



Bob Stevenson, Chair  
Commissioner, Davis County

Jeff Silvestrini, Vice Chair  
Mayor, Millcreek

Mark Allen  
Mayor, Washington Terrace

Len Arave  
Mayor, North Salt Lake

Ron Bigelow  
Mayor, West Valley

Jackie Biskupski  
Mayor, Salt Lake City

Mike Caldwell  
Mayor, Ogden

Tina Cannon  
Councilmember, Morgan County

Robert Dahle  
Mayor, Holladay

Jim Harvey  
Commissioner, Weber County

Scott Jenkins  
Commissioner, Weber County

Michael Jensen  
Councilmember, Salt Lake County

Randy Lewis  
Mayor, Bountiful

Shawn Milne  
Commissioner, Tooele County

Jeff Scott  
Commissioner, Box Elder County

Mark Shepherd  
Mayor, Clearfield

Derk Timothy  
Mayor, Bluffdale

Troy Walker  
Mayor, Draper

Jenny Wilson  
Mayor, Salt Lake County

Senator Gregg Buxton  
Utah State Senate

Representative Mike Schultz  
Utah House of Representatives

Carlton Christensen  
Utah Transit Authority

Carlos Bracerias  
Utah Department of Transportation

Dawn Ramsey  
Utah League of Cities & Towns

Lorene Kamala  
Utah Association of Counties

Robert Grow  
Envision Utah

Evan Curtis  
State Planning Coordinator

Andrew Gruber  
Executive Director

## WFRC Budget Committee Meeting of October 10, 2019

### AGENDA

There will be a meeting of the Budget Committee on **Thursday, October 10, 2018 at 11:15 a.m. in the WFRC offices located at 41 North Rio Grande Street, Salt Lake City, Utah.**

The agenda for the meeting will be as follows:

1. Welcome and Introductions (Commissioner Shawn Milne, Chair)
2. **ACTION:** Approval of Minutes of May 09, 2019
3. Public Comment
4.
  - a. **ACTION:** Recommend for approval - FY20 Budget Amendments
  - b. Review WFRC Audit Report for FY19
5. Executive Director's Report
6. Other Business  
Next meeting (tentative): January 2020
7. Adjournment

Informational materials can be located on WFRC's website at [www.wfrc.org](http://www.wfrc.org)

*Wasatch Front Regional Council is an Equal Opportunity program. Public participation is solicited without regard to age, sex, disability, race, color or national origin. Auxiliary aids or translation services are available upon request by contacting WFRC's Title VI Administrator. Call 801-363-4250 (Hearing impaired individuals may use Relay Utah by dialing 711) or email [apearson@wfrc.org](mailto:apearson@wfrc.org) at least 72 hours in advance.*

*El Wasatch Front Regional Council es una organización de Oportunidad Igual. Se solicita la participación del público, sin importar la edad, el sexo, la discapacidad, la raza, color o nacionalidad. Personas que requieren servicios de traducción deben contactar al Administrador de Título VI de WFRC por teléfono a 801-363-4250 (personas con discapacidad auditiva pueden llamar a Spanish Relay Utah - 1-888-346-3162) o por correo electrónico [apearson@wfrc.org](mailto:apearson@wfrc.org), por lo menos 72 horas antes de la reunión*



## WFRC BUDGET COMMITTEE

Minutes of Meeting held May 9, 2019, 10am  
41 North Rio Grande Street, Salt Lake City, UT 84101

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

### 1. Welcome and Introductions [00:00:05]

Commissioner Shawn Milne, Chair, called the meeting to order and introductions were made.

### 2. ACTION on Minutes of March 19, 2019 [00:01:13]

Commissioner Milne brought attention to the action for approval of the minutes. Councilmember Tina Cannon made a motion to approve the minutes of March 19 as written. Mayor Jeff Silvestrini 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: Approve amendment to FY19 Budget [00:02:10]

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 FY19 budget needs to be amended to recognize the revenue from the sale of the building and for the creation of a dedicated account to hold the proceeds. WFRC staff request that the Budget Committee recommend that the Council approve the FY19 budget amendment and the creation of a dedicated fund as presented and authorizes setting up a separate investment account to hold the assigned proceeds from the sale of the building. [00:05:43] Councilmember Tina Cannon made a motion to recommend the FY18 Budget amendment to the Council and it was seconded by Commissioner Milne. The vote was unanimous in the affirmative.

