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Robert Grow
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Evan Curtis
State Planning Coordinator

Andrew Gruber
Executive Director

WFRC Budget Committee Meeting of May 9, 2019

AGENDA

There will be a meeting of the Budget Committee on **Thursday May 9, 2019 at 10:00am in the WFRC offices located at 41 N Rio Grande St, Salt Lake City, Utah.**

The agenda for the meeting will be as follows:

1. Welcome and Introductions
2. **ACTION:** Approval of Minutes of March 19, 2019
3. Public Comment
4. a. **ACTION:** Recommend approval of amendment to FY19 Budget
b. **ACTION:** Recommend approval of FY20 Budget and Unified Planning Work Program (UPWP)
5. Request for input on WFRC's FY20 Goals
6. Executive Director's Report
7. Other Business
Next meeting (tentative): August 8, 2019

Informational materials can be located on WFRC's website at www.wfrc.org

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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.

DATE: May 9, 2019
AGENDA ITEM: 4a
SUBJECT: **ACTION:** Recommend approval of the FY19 Budget Amendment
PREPARED BY: Loveit Baumgardner

BACKGROUND:

On April 1, 2019, WFRC completed the sale of its office building located at 295 N. Jimmy Doolittle Road in Salt Lake City. Net proceeds of the sale were \$1,124,066.75 and were received by WFRC on April 1, 2019. The effect of this transaction on WFRC's financial position is to increase cash by \$1,124,066.75, decrease net fixed assets (building, improvements, and land) by \$142,047.27, and recognize a gain on the sale (revenue) of \$982,019.48. This will be reflected in the annual audit report in the Balance Sheet Governmental Funds statement.

The Budget Committee and the Council have had extensive discussions over the past several years regarding the proceeds from the eventual sale of the Jimmy Doolittle building. The result of those discussions is that WFRC should create a separate governmental fund (Building Fund) and a separate investment account (PTIF) to account for and hold the proceeds from the sale that will be assigned for future capital purchases.

The FY19 budget needs to be amended to recognize the revenue from the sale of the building and for the creation of a dedicated fund and account to hold the proceeds.

RECOMMENDATION AND MOTION:

The WFRC Budget Committee recommends that the Council approve the amendment of the FY19 budget and the creation of a dedicated fund as presented and authorize setting up a separate investment account to hold the assigned proceeds from the sale of the building.

CONTACT INFORMATION:

Loveit Baumgardner, (801) 363-4230 x 1102
Andrew Gruber, (801) 824-0055

DATE: May 9, 2019
AGENDA ITEM: 4b
SUBJECT: **ACTION:** Recommend approval of the FY20 Budget and Unified Planning Work (UPWP)
PREPARED BY: Loveit Baumgardner and Wayne Bennion

BACKGROUND:

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

At its meeting on March 28, 2019, the Council discussed and then voted unanimously to release for comment a draft FY20 Budget and Unified Planning Work Program (UPWP) summary. That budget and UPWP summary were made available to the public and provided to the Councils of Government for their review and comment.

The budget and work program presented here is the same as the draft previously provided and reviewed by the Council in March, with one exception: the draft FY20 budget adjusts the mix of federal Planning (PL) funds and federal Surface Transportation Planning (STP) funds. This is explained in the Funding Sources section of this memo.

The Budget Committee will review the draft budget and UPWP again on May 9, 2018 prior to presenting it to the Council for approval at its meeting on May 23, 2019.

Unified Planning Work Program

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. Among the primary tasks are assisting local communities with growth, transportation and planning issues; ongoing development of the Regional Transportation Plan, Utah Unified Transportation Plan, and Wasatch Choice 2050 vision; continuing efforts to update and implement the Transportation Improvement Program; assisting in the development of air quality plans; continuing to utilize and improve analytical capabilities; and engaging with the public and local, state, and federal officials.

Budget Overview

Expenditures:

The draft budget shows an overall decrease of 4% from FY19 estimated expenditures to FY20. However, it is anticipated that some of the projects that are included in FY19 will not be completed by the end of the fiscal year and will carry forward to FY20. That adjustment will be made in October 2019 when the final accounting for FY19 is completed.

The major expenditure in the budget 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:

- Accounting position to be filled in the second quarter of FY20. This position is part of the plan for succession and to ensure full compliance with additional accounting and administrative requirements.
- Planning position to enable WFRC to maintain and enhance its analytical, GIS and modeling capacity, in anticipation of some staff turnover in FY20.

- Transportation and Land Use Connection (TLC) program position to be filled in the third quarter of FY20. This position is paid for with additional federal Surface Transportation Program (STP) funds awarded to our area.

The budget also includes an overall increase of five percent that functions as a cap for salary adjustments and benefit cost increases, including group health insurance.

Anticipated consultant contracts represent the second largest expenditure in the budget. The majority of consulting expenditures are for planning and technical assistance on Transportation and Land Use Connection (TLC) program projects funded with STP funds and by increasing contributions from several partner agencies. The footnotes to the budget provide detail of anticipated consulting contracts.

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.

All other expenditures were estimated based on past experience and anticipated changes. The footnotes to the budget provide additional detail on these costs.

Funding Sources:

Federal transportation funds continue to be WFRC's main source of revenue and are expected to increase modestly in FY20.

The draft FY20 budget adjusts the mix of federal Planning (PL) funds and federal Surface Transportation Planning (STP) funds.

- WFRC funds the majority of its operating costs using a mix of PL and STP funds. Those funds are apportioned each October at the beginning of the federal fiscal year.
- WFRC made the strategic financial decision many years ago to use PL funds apportioned in the previous federal fiscal year to fund our current year expenditures. This has the effect of creating a time-lag, so that WFRC always maintains a partial-year "unobligated" (i.e., available but not drawn-down) balance of PL funds.
- The rationale for maintaining this rolling unobligated balance of PL funds is so that any delays by federal government to fund transportation planning will allow WFRC to continue to operate for approximately six months without disruption until such time as new funding becomes available.

- This year, however, the Federal Highway Administration has advised WFRC that a possible rescission of unobligated PL funds is expected to occur at the end of September 2019.
- Therefore, staff is recommending that we modify the mix of federal funds used for the FY20 budget, to draw down all PL funds available, offset by a reduction of STP funds in the same amount. We would increase the PL draw-down by approximately \$1 million and reduce the STP draw-down by the same amount.
- This would be done with the plan that in the FY21 budget process this action would be reversed (drawing down less PL offset by additional STP funds) thereby restoring the balance.
- This change in the mix of funding does not increase overall revenue or expenditures.

The budget includes continuing funding from the Small Cities Community Development Block Grant (CDBG) program at \$50,000 a year and from the Economic Development Administration for the Wasatch Front Economic Development District (WFEDD) at \$70,000 a year.

