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State Planning Coordinator

Andrew Gruber
Executive Director

WFRC Budget Committee March 11, 2021

AGENDA

There will be a meeting of the Budget Committee on **Thursday, March 11, 2021 at 10:00am via [Zoom](#)**

Meeting ID: 867 9558 8631 Passcode: 712232

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The agenda for the meeting will be as follows:

1. Welcome and Introductions
2.
 - a. **ACTION:** Approval of Minutes of August 13, and October 8, 2020
 - b. **ACTION:** Financial statements/check registers for October, November, December 2020 and January 2021, and Budget/expenditure report to date (Minutes and financial statements begin on page 40 of the packet.)
3. Public Comment
4. **ACTION:** Recommend that the Council release the Draft FY22 WFRC Goals, Budget, and Unified Planning Work Program (UPWP) for public comment
5. Discuss FY21 auditor selection
6. Executive Director's Report
7. Other Business
Next meeting: May 13, 2021

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

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Wasatch Front Regional Council is choosing to continue holding all public meetings electronically, without an anchor location, until it is deemed safe enough to hold public meetings in person.

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](#), por lo menos 72 horas antes de la reunión.

Wasatch Front Regional Council ha elegido seguir manteniendo todas las juntas públicas electrónicamente, sin un lugar de anclaje, hasta que sea considerado lo suficientemente seguro para tener juntas públicas en persona.

FOR BUDGET COMMITTEE REVIEW

DATE: March 25, 2021
AGENDA ITEM: 4
SUBJECT: **ACTION:** Release for review and comment: Draft FY22 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 proposed agency goals and prepared a draft budget and Unified Planning Work Program (UPWP) that outline the objectives and activities that WFRC plans to undertake in fiscal year 2022.

The WFRC Budget Committee reviewed the suggested goals, draft budget and UPWP on March 11, 2021 and the Regional Council will review these three items at its meeting on March 25, 2021. The Regional Council will then make these available for review by the public and by the County Councils of Governments (COGs). After considering any comments received, the Regional Council will approve the goals and adopt a final budget and UPWP in May 2021. Below is a description and list of the goals, a summary of the UPWP, and discussion about key aspects of the budget.

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 FY22. The WFRC Unified Planning Work Program (UPWP), to be presented to the Regional Council at its meeting in May 2021, 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, as adopted by the Council, serve that purpose.

The proposed WFRC FY22 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 FY22 goals are similar to the FY21 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 FY22 in collaboration with cities, counties, UDOT, UTA, and other partners. Among the primary tasks are assisting local communities with growth, transportation, and planning issues; ongoing development of the Regional Transportation Plan, Utah Unified Transportation Plan, and Wasatch Choice 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.

Budget Overview

Expenditures:

The budget for FY22 shows an increase of 19% over estimated FY21 expenditures, as several categories of expenditures from FY21 were less than anticipated due to the COVID-19 pandemic. Uncertainty surrounding the fiscal impact of the pandemic led WFRC to institute several cost-saving measures, including delaying or deferring: 1) wage adjustments for staff, 2) hiring of the replacement for the outgoing CFO and a new TLC program planner, 3) filling vacancies that occurred during the year, and 4) entering into new consulting contracts. Other expenses such as travel and training were delayed or eliminated, making those significantly less than what had been planned before the pandemic. The FY22 budget also includes expenses for the Household Travel Survey and the Transportation and Land Use Connection (TLC) Program that were budgeted in FY21 but were delayed due to the pandemic or were initiated in FY21 but are anticipated to carry into FY22 as multi-year efforts.

The FY22 budget generally assumes that expenditures will return to a pre-pandemic norm. The budget functions as a legal limit on expenditures, and of course we do not have to spend everything that is budgeted; in fact we routinely come in under budget. As we move towards and into FY22, we will continue to assess the economy and market and have the ability to make budget adjustments as may be warranted.

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 four months for the outgoing CFO who will be retiring at the end of October 2021, and the addition of the new TLC planner whose hiring was delayed from FY21. Consistent with past practice, the budget also includes an overall personnel line item increase of five percent that functions as a cap for salary and employee benefit cost adjustments, including group health insurance.

