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Utah Association of Counties

Ari Bruening  
Envision Utah

Evan Curtis  
State Planning Coordinator

Andrew Gruber  
Executive Director

## WFRC Budget Committee May 14, 2020

### AGENDA

There will be a meeting of the Budget Committee on **Thursday May 14, 2020 at 10:00am via Zoom Meeting <https://zoom.us/j/97462266357> Meeting ID: 974 6226 6357**

**One tap mobile: +16699009128,,97462266357#**

The agenda for the meeting will be as follows:

1. Welcome and Introductions
2. **ACTION:** Approval of Minutes of March 12, 2020
3. Public Comment
4. **ACTION:** Recommend approval of FY21 Goals, Budget and Unified Planning Work Program (UPWP)
5. Executive Director Report
6. Other Business
7. Adjournment  
Next meeting (tentative): August 13, 2020

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

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## **WFRC BUDGET COMMITTEE**

Minutes of Meeting held Mar 12, 2020, 10:08 am  
41 North Rio Grande Street, Salt Lake City, UT 84101

| <b>2020 BUDGET COMMITTEE</b> | <b>IN ATTENDANCE</b> |
|------------------------------|----------------------|
| <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       | No                   |
| <b>TOOELE COUNTY</b>         |                      |
| Commissioner Shawn Milne     | Yes                  |
| <b>WEBER COUNTY</b>          |                      |
| Mayor Mike Caldwell          | Yes                  |
| <b>BOX ELDER COUNTY</b>      |                      |
| Commissioner Jeff Scott      | Yes                  |
| <b>Others in Attendance</b>  |                      |
| Andrew Gruber                | WFRC                 |
| Wayne Bennion                | WFRC                 |
| Ned Hacker                   | WFRC                 |
| Loveit Baumgardner           | WFRC                 |
| Ted Knowlton                 | WFRC                 |
| Andrea Pearson               | WFRC                 |

### **1. Welcome and Introductions [00:00:30]**

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

### **2. ACTION on Minutes of October 10, 2019 [00:03:20]**

Commissioner Milne brought attention to the action for approval of the minutes. Commissioner Bob Stevenson made a motion to approve the minutes of Oct 10 as written. Mayor Caldwell seconded the motion and the vote was unanimous in the affirmative.

### **3. Opportunity for Public Comment [00:03:50]**

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

### **4. ACTION: Recommend releasing for comment – WFRC draft FY21 Goals, draft Budget and draft Unified Planning Work Program (UPWP) [00:04:10]**

WFRC staff, in coordination with the WFRC Budget Committee, has prepared a draft document with potential agency goals, a draft budget and a draft of the Unified Planning Work Program (UPWP), which outlines the activities that WFRC plans to undertake in fiscal year 2021.

**[00:08:00]** Andrew Gruber, WFRC, presented the draft 2021 WFRC Goals document.  
The proposed WFRC FY21 goals are as follows:

1. Collaboratively advance the Wasatch Choice regional vision as a framework for integrating transportation, land use, and economic development, to best address growth-related opportunities and challenges
2. Effectively administer ongoing plans and programs
3. Provide subject-matter expertise to federal, state, and local officials and policymakers
4. Strive for organizational excellence

**[00:13:30]** Mr. Gruber reviewed the proposed FY21 Budget, which shows a 12% overall decrease in expenditures from FY20. The major expenditure is for staff salary/benefits. The budget includes funding to maintain the current full-time staff of 30, and for seven months for the outgoing CFO who will be retiring at the end of January 2021. Consistent with past practice, the budget also includes an overall personnel line item increase of five percent that functions as a cap for salary adjustments and benefit cost increases, including group health insurance. The budgeted increase from FY20 to FY21 reflects that personnel costs were lower than expected in FY20 due to staff turnover and recruitment that began later in the year than 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 WFRC's federal STP funds and contributions from UDOT, UTA, and Salt Lake County, as well as local matching funds.

In FY19, WFRC completed the move to a new office space in a location more easily accessed by all modes of transportation. The FY20 and FY21 budgets include 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 FY20 and FY21. The move to the new office was planned, budgeted, and paid for with specific new funding. WFRC sold the old office building in April 2019. The proceeds of the sale were placed 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.

Federal transportation funds continue to be WFRC's main source of revenue and are expected to increase modestly in FY21. WFRC uses two principal federal funding sources: formula planning (PL) funds, and Surface Transportation Program (STP) funds. In FY20, facing the possibility of a rescission of certain federal funds due to uncertainty and delay in the adoption of the federal budget, the Council elected to accelerate the utilization of PL funds and delay the utilization of STP funds; with the plan to reverse and rebalance that utilization in FY21. This rebalancing action is reflected in the PL and STP funding line items as seen in the "Source of Funds" table.

**[00:31:00]** Mr. Gruber then presented the draft 2021 Unified Planning Work Program document. The UPWP outlines the work tasks that the WFRC will pursue during fiscal year 2021 in collaboration with cities, counties, UDOT, UTA, and other partners.

**[00:32:38]** Mayor Mike Caldwell made a motion to recommend that the Council release for review and public comment the draft Goals, budget and UPWP for fiscal year 2021. Commissioner Scott seconded the motion and the vote was unanimous in the affirmative.

#### **5. Executive Director's Report [00:33:30]**

Andrew Gruber, WFRC, confirmed WFRC's ongoing commitment to the maintaining the agency's long-term financial stability, and stated that the committee would have a more in-depth discussion at a future meeting. Mr. Gruber also mentioned that the search for a new Chief Financial Officer continues.