For WFRC FY20 the local county contributions increase by 1.6%. Consistent with the policy established in the FY18 budget process, in WFRC FY20 the local county contributions are expected to increase by a factor representative of the change in the Consumer Price Index (CPI) averaged over the prior three completed WFRC fiscal years, July 1, 2015 through June 30, 2018. This projected increase supports the ongoing financial stability of the Council.

The state contribution remains level at \$140,000.

EXHIBITS:

Draft budget for FY20 and footnotes
Draft FY20 UPWP Summary

RECOMMENDATION AND MOTION:

The WFRC Budget Committee recommends that the Council approve the draft FY20 budget and UPWP.

CONTACT INFORMATION:

Loveit Baumgardner, (801) 363-4230 x 1102
Wayne Bennion, (801) 363-4230 x 1112
Andrew Gruber, (801) 824-0055

Draft
Wasatch Front Regional Council FY 2020 Budget

Source of Funds

	FY 2018	FY 2019	FY 2020		
	Actual	Estimated	Proposed		
Federal Sources:					
Federal Highway Administration - PL	2,222,725	2,432,340	3,862,041	59%	1
Federal Highway Administration - STP	766,622	2,420,956	1,085,607	-55%	2
Federal Transit Administration	644,923	652,734	652,734	0%	3
Dept. of Housing and Urban Development	49,940	50,000	50,000	0%	
Economic Development Administration	70,000	70,000	70,000	0%	
Total Federal Sources	3,754,210	5,626,030	5,720,382	2%	
State Sources:					
Utah GOMB (CPG match)	140,000	140,000	140,000	0%	
Community Impact Board	2,000	2,000	2,000	0%	
UDOT - TLC	234,634	365,366	303,300	-17%	4
UDOT - Model Development	70,602	72,000	122,000	69%	5
UDOT - Morgan RPO	9,395	20,000	15,000	-25%	6
Total State Sources	456,631	599,366	582,300	-3%	
Local Sources:					
Dedicated Project Funds	539,167	1,058,015	659,900	-38%	7
UTA - TLC	74,461	185,180	150,000	-19%	4
UTA - Model Development	0	0	35,000	100%	5
UTA - Transit Sales Tax	152,798	160,684	160,684	0%	8
Local Contribution	201,877	308,015	312,943	1.6%	9
Total Local Sources	968,303	1,711,894	1,318,527	-23%	
TOTAL SOURCES	5,179,144	7,937,290	7,621,209	-4%	

Draft
Wasatch Front Regional Council FY 2020 Budget

Expenditure by Function

Expenditure	FY 2018	FY 2019	FY 2020		
	Actual	Estimated	Proposed		
Salaries/Employee Benefits	3,290,862	3,807,097	4,381,640	15%	10
Contractual	1,400,837	2,412,313	2,340,837	-3%	11
Audit and Accounting	16,377	18,000	20,000	11%	12
Building Operation/R & M	55,575	32,419	0	-100%	13
Dues & Subscriptions	14,762	26,383	20,100	-24%	14
Equipment Depreciation	28,424	81,409	111,884	37%	15
Equipment Maintenance	19,424	19,000	20,000	5%	
Insurance	16,499	16,789	12,000	-29%	16
Legal	19,810	25,278	10,000	-60%	17
Printing and Publication	8,497	10,403	10,950	5%	
Rent	105,702	356,340	411,839	16%	18
Supplies/Software & Licenses	63,840	89,676	94,000	5%	
Telephone/Data	34,918	36,100	38,000	5%	
Training	40,987	54,000	56,700	5%	
Travel	62,630	54,739	57,500	5%	
Total Expenditures	5,179,144	7,039,945	7,585,451	8%	
Amounts expected to carry into next FY	0	897,345	35,758	-96%	19
TOTAL	5,179,144	7,937,290	7,621,209	-4%	

Draft
Wasatch Front Regional Council FY 2020 Budget

Expenditure by Program

Program	FY 2018	FY 2019	FY 2020		
	Actual	Estimated	Proposed		
Consolidated Transportation Planning Grant	3,213,610	4,405,488	4,923,718	12%	20
Transportation & Land Use Connection	1,450,105	2,763,593	1,955,500	-29%	21
Economic Development	140,000	140,000	140,000	0%	
Local Government Service	10,142	190,297	38,121	-80%	22
UTA Project Support	109,739	117,171	82,170	-30%	23
Model Development	123,219	149,700	234,700	57%	24
Legislative Consulting	50,000	50,000	90,000	80%	25
CDBG - Tooele	49,940	50,000	50,000	0%	
Mobility Management	2,897	10,000	10,000	0%	
Tooele Valley RPO	6,820	10,000	10,000	0%	
Morgan RPO	9,395	30,000	25,000	-17%	6
Community Impact Board	2,000	2,000	2,000	0%	
Davis County Prop 1 Assistance	10,000	0	10,000	100%	
WC2050 Consortium	0	0	50,000	100%	26
GPI Decision Support	1,277	480	0	-100%	27
Oquirrh Connection	0	18,561	0	-100%	27
TOTAL EXPENDITURES	5,179,144	7,937,290	7,621,209	-4%	

**Draft
Wasatch Front Regional Council FY 2020 Budget**

Local Contributions

County	FY 2018	FY 2019	FY 2020		
	Actual	Estimated	Proposed		
Box Elder, 1 voting member	12,533	12,658	12,911	1.6%	9
Davis, 4 voting members	66,842	67,510	68,861	1.6%	9
Morgan, 1 voting member	12,533	12,658	12,911	1.6%	9
Salt Lake, 8 voting members	133,682	135,019	137,719	1.6%	9
Tooele, 1 voting member	12,533	12,658	12,911	1.6%	9
Weber, 4 voting members	66,842	67,510	68,861	1.6%	9
TOTAL	304,965	308,015	312,943	1.6%	9

Draft
Wasatch Front Regional Council FY 2020 Budget

General Fund

	FY 2018	FY 2019	FY 2020	
	Actual	Estimated	Proposed	
Revenue				
Federal Sources	0	0	0	0%
State Sources	0	0	0	0%
Local Sources	0	0	0	0%
Other	200,030			
Interest	12,941	12,445	12,500	0%
Total revenue	<u>212,971</u>	<u>12,445</u>	<u>12,500</u>	
Expenditures				
Administration	1,585	3,636	3,600	-1%
Capital outlay	16,032	290,000	0	-100% 28
Total expenditures	<u>17,617</u>	<u>293,636</u>	<u>3,600</u>	
Excess of revenue over expenditures (usage of fund balance)	195,354	-281,191	8,900	
Other sources				
Transfers in	52,521	0	0	
Transfers out	<u> </u>	<u> </u>	<u>0</u>	
Net change in fund balance	247,875	-281,191	8,900	