**4b. ACTION: Approve WFRC FY20 Budget and Unified Planning Work Program (UPWP [00:06:24]**

At its meeting on March 28, 2019, the WFRC Council discussed and then voted unanimously to release for comment a draft FY20 WFRC 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 Governments for their review and comment. No comments were received by WFRC. The budget presented for approval is the same as the draft previously provided and reviewed. WFRC staff request that the Budget Committee recommend the FY20 Budget and UPWP to the Council for approval. **[00:14:34]** Councilmember Tina Cannon made a motion to recommend that the Council approve the budget for fiscal year 2020 and the UPWP. Commissioner Bob Stevenson seconded the motion and the vote was unanimous in the affirmative.

**5. Request for input on WFRC's FY20 Goals [00:15:39]**

**6. Executive Director's Report [00:16:49]**

Andrew Gruber, Executive Director of WFRC, noted that with the celebration of the 150<sup>th</sup> Anniversary of the Golden Spike, there were many commitments for the members' time, and he expressed his appreciation for those who were able to attend the WFRC Budget meeting today. Mr. Gruber stated that there would be an informal discussion regarding WFRC's anticipated goals for 2020 and invited those who would like to provide suggestions and feedback, and had the time in their schedules, to remain for that discussion.

**7. Other Business [00:16:30]**

The next meeting of the Budget Committee is tentatively set for Aug 8, 2019. A determination will be made in July on whether that meeting is needed, and the members will be notified. Commissioner Milne asked if there were any other business items to discuss. There were none. Commissioner Bob Stevenson made a motion to adjourn the meeting. The motion was seconded by Councilmember Tina Cannon and the vote was unanimous in the affirmative. The meeting adjourned at 10:17am.

*A recording of this meeting, as well as meeting packet materials, may be found on the WFRC website at [www.wfrc.org](http://www.wfrc.org)*

**DATE:** October 24, 2019  
**AGENDA ITEM:** 4a  
**SUBJECT:** **PUBLIC HEARING AND ACTION:** Amend FY20 Budget  
**PREPARED BY:** Loveit Baumgardner

**BACKGROUND:**

As WFRC completed FY19 and we reviewed the final expenditures, actual spending came in lower than budgeted by \$1,770,970. This resulted mainly from spending on some contractual items that occurred more slowly than was anticipated or from items that were added to the FY19 budget in the later months but did not begin work until FY20. As a result, the amount of funds that carried forward from FY19 into FY20 was higher than was anticipated, resulting in an increase in the FY20 budget as some spending shifts from FY19 to FY20. The majority of the funds and projects carried forward from FY19 to FY20 are for Transportation and Land Use Connection (TLC) Program projects.

There are also several new joint planning projects that include: Micro-mobility tool set, Mode Choice Model update, Unified Transportation Plan document development, Unified Transportation Plan economic impact study, and the Utah Parking Modernization initiative. WFRC uses funds from its Consolidated Planning Grant for part of this work and has partnered with Utah Department of Transportation, Utah Transit Authority and Mountainland Association of Governments who are providing additional funds for the projects. The additional funds received from partners is shown under state and local revenue sources. WFRC anticipates hiring consultants to perform the work and those expenses are included in the Contractual line item in this amended budget.

There is also an adjustment to the Supplies/Software/Sponsorship line item. The FY20 budget originally included \$50,000 in revenue and contractual expense for the Wasatch Choice 2050 Consortium event. Subsequent to the adoption of the budget, WFRC had the opportunity to partner with the Utah League of Cities and Towns to combine the Consortium event with their annual conference leading to a significant reduction in overall costs to sponsor the event. Revenue and contractual expense were therefore reduced by \$50,000 each. The remaining costs associated with sponsoring events to promote Wasatch Choice 2050 have now been included in the Supplies/Software/Sponsorship line item.

The adjustments described above, along with a few minor changes in estimated expenditures, are reflected in the line items on the Expenditure by Function page. The adjustments also impact the projected carry-forward into FY21, again reflecting on-going programs or multi-year projects that bridge the FY20 and FY21 years.

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

**RECOMMENDATION:**

The WFRC Budget Committee and staff recommend that the Council take action “to amend the WFRC FY20 Budget as proposed.”

