY:** Marian Florence, Chief Financial Officer

**BACKGROUND:**

Each October, WFRC closes the financial books on the previous fiscal year; this includes verifying the final expenditures and determining what expenditures and revenues will carry forward from the previous fiscal year (FY23) into the current fiscal year (FY24). WFRC routinely carries forward funding for projects that are multi-year in nature; i.e., a project may be fully budgeted in the first year but the work is conducted over two or more years, and the associated expenditures and revenues are therefore carried forward into the next fiscal year. This requires an amendment to the current fiscal year (FY24) budget.

As WFRC completed FY23 and we reviewed the final expenditures, actual spending came in lower than budgeted by \$7,373,551. This resulted principally from spending on some contractual items that were budgeted in FY23 carrying over into FY24, the majority in two programs:

- Transportation and Land Use Connection (TLC) Program projects that are multi-year in nature;
- Station Area Planning funds that are shared between MAG and WFRC pursuant to HB462 (2022). This work is ongoing; all available funds for our area are reflected in the amended FY24 budget, even though we expect some of the work will carry over into FY25.

The FY24 budget amendments are mainly in the contractual line item, reflecting the ongoing expenses associated with multi year projects. Other adjustments are in the supplies, insurance, travel/training, and new carry forward lines to reflect updated cost estimates and ongoing programs that we anticipate in coming years.

The increase in the FY24 budget is roughly equal to the difference in budgeted to actual expenditures in FY23, reflecting the continuation of multi-year projects budgeted in FY23.

The adjustments described above are reflected in the line items on the Expenditure by Function page. The adjustments also impact the projected carry-forward into FY25, again reflecting on-going programs or multi-year projects that bridge the FY24 and FY25 years.

The footnotes that accompany this proposed amended budget provide more detail on the changes to expenditures by function, expenditures by program, and funding sources.

The Budget Committee has reviewed and discussed the proposed amended FY24 budget.

**RECOMMENDATION:**

The WFRC Budget Committee and staff recommend that the Council conduct a public hearing and approve a motion “to amend the WFRC FY24 Budget as proposed.”

**CONTACT PERSON:**

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**EXHIBITS:** Draft Amended FY24 Budget with Footnotes