#### **6. Other Business [00:54:30]**

The next meeting of the Budget Committee is set for May 14, 2020. Commissioner Milne asked if there were any other business items to discuss. There were none. Commissioner Milne then requested for a motion to adjourn. Mayor Mike Caldwell made a motion to adjourn the meeting. The motion was seconded by Commissioner Bob Stevenson and the vote was unanimous in the affirmative. The meeting adjourned at 11:02am.

## FOR BUDGET COMMITTEE REVIEW

**DATE:** May 6, 2020  
**AGENDA ITEM:** 4  
**SUBJECT:** **ACTION:** Recommend for approval: FY21 WFRC Goals, Budget, and Unified Planning Work Program (UPWP)  
**PREPARED BY:** Loveit Baumgardner, Wayne Bennion and Ned Hacker

### **BACKGROUND:**

Wasatch Front Regional Council (WFRC) staff, in coordination with the WFRC Budget Committee, has identified agency goals and prepared a budget and Unified Planning Work Program (UPWP) that outline the objectives and activities that WFRC plans to undertake in fiscal year 2021.

The WFRC Budget Committee reviewed the suggested goals, draft budget and UPWP on March 12, 2020, the Regional Council reviewed these three items on March 26, 2020, and recommended to make them available for review by the public and by the County Councils of Governments (COGs). There have been no comments received from members of the COGs, nor the public, on any of the items. The WFRC Budget Committee and staff recommend that the Regional Council approve the goals and adopt the final budget and UPWP for fiscal year 2021. The goals, budget and UPWP presented here for approval are the same as the draft previously provided and reviewed by the Council in March.

### **COVID-19:**

The COVID19 pandemic and associated economic downturn create uncertainties in budgeting, for WFRC and all its member entities. The largest uncertainty for WFRC is tied to its largest source of revenues – the federal government, through the USDOT. As of the writing of this memo, there have not been any direct impacts to the federal funding that comes to WFRC. However, the current federal funding and policy authorization legislation, the FAST Act, expires on September 30, 2020. The preexisting uncertainty around Congress' ability to timely reauthorize federal transportation legislation has been exacerbated by the COVID19 pandemic. Will federal funding for transportation, and for metropolitan planning organizations such as WFRC, be reduced? Will it be increased as economic stimulus? It is too early to know. The uncertainties warrant a cautious approach to WFRC's budget and expenditures.

Therefore, while the proposed budget for FY21 has not been modified from the budget that was considered in March, WFRC has instituted and will continue to institute cost-saving measures. In other words, while the budget acts as a legal limit on the level of expenditure, it does not *require* expenditures at the level in the budget, and WFRC is taking steps to hold expenditures flat or bring them down given the current circumstances. This includes: delaying or cancelling new consultant or other contracts and utilizing WFRC staff to the greatest extent possible to complete essential work; freezing any new hires; potentially delaying or cancelling cola or merit increases; limiting travel and training costs; and generally reducing or deferring expenditures. WFRC's budgetary focus is to continue to provide excellent service to our communities and region, and maintain stability for our existing staff.

The budget situation will continue to be closely monitored and discussed with the WFRC Budget Committee.

## **WFRC Goals**

Each year WFRC adopts a high-level set of goals and priorities to help shape its activities for the next year. These goals are developed through review of the WFRC's adopted Mission & Roles, reflection on the agency activities and accomplishments for the previous year, and a collaborative and full discussion among the WFRC staff, in consultation with the WFRC Council leadership. The goals are not meant to be a comprehensive list of all of WFRC's activities, but rather to articulate priority activities for the agency in FY21. The WFRC Unified Planning Work Program (UPWP) comprehensively lists all of WFRC's activities. These goals are for WFRC as an organization; they are not intended to be goals for the condition of the region. The Wasatch Choice Regional Vision goals, adopted by the Council in October 2016, serve that purpose.

The proposed WFRC FY21 goals are as follows:

1. Collaboratively advance the Wasatch Choice Regional Vision as a framework for integrating transportation, land use, and economic development, to best address growth-related opportunities and challenges
2. Effectively administer ongoing plans and programs
3. Provide subject-matter expertise to federal, state, and local officials and policymakers
4. Strive for organizational excellence

Not surprisingly, the FY21 goals are similar to the FY20 goals. This reflects the continuity in our organizational mission and roles, and the fact that most of our activities are ongoing and span multiple years. The proposed goals, with more detailed descriptions, are included as exhibits to this memo.

## **Unified Planning Work Program**

The UPWP outlines the work tasks that WFRC will pursue during FY21 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's Unified Transportation Plan, and Wasatch Choice Regional 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.

One notable upcoming work effort is a state-wide travel survey. The regional travel demand model plays a significant role in WFRC's responsibilities to produce a Regional Transportation Plan and conduct air quality conformity analysis. Further, the model is critical to ensuring corridor analyses and environmental work are defensible for both highway and transit projects. To develop and maintain current and accurate travel demand models, periodically it is necessary to collect travel behavior data. One key method for data collection is a travel survey. WFRC, UDOT, UTA, Cache MPO, Dixie MPO, and Mountainland Association of Governments intend to conduct a statewide travel survey in FY21 and FY22, with subsequent recalibration of travel demand models occurring primarily in FY23.

These agencies are proposing the following shared funding for this work:

| Travel Survey Funding Contributions |             |             |             |
|-------------------------------------|-------------|-------------|-------------|
|                                     | FY 2021     | FY 2022     | Total       |
| WFRC *                              | \$ 377,500  | \$ 377,500  | \$ 755,000  |
| Other contributions**               | \$ 622,500  | \$ 622,500  | \$1,245,000 |
| Survey total                        | \$1,000,000 | \$1,000,000 | \$2,000,000 |

Notes: \* WFRC will be managing the consultant contract.

\*\* Other Contributions are from UDOT, MAG, UTA, Dixie MPO, and Cache MPO.

