



WFRC BUDGET COMMITTEE

Minutes of Meeting held Mar 19, 2019, 2:08pm
 295 N Jimmy Doolittle Rd, Salt Lake City, UT 84101

2017 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	Yes
MORGAN COUNTY	
Councilmember Tina Cannon	Yes
SALT LAKE COUNTY	
Councilmember Michael Jensen	No
Mayor Jeff Silvestrini	Yes
TOOELE COUNTY	
Commissioner Shawn Milne	Yes
WEBER COUNTY	
Mayor Mike Caldwell	No
BOX ELDER COUNTY	
Commissioner Jeff Scott	Yes
Others in Attendance	
Andrew Gruber	WFRC
Wayne Bennion	WFRC
Ned Hacker	WFRC
Loveit Baumgardner	WFRC

1. Welcome and Introductions [00:00:15]

Commissioner Shawn Milne, Chair, called the meeting to order and asked the group for introductions.

2. ACTION on Minutes of October 11, 2018 [00:01:18]

Commissioner Milne brought attention to the action for approval of the minutes. Commissioner Bob Stevenson motioned to approve the minutes of Oct 11 as written. Councilmember Tina Cannon seconded the motion and the vote was unanimous in the affirmative.

3. Opportunity for Public Comment [00:01:50]

Commissioner Milne opened the meeting for public comments. There were none.

4a. ACTION: Recommend releasing for comment – WFRC draft FY20 Budget and draft Unified Planning Work Program (UPWP) [00:02:04]

WFRC staff, in coordination with the WFRC Budget Committee, has prepared a draft budget and Unified Planning Work Program (UPWP) that outline the activities that WFRC plans to undertake in fiscal year 2020.

Andrew Gruber, WFRC, presented the draft 2020 Unified Planning Work Program document. The UPWP outlines the work tasks that the WFRC will pursue during fiscal year 2020 in collaboration with cities, counties, UDOT, UTA, and other partners.

[00:06:53] Mr. Gruber then reviewed the proposed FY20 Budget, which shows a 4% overall decrease in expenditures from FY19. The major expenditure is for staff salary/benefits. The budget includes funding to maintain the current full-time staff of 29, and for the addition of three positions, including a full-time

accounting position for transition/succession of existing accounting staff over the course of a year, an analytical/planning position, and a position in the Transportation and Land Use Connection (TLC) program.

Anticipated consultant contracts represent the second largest expenditure in the budget. The personnel line item also includes an overall increase of five percent that functions as a cap for salary adjustments and benefit cost increases, including group health insurance. All other expenditures were estimated based on past experience and anticipated changes.

In FY19 the Council completed the move to a new office space in a location more easily accessed by all modes of transportation. The FY20 budget includes a full year of lease payments for that space; the rent is full service including all costs of tenant improvements, operating costs, and common areas. In past years' budgets WFRC included costs for Building Operation/R & M and real property insurance for the old office building. With the move to the new office those building expenses are now replaced by rent for the new office space, so those costs are eliminated in the FY20 budget. This budget utilizes \$30,000 of additional STP funds for the new office space, per previous Budget Committee and Council direction.

WFRC received an offer to purchase the old office building in February of this year. The purchasing entity is in the process of performing their due diligence as defined in the contract. We anticipate that a sale of the old office building will be completed prior to the end of FY19. Once the sale is completed the Council will need to amend the FY19 budget to account for the proceeds of the sale and will place the proceeds in a dedicated "Office Building Fund", pursuant to previous Budget Committee and Council direction.

[00:50:23] Councilmember Tina Cannon made a motion to recommend that the Council release for review and public comment the draft UPWP and budget for fiscal year 2020. Mayor Jeff Silvestrini seconded the motion and the vote was unanimous in the affirmative.

4b. ACTION: Recommend for approval the WFRC draft Accounting and Administrative Policy (revised 3/28/2019) [00:51:08]

Loveit Baumgardner, WFRC, explained that the Utah State Code regarding bonding for Public Treasurers was recently revised to allow for either a fidelity bond OR crime insurance. WFRC purchases general liability insurance from the Utah Local Governments Trust which includes enhanced liability coverage that provides crime insurance in an amount that satisfies the state requirement for Public Treasurers. It is no longer necessary for WFRC to purchase a Treasurer's bond. The proposed amended Accounting and Administrative Policy adjusts the language to reflect the change in state code and the means by which WFRC meets the new requirement.

[00:52:26] Mayor Jeff Silvestrini made a motion to recommend that the Council approve the amended Accounting and Administrative Policy. Commissioner Bob Stevenson seconded the motion and the vote was unanimous in the affirmative.

5. Executive Director's Report [00:53:00]

Andrew Gruber, WFRC, reminded the committee about the upcoming Council meeting and WFRC's 50th Anniversary and Open House on Thursday, March 28, 2019.

6. Other Business [00:56:33]

The next meeting of the Budget Committee is set for May 9, 2019. Commissioner Milne asked if there were any other business items to discuss. There were none. Commissioner Milne then made a motion to adjourn the meeting. The motion was seconded by Commissioner Jeff Scott and the vote was unanimous in the affirmative. The meeting adjourned at 3:04pm.