Special Projects Fund

	FY 2018	FY 2019	FY 2020	
	Actual	Estimated	Proposed	
Revenue				
Federal Sources	3,877,430	5,626,030	5,720,382	2% 28
State Sources	386,029	599,366	582,300	-3% 28
Local Sources	915,656	1,711,894	1,318,527	-23% 28
Other	30,129	0	0	0%
Total revenue	<u>5,209,244</u>	<u>7,937,290</u>	<u>7,621,209</u>	
Expenditures				
Capital outlay	0	85,000	45,000	-47% 28
Planning	4,964,569	7,937,290	7,621,209	-4%
Total expenditures	<u>4,964,569</u>	<u>7,937,290</u>	<u>7,621,209</u>	
Excess of revenue over expenditures (usage of fund balance)	244,675	0	0	
Other sources				
Transfers in	0	0	0	
Transfers out	<u>52,521</u>	<u>0</u>	<u>0</u>	
Net change in fund balance	192,154	0	0	

Draft FY20 Budget Footnotes

1. The increase in Federal Highway Administration PL funds from FY18 to FY19 is due to consulting contracts that were in process but not completed by the end of FY18 and were carried forward to FY19. The increase from FY19 to FY20 reflects amounts needed for ongoing efforts funded with federal PL funds and includes funding for staffing adjustments detailed in footnote 10. Also, for FY20, in order to avoid WFRC losing funds due to the possible future rescission of federal PL funding, the budget draws down an additional \$1M in PL funding – representing all available FHWA PL funding – in exchange for drawing down \$1M less in FHWA Surface Transportation Planning (STP) funds.
2. The increase in Federal Highway Administration Surface Transportation Planning (STP) funds from FY18 to FY19 reflects Transportation and Land Use Connection (TLC) program projects that were in process but not completed by the end of FY18 and were carried forward to FY19. The FY20 budget reflects a 3% increase in STP funds used for transportation planning. It also includes an additional \$150,000 for TLC projects and \$30,000 for lease expenses associated with the new office space consistent with additional STP funds awarded to our region as a result of the federal FAST Act and federal budget, as previously discussed with and directed by the Budget Committee and the Council. It is anticipated that an adjustment to STP funds will be made in October 2019 to reflect FY19 projects not completed by the end of FY19 to be carried forward to FY20. See footnote 1 for explanation of possible federal funding rescissions as it applies to FY20 STP funding.
3. Federal Transit Administration funding includes \$642,734 in funds for the Consolidated Planning Grant (CPG) program and \$10,000 for Mobility Management.
4. Utah Department of Transportation (UDOT) and Utah Transit Authority (UTA) provide funding for the TLC program. This budget shows an increase of 3% for UDOT contributions and increased contributions from UTA according to their agreement with WFRC. The variance from year-to-year reflects ongoing TLC projects that do not complete before the end of a fiscal year and are carried forward to the next fiscal year. It is anticipated that an adjustment will be made in October 2019 that will reflect these ongoing projects.
5. The increase in UDOT and UTA Model Development from FY19 to FY20 reflects additional model development contractual expenses for data resource consulting, bike prioritization model development, and mode choice model update. WFRC, MAG, UDOT and UTA collaborate on travel demand model and real estate market model development activities.
6. The Morgan RPO program includes \$15,000 per calendar year from UDOT. The initial phase of this project is nearing completion and this budget shows a corresponding decrease in funding for the project. FY18 reflects one-half year of expenses as the program was initiated mid-year FY18.
7. FY19 Dedicated Project Funds include:
 - a. \$10,000 – Tooele Valley RPO
 - b. \$50,000 – Wasatch Choice 2050 Consortium sponsorships
 - c. \$77,700 – Model Development (MAG)
 - d. \$10,000 – Local funds for Morgan RPO
 - e. \$211,000 – Salt Lake County for TLC program
 - f. \$300,000 – Local match for TLC awarded projects

g. \$10,000 – Davis County “Prop 1” assistance

The increase from FY18 to FY19 reflects projects that were in process but not completed by the end of FY18 and were carried forward to FY19. A similar adjustment is anticipated in October 2019 for FY19 projects to be carried forward to FY20.

8. WFRC receives Transit Sales Tax that is used to match the Consolidated Planning Grant and for other transit-related planning. This line item amount reflects 20% of the FTA 5303 portion of the CPG by agreement with Utah Transit Authority. These funds are used to match federal CPG funds and also to support transit-related work.
9. Consistent with the approach established by the Council during the FY18 budget process, the FY20 budget includes a 1.6% increase in local contributions. This increase represents a three-year average of the change in Consumer Price Index as measured from July 2015 through June 2018.
10. In FY18 actual expenditures were lower than anticipated due to several staff vacancies that were filled toward the end of the fiscal year. The Salaries/Benefits cost estimated for FY19 reflect several positions that experienced a temporary voluntary reduction in hours and new staff that was hired later in the fiscal year than originally anticipated causing the amount to be lower than was anticipated. The FY20 budget assumes: 1) full staffing for the existing 29 positions; 2) the addition of a new accounting employee to be hired in the second quarter of FY20 as part of the plan for succession and for ensuring full compliance with additional accounting and administrative requirements; 3) the addition of a new Transportation and Land Use Connection program employee paid for with additional STP funds awarded to our area as a result of the FAST Act and additional partner contributions; 4) the addition of a new planning employee to maintain and enhance analytical, planning, GIS and modeling capacity, in anticipation of some staff turnover in FY20; 5) a 5% overall increase that functions as a cap to be used for salary adjustments and increases in the cost of benefits, including group health insurance.
11. FY20 Contractual includes:
 - a. \$75,000 – RTP uncertainty scenarios study
 - b. \$50,000 – Planning/environmental linkage study
 - c. \$3,000 – Consortium for Scenario Planning
 - d. \$50,000 – Access to opportunity Graphical User Interface (GUI)
 - e. \$75,000 – Communications and public outreach
 - f. \$50,000 – Wasatch Choice 2050 Consortium event
 - g. \$90,000 – State and federal legislative consulting
 - h. \$130,000 – Planning studies undesignated
 - i. \$1,522,837– Transportation and Land Use Connection program
 - j. \$20,000 – Data resource consulting
 - k. \$80,000 – Bike prioritization model development
 - l. \$150,000 – Mode choice model update
 - m. \$25,000 – Estimating tool for bike facilities
 - n. \$20,000 – Unified Financial Plan update

The increase in contractual expense from FY18 to FY19 is due to projects in process that were not completed before the end of FY18 and were carried forward into FY19. This budget shows a decrease in contractual expense from FY19 to FY20, however it is anticipated that some projects will not be complete by the end of FY19 and will carry forward to FY20. The

adjustment to the budget for these projects to be carried forward will be made in October 2019 when the actual final amount becomes known, after close out of FY19.