The WFRC costs of the travel survey will be covered through federal Surface Transportation Program (STP) funding.

## **Budget Overview**

### **Expenditures:**

The draft budget shows an overall decrease of 12% from FY20 estimated expenditures to FY21. However, it is anticipated that some of the projects that are included in the FY20 budget will not be completed by the end of the fiscal year and will carry forward to FY21. That adjustment will be made in October 2020 when the final accounting for FY20 is completed.

The major expenditure in the budget is for staff salary and benefits. The budget includes funding to maintain the current full-time staff of 30, and for seven months for the outgoing CFO who will be retiring at the end of January 2021. Consistent with past practice, the budget also includes an overall personnel line item increase of five percent that functions as a cap for salary adjustments and benefit cost increases, including group health insurance. The budgeted increase from FY20 to FY21 reflects that personnel costs were lower than expected in FY20 due to staff turnover and recruitment that began later in the year than 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 WFRC's federal STP funds and contributions from UDOT, UTA, and Salt Lake County, as well as local matching funds. The footnotes to the budget provide detail of anticipated consulting contracts. It is worth noting the significant difference between FY19 and FY20 consulting expenses, reflecting the expansion of the Transportation and Land Use Connection (TLC) program. This was planned, budgeted, and paid for with specific new funding. Some of the TLC projects will not be completed before the end of FY20 and will be carried forward to FY21, with a budget amendment to be made in October 2020 when final accounting for FY20 is completed, reflecting the multi-year nature of the program.

In FY19, WFRC completed the move to a new office space in a location more easily accessed by all modes of transportation. The FY20 and FY21 budgets include 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 FY20 and FY21. The move to the new office was planned, budgeted, and paid for with specific new funding. WFRC sold the old office building in April 2019. The proceeds of the sale were placed 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 FY21. The mix of federal funding in the WFRC FY20 and FY21 budgets warrants some explanation. WFRC uses two principal federal funding sources: formula planning

(PL) funds, and Surface Transportation Program (STP) funds. In FY20, facing the possibility of a rescission of certain federal funds due to uncertainty and delay in the adoption of the federal budget, the Council elected to accelerate the utilization of PL funds and delay the utilization of STP funds; with the plan to reverse and rebalance that utilization in FY21. This rebalancing action is reflected in the PL and STP funding line items as seen in the "Source of Funds" table.

The budget includes continuing federal 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 FY21 the local county contributions increase by 2.1%. Consistent with the policy established in the FY18 budget process, in WFRC FY21 the local county contributions 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. This increase supports the ongoing financial stability of the Council.

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

**EXHIBITS:**

FY21 WFRC Goals  
Budget for FY21 and footnotes  
FY21 UPWP Summary

**RECOMMENDATION AND MOTION:**

The WFRC Budget Committee recommends and moves that the Council adopt WFRC's goals, UPWP, and budget for FY21.

**CONTACT INFORMATION:**

Loveit Baumgardner, (801) 363-4250 x 1102  
Wayne Bennion, (801) 363-4250 x 1112  
Ned Hacker, (801) 918-9230  
Andrew Gruber, (801) 824-0055

# Fiscal Year 2021 Goals

1. Collaboratively advance the Wasatch Choice Regional Vision as a framework for integrating transportation, land use, and economic development, to best address growth-related opportunities and challenges
  - a. Support local communities to update their plans for growth and development.
    - Help communities to: (i) integrate their local transportation, land use, housing, and economic development plans; (ii) align with the Wasatch Choice Regional Vision; (iii) satisfy statutory requirements; and (iv) manage funding challenges, all while addressing community concerns.
    - Provide high-quality data and analysis, advice, and technical and financial resources.
    - Update the Wasatch Choice Regional Vision to reflect significant local planning and development decisions.
    - Engage, inform, and facilitate collaboration among local governments, transportation agencies, and other public and private sector stakeholders.
  - b. Communicate the needs and benefits of investment in Utah's multi-modal transportation system as reflected in Utah's Unified Transportation Plan 2019-2050.
2. Effectively administer ongoing plans and programs
  - a. Refine the performance-based approach for WFRC plans and programs, with a focus on (i) monitoring and sharing progress towards the adopted Wasatch Choice goals; (ii) streamlining and furthering the utilization of performance measurement; and (iii) using "access to opportunities" as a measure for planning and programming.
  - b. Continue development of the 2023-2050 Regional Transportation Plan (RTP), including enhanced consideration of (i) planning/ environmental linkages; (ii) multi-modal project prioritization; (iii) policy approaches to complement planned investments; (iv) innovative funding and financing strategies; and (v) external forces including technological innovations (e.g. connected, autonomous, shared, and electric mobility options).
  - c. Develop the 2022-2027 Transportation Improvement Program (TIP), compiling prioritized road, transit, and active transportation projects (adopt summer 2021).
  - d. Provide funding and technical support to communities through WFRC programs including: Surface Transportation Program (STP), Congestion Mitigation and Air Quality Program (CMAQ), Transportation Alternatives Program (TAP), Community Development Block Grant (CDBG), and Transportation and Land Use Connection Program (TLC) (project approvals spring 2021).
  - e. Implement the regional 2018-2023 Comprehensive Economic Development Strategy (CEDS), linking economic development with transportation and land use planning, working through the Wasatch Front Economic Development District (WFEDD).

## MISSION STATEMENT

The Wasatch Front Regional Council builds consensus and enhances quality of life by developing and implementing visions and plans for a well-functioning multi-modal transportation system, livable communities, a strong economy, and a healthy environment.

## ROLES

To accomplish our mission, the Wasatch Front Regional Council serves the following roles.



### Convener

We facilitate collaboration with our communities and partners.



### Technical Expert

We are trusted subject-matter experts.