Proposed Amended Budget October 2023									
Wasatch Front Regional Council FY 2024 Budget									
Expenditure by Function/Line Item									
Expenditure	June, 2022	October, 2022	June, 2023	May, 2023	October, 2023				
	FY 2022 Actual	FY2023 Final Budget	FY 2023 Actual	FY 2024 Initial Budget	FY 2024 Revised Budget				Footnote
Salaries/Employee Benefits	4,153,854	5,020,111	4,716,801	5,454,053	5,454,053	0	0%		
Contractual	2,301,285	11,005,430	4,319,322	4,319,800	11,399,691	7,079,891	164%	1	
Audit and Accounting	11,034	19,318	14,000	20,000	20,000	0	0%		
Dues	38,673	30,508	28,213	30,000	30,000	0	0%		
Equipment Depreciation	69,235	10,000	0	0	0	0	0%		
Equipment Maintenance	45,475	64,851	60,166	65,000	65,000	0	0%		
Insurance	11,358	15,500	15,199	16,500	20,000	3,500	21%	2	
Legal	0	50,000	41,243	20,000	20,000	0	0%		
Printing and Publication	0	11,600	0	5,300	5,300	0	0%		
Rent	437,477	448,721	447,930	468,667	468,667	0	0%		
Supplies/Software/Subscriptions	95,689	330,667	180,358	190,538	216,938	26,400	14%		
Telephone/Data	32,794	38,359	37,025	40,000	40,000	0	0%		
Training and Travel	85,122	188,670	161,743	163,377	185,877	22,500	14%	3	
Total Expenditures	7,281,996	17,233,735	10,022,000	10,793,235	17,925,526	7,132,291	66%		
Amounts expected to carry into next FY	-268	161,818		33,644	424,538	390,894	1162%	4	
<b>TOTAL</b>	<b>7,281,728</b>	<b>17,395,554</b>	<b>10,022,000</b>	<b>10,826,879</b>	<b>18,350,062</b>	<b>7,523,183</b>	<b>69%</b>	<b>5</b>	
Expenditure by Program									
Program	FY 2022	FY2023	FY 2023	FY 2024	FY 2024				
	Actual	Final Budget	Actual	Initial Budget	Revised Budget				
Consolidated Transportation Planning Grant	4,413,207	5,789,467	5,020,393	5,767,437	5,785,084	17,647	0%	6	
Transportation & Land Use Connection	1,976,815	4,533,898	2,130,996	2,435,721	6,136,081	3,700,360	152%	7	
Household Travel Survey	0	1,740,000	1,243,460	0	496,631	496,631	100%	8	
Economic Development	99,140	169,389	204,389	140,000	163,750	23,750	17%	9	
Statewide CEDS		100,000	45,258	0	54,742	54,742	100%	10	
Local Government - Other	45,485	391,480	104,618	134,971	409,653	274,682	204%	11	
Model Development	135,996	145,687	135,198	147,550	137,500	-10,050	-7%	12	
Joint Projects	0	270,770	280,770	0	469,067	469,067	100%	13	
Legislative Consulting	146,000	146,000	146,000	146,000	146,000	0	0%		
CDBG - Tooele	50,000	50,000	50,000	50,000	50,000	0	0%		
Mobility Management	2,840	10,000	1,156	10,000	10,000	0	0%		
Tooele Valley RPO	9,630	19,913	11,045	10,000	18,869	8,869	89%	14	
Morgan RPO	4,203	9,605	5,078	10,000	8,327	-1,673	-17%	14	
Community Impact Board	2,000	2,000	2,000	2,000	2,000	0	0%		
Davis County Local Option Assistance	0	20,000	20,000	10,000	10,000	0	0%		
Station Area Planning	0	2,530,000	621,642	1,000,000	3,333,359	2,333,359	233%	15	
Safe Streets for All		969,000	0	805,200	969,000	163,800	20%	16	
Local Government Admin				158,000	150,000	-8,000	-5%	17	
EDA CARES Act	394,756	0	0	0	0	0	0%		
Community Development Activities (IHC)	1,655	498,345	0	0	0	0	0%	18	
<b>TOTAL EXPENDITURES</b>	<b>7,281,728</b>	<b>17,395,554</b>	<b>10,022,003</b>	<b>10,826,879</b>	<b>18,350,063</b>		<b>69%</b>	<b>5</b>	
Source of Funds									
	FY 2022	FY2023	FY 2023	FY 2024	FY 2024				
	Actual	Final Budget	Actual	Initial Budget	Revised Budget				
<b>Federal Sources:</b>									
Federal Highway Administration - PL	2,345,273	3,144,998	2,393,574	3,141,111	3,141,111	0	0%		
Federal Highway Administration - STP	2,016,640	4,324,152	2,584,975	2,436,258	4,904,464	2,468,206	101%	19	
Federal Highway Administration - SS4A		775,200	0	775,200	775,200	0	0%		
Federal Transit Administration	679,056	889,096	880,252	891,435	891,435	0	0%		
Dept. of Housing and Urban Development	50,000	50,000	50,000	50,000	50,000	0	0%		
Economic Development Administration	444,326	184,694	147,452	70,000	136,617	66,617	95%	20	
<b>Total Federal Sources</b>	<b>5,535,295</b>	<b>9,368,140</b>	<b>6,056,253</b>	<b>7,364,004</b>	<b>9,898,827</b>	<b>2,534,823</b>	<b>34%</b>		
<b>State Sources:</b>									
Utah GOPB	140,000	290,000	290,000	290,000	290,000	0	0%		
GOPB Local Government Advisor				158,000	150,000	-8,000	-5%	17	