12. The increase in Accounting and Audit fees reflects costs associated with additional personnel payroll processing costs.
13. All Building Operation/R&M costs are eliminated and replaced by the lease for the new office space. It is anticipated that the sale of the old office building will be completed prior to the end of FY19 and therefore there are no Building Operation/R&M expenses in FY20.
14. Dues and Subscriptions expense decreases as a result of the dissolution of the Western Regional Alliance of which WFRC has been a member in past fiscal years.
15. The increase in Equipment Depreciation is due to the cost of new furnishings and equipment for the new office space. Furniture is depreciated over 5 years and electronic equipment (computers and audio/visual equipment) is depreciated over 3 years in accordance with WFRC's Accounting and Administrative Policy.
16. Insurance expense decreases because WFRC will no longer need to insure the old office building. All operating costs are included in the rent for the new office space.
17. The decrease in Legal expense is due to the completion of the transactions for the sale of the old office building and the finalization of the lease on the new office space.
18. The increase in Rent reflects the full year of lease payments in FY20. The FY19 budget included a partial year in the new office. The increases in rent cost have been anticipated and carefully planned for several years, using a small portion of increased federal funding under the FAST Act, pursuant to discussion with and approval of the WFRC Budget Committee and Council. The lease is "full service" and includes base rent, amortized tenant improvements, building operations, and common area maintenance.
19. Amounts expected to carry forward into the next fiscal year reflect ongoing projects that are fully budgeted in the current fiscal year and are expected to be completed in the following fiscal year. These amounts will be adjusted in October when the final accounting for FY19 is completed and the on-going projects in process are carried forward into the next fiscal year.
20. The increase from FY18 to FY19 includes projects that were not completed before the end of FY18 and were carried forward to FY19. It also includes staffing adjustments and consulting assistance related to the current Regional Transportation Plan (RTP) update. The increase from FY19 to FY20 includes staffing adjustments for accounting functions and to maintain and enhance planning, GIS, analytics and modeling capacity, and the use of specialized consultants related to the RTP and Unified Transportation Plan development.
21. FY19 included Transportation and Land Use Connection projects that were in process at the end of FY18 but not completed prior to fiscal year end and were carried forward into FY19. It also included an expanded list of projects funded by an increase in federal STP funds and an increase in contributions from partner agencies and local community matching funds. Many of these projects will not be completed prior to fiscal year FY19 and will carry forward to FY20. A final amendment to the FY19 budget will be made in October 2019 after close out of FY19 to reflect these ongoing projects that are expected to be completed in FY20.

22. Local Government Service uses funds from local contributions for expenditures that do not qualify for other funding. For example, planning projects in non-urbanized areas do not qualify for the federal planning dollars WFRC receives and WFRC may use these funds for that work. In FY19, the Council used reserved local contributions for capital outlay to purchase furnishings and equipment for the new office space. These funds for capital outlay were recorded as a one-time local contribution to the General Fund in FY19. In FY20, those local funds are budgeted for local project support.
23. UTA provides transit sales tax funds that are used to support transit-related work. Some of these funds are used to match federal CPG funding. The amount shown in this line item is the amount not applied to CPG match and is used for transit related work.
24. The increase in the Model Development program reflects additional model development contractual expenses for data resource consulting, bike prioritization model development, and mode choice model update. WFRC, MAG, UDOT and UTA collaborate on travel demand model and real estate market model development activities.
25. The increase in Legislative Consulting includes the potential addition of a consultant to assist with federal legislative matters, given the upcoming federal transportation legislation reauthorization.
26. The FY20 budget assumes that WFRC will host the next Wasatch Choice Consortium event. Funds to support the next event are anticipated to come from sponsorships and be reflected as revenue and as expenditures.
27. The FY20 Budget anticipates that the GPI Decision Support and Oquirrh Connection projects will be completed in FY19.
28. The budget is prepared on a program or grant level. The final page of the budget table shows changes at the Fund level. The General Fund includes administrative activities that are not associated with the planning programs. The Special Projects Fund includes all programs (grants) and other activities.

In FY19 the Council used \$290,000 previously reserved from the General Fund and an additional \$85,000 from the Special Projects Fund for capital outlay to furnish and equip the new office space. In FY20 the capital outlay shown in Special Projects Fund is for routine replacement of electronic and other equipment. The revenue and expenditures shown in the Special Projects Fund are a direct reflection of the budget as prepared on the program or grant level.

**SUMMARY OF
DRAFT FY 2020 UNIFIED PLANNING WORK PROGRAM
Ogden-Layton and Salt Lake-West Valley Urbanized Areas**

A. ADMINISTRATION AND COORDINATION

A.1 WASATCH FRONT REGIONAL COUNCIL

OBJECTIVES:

To provide work program and personnel management, interagency coordination, and financial management and control.

To provide administrative support.

ANTICIPATED PRODUCTS:

- Self-certification of the Transportation Planning Process
- Regular meetings of the Wasatch Front Regional Council (WFRC) and its advisory committees and documentation of those meetings
- Coordination with partner agencies, including Mountainland Association of Governments, Utah Transit Authority (UTA), Utah Department of Transportation (UDOT), State Division of Air Quality (DAQ), other MPOs, Utah League of Cities and Towns, Utah Association of Counties, Chambers of Commerce, Envision Utah, Governor's Office of Management and Budget, and others
- Monthly Financial Reports
- Annual Audit
- Annual Contract between WFRC and UDOT, WFRC and UTA
- End of year Unified Planning Work Program (UPWP) completion report
- FY 2020 UPWP and budget amendments
- FY 2021 Unified Planning Work Program and budget

A.2 UTAH DEPARTMENT OF TRANSPORTATION

OBJECTIVE:

To coordinate with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), DAQ, UTA, and WFRC in managing the Salt Lake-West Valley and Ogden-Layton Area transportation planning process.

ANTICIPATED PRODUCTS:

- Review of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) developed by the WFRC to provide coordination with statewide transportation plans and programs.

- Monitor WFRC's expenditures of Planning (PL), Surface Transportation Program (STP) and FTA Section 5303 funds, which are deposited into the Consolidated Planning Grant (CPG). Assist WFRC in completing the 2019 FY Federal Aid Agreement for the MPO Area.
- Participation in Technical Advisory Committee, Trans Com, Regional Growth Committee, and WFRC Council meetings.
- Assistance to the WFRC in developing the FY 2020 UPWP
- UDOT will assign a single, principal point of contact to help WFRC manage and administer the Transportation and Land Use Connection Program Partnership.
- Assistance to WFRC in interpreting and complying with updated air quality rules and regulations.
- Review of requests to revise the Functionally Classified Highway System and update the Functional Classification maps.
- Assistance to WFRC in completing special studies within the planning area. These studies may include coordinating travel demand modeling, joint corridor planning, preparing air quality studies or reports, economic development planning, Geographic Information Systems (GIS) analysis, performance measures, and others.
- Coordination of the completion of the Congestion Mitigation Air Quality (CMAQ) annual reporting to FHWA.
- Coordinate the development and implementation of State and MPO CMAQ Performance Plans and establish both 2-yr and 4-yr targets for the on-road source emissions measure.
- Work with WFRC to implement corridor plans that include local communities' transportation solutions.
- Coordinate the implementation of legislative directives for transportation products between UDOT and UTA and Local entities.
- Other collaboration that may benefit the residents of the region.