**CONTACT PERSON:**

Loveit Baumgardner (801) 363-4250 ext. 1102

**EXHIBITS:**

Draft Amended Budget FY20 with Footnotes

**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**Source of Funds**

	<b>FY 2020</b> Approved 5/24/19	<b>FY 2020</b> Proposed	<b>FY 2020</b> Difference	
<b>Federal Sources:</b>				
Federal Highway Administration - PL	3,862,041	3,862,041	0	0%
Federal Highway Administration - STP	1,085,607	1,984,063	898,456	83% 1
Federal Transit Administration	652,734	677,872	25,138	4% 2
Dept. of Housing and Urban Development	50,000	50,000	0	0%
Economic Development Administration	70,000	70,000	0	0%
<b>Total Federal Sources</b>	<b>5,720,382</b>	<b>6,643,976</b>	<b>923,594</b>	<b>16%</b>
<b>State Sources:</b>				
Utah GOMB (CPG match)	140,000	140,000	0	0%
Community Impact Board	2,000	2,000	0	0%
UDOT - TLC	303,300	479,528	176,228	58% 1
UDOT - Joint Planning Projects	36,947	115,333	78,386	212% 3
UDOT - Model Development	85,053	85,053	0	0%
UDOT - Morgan RPO	15,000	15,000	0	0%
<b>Total State Sources</b>	<b>582,300</b>	<b>836,914</b>	<b>254,614</b>	<b>44%</b>
<b>Local Sources:</b>				
Dedicated Project Funds	659,900	1,208,107	548,207	83% 4
MAG - Joint Projects	0	86,978	86,978	100% 3
UTA - TLC	150,000	228,936	78,936	53% 1
UTA - Joint Projects	35,000	100,333	65,333	187% 3
UTA - Transit Sales Tax	160,684	160,684	0	0%
Local Contribution	312,943	312,943	0	0%
<b>Total Local Sources</b>	<b>1,318,527</b>	<b>2,097,981</b>	<b>779,454</b>	<b>59%</b>
<b>TOTAL SOURCES</b>	<b>7,621,209</b>	<b>9,578,871</b>	<b>1,957,661</b>	<b>26%</b>

**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**Expenditure by Function**

<b>Expenditure</b>	<b>FY 2020</b> <small>Approved 5/24/19</small>	<b>FY 2020</b> <small>Proposed</small>	<b>FY 2020</b> <small>Difference</small>		
Salaries/Employee Benefits	4,381,640	4,381,640	0	0%	
Contractual	2,340,837	4,068,689	1,727,852	74%	5
Audit and Accounting	20,000	20,000	0	0%	
Dues & Subscriptions	20,100	20,100	0	0%	
Equipment Depreciation	111,884	111,884	0	0%	
Equipment Maintenance	20,000	20,000	0	0%	
Insurance	12,000	12,000	0	0%	
Legal	10,000	10,000	0	0%	
Printing and Publication	10,950	10,950	0	0%	
Rent	411,839	411,839	0	0%	
Supplies/Software/Sponsorships	94,000	109,000	15,000	16%	6
Telephone/Data	38,000	38,000	0	0%	
Training	56,700	56,700	0	0%	
Travel	57,500	57,500	0	0%	
<b>Total Expenditures</b>	<b>7,585,450</b>	<b>9,328,302</b>	<b>1,742,852</b>	<b>23%</b>	
Amounts expected to carry into next FY	35,758	250,569	214,810	601%	7
<b>TOTAL BUDGET</b>	<b>7,621,209</b>	<b>9,578,870</b>	<b>1,957,661</b>	<b>26%</b>	

**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**Expenditure by Program**

<b>Program</b>	<b>FY 2020</b> <small>Approved 5/24/19</small>	<b>FY 2020</b> <small>Proposed</small>	<b>FY 2020</b> <small>Difference</small>		
Consolidated Transportation Planning Grant	4,923,718	5,190,506	266,788	5%	1
Transportation & Land Use Connection	1,955,500	3,286,139	1,330,639	68%	1
Economic Development	140,000	140,000	0	0%	
Local Government Service	38,121	243,103	204,982	538%	1
UTA Project Support	82,170	82,170	0	0%	
Model Development	118,748	118,748	0	0%	
Joint Planning Projects	115,952	302,644	186,692	161%	3
Legislative Consulting	90,000	90,000	0	0%	
CDBG - Tooele	50,000	50,000	0	0%	
Mobility Management	10,000	10,000	0	0%	
Tooele Valley RPO	10,000	10,000	0	0%	
Morgan RPO	25,000	25,000	0	0%	
Community Impact Board	2,000	2,000	0	0%	
Davis County Prop 1 Assistance	10,000	10,000	0	0%	
WC2050 Consortium	50,000	0	-50,000	100%	6
Oquirrh Connection	0	18,561	18,561	100%	1
<b>TOTAL EXPENDITURES</b>	<b>7,621,209</b>	<b>9,578,871</b>	<b>1,957,662</b>	<b>-80%</b>	