Community Impact Board	2,000	2,000	2,000	2,000	2,000	0	0%	
UDOT - TLC	324,406	641,816	425,512	315,000	605,803	290,803	92%	7
UDOT - Joint Projects	9,017	88,166	98,657	0	68,924	68,924	100%	13
UDOT - Model Development	81,900	100,512	97,311	107,712	100,000	-7,712	-7%	12
UDOT - Safe Streets for All		30,000	0	30,000	30,000	0	0%	
UDOT - Household Travel Survey		400,091	285,903	0	114,188	114,188	100%	8
UT/GOEO - Station Area Planning		2,500,000	591,641	1,000,000	3,323,359	2,323,359	232%	15
Total State Sources	557,323	4,052,585	1,791,024	1,902,712	4,684,274	2,781,562	146%	
Local Sources:								
Dedicated Project Funds	270,789	2,616,873	922,470	689,418	2,336,224	1,646,806	239%	21
MAG - Joint Projects/Model Development	0	50,982	52,950	0	74,241	74,241	100%	13
UTA - TLC	181,395	344,924	240,804	300,000	404,120	104,120	35%	7
UTA - Joint Projects	0	100,547	114,644	0	363,401	363,401	100%	13
UTA - Transit Sales Tax	162,174	276,798	259,152	219,774	238,005	18,231	8%	22
Local Contribution	324,750	334,706	334,706	350,971	350,971	0	0%	
Donation (Intermountain Healthcare)	250,000	250,000	250,000	0	0	0	0%	18
Total Local Sources	1,189,108	3,974,830	2,174,726	1,560,163	3,766,962	2,206,799	141%	
TOTAL SOURCES	7,281,726	17,395,554	10,022,003	10,826,879	18,350,063	7,523,184	69%	5
Local Contributions								
	FY 2022	FY2023	FY 2023	FY 2024	FY 2024			
County	Actual	Final Budget	Actual	Initial Budget	Revised Budget			
Box Elder, 1 voting member	13,406	13,755	13,755	14,423	14,423		0.00%	
Davis, 4 voting members	71,502	73,361	73,361	76,926	76,926		0.00%	
Morgan, 1 voting member	13,128	13,755	13,755	14,423	14,423		0.00%	
Salt Lake, 8 voting members	143,001	146,719	146,719	153,850	153,850		0.00%	
Tooele, 1 voting member	13,406	13,755	13,755	14,423	14,423		0.00%	
Weber, 4 voting members	70,307	73,361	73,361	76,926	76,926		0.00%	
TOTAL	324,750	334,706	334,706	350,971	350,971		0.00%	

## **FY24 Revised Budget Footnotes**

1. The increase in contractual expenditures results from projects budgeted in FY23 that are ongoing and expected to be completed in FY24 and FY25, and are therefore carried forward into FY24. It also includes contractual amounts that will pass through WFRC to consultants for the Transportation and Land Use Connection Program, Household Travel Survey, Station Area Planning, Safe Streets for All, and several joint projects. Broadly stated, the increase reflected in the budget amendment comes from \$3.7M in TLC carry forward and ongoing projects, \$2.3M in Station Area Planning and about \$500K each from joint projects and the final Household Travel Survey - see below for detail.

- \$6,136,081 – Transportation and Land Use Connection (TLC) Program
- \$3,333,359 – Station Area Planning from state funds pursuant to HB462
- \$895,700 – Safe Streets for All
- \$467,067 – Joint Projects (see footnote 13)
- \$496,631 – Household Travel Survey (see footnote 8)
- \$146,000 – State and federal legislative consulting
- \$75,000 – External Forces and Policies Study
- \$75,000 – Communications and public outreach
- \$60,000 – Progress Monitoring System: methods and GUI customization
- \$59,292 – Planning studies undesignated
- \$50,000 – Regional Micro-Mobility Study
- \$50,000 – Wasatch Front Trail Network
- \$50,000 – Statewide CEDS dashboard
- \$50,000 – WFRC Website redesign
- \$40,000 – Induced Demand in RTP Analytics and Decision-making
- \$20,000 – GIS technical work
- \$15,000 – Utah's Unified Transportation Plan Financial Model
- \$10,000 – Internal audit and HR consulting
- \$5,000 – Regional Freight Demonstration/Follow Up

2. Utah Local Governments Trust (ULGT) confirmed FY24 increases in insurance costs, which were slightly higher than previously estimated.

3. Training and Travel is increased to more closely align with the FY23 budget, with travel costs rising and employees participating in conferences as speakers and presenters.

4. The carry forward amount into FY25 represents funds that we anticipate will be used for ongoing programs and multi-year projects.

5. The proposed FY24 budget increases 69% over the original FY24 budget. This is due primarily to carry forward in ongoing projects in the Transportation and Land Use Connection (TLC), Household Travel Survey, and Station Area Planning programs. Carry forwards of this nature, and new funds being provided, are common and are routinely anticipated for WFRC.

6. The Consolidated Planning Grant (CPG) program budget is amended to reflect local carry forward funds in programs operating in conjunction with the CPG.

7. The majority of TLC funding is committed to specific projects that often span multiple fiscal years. The amended budget figure reflects all currently committed projects, including the newly awarded projects budgeted in May. TLC funding amounts from UDOT and UTA are amended to reflect carry forward funding which is dedicated to TLC projects that are ongoing in addition to annual support amounts of \$315,000 (UDOT) and \$300,000 (UTA). The updated budget also reflects funding from IHC to support community development projects (see footnote 18).