A.3 UTAH TRANSIT AUTHORITY

OBJECTIVE:

To coordinate transit planning with the Wasatch Front Regional Council, UDOT, cities, counties, FTA, FHWA, DAQ and other stakeholders throughout the Utah Transit Authority service area.

ANTICIPATED PRODUCTS:

- Annual Grants Status Report
- Interlocal Cooperative Agreements
- Grant Applications
- Grants Management Committee Recommendations
- FTA 5310 Program Management Plan
- Documentation for Audits
- FTA Annual Certifications and Assurances
- Title VI Report
- Project Concept Reports for CMAQ, STP and TAP
- Dissemination of Grant Opportunities Information

- Collection and Distribution of Grants Financial Information
- Participation in Technical and Other Planning Meetings
- National Transit Database (NTD) Data Collection and Reports

B. TRANSIT PLANNING

B.1 UTA TRANSIT PLANNING

OBJECTIVES:

To provide effective transit services within available resources.

To actively participate in transportation studies, community developments and master plan efforts to incorporate transit elements.

To improve multi-modal transportation options for the region in cooperation with WFRC, UDOT, airports and other stakeholders.

To promote and implement technology that will enhance transit service.

To plan and implement safety and security measures to increase comfort levels of current and future customers.

To work with key agencies for more effective use of transportation resources that will serve persons with disabilities and other transportation disadvantaged persons in the service area.

To promote ridesharing, telecommuting, flextime, bicycling, walking and discount programs to encourage more efficient use of the transportation system.

To encourage and work with stakeholders on transit-oriented developments and more transit-supportive land use.

ANTICIPATED PRODUCTS:

- Service Standards
- Transit Financial Plan (TFP)/Equity Analysis
- Bus Stop Master Plan
- Intelligent Transportation Systems (ITS)/Technology Plan
- Transit Oriented Development (TOD)/Station Area Planning
- Active Transportation Planning
- Emergency Preparedness Planning
- Safety Planning
- Rideshare Program Planning
- Special Services/American Disability Act (ADA) Planning
- Regional Air Quality Initiatives
- Asset Management Planning for State of Good Repair Initiatives
- Environmental Sustainability

- Travel Demand and TBEST Modeling

B.2 MOBILITY MANAGEMENT

OBJECTIVES:

To identify opportunities for and increase coordination of transportation services for transportation disadvantaged populations in order to increase efficiency and equity.

To actively engage in outreach to persons who are at a transportation disadvantage including seniors, persons with disabilities, persons with low income, and veterans, and to those agencies that perform work on their behalf.

To increase coordination between human service transportation providers through technology and policy initiatives in order to maximize the transportation options available to transportation disadvantaged populations.

ANTICIPATED PRODUCTS:

- Sustainable and active Mobility Councils in Davis, Tooele, Salt Lake, Utah, and Weber counties to improve outreach and provide guidance on implementing local projects
- Expanded use of UtahRideLink, the regional One Call – One Click trip scheduling website
- Expanded Volunteer Driver Programs in Weber, Davis and Utah counties
- Expanded functionality and deployment of RidePilot, the no-cost scheduling, dispatch, and grant reporting software for regional human services transportation providers
- Coordination with Bear River Association of Governments mobility management in Box Elder County
- Ongoing outreach to underrepresented populations
- Integration of the updated Coordinated Human Services Transportation Plans for Davis, Salt Lake, Tooele, Utah, and Weber counties into the Regional Transportation Plans.

C. LONG RANGE PLANNING

C.1 REGIONAL TRANSPORTATION PLAN

OBJECTIVES:

To further communication and next steps to implementation of the WC2050 Vision.

To continue coordination, communications, and implementation efforts for Utah's Unified Transportation Plan: 2019-2050.

To continue to cooperate and coordinate with Utah's other three MPOs, FHWA, FTA, UDOT, UTA, local governments, and other interested agencies and stakeholders for the update of the Wasatch Choice 2050 (WC2050) and the update and development of the WFRC Regional Transportation Plan: 2023-2050 (2023-2050 RTP) and Utah's Unified Transportation Plan 2023-2050.

To continue to develop and refine the WFRC's regional transportation planning process to ensure that the Wasatch Choice Vision is incorporated into the overall 2023-2050 RTP process with local communities, transportation partners, and stakeholders

To use identified RTP performance measures to evaluate how well planned improvements in the 2023-2050 RTP are meeting the adopted WC2050 Regional Goals.

To plan for transportation while understanding the effects of and impacts upon land use and regional development patterns.

To review, discuss, and incorporate all existing and new federal requirements found in national surface transportation authorization legislation (FAST Act and its successor).

To increase active transportation emphasis in the 2023-2050 RTP.

To be responsive to local community and transportation partner requests for amendments to the 2019-2050 RTP.

ANTICIPATED PRODUCTS:

- A revised brochure summarizing the Wasatch Choice for 2050 Vision and the 2019-2050 RTP.
- A new Utah's Unified Transportation Plan 2019-2050, coordinated among Utah's four MPOs, FHWA, UDOT, UTA, and other interested agencies.
- Amendments to the 2019-2050 RTP.

C.2 GROWTH PLANNING

OBJECTIVES:

To identify, evaluate, and address issues and concerns associated with growth throughout the Wasatch Front Region.

To provide greater integration, cooperation, and coordination between municipal, township, and county transportation, land use and economic development planning / implementation efforts and the WFRC transportation planning / programming process.

To continue to promote awareness of regional and long-term issues and solutions related to the WFRC adopted Regional Goals and the Wasatch Choice 2050 Vision.

To reduce growth in transportation demand by enabling and encouraging growth patterns that have lower per capita transportation demands.

To identify priority transportation corridors for which corridor preservation activities are needed, participate in UDOT's (Revolving Loan Fund) Corridor Preservation Advisory Council and Local Corridor Preservation Fund processes, and assist local governments with corridor preservation tools and implementation of corridor preservation measures.