Consultant contracts represent the second largest expenditure in the FY22 budget. The footnotes to the budget provide detail of anticipated consulting contracts. The following are descriptions of two significant areas of consultant expense:

- The largest element of contractual expenditures (approximately \$1.5M in FY22) 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. Some of the TLC projects will not be completed before the end of FY21 and will be carried forward to FY22, with a budget amendment to be made in October 2021 when final accounting for FY21 is completed, reflecting the multi-year nature of the program. Much of the variation in the contractual line item reflects those TLC program consultant expenses, which are fully budgeted in one year and then often roll into the next, as well as the growth in the program. The expansion of TLC over time was planned, budgeted, and paid for with specific new funding.
- The other large item (approx. \$1.4M in FY22) is the Household Travel Survey, a significant data collection effort that is conducted roughly every ten years and is managed by WFRC and jointly funded by WFRC and its transportation agency partners. The WFRC costs of the travel survey will be covered through federal Surface Transportation Program (STP) funding. The Household Travel Survey was anticipated to start in FY21, but was largely deferred to FY22 given the disruptive effects of the pandemic on travel.

All other expenditures in other line items 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. Most of WFRC's federal funding comes through the U.S. Department of Transportation. The current multi-year federal transportation funding and policy authorization legislation, the FAST Act, expires on September 30, 2021. The reauthorization process is an uncertain one, and often results in temporary program and funding extensions as Congress and the President deliberate. While unlikely, there is a risk of the program expiring without extension, or funding being rescinded. This situation is not unprecedented, but the degree of risk warrants close monitoring of the situation.

The mix of federal funding in the WFRC FY20 and FY21 budgets requires 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. In FY22 the normal balance between the two funding sources is restored.

The budget includes continuing federal funding from the Small Cities Community Development Block Grant (CDBG) program at \$50,000 a year and a modest one-time amount to administer a CARES Act grant program for local government COVID 19 related projects. The budget also includes \$70,000 for the Wasatch Front Economic Development District (WFEDD) and \$335,332 in CARES Act funding for business recovery projects from the Economic Development Administration, most of which will be used for consultants to assist with the projects.

For WFRC FY22 the local county contributions increase by 1.7%. Consistent with WFRC policy, in WFRC FY22 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, 2017 through June 30, 2020. This projected increase supports the ongoing financial stability of the Council.

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

EXHIBITS:

Draft FY22 WFRC Goals
Draft budget for FY22 and footnotes
Draft FY22 UPWP Summary

RECOMMENDATION AND MOTION:

The WFRC Budget Committee recommends and moves that the Council release for review and comment the draft WFRC goals, UPWP, and budget for FY22.

CONTACT INFORMATION:

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Ned Hacker, (801) 363-4250 x 1120
Andrew Gruber, (801) 824-0055

Fiscal Year 2022 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, and recovering and transitioning from the pandemic.
 - 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 multimodal 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, to (i) monitor and share progress towards the adopted Wasatch Choice goals; (ii) streamline and further the utilization of performance measurement; (iii) use "access to opportunities" as a measure for planning and programming; and (iv) promote inclusive engagement in transportation planning processes and equitable access to affordable and reliable transportation options.
- b. Continue refinement of the Wasatch Choice Regional Vision and 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 and policies based on pandemic recovery, automation, shared mobility, and telework/e-commerce.
- c. Develop the 2023-2028 Transportation Improvement Program (TIP), compiling prioritized road, transit, and active transportation projects (adopt summer 2022).
- 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 recommendations spring 2022).
- 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) preparing for 2022 Household Travel Survey; and (ii) improving 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, Northwest Quadrant/ Inland Port, and Falcon Hill); regionally significant transit/ land use analyses (FrontRunner Forward, Future of LRT, Davis-Salt Lake Connector, Point of the Mountain Transit, Midvalley Connector, Local Link, and Mobility Hubs); multi-city active transportation plans; a variety of corridor studies linking roadways and land use, housing development and affordability; Central Wasatch Commission mountain transportation; I-15 statewide analysis; and Census 2020.
- 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.
- d. Adapt to a post-pandemic “new normal” in a way that strikes an appropriate balance between telecommuting for convenience in office work and gatherings, while maintaining the human connection from physical proximity.



FY'22 Goals: Schedule to Develop and Adopt

Item:	Time Frame:	Who:
done - Edit FY'21 into FY'22 Goals	Jan 13-22	Policy & Program Team
done - Initial discussion of FY'22 Goals	Jan 19	Leadership Team (ACs)
done - Follow-up discussion of FY'21 Goals	Jan 25	Mgmt/ Admin Team
done - Request staff input regarding draft FY'22 Goals	Feb 1	Andrew
done - Finalize Draft FY22 Goals	Feb 12	Policy & Program Team
Send draft FY'22 Goals to Budget Committee	Mar 5	Andrea
Present draft FY'22 Goals to Budget Committee	Mar 11	Andrew
Present draft FY'22 Goals to Council	Mar 18	Andrew
Present Final FY'22 Goals to Budget Committee	May 23	Andrew
Present Final FY'22 Goals to Council	May 27	Andrew