8. The Household Travel Survey did not conclude in FY23, so the final planned expenses are reflected in FY24.

9. Wasatch Front Economic Development District (WFEDD) planning efforts typically operate on a budget of \$140K a year, but because consultant work on the current CEDS is finalizing in the first quarter of FY24, WFRC received permission from the EDA to increase the budget for FY24, maintaining the three year total grant amount.

10. The Statewide CEDS planning effort did not conclude in FY23, so the final expenses for crafting an economic development dashboard are reflected in FY24.

11. The amended budget includes carry forward from FY23, which is dedicated to efforts to support local governments.

12. A new agreement between MAG, UDOT and WFRC has determined a set contribution from partner agencies to support modeling work by several employees in our Analytics department.

13. Joint projects are those projects WFRC engages in that include support from UDOT, UTA, Mountainland Association of Governments (MAG), and other planning partners. The amended budget includes those projects that are in process or new for FY24:

- \$292,560 – Economic Impact of the UTP (significant funding from UTA)
- \$76,634 – Parking Modernization Study
- \$39,619 – Regional Transit Signal Priority
- \$29,729 – Utah's Unified Transportation Plan website and social media kit
- \$18,025 – Travel Demand Mode Choice model enhancement
- \$12,500 – Modeling Consulting Work

14. The Tooele Valley RPO and Morgan RPO programs rely on current year contributions and carry forward. Both programs have been adjusted to match current levels of revenue.

15. Station Area Planning funds, provided pursuant to HB462 (2022) by the Governor's Office of Economic Opportunity, are shared between MAG and WFRC to provide planning assistance to local communities as they develop the required Station Area Plans and update their general plans and zoning. A total of \$5M was allocated beginning in FY23 to support communities in developing plans for the 95 station areas in Utah; MAG and WFRC are collaborating to use this funding to bring all stations into compliance. We initially budgeted \$2.5M as a placeholder in FY23. MAG has fully awarded the funds necessary to cover their

Station Area Plans, so WFRC has budgeted remaining funds to cover the many stations in our area, in addition to the \$1.2M already awarded to many station area projects. A portion of this effort will likely carry forward into FY25.

16. Local match funds for Safe Streets for All were not included in the original FY24 budget because they were initially included in the FY23 budget. The project actually kicked off in July (in FY24), so the amended budget includes the full amount of the project, including local funds carried forward for this purpose.

17. The amended budget reflects the updated funding amount for the state-funded Local Government Administrator position.

18. Over the past two fiscal years, Intermountain Health donated funds to support community development projects and the donations were reflected in this line. For FY24, any unused funds were carried forward and allocated to specific projects in the Transportation and Land Use Connection program. The IHC donation is therefore now reflected in the TLC line (see footnote 7).

19. The majority of the increase in FHWA-STP funds is for consulting contracts under the Transportation and Land Use Connection Program (TLC) for projects budgeted in previous years but not completed prior to the end of FY23; therefore these contracts are carried into FY24. The increase also includes the STP funds dedicated to the Household Travel Survey, which will conclude in FY24.

20. EDA funding has been adjusted to reflect two increases: WFEDD additional work (footnote 9) and the carry forward of Statewide CEDS funds (footnote 10).

21. The change to Dedicated Project Funds includes funds for projects budgeted in FY23 that are ongoing and expected to be completed in FY24, and are therefore carried forward into FY24. The funding shown here includes:

- \$591,907 – Salt Lake County for TLC program (includes carry forward)
- \$581,456 – Local match for TLC awarded projects (includes carry forward)
- \$498,345 – IHC funds for community development projects (carry forward)
- \$166,962 – Local partners' share of Household Travel Survey
- \$163,800 – Safe Streets for All local contribution
- \$146,000 – State and federal Legislative Consulting
- \$81,875 – WFEDD EDA Planning Grant local contribution
- \$58,682 – Local contributions carry forward
- \$18,869 – Local funds for Tooele Valley RPO (includes carry forward)
- \$10,000 – Davis County local option assistance
- \$10,000 – Station Area Planning local funds
- \$8,327 – Local funds for Morgan RPO

22. Transit Sales Tax funds are used to match the Federal Transit Administration Section 5303 fund and to fund specific activities to support transit planning and implementation efforts. Amended number reflects carry forward from FY23.