ANTICIPATED PRODUCTS:

- Incorporation of overall growth projections, concerns, and solutions into the region's transportation planning and programming processes
- Coordination of local growth plans with regional infrastructure in the Wasatch Choice 2050 Vision
- Assistance to local governments in preserving transportation corridors
- Incorporation of the green infrastructure and critical lands considerations into the Wasatch Choice for 2050 Vision, and the 2019 – 2050 Regional Transportation Plan.

C.3 LOCAL GOVERNMENT PLANNING SUPPORT

OBJECTIVES:

To provide support to cities, counties, and other planning agencies as they consider incorporating the Regional Growth Principles and the Wasatch Choice for 2050 Vision into their plans.

To support local planning efforts that shape development encouraging alternative modes of transportation, producing less travel demand, and furthering the Wasatch Choice for 2050 Growth Principles.

To support utilization of implementation planning tools, such as ET+, for local governments, other planning agencies, and the development community by which they can improve growth planning.

To provide assistance to local governments in the areas of general planning and specialized planning studies.

ANTICIPATED PRODUCTS:

- The Transportation and Land Use Connection, a program developed to support local governments in creating desired and livable communities, and in coordinating their land use plans with existing or planned regional transportation
- Planning assistance and coordination

D. SHORT RANGE PLANNING AND PROGRAMMING

D.1 TRANSPORTATION MANAGEMENT SYSTEMS

OBJECTIVES:

To develop, maintain and improve a congestion management process for the Salt Lake-West Valley and Ogden-Layton Urbanized Areas that is integrated with the urban transportation planning process.

To continue partnerships with UDOT, UTA, cities and counties regarding expansion of both transportation demand management and transportation system management programs including Intelligent Transportation Systems (ITS) technologies. Part of this effort will include working with the TravelWise and UTA Rideshare programs.

To incorporate safety into the urban transportation planning process through emphasis at all levels of planning and programming.

ANTICIPATED PRODUCTS:

- A Congestion Management Process (CMP)
- Annual CMP Report
- Promotion of Transportation Demand Management (TDM) and Transportation System Management (TSM) strategies
- Incorporation of UDOT's Pavement and Bridge Management System results in the Transportation Improvement Program (TIP)
- Incorporation of Safety Improvements in the TIP

D.2 PLAN REFINEMENT AND SPECIAL STUDIES

OBJECTIVES:

To analyze and recommend long-term policies and short to medium range actions for implementation of the Regional Transportation Plan.

To conduct special studies of highway and transit systems as they relate to the Regional Transportation Plan and UTA, UDOT or local plans and projects.

To develop complete street standards and tools so that future road projects more fully consider non-auto modes and plans in their design.

ANTICIPATED PRODUCTS:

- Tooele Valley Transit Feasibility Study
- Service Choices Study
- TOD System Analysis
- Future of TRAX Study
- Box Elder-Cache-Weber Transit Analysis

- Station Access Design Guidelines
- Park & Ride Master Plan Update
- Fiscal Impacts Tool Development
- Utah Parking Modernization
- Joint Projects Studies
- Other Planning Studies

D.3 TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVES:

To develop a financially constrained Transportation Improvement Program (TIP) that covers a broad range of transportation improvements and conforms with the State Implementation Plan for air quality (SIP).

To prepare and maintain the urban Surface Transportation Program, the Congestion Mitigation Air Quality Program, and the Transportation Alternatives Program for the Salt Lake/ West Valley and the Ogden/ Layton Urbanized Areas.

ANTICIPATED PRODUCTS:

- An evaluation process that will help coordinate the implementation of the Regional Transportation Plan (RTP) for highways, transit, and bicycles, meet the short range needs of the area, and provide for the maintenance of the existing transportation system
- Surface Transportation Program (STP), Congestion Mitigation/ Air Quality (CMAQ) program, and Transportation Alternatives Program (TAP)
- A six-year Transportation Improvement Program containing highway, transit, and other modal projects programmed for the region
- Status reports of STP, CMAQ, and TAP projects
- Support for project implementation and completion
- Listings of obligations of federal highway and transit funds for fiscal year 2019

E. PROJECT COORDINATION AND SUPPORT

E.1 UDOT ENVIRONMENTAL STUDIES

OBJECTIVES:

To accomplish environmental analysis requirements for federal approval of regional highway facilities.

To provide technical support to environmental studies and ensure that planning work is considered in them. WFRC will also provide general support to these projects through other elements of the UPWP.

ANTICIPATED PRODUCTS:

- Little Cottonwood Canyon Environmental Impact Statement (EIS)
- I-80/ I-215 Parley's Interchange Environmental Impact Statement (EIS)
- Other Environmental Studies

E.2 UTA ENVIRONMENTAL STUDIES

OBJECTIVES:

To accomplish environmental analysis requirements for federal approval of regional transit facilities.

To provide technical support to environmental studies and ensure that planning work is considered in them. WFRC will also provide general support to these projects through other elements of the UPWP.

ANTICIPATED PRODUCTS:

- Davis - Salt Lake City Community Connector EA or CatEx
- Blue Line Alternatives Analysis
- Other Environmental Studies

F. TRAVEL FORECASTING

OBJECTIVES:

To develop and maintain the Wasatch Front Travel Demand Model (WF TDM) and Real Estate Market Model (REMM), along with their associated input data, for regional planning applications. Work will begin toward a two-year cycle of further model development of the WF TDM (forthcoming v8.4) and REMM (forthcoming v1.1) with completion targeted for June of 2021.

To support internal and external application of the WF TDM and REMM models for studies and projects throughout the region, including providing training opportunities to transportation agency staff and private sector consultants.

To increase the consistency and transparency of model-related tools and their use.

To increase coordination and team building in the modeling community.

To continue best practices in model development and application given available resources.

ANTICIPATED PRODUCTS:

- Continued stakeholder engagement in modeling decisions through the existing Interagency Model Policy Committee and Interagency Model Technical Committee
- Updated free flow speed and volume delay functions for WF TDM v8.4
- Updated Mode Choice Model for forthcoming WF TDM v8.4
- Development of a WF Bike Model and methodology for integration with WF TDM v8.4
- Tooele Valley travel demand model update
- Enhancements for WF TDM v8.4 that improve the model's sensitivity to the built environment, handling of external trips, non-home-based work trips, and future school locations and their associated travel
- Peer review of REMM 1.0 model structure, input data, and results
- Updated general plan layer, add Brigham City, Perry, and Willard area to REMM model space
- Update of 2018 intermediary year input datasets and integration of this data and other regionally significant development using REMM's 'pipeline projects' capability
- Continued automation of model output into formats that support visual assessment, mapping and calculation of performance measures
- Furthered understanding of the REMM developer module's ability to allocate development incrementally
- Unconstrained county-wide job and household projections shared to Gardner Policy Institute (GPI) to inform their update of county-wide control numbers that guide REMM forecast analysis
- Enhanced understanding of the REMM model behavior when maximum capacity is assumed
- Incremental improvements to the REMM model structure and coefficients
- Further exploration of cloud computing for scalable REMM and TDM operation
- Technical support for TDM and REMM model application and various transportation projects

G. TECHNICAL SUPPORT AND SERVICES

G.1 AIR QUALITY ANALYSIS AND COORDINATION

OBJECTIVES:

To coordinate transportation plans at the system and project level with the goals, policies, and specific actions of the Statewide Implementation Plan (SIP) for air quality.