Below are the Fiscal Year 2021 Goals edited into DRAFT Fiscal Year 2022 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 and recovering and transitioning from the pandemic.
- 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 multimodal 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 WFRM plans and programs, with a focus onto (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; ~~and~~ (iv) promote inclusive engagement in transportation planning processes and equitable access to affordable and reliable transportation options.

b. Continue refinement of the Wasatch Choice Regional Vision and 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), and policies based on pandemic recovery, automation, shared mobility, and telework/e-commerce.

c. Develop the 202~~23~~²⁴-202~~28~~²⁹ Transportation Improvement Program (TIP), compiling prioritized road, transit, and active transportation projects (adopt summer 202~~12~~¹³).

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 recommendations approvals spring 202~~12~~¹³).

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).

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 Forward Strategic Business Plan,

Future of LRTTRAX, Ogden-Weber State University Bus Rapid Transit, Davis-Salt Lake Connector, Point of the Mountain Transit, and Midvalley Connector, Local Link, and Mobility Hubs); multi-city active transportation plans; a variety of corridor studies linking roadways and land use, housing development and affordability; Central Wasatch Commission mountain transportation; I-15 statewide analysis; and 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.

d. Adapt to a post-pandemic “new normal” in a way that strikes an appropriate balance between utilizing telecommuting for convenience in office work and gatherings, while maintaining the human connection from physical proximity.

Draft
Wasatch Front Regional Council FY 2022 Budget

Source of Funds

	FY 2020	FY2021	FY 2021	FY 2022		
	Actual	Budget	Estimated	Proposed		
Federal Sources:						
Federal Highway Administration - PL	2,952,229	1,712,330	953,931	3,128,556	228%	1
Federal Highway Administration - STP	681,965	4,913,209	2,999,570	2,807,443	-6%	2
Federal Transit Administration	671,104	725,896	725,896	740,214	2%	3
Dept. of Housing and Urban Development	57,782	79,990	77,600	52,300	-33%	4
Economic Development Administration	70,000	470,000	134,668	405,431	201%	5
Total Federal Sources	4,433,082	7,901,425	4,891,665	7,133,944	46%	
State Sources:						
Utah GOMB (CPG match)	140,000	140,000	140,000	140,000	0%	
Community Impact Board	2,000	2,000	2,000	2,000	0%	
UDOT - TLC	305,042	495,461	488,162	307,200	-37%	6
UDOT - Joint Projects	76,699	61,832	61,832	0	-100%	7
UDOT - Tooele RPO	821	0	0	0		8
UDOT - Morgan RPO	7,274	12,726	12,726	0	-100%	8
UDOT - Model Development	85,504	89,372	89,372	92,597	4%	9
Total State Sources	617,341	801,391	794,092	541,797	-32%	
Local Sources:						
Dedicated Project Funds	767,739	1,555,206	1,555,206	1,378,145	-11%	10
MAG - Joint Projects	26,609	57,960	57,960	0	-100%	7
UTA - TLC	98,886	319,239	319,239	187,500	-41%	6
UTA Joint Projects	26,609	46,965	46,965	0	-100%	7
UTA - Transit Sales Tax	160,684	178,974	178,974	182,554	2%	11
Local Contribution	314,174	320,772	320,772	326,225	1.7%	12
Total Local Sources	1,394,702	2,479,116	2,479,116	2,074,424	-16%	
TOTAL SOURCES	6,445,124	11,181,931	8,164,871	9,750,164	19%	

Draft
Wasatch Front Regional Council FY 2022 Budget

Expenditure by Function

Expenditure	FY 2020	FY2021	FY 2021	FY 2022		
	Actual	Budget	Estimated	Proposed		
Salaries/Employee Benefits	3,640,247	4,337,739	3,900,000	4,623,250	19%	13
Contractual	1,995,914	5,666,626	3,440,702	4,009,623	17%	14
Audit and Accounting	17,792	20,000	20,000	26,250	31%	
Dues & Subscriptions	19,861	37,725	37,725	26,475	-30%	15
Equipment Depreciation	102,640	111,884	108,300	114,000	5%	
Equipment Maintenance	9,394	20,000	40,000	55,000	38%	16
Insurance	10,242	12,000	13,000	13,000	0%	
Legal	2,110	10,000	500	10,000	1900%	17
Printing and Publication	0	10,950	1,000	10,950	995%	
Rent	416,231	432,190	432,190	435,000	1%	
Supplies/Software & Licenses	101,614	125,770	125,638	132,250	5%	
Telephone/Data	29,651	35,000	34,446	35,000	2%	
Training	45,392	66,000	10,151	66,000	550%	18
Travel	54,037	79,760	1,219	79,760	6445%	18
Total Expenditures	6,445,124	10,965,644	8,164,870	9,636,558	18%	
Amounts expected to carry into next FY	0	216,287		113,607		19
TOTAL	6,445,124	11,181,931	8,164,871	9,750,164	19%	