**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**Local Contributions**

<b>County</b>	<b>FY 2020</b> Approved 5/24/19	<b>FY 2020</b> Proposed	<b>FY 2020</b> Difference	
Box Elder, 1 voting member	12,911	12,911	0	0%
Davis, 4 voting members	68,861	68,861	0	0%
Morgan, 1 voting member	12,911	12,911	0	0%
Salt Lake, 8 voting members	136,488	136,488	0	0%
Tooele, 1 voting member	12,911	12,911	0	0%
Weber, 4 voting members	68,861	68,861	0	0%
<b>TOTAL</b>	<b>312,943</b>	<b>312,943</b>	<b>0</b>	<b>0% 10</b>



**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**General Fund**

	<b>FY 2020</b> Approved 5/24/19	<b>FY 2020</b> Proposed	<b>FY 2020</b> Difference		
Revenue					
Local Sources	0	3,600	3,600	100%	8
Interest	12,500	0	-12,500	-100%	8
Total revenue	<u>12,500</u>	<u>3,600</u>	<u>-8,900</u>	-71%	
Expenditures					
Operating expenses	<u>3,600</u>	<u>3,600</u>	<u>0</u>	0%	
Total expenditures	<u>3,600</u>	<u>3,600</u>	<u>0</u>	0%	
Excess of revenue over expenditures (usage of fund balance)	8,900	0	-8,900		
Other sources					
Transfers in	0	0	0		
Transfers out	<u>0</u>	<u>0</u>	<u>0</u>		
Net change in fund balance	8,900	0	-8,900		

**Special Projects Fund**

	<b>FY 2020</b> Approved 5/24/19	<b>FY 2020</b> Proposed	<b>FY 2020</b> Difference		
Revenue					
Federal Sources	5,720,382	6,643,976	923,594	16%	9
State Sources	582,300	836,914	254,614	44%	9
Local Sources	1,318,527	2,094,381	775,854	59%	9
Interest Income	0	12,500	12,500	100%	8
Total revenue	<u>7,621,209</u>	<u>9,587,771</u>	<u>1,966,561</u>		
Expenditures					
Planning	7,621,209	9,578,871	1,957,662	26%	9
Capital Outlay	<u>45,000</u>	<u>45,000</u>	<u>0</u>	0%	
Total expenditures	<u>7,666,209</u>	<u>9,623,871</u>	<u>1,957,662</u>		
Excess of revenue over expenditures (usage of fund balance)	-45,000	-36,100	8,900		
Other sources					
Transfers in	0	0	0		
Transfers out	<u>0</u>	<u>0</u>	<u>0</u>		
Net change in fund balance	-45,000	-36,100	8,900		

**October 24, 2019 Draft Amended  
Wasatch Front Regional Council FY 2020 Budget**

**Building Fund**

	<b>FY 2020</b> Approved 5/24/19	<b>FY 2020</b> Proposed	<b>FY 2020</b> Difference
Revenue			
Interest Income	32,000	32,000	0
Total revenue	<u>32,000</u>	<u>32,000</u>	<u>0</u>
Expenditures			
Capital Outlay	0	0	0
Total expenditures	<u>0</u>	<u>0</u>	<u>0</u>
Excess of revenue over expenditures (usage of fund balance)	32,000	32,000	0
Other sources			
Transfers in	0	0	0
Transfers out	<u>0</u>	<u>0</u>	<u>0</u>
Net change in fund balance	32,000	32,000	0

Wasatch Front Regional Council

FY20 Amended Budget – October 24, 2019

Footnotes

1. These changes include amounts budgeted in FY19 but not spent prior to fiscal year end. These changes reflect the multi-year nature of ongoing projects, most of which are expected to be completed in FY20 or FY21.
2. The increase in Federal Transit Administration funds reflects actual amount apportioned to WFRC. This amount was unknown but estimated in the FY20 budget approved May 24, 2019.
3. WFRC, in partnership with Utah Department of Transportation, Utah Transit Authority, and Mountainland Association of Governments, enters into contracts for joint planning projects or studies. Partner funds for joint planning projects include:
  - \$45,000 for micro-mobility tool set
  - \$75,000 for mode choice model update
  - \$37,910 for Unified Transportation Plan document development
  - \$29,734 for Unified Transportation Plan economic impact study
  - \$115,000 for Utah parking modernization initiative
4. The change to Dedicated Project Funds includes funds carried forward from FY19 for projects in process. The funding shown here includes:
  - \$10,000 for Tooele Valley RPO
  - \$33,695 for model development (MAG)
  - \$10,000 for Davis County Prop 1 assistance
  - \$10,000 for Morgan RPO
  - \$223,043 for Local Government Services
  - \$18,561 for Oquirrh Connection Feasibility Study
  - \$902,808 for Transportation and Land Use Connection Program (includes Salt Lake County and Local match for TLC projects)
5. The increase in contractual expenditures results from projects budgeted in FY19 that are ongoing and expected to be completed in FY20 and FY21. Anticipated contractual expenditures include:
  - \$90,000 for state and federal legislative consulting
  - \$4,440 for human resource consulting
  - \$95,000 for micro-mobility tool set
  - \$5,000 for data resource consulting
  - \$150,000 for mode choice model update
  - \$32,000 for model development
  - \$20,239 for Unified Plan Financial Plan update
  - \$51,000 for Unified Plan Document development
  - \$100,000 for communications and public outreach
  - \$140,000 for Utah parking modernization initiative