To identify and help implement strategies for improving air quality in the region.

ANTICIPATED PRODUCTS:

- Conformity determination for the TIP, RTP, and any amendments
- Technical support for air quality analysis
- Regular meetings of the Interagency Consultation Team

- Coordination with DAQ, UDOT, UTA, MAG, Cache MPO, EPA, FTA and FHWA regarding air quality issues
- Air quality performance measures and reporting
- Support to DAQ for PM_{2.5} and Ozone SIP Development
- Transportation Control Measures as needed

G.2 SOCIOECONOMIC AND TRANSPORTATION DATA

OBJECTIVES:

To develop, verify and maintain socioeconomic estimate and forecast data at the county, place, and TAZ levels.

To collect detailed input data for the development and enhancement of the regional travel and land use models.

To maintain various other databases that support the Regional Travel Demand Model, the regional Real Estate Market Model (REMM), and studies/plans prepared by WFRC and others, including, but not limited to, existing and historical socioeconomic and transportation data.

To perform analysis to assist regional planning efforts, such as the Wasatch Choice 2050 Vision, the Regional Transportation Plan, and the Transportation Improvement Program.

To coordinate with and otherwise assist the US Census Bureau with communications, analysis, and development/distribution of data resources so as to best position Utah for a complete count and best quality data products resulting from the 2020 Census.

To collect, process, and analyze highway, transit, and active transportation data.

ANTICIPATED PRODUCTS:

- Annual socioeconomic estimates
- Analysis of socioeconomic data and forecasts
- Input to short and long-range planning studies
- Continually updated REMM base data set
- Speed data and analysis
- Traffic volume data, including but not limited to, annual statistics, containing adjusted counts from permanent recorders and coverage stations
- Transit ridership, park and ride lot usage, and other data
- Verification of changes to census statistical boundaries

G.3 GIS AND DATABASE MANAGEMENT

OBJECTIVES:

To expand the database and mapping capabilities of the agency to better accommodate the collection, use, and presentation of spatial data and information in transportation and land use planning.

To maintain a reliable, up-to-date inventory of authoritative spatial datasets, reducing internal and external data redundancy.

To empower GIS users to more easily retrieve data and create maps for analysis and decision-making support.

To promote visualization of geographic information using interactive web map applications.

ANTICIPATED PRODUCTS:

- Geospatial datasets, spatial analysis, and maps in support of the Wasatch Choice Vision, Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and Transportation Land Use Connection (TLC) goals and activities
- Authoritative geospatial datasets that are appropriately accessible to both internal and external clients via local and web connections
- Technical documentation/metadata for authoritative geospatial datasets
- Performance metrics derived from GIS and analysis of the travel demand model (TDM) and Real Estate Market Model (REMM) land use model
- GIS map layers, interactive web maps, and web services depicting mobility, access to opportunity, and other results from TDM and REMM
- A data management inventory, repository, and best practices guidance document for management of WFRC spatial data

G.4 TECHNICAL SUPPORT TO LOCAL GOVERNMENTS

OBJECTIVES:

To provide assistance to state and local agencies, as well as the public in developing projects, plans, and programs which are part of or relate to the transportation system.

ANTICIPATED PRODUCTS:

- Assistance and information to local governments and others

G.5 TOOELE VALLEY RURAL PLANNING ORGANIZATION

OBJECTIVES:

To work with local governments, UDOT and UTA to provide a structured transportation planning process for Tooele Valley.

To refine the Tooele Valley Regional Long-Range Transportation Plan and advance transportation priorities for Tooele Valley.

To provide a public involvement process.

ANTICIPATED PRODUCTS:

- Refinements to the Tooele Valley Regional Long-Range Transportation Plan
- Updated priorities for consideration in the STIP
- A public involvement process

G.6 MORGAN COUNTY-OGDEN VALLEY RURAL PLANNING ORGANIZATION

OBJECTIVES:

To work with local governments and UDOT to provide a structured transportation planning process for Morgan County and Ogden Valley.

To refine a Morgan County-Ogden Valley Regional Long Range Transportation Plan and advance transportation priorities for Morgan County and Ogden Valley.

To provide a public involvement process.

ANTICIPATED PRODUCTS:

- Refinements to the Morgan County and Ogden Valley Regional Long Range Transportation Plan
- Updated priorities for consideration in the STIP
- A public involvement process

H. PUBLIC INVOLVEMENT

OBJECTIVES:

To provide early, on-going, and two-way communication with stakeholder groups, elected and appointed government officials, other government agencies, and private citizens regarding Wasatch Front Regional Council (WFRC) projects, plans, studies, and processes.

To provide forums in which this communication takes place, via public events, written communication, email campaigns, website pages, social media posts, online interactive

maps and/or visualization tools, and other methods. To be performed in coordination with the Utah Department of Transportation (UDOT), Mountainland Association of Governments (MAG), Utah Transit Authority (UTA), Envision Utah, and local governments, to ensure that the public is well informed about the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Wasatch Choice 2050 (WC2050) Vision, Transportation and Land Use Connection (TLC) program, Wasatch Front Economic Development District (WFEDD), and other plans and programs.

To comply with the public involvement provisions of the Fixing America's Surface Transportation (FAST) Act federal legislation and the requirements of Title VI for inclusionary efforts for the transportation disadvantaged and those with limited English proficiency.

ANTICIPATED PRODUCTS:

- Public events, including:
 - Online and/or in-person open houses;
 - WC2050 event or similar combined event;
 - RTP and TIP processes;
 - Project-specific public events, many of which will be held in conjunction with other public agencies, including UDOT, UTA, etc.
- Communications content, in both English and Spanish formats;
- Email campaigns;
- Website pages;
- Social media posts;
- Online interactive maps and/or visualization tools; maintenance and use of a stakeholders email distribution list, which currently includes over 3,500 contacts;
- General and program-specific brochures and report cards;
- Speaking engagements at chambers of commerce, and university and college classes, as well as senior, community, environmental, vulnerable community, minority, and disadvantaged groups, etc.;
- Briefings to the news media;
- Publication of RTP and TIP public open houses and/or comment periods in local and regional newspaper ads;
- Visits with environmental justice and other special interest groups, as well as the natural resource agency to receive input on RTP development;
- Presentations to the legislature;
- Distribution of the statewide Utah's Unified Transportation Plan; and
- Documentation of all public involvement efforts

I. COMMUNITY DEVELOPMENT

I.1 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

OBJECTIVES:

To assist in the development of viable urban communities by providing decent housing and a suitable living environment, principally for persons of low and moderate income.