### Planner

We proactively plan for the future of our region.



### Implementer

We put visions and plans into action.

### 3. Provide subject-matter expertise to federal, state, and local officials and policymakers

- a. Work with national associations and Utah partners to advance reauthorization of federal transportation funding and policies, focusing on multi-modal funding stability with continued strong local and regional voice.
- b. Evaluate infrastructure funding and financing strategies at the state, regional, and local level.
- c. Enhance forecasting and modeling of travel behavior and land use markets, including: (i) prepare for 2022 Household Travel Survey; and (ii) improve modeling of transportation mode choices and impact of urban form on travel behavior.
- d. Collaborate with UDOT and other stakeholders to refine transportation project prioritization processes.
- e. Participate in regionally significant transportation and growth-related projects and activities including but not limited to: major development plans (Point of the Mountain, Southwest Salt Lake County Vision, Northwest Quadrant/ Inland Port, and Falcon Hill), regionally significant transit/ land use analyses (FrontRunner Strategic Business Plan, Future of TRAX, Ogden-Weber State University Bus Rapid Transit, Davis-Salt Lake Connector, and Midvalley Connector), multi-city active transportation plans, housing development and affordability, Central Wasatch Commission mountain transportation, I-15 statewide analysis, Census 2020, and regional parking analysis.
- f. Improve air quality by assisting communities and partners in their efforts to reduce emissions through technological changes, transportation choices, and development patterns.

### 4. Strive for organizational excellence

- a. Ensure accountability and transparency to WFRC members in policy making and prudent, efficient use of resources. Maintain budget stability.
- b. Create and maintain a work environment that maximizes the health, happiness, and productivity of an excellent staff. Provide meaningful, constructive feedback to employees through performance evaluations. Encourage priority professional development opportunities.
- c. Ensure compliance with applicable laws, regulations, and best practices.

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## Wasatch Choice 2050 Regional Goals

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Access to economic and educational opportunities



Manageable and reliable traffic conditions



Quality transportation choices



Livable and healthy communities



Safe, user friendly streets



Clean air



Housing choices and affordable living expenses



Fiscally responsible communities and infrastructure



Ample parks, open spaces, and recreational opportunities



Sustainable environment, including water, agricultural, and other natural resources

## Wasatch Front Regional Council FY 2021 Budget

### Source of Funds

|  | FY 2019<br>Actual | FY 2020<br>Estimated | FY 2021<br>Proposed |             |    |
|--|-------------------|----------------------|---------------------|-------------|----|
| <b>Federal Sources:</b>                |                   |                      |                     |             |    |
| Federal Highway Administration - PL    | 2,432,340         | 3,864,601            | 1,712,330           | -56%        | 1  |
| Federal Highway Administration - STP   | 1,028,513         | 1,984,063            | 3,436,703           | 73%         | 2  |
| Federal Transit Administration         | 652,734           | 675,312              | 675,312             | 0%          | 3  |
| Dept. of Housing and Urban Development | 49,915            | 50,000               | 50,000              | 0%          |    |
| Economic Development Administration    | 70,000            | 70,000               | 70,000              | 0%          |    |
| <b>Total Federal Sources</b>           | <b>4,233,502</b>  | <b>6,643,976</b>     | <b>5,944,345</b>    | <b>-11%</b> |    |
| <b>State Sources:</b>                  |                   |                      |                     |             |    |
| Utah GOMB (CPG match)                  | 140,000           | 140,000              | 140,000             | 0%          |    |
| Community Impact Board                 | 2,000             | 2,000                | 2,000               | 0%          |    |
| UDOT - TLC                             | 142,015           | 479,528              | 309,000             | -36%        | 4  |
| UDOT - Joint Projects                  | 0                 | 115,333              | 0                   |             | 5  |
| UDOT - Model Development               | 82,083            | 85,053               | 89,372              | 5%          | 6  |
| UDOT - Morgan RPO                      | 10,605            | 15,000               | 10,000              | -33%        | 7  |
| <b>Total State Sources</b>             | <b>376,704</b>    | <b>836,914</b>       | <b>550,372</b>      | <b>-34%</b> |    |
| <b>Local Sources:</b>                  |                   |                      |                     |             |    |
| Dedicated Project Funds                | 366,993           | 1,206,876            | 1,313,305           | 9%          | 8  |
| MAG - Joint Projects                   | 0                 | 86,978               | 0                   |             | 5  |
| UTA - TLC                              | 134,289           | 228,936              | 150,000             | -34%        | 4  |
| UTA Joint Projects                     | 0                 | 100,333              | 0                   |             | 5  |
| UTA - Transit Sales Tax                | 159,007           | 160,684              | 166,328             | 4%          | 9  |
| Local Contribution                     | 308,014           | 314,174              | 320,772             | 2.1%        | 10 |
| <b>Total Local Sources</b>             | <b>1,039,361</b>  | <b>2,097,981</b>     | <b>1,950,405</b>    | <b>-7%</b>  |    |
| <b>TOTAL SOURCES</b>                   | <b>5,649,566</b>  | <b>9,578,871</b>     | <b>8,445,123</b>    | <b>-12%</b> |    |

