



WFRC BUDGET COMMITTEE

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

2020 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	Yes
MORGAN COUNTY	
Councilmember Tina Cannon	Yes
SALT LAKE COUNTY	
Councilmember Michael Jensen	No
Mayor Jeff Silvestrini	No
TOOELE COUNTY	
Commissioner Shawn Milne	Yes
WEBER COUNTY	
Mayor Mike Caldwell	Yes
BOX ELDER COUNTY	
Commissioner Jeff Scott	Yes
Others in Attendance	
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.