To provide data, planning, technical assistance, management, and other information and services through the Small Cities CDBG Program of the Wasatch Front Region within Morgan, Tooele, and Weber Counties, excluding Ogden City.

ANTICIPATED PRODUCTS:

Regionwide:

- Updated regional Consolidated Plan Annual Action Plan for the Wasatch Front Region
- Updated Rating and Ranking Criteria to comply with local and regional goals and priorities for funding
- Assistance to the Regional Review Committee for meetings, consolidated plan information and Rating and Ranking Criteria.
- Assistance to the State CDBG policy committee representative for the region in order to better facilitate representation of local interests with state agencies
- Assistance to the Councils of Governments from Morgan, Tooele and Weber Counties along with other local elected officials in order to familiarize and inform them of program requirements and responsibilities
- Technical assistance to any interested entity to ensure access and participation in the program. Assistance may be provided not only to municipalities, but also non-profit agencies, social service providers, local special service improvement districts, and other organizations
- Coordination between the State, as the program administrator, and each local entity (applicants) to ensure program awareness and compliance

Municipality:

- Assistance to jurisdictions in updating their capital improvement plans that prioritize needs and identify projects to help mitigate the needs
- Promotion of community and public service-related activities such as the Continuum of Care program, the State's Plan to End Chronic Homelessness, and planning for affordable housing

I.2 ECONOMIC DEVELOPMENT

OBJECTIVES:

To continue to administer the Economic Development District (EDD) in order to better support the region and remain eligible for funding from the U.S. Economic Development Administration (EDA)

To annually update the region's Comprehensive Economic Development Strategy (CEDS), a study that brings together public and private sectors to create an economic roadmap that strengthens regional economies

To integrate economic development plans, programs, and activities with the WFRC including the transportation planning process and Wasatch Choice for 2050 Vision

ANTICIPATED PRODUCTS:

- A Comprehensive Economic Development Strategy (CEDS)

DATE: May 9, 2019
AGENDA ITEM: 5
SUBJECT: Request for consideration of and input for WFRC's 2020 Goals
PREPARED BY: Andrew Gruber

BACKGROUND:

During the WFRC Budget Committee meeting, there will be a discussion about WFRC's organizational goals and priorities for FY2020 (July 1, 2019 - June 30, 2020). In preparation for that discussion, please review the current FY19 WFRC goals, included in the meeting materials. Staff requests your feedback on WFRC's activities in FY19, and how we might adjust the goals as we look ahead to the next year. With input from the Budget Committee, other elected Council leaders, and WFRC staff, we will develop draft FY20 goals and provide them to you for review, and then take those goals to the Council for approval at our meeting on May 23, along with the FY20 budget and Unified Planning Work Program.

EXHIBITS:

WFRC 2019 goals

RECOMMENDATION AND MOTION:

The WFRC Budget Committee requests suggestions and feedback for creating WFRC's FY20 goals, based on activities in 2019 and upcoming needs in 2020.

CONTACT INFORMATION:

Andrew Gruber, (801) 824-0055

Goals and Priorities

Collaboratively develop and implement the Wasatch Choice 2050 Vision for regional transportation, land use, and economic development.

- **Adopt the 2019-2050 Regional Transportation Plan (RTP)**, including the prioritization of road, transit, and active transportation projects by phase, financial constraints, and land use and development assumptions (adopt spring/summer 2019).
- **Develop the 2019-2050 Utah's Unified Transportation Plan**, in collaboration with transportation agency partners (adopt summer/fall 2019).
- **Develop the 2020-2025 Transportation Improvement Program (TIP)**, compiling prioritized road, transit, and active transportation projects (adopt summer 2019).
- **Adopt an updated regional Comprehensive Economic Development Strategy (CEDS)**, working through the Wasatch Front Economic Development District (WFEDD) (adopt spring 2019).
- **Implement Wasatch Choice 2050 Vision by providing resources and technical support to communities** through programs, including Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) Program, Transportation Alternatives Program (TAP), Community Development Block Grant (CDBG), and Transportation and Land Use Connection Program (TLC) (approve awards spring/summer 2019).
- **Refine the performance-based approach for WFRC plans and programs**, including measures, targets, progress monitoring, and reporting, based on the adopted Wasatch Choice 2050 goals.
 - » Enhance use of “access to opportunity” as a measure for planning and programming.

Advance transportation, land use, and economic development policy-making and projects.

- **Provide subject-matter expertise to federal, state, and local officials and policymakers** regarding transportation funding and policy, as well as related land use and economic development considerations. Promote approaches and outcomes that are consistent with WFRC's organizational mission, e.g., collaboration; multi-modal solutions; integration of transportation, land use, and economic development; and strong local and regional voice in decision-making. Key subject areas include the following.
 - » Impacts of growth on transportation and housing.
 - » Implementation of Senate Bill 136.
 - » Reauthorization of federal transportation funding and policies.
 - » Potential timing and impact of disruptive trends (e.g., demographics, land use, and markets) and technologies (e.g. connected, autonomous, shared, and electric mobility options).
- **Engage and inform stakeholders regarding the challenges and opportunities of growth.** Convene communities and partners, provide high-quality data and analysis, collaboratively develop strategies, and support communities with technical and financial resources.
- **Participate in transportation-related projects and studies** including, but not limited to, the Point of the Mountain Development Commission, Central Wasatch Commission, Box Elder Transit Analysis, Ogden BRT/TOD, Davis-SLC Bus Rapid Transit, and Northwest Quadrant/Inland Port.
- **Improve air quality** by assisting communities and partners in their efforts to reduce mobile source emissions.

Strive for organizational excellence.

- Move **WFRC offices** to a more central, accessible location (fall 2018).
- Create a work environment that maximizes the job satisfaction, productivity, and retention of an **excellent staff**. Ensure that the employee performance evaluation process provides meaningful constructive feedback to employees and identifies priority professional development opportunities and expectations.
- Continuously improve the quality, impact, and awareness of WFRC's **technical and analytical capabilities**, and utilize those capabilities to help our region and communities.
- Maintain **budget** stability and use resources prudently and efficiently.
- Ensure **compliance** with applicable laws, regulations, and best practices.

FISCAL YEAR 2019 GOALS



Goal Number One

Collaboratively develop and implement the Wasatch Choice 2050 Vision for regional transportation, land use, and economic development.



Goal Number Two

Advance transportation, land use, and economic development policy-making and projects.



Goal Number Three

Strive for organizational excellence.