## Wasatch Front Regional Council FY 2021 Budget

### Expenditure by Function

| Expenditure                            | FY 2019          | FY 2020          | FY 2021          |             |    |
|--|------------------|------------------|------------------|-------------|----|
|  | Actual           | Estimated        | Proposed         |             |    |
| Salaries/Employee Benefits             | 3,576,269        | 3,688,894        | 4,337,739        | 18%         | 11 |
| Contractual                            | 1,341,966        | 4,740,071        | 3,153,521        | -33%        | 12 |
| Audit and Accounting                   | 17,069           | 19,100           | 20,000           | 5%          |    |
| Building Operation/R & M               | 36,291           | 0                | 0                | 0%          | 13 |
| Dues & Subscriptions                   | 20,047           | 20,100           | 20,336           | 1%          |    |
| Equipment Depreciation                 | 77,462           | 108,556          | 111,884          | 3%          | 14 |
| Equipment Maintenance                  | 17,349           | 19,100           | 20,000           | 5%          |    |
| Insurance                              | 14,001           | 11,400           | 12,000           | 5%          | 15 |
| Legal                                  | 12,567           | 9,500            | 10,000           | 5%          |    |
| Printing and Publication               | 3,250            | 10,400           | 10,950           | 5%          |    |
| Rent                                   | 284,150          | 407,691          | 432,190          | 6%          | 16 |
| Supplies/Software & Licenses           | 95,143           | 117,571          | 123,450          | 5%          |    |
| Telephone/Data                         | 37,582           | 37,100           | 35,000           | -6%         | 17 |
| Training                               | 42,884           | 62,857           | 66,000           | 5%          |    |
| Travel                                 | 73,534           | 75,962           | 79,760           | 5%          |    |
| Total Expenditures                     | 5,649,566        | 9,328,302        | 8,432,830        | -10%        |    |
| Amounts expected to carry into next FY | 0                | 250,568          | 12,293           | -95%        | 18 |
| <b>TOTAL</b>                           | <b>5,649,566</b> | <b>9,578,871</b> | <b>8,445,123</b> | <b>-12%</b> |    |

## Wasatch Front Regional Council FY 2021 Budget

### Expenditure by Program

| Program                                    | FY 2019          | FY 2020          | FY 2021          |             |    |
|--|------------------|------------------|------------------|-------------|----|
|  | Actual           | Estimated        | Proposed         |             |    |
| Consolidated Transportation Planning Grant | 3,730,027        | 5,415,280        | 4,737,795        | -13%        | 19 |
| Transportation & Land Use Connection       | 1,384,433        | 3,286,139        | 2,107,000        | -36%        | 20 |
| Household Travel Survey                    | 0                | 0                | 1,000,000        |             | 21 |
| Economic Development                       | 140,000          | 140,000          | 140,000          | 0%          |    |
| Local Government Service                   | 19,440           | 18,329           | 18,125           | -1%         | 22 |
| UTA Project Support                        | 115,948          | 82,170           | 110,026          | 34%         | 23 |
| Model Development                          | 124,364          | 118,748          | 132,177          | 11%         | 24 |
| Joint Projects                             | 0                | 302,644          | 0                | -100%       | 5  |
| Legislative Consulting                     | 50,000           | 90,000           | 98,000           | 9%          | 25 |
| CDBG - Tooele                              | 49,915           | 50,000           | 50,000           | 0%          |    |
| Mobility Management                        | 3,208            | 10,000           | 10,000           | 0%          |    |
| Tooele Valley RPO                          | 7,941            | 10,000           | 10,000           | 0%          |    |
| Morgan RPO                                 | 21,809           | 25,000           | 20,000           | -20%        | 7  |
| Community Impact Board                     | 2,000            | 2,000            | 2,000            | 0%          |    |
| Davis County Prop 1 Assistance             | 0                | 10,000           | 10,000           | 100%        |    |
| GPI Decision Support                       | 481              | 0                | 0                | 0%          | 26 |
| Oquirrh Connection                         | 0                | 18,561           | 0                | -100%       | 26 |
| <b>TOTAL EXPENDITURES</b>                  | <b>5,649,566</b> | <b>9,578,871</b> | <b>8,445,123</b> | <b>-12%</b> |    |

## Wasatch Front Regional Council FY 2021 Budget

### Local Contributions

| <b>County</b>               | <b>FY 2019</b><br>Actual | <b>FY 2020</b><br>Estimated | <b>FY 2021</b><br>Proposed |             |           |
|-----------------------------|--------------------------|-----------------------------|----------------------------|-------------|-----------|
| Box Elder, 1 voting member  | 12,533                   | 12,911                      | 13,182                     | 2.1%        | 10        |
| Davis, 4 voting members     | 66,842                   | 68,861                      | 70,307                     | 2.1%        | 10        |
| Morgan, 1 voting member     | 12,533                   | 12,911                      | 13,182                     | 2.1%        | 10        |
| Salt Lake, 8 voting members | 133,682                  | 137,719                     | 140,611                    | 2.1%        | 10        |
| Tooele, 1 voting member     | 12,533                   | 12,911                      | 13,182                     | 2.1%        | 10        |
| Weber, 4 voting members     | 66,842                   | 68,861                      | 70,307                     | 2.1%        | 10        |
| <b>TOTAL</b>                | <b>304,965</b>           | <b>314,174</b>              | <b>320,772</b>             | <b>2.1%</b> | <b>10</b> |

## Wasatch Front Regional Council FY 2021 Budget

### General Fund

|  | FY 2019<br>Actual | FY 2020<br>Estimated | FY 2021<br>Proposed |    |    |
|--|-------------------|----------------------|---------------------|----|----|
| <b>Revenue</b>   |                   |                      |                     |    |    |
| Local Sources  | 20,889            | 0                    | 0                   | 0% | 27 |
| Other  | 3,768             | 1,521                | 1,600               | 5% | 27 |
| Interest   | 0                 |                      | 0                   | 0% |    |
| Total revenue  | 24,657            | 1,521                | 1,600               |    |    |
| <b>Expenditures</b>  |                   |                      |                     |    |    |
| Administration   | 1,483             | 1,521                | 1,600               | 5% | 27 |
| Capital outlay   | 290,000           | 0                    | 0                   | 0% | 27 |
| Total expenditures   | 291,483           | 1,521                | 1,600               |    |    |
| Excess of revenue over expenditures<br>(usage of fund balance) | -266,826          | 0                    | 0                   |    |    |
| <b>Other sources</b>   |                   |                      |                     |    |    |
| Transfers in   | 0                 | 0                    | 0                   |    |    |
| Transfers out  | 71,415            |                      | 0                   |    | 27 |
| Net change in fund balance                                     | -338,241          | 0                    | 0                   |    |    |