- \$40,000 for Unified Plan economic impact study
- \$2,851,817 for Transportation and Land Use Connection projects
- \$50,000 for Access to Opportunity GUI
- \$3,000 for Consortium for scenario planning
- \$50,000 for planning and environment linkage
- \$75,000 for RTP uncertainty scenarios
- \$130,000 for planning studies undesignated
- \$18,604 for GIS technical assistance
- \$53,731 for Strava Metro data
- \$2,500 for NTIC exploring data fusion tech
- \$25,000 for Point of the Mountain transportation study
- \$10,000 for salary survey
- \$2,797 for Provo/Orem BRT Study
- \$50,000 for Wasatch Choice implementation tool improvements
- \$18,561 for Oquirrh Connection study

6. The increase in Supplies/Software/Sponsorships includes additional funding for event expenses associated with promoting Wasatch Choice 2050. The FY20 budget approved on May 24, 2019 included \$50,000 under the Contractual line item for a Wasatch Choice 2050 Consortium and a corresponding \$50,000 in revenue. WFRC had the opportunity to partner with the Utah League of Cities and Towns (ULCT) to combine this event with their annual conference thereby saving WFRC the cost of hosting the event on its own. In this amended budget the \$50,000 originally budgeted under the Contractual line item has been eliminated along with the corresponding revenue. The remaining expenses associated with the ULCT partnering opportunity are now shown under the Supplies/Software/Sponsorship line item.
7. The increase in amount expected to carry forward into the next FY are for projects that are not expected to be completed in FY20 and anticipated to carry forward to FY21.
8. Interest income was moved from the General Fund to the Special Projects fund. This is being proposed because the source of funds from which the interest income is generated are from monies held on deposit for planning projects under the Special Projects Fund and the amendment better reflects the nature of the revenue relative to its source. To maintain required minimums for revenue and expenditures in the General Fund a small amount of local funding was re-budgeted from the Special Projects Fund to the General Fund.
9. Changes in the Special Projects Fund are a reflection of adding funding and expenses for ongoing projects. The majority of the changes reflect projects that were budgeted in FY19 but not completed before the end of the fiscal year and were carried forward to FY20.
10. Consistent with the policy established in the FY18 budget process, in the WFRC FY21 budget the local 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, 2016 through June 30, 2019. That increase, which will become a part of the proposed FY21 budget that will be presented to the Council in March 2020, will be 2.1%. This projected increase supports the ongoing financial stability of the Council. This information is provided now so that it can be factored into the counties' FY20 budget processes.

**DATE:** October 24, 2019  
**AGENDA ITEM:** 4b  
**SUBJECT:** **ACTION:** Acceptance of the FY19 Audit Report  
**PREPARED BY:** Loveit Baumgardner

**BACKGROUND:**

An annual audit of the Council's financial records was performed, and a final draft of the report issued as a result of that audit will be provided at the WFRC Budget meeting on October 10, 2019.

The auditors have issued an *unqualified opinion*. There were no findings or questioned costs. A summary of the audit results may be found on page 45 of the report. Tim Rees from the auditing firm of Karren Hendrix Stagg & Allen will be present at the Budget Committee and Council meetings to review the final draft of the audit report.

The final audit report will be submitted to those agencies requiring a copy of the report within 180 days of the close of the fiscal year.

**RECOMMENDATION AND MOTION:**

The WFRC Budget Committee makes a motion that the Council take action "to accept the WFRC FY19 Audit Report as presented."

**CONTACT PERSON:**

Loveit Baumgardner (801) 363-4250 ext. 1102

**EXHIBITS:**

Wasatch Front Regional Council Financial Statements with Independent Auditors' Report for the Year Ended June 30, 2019.