### Special Projects Fund

|  | FY 2019<br>Actual | FY 2020<br>Estimated | FY 2021<br>Proposed |      |    |
|--|-------------------|----------------------|---------------------|------|----|
| <b>Revenue</b>   |                   |                      |                     |      |    |
| Federal Sources  | 4,357,866         | 6,643,976            | 5,944,345           | -11% | 27 |
| State Sources  | 294,620           | 836,914              | 550,372             | -34% | 27 |
| Local Sources  | 975,622           | 2,097,981            | 1,950,405           | -7%  | 27 |
| Other  | 24,276            | 0                    | 0                   | 0%   | 27 |
| Interest   | 20,889            | 0                    | 0                   | 0%   | 27 |
| Total revenue  | 5,673,273         | 9,578,871            | 8,445,123           |      |    |
| <b>Expenditures</b>  |                   |                      |                     |      |    |
| Capital outlay   | 77,047            | 85,000               | 45,000              | -47% | 27 |
| Planning   | 5,571,984         | 9,578,871            | 8,445,123           | -12% | 27 |
| Total expenditures   | 5,649,031         | 9,578,871            | 8,490,123           |      |    |
| Excess of revenue over expenditures<br>(usage of fund balance) | 24,242            | 0                    | -45,000             | 0%   |    |
| <b>Other sources</b>   |                   |                      |                     |      |    |
| Transfers in   | 71,415            | 0                    | 0                   | 0%   |    |
| Transfers out  | 0                 | 0                    | 0                   | 0%   |    |
| Net change in fund balance                                     | 95,657            | 0                    | -45,000             |      |    |

## Wasatch Front Regional Council FY 2021 Budget

### Office Building Fund

|  | FY 2019<br><small>Actual</small> | FY 2020<br><small>Estimated</small> | FY 2021<br><small>Proposed</small> |       |
|--|----------------------------------|-------------------------------------|------------------------------------|-------|
| Revenue  |                                  |                                     |                                    |       |
| Interest   | 7,000                            | 29,793                              | 30,500                             | 2% 27 |
| Total revenue  | 7,000                            | 29,793                              | 30,500                             |       |
| Expenditures   |                                  |                                     |                                    |       |
| Administration   | 0                                | 0                                   | 0                                  | 0%    |
| Total expenditures   | 0                                | 0                                   | 0                                  |       |
| Excess of revenue over expenditures<br>(usage of fund balance) | 7,000                            | 29,793                              | 30,500                             | 2% 27 |
| Other sources  |                                  |                                     |                                    |       |
| Transfers in   | 0                                | 0                                   | 0                                  | 0%    |
| Transfers out  | 0                                | 0                                   | 0                                  | 0%    |
| Net change in fund balance                                     | 7,000                            | 29,793                              | 30,500                             | 2% 27 |

FY21  
Budget Footnotes

1. The increase in Federal Highway Administration PL funds from FY19 to FY20 is due to consulting contracts that were in process but not completed by the end of FY19 and were carried forward to FY20. In FY20 a possible rescission of unobligated PL funds was announced. In order to mitigate this possible loss of PL funds the Council voted to obligate the entire balance of available PL funds in its FY20 budget with an offsetting reduction to STP funds that are typically used for planning. The Council planned to reverse this action in its FY21 budget; the result of that reversal is included here.
2. The increase in Federal Highway Administration Surface Transportation Program (STP) funds from FY19 to FY20 reflects Transportation and Land Use Connection (TLC) program projects that were in process but not completed by the end of FY19 and were carried forward to FY20. It is anticipated that an adjustment to STP funds will be made in October 2020 to reflect FY20 projects not completed by the end of FY20 to be carried forward to FY21. The FY21 budget reflects a 3% increase in STP funds used for transportation planning. It also includes the effect of the reversal of last year's action to substitute PL funds used for planning for STP funds to mitigate the effect of a possible rescission of unobligated PL funds (see footnote 1). The FY21 budget includes \$377,500 in STP funds for the first phase of a household travel survey that is expected to begin in the last half of FY21.
3. Federal Transit Administration funding includes \$665,312 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 Transportation and Land Use Connection (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 2020 that will reflect these ongoing projects.
5. Joint projects are those projects WFRC engages in that include support from UDOT, UTA and Mountainland Association of Governments (MAG). The budget will be amended for any projects that arise in FY21.
6. The increase in UDOT 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.
7. The Morgan Regional Planning Organization (RPO) program includes \$10,000 from UDOT. The initial phase of this project is nearing completion and this budget shows a corresponding decrease in funding for the project from FY20 to FY21.

8. FY21 Dedicated Project Funds include:
  - a. \$10,000 – Tooele Valley RPO
  - b. \$42,805 – Model Development (MAG)
  - c. \$10,000 – Local funds for Morgan RPO
  - d. \$309,000 – Salt Lake County for TLC program
  - e. \$309,000 – Local match for TLC awarded projects
  - f. \$10,000 – Davis County local option assistance
  - g. \$622,500 – Household Travel Survey

The increase from FY19 to FY20 reflects projects that were in process but not completed by the end of FY19 and were carried forward to FY20. A similar adjustment is anticipated in October 2020 for FY20 projects to be carried forward to FY21.

9. WFRC receives Transit Sales Tax funds that are used to match the Consolidated Planning Grant and for other transit-related project support. This line item amount reflects 20% of the FTA 5303 portion of the CPG by agreement with Utah Transit Authority.
10. Consistent with the approach established by the Council during the FY18 budget process, the FY21 budget includes a 2.1% increase in local contributions. This increase represents a three-year average of the change in Consumer Price Index as measured from July 2016 through June 2019.
11. In FY20 the estimated salary and benefits will be lower than originally budgeted due to staff turnover that created vacancies were filled late in the fiscal year. The FY21 budget assumes:
  - 1) full staffing for the existing 30 positions;
  - 2) seven months of overlap from the retiring CFO to work with the new CFO ensuring a smooth transition; and
  - 3) a 5% overall line item increase that functions as a cap to be used for salary adjustments and increases in the cost of benefits, including group health insurance.
12. FY21 Contractual includes:
  - a. \$100,000 – Regional freight study
  - b. \$5,000 – Human Resource consulting
  - c. \$40,000 – Multimodal grid analysis
  - d. \$35,000 – Highway and Transit public subsidy analysis
  - e. \$30,000 – Unified Plan financial model update
  - f. \$75,000 – Communications and public outreach
  - g. \$98,000 – State and federal legislative consulting
  - h. \$136,500 – Planning studies undesignated
  - i. \$1,520,021– Transportation and Land Use Connection (TLC) program
  - j. \$39,000 – Joint modeling assistance
  - k. \$25,000 – Web app development
  - l. \$1,000,000 – Household travel survey -1<sup>st</sup> year
  - m. \$50,000 – WC2050/SB34 communications tool

The increase in contractual expense from FY19 to FY20 is due to projects in process – principally through the TLC program – that were not completed before the end of FY19 and were carried forward into FY20. This budget shows a decrease in contractual expense from FY20 to FY21, however it is anticipated that some projects will not be complete by the end of FY20 and will carry forward to FY21. The adjustment to the budget for these projects to be

carried forward will be made in October 2020 when the actual final amount becomes known, after final accounting is completed for FY20.

13. When WFRC moved its offices at the end of FY19 all Building Operation expenses were eliminated and replaced by the rent for the new office space.
14. The increase in Equipment Depreciation from FY19 to FY20 was 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.
15. Insurance expense decreased from FY19 to FY20 because WFRC no longer needed to insure the old office building. All operating costs are included in the rent for the new office space.
16. The increase in Rent reflects the full year of lease payments in FY20 and FY21. The FY19 budget included a partial year in the new office. The lease provides for a 3% increase per year. The increase from FY20 to FY21 also includes amortization of final leasehold improvement construction that was completed early in FY20.
17. WFRC was able to negotiate lower costs for its data service thereby decreasing the Telephone/Data budget in FY21.
18. Amounts expected to carry forward into the next fiscal year reflect ongoing projects that are fully budgeted in the current fiscal year but are expected to be completed in the following fiscal year. These amounts will be adjusted in October when the final accounting for FY20 is completed and the on-going projects in process are carried forward into the next fiscal year.
19. The increase in the CPG program from FY19 to FY20 includes consulting expenses for projects that were not completed before the end of FY19 and were carried forward to FY20. This budget is expected to be adjusted in October 2020 for projects that are in process at the end of FY20 and will be carried forward to FY21.
20. Fiscal year 2020 included Transportation and Land Use Connection (TLC) program projects that were in process at the end of FY19 but not completed prior to fiscal year end and were carried forward into FY20. 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 by the end of fiscal year FY20 and will carry forward to FY21. A final amendment to the FY21 budget will be made in October 2020 after close out of FY20 to reflect these ongoing projects that are expected to be completed in FY21.
21. The FY21 budget includes \$1,000,000 for the first year of a two-year household travel survey project. The results of the household travel survey facilitate recalibration of travel demand models that are critical to ensuring corridor analyses and environmental work are defensible for highway and transit projects. In FY21 WFRC is contributing \$377,500 in federal STP funds with other planning partners (UDOT, MAG, UTA, Dixie MPO, and Cache MPO) contributing the remaining \$622,500 for the project. The project is expected to span two years with a total cost of \$2,000,000 for both years. WFRC is managing the project.

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 use of federal planning dollars and WFRC may use these funds for that work.
23. UTA provides transit sales tax funds that are used to support transit-related project support. 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 Model Development program includes funds received from UDOT and MAG to support model development staff and consulting services. The funding varies each year depending on needs.
25. The increase in Legislative Consulting from FY19 to FY20 included the addition of a consultant to advise on federal legislative matters related principally to assist with the upcoming federal transportation legislation reauthorization.
26. The GPI decision support project was completed in FY19. The FY21 Budget anticipates that the Oquirrh Connection project will be completed in FY20.
27. The budget is prepared on a program or grant level. The final pages of the budget table show 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. The Building Fund holds the proceeds from the sale of the old office building and any interest that is earned on the investment of those funds.

In FY21 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 2021 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, and Activities and Accomplishments report
- Fiscal Year (FY) 2021 UPWP and budget amendments
- FY 2022 Goals, 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 state-wide 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 FY 2020 Federal Aid Agreement for the MPO Area.
- Participation in Technical Advisory Committee, Trans Com and Regional Growth Committee meetings.
- Assistance to the WFRC in developing the FY 2021 UPWP.
- UDOT will assign a single 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 statutory directives for transportation products between UDOT and UTA and Local entities.

### **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, 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 Planning Standards, Design Guidelines, and System Analysis.
- Agency plan for the future Transit Financial Plan (TFP)/Equity Analysis
- Bus Stop Master Plan
- 2019 On-Board Survey
- Wayfinding Signage and Bus Stop Improvement
- Real-time Digital Signage for Bus
- Mobile Trip Planning
- Transit Oriented Development (TOD)/Station Area Planning
- Active Transportation Planning
- Emergency Preparedness Planning
- Transit Agency Safety Plan
- Special Services/American Disability Act (ADA) Planning

- Regional Air Quality Initiatives
- Transit Asset Management Plan
- 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 Local Coordinated Councils (LCCs) in Davis, Salt Lake, Tooele, Utah, and Weber counties to improve outreach and provide guidance on implementing local projects and partnerships
- Development of Local Coordinated Human Service Transportation Plans
- Integration of the updated Local Coordinated Human Services Transportation Plans for Davis, Salt Lake, Tooele, Utah, and Weber counties into the Regional Transportation Plans
- Expanded Statewide Volunteer Driver Programs administered through UTA as a fiscal pass through, contingent on State funding
- 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
- FTA 5310 Funding Administration
- Completion of Travel Training curriculum/training materials
- Electronic voucher (eVoucher) program development, testing and pilot deployment
- Completion of the Comprehensive Specialized Transportation Plan funded by the Utah State Legislature
- Legislative fiscal request during the Utah State Legislature Session for identified solutions from the completed Comprehensive Specialized Transportation Plan

## **C. LONG RANGE PLANNING**

### **C.1 REGIONAL TRANSPORTATION PLAN**

#### **OBJECTIVES:**

To further communication and next steps to implement the Wasatch Choice 2050 Vision.

To continue coordination and communications 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 Vision 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 2050 Vision is incorporated into the overall 2023-2050 RTP process with local communities, transportation partners, and stakeholders.

To continue to refine RTP performance measures, to evaluate individual and system-level improvements throughout the 2023-2050 RTP development process, and to work internally and with partner agencies to ensure continued compliance with federal requirements.

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

To develop shared approaches to locally and regionally address disruptive technologies and external uncertainties.

To identify and test policies that affect the transportation system from a land use, economic development, travel demand, and financial perspective.

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

To increase active transportation emphasis in the 2023-2050 RTP through improved cost and revenue estimation, funding identification, and facility identification that increases the number of trips taken by biking or walking.

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

#### **ANTICIPATED PRODUCTS:**

- Continued development of the 2023-2050 RTP, including enhanced consideration of the following:
  - Planning and environmental linkages
  - Multi-modal project prioritization
  - Policy approaches to complement planned investments

- Innovative funding and financing strategies
- External forces including technological innovations (e.g. connected, autonomous, shared, and electric mobility options)
- Land use/ transportation scenarios
- Assessment of performance and resiliency of scenarios
- Stakeholder evaluation of scenarios
- 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 identify actions in addition to transportation capacity improvements that improve regional quality of life.

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:**

- Refinement of the Wasatch Choice integrated transportation, land use, and economic development regional blueprint
- Incorporation of community development considerations into the region's transportation planning and programming processes
- Assistance to local governments in preserving transportation corridors
- Identification of local policies to further implement the Wasatch Choice Regional Vision
- Incorporation of green infrastructure and critical lands considerations into the Wasatch Choice for 2050 Vision, and the 2023 – 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 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 2050 Growth Principles and Regional Vision.

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
- Future of Light Rail Study
- FrontRunner Implementation Strategy Study
- Station Policy
- Park & Ride Master Plan Update
- Parking Modernization Initiative
- 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 2020

## **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)
- 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 continue 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 WF TDM v8.4
- Continued progress toward completion of a WF Bike Model and methodology for integration with WF TDM v8.4
- 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
- Implementation of peer review panel (September 2019) recommendations for enhancements to REMM 1.0 model structure, input data, visualization of results, model transparency, and collaboration with other MPO's.
- Updated REMM policy layer to reflect most current city general plans,
- Add Brigham City, Perry, and Willard area in Box Elder County into REMM's geographic coverage area
- 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
- Ongoing collaboration with the University of Utah Gardner Policy Institute (GPI) to inform their update of county-wide socioeconomic control numbers that guide REMM forecast analysis. This includes enhancing the GPI-specific REMM version that allocates regional growth without county-specific population and employment targets
- Enhanced understanding of the REMM model behavior when full capacity levels are reached
- Incremental improvements to the REMM model structure and coefficients
- Further exploration of cloud computing for scalable REMM and WF TDM operation
- Technical support for WF 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<sub>2.5</sub> 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 the US Census Bureau in support of quality 2020 Census data products that are accessible and utilized.

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

#### **ANTICIPATED PRODUCTS:**

- Biennial 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 transit data

### **G.3 GIS AND DATABASE MANAGEMENT**

#### **OBJECTIVES:**

To expand the data 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 Geographic Information System (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 and 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 Wasatch Front travel demand model (WF TDM) and Real Estate Market Model (REMM) land use model

- GIS map layers, interactive web maps, and web services depicting mobility, access to opportunities, and other results from WF 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 Statewide Transportation Improvement Program (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 special interest 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 government staff, to ensure that the public is well informed about the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Wasatch Choice 2050 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.

To provide subject-matter expertise and information in State legislative discussions on issues relating to transportation, growth planning, economic development, and other areas relevant to the work of WFRC and its partners and stakeholders.

### **ANTICIPATED PRODUCTS:**

- Public events, including:
  - Online and/or in-person open houses
  - Wasatch Choice 2050 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
- Federal and state legislation and policy
- Distribution of the statewide Utah's Unified Transportation Plan
- 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 5-Year Plan and 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 Wasatch Front Economic Development District (WFEDD) 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 2050 Vision

**ANTICIPATED PRODUCTS:**

- An annual update to the currently adopted 2018-2023 Comprehensive Economic Development Strategy (CEDS)