Draft
Wasatch Front Regional Council FY 2022 Budget

Expenditure by Program

Program	FY 2020	FY2021	FY 2021	FY 2022		
	Actual	Budget	Estimated	Proposed		
Consolidated Transportation Planning Grant	3,964,147	5,058,185	4,466,127	5,270,868	18%	20
Transportation & Land Use Connection	1,921,037	4,036,108	2,680,613	2,155,600	-20%	21
Household Travel Survey	0	811,250	260,000	1,362,896	424%	22
Economic Development	140,000	140,000	140,000	140,000	0%	
Local Government - Other	19,473	184,442	8,200	110,225	1244%	23
Model Development	122,878	132,177	132,177	134,845	2%	24
Joint Projects	135,554	166,756	180,602	0	-100%	7
Legislative Consulting	66,000	122,000	122,000	146,000	20%	25
CDBG - Tooele	50,000	50,000	50,000	50,000	0%	
Mobility Management	3,233	10,000	9,405	10,000	6%	
Tooele Valley RPO	5,745	10,000	9,679	10,000	3%	
Morgan RPO	7,274	19,022	9,452	10,000	6%	
Community Impact Board	2,000	2,000	2,000	2,000	0%	
Davis County Prop 1 Assistance	0	10,000	10,000	10,000	0%	
EDA CARES Act Business Assistance	0	400,000	64,698	335,431	418%	5
CDBG CARE Act Local Govt Assistance	7,782	29,990	19,918	2,300	-88%	4
TOTAL EXPENDITURES	6,445,124	11,181,931	8,164,871	9,750,164	19%	

Draft
Wasatch Front Regional Council FY 2022 Budget

Local Contributions

County	FY 2020 Actual	FY2021 Budget	FY 2021 Estimated	FY 2022 Proposed		
Box Elder, 1 voting member	12,911	13,182	13,182	13,406	1.7%	12
Davis, 4 voting members	68,861	70,307	70,307	71,502	1.7%	12
Morgan, 1 voting member	12,911	13,182	13,182	13,406	1.7%	12
Salt Lake, 8 voting members	137,719	140,611	140,611	143,001	1.7%	12
Tooele, 1 voting member	12,911	13,182	13,182	13,406	1.7%	12
Weber, 4 voting members	68,861	70,307	70,307	71,502	1.7%	12
TOTAL	314,174	320,772	320,772	326,225	1.7%	12

Draft
Wasatch Front Regional Council FY 2022 Budget

General Fund

	FY 2020	FY2021	FY 2021	FY 2022	
	Actual	Budget	Estimated	Proposed	
Revenue					
Local Sources	20,889	0	0	0	0%
Other	3,768	1,600	1,550	1,600	3%
Interest	0			0	0%
Total revenue	<u>24,657</u>	<u>1,600</u>	<u>1,550</u>	<u>1,600</u>	
Expenditures					
Administration	1,483	1,600	1,545	1,600	4%
Capital outlay	<u>290,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total expenditures	<u>291,483</u>	<u>1,600</u>	<u>1,545</u>	<u>1,600</u>	
Excess of revenue over expenditures (usage of fund balance)	-266,826	0	5	0	
Other sources					
Transfers in	0	0	0	0	
Transfers out	<u>71,415</u>	<u></u>	<u></u>	<u>0</u>	
Net change in fund balance	-338,241	0	5	0	

Special Projects Fund

	FY 2020	FY2021	FY 2021	FY 2022	
	Actual	Budget	Estimated	Proposed	
Revenue					
Federal Sources	4,433,082	7,901,425	4,891,665	7,133,944	46%
State Sources	617,341	801,391	794,092	541,797	-32%
Local Sources	1,373,813	2,479,116	2,479,116	2,074,424	-16%
Other		0	0	0	0%
Interest		12,500	6,531	6,500	0%
Total revenue	<u>6,424,235</u>	<u>11,194,432</u>	<u>8,171,404</u>	<u>9,756,664</u>	
Expenditures					
Capital outlay	29,832	45,000	45,000	45,000	0%
Planning	<u>6,342,483</u>	<u>11,181,930</u>	<u>8,056,571</u>	<u>9,636,164</u>	20%
Total expenditures	<u>6,342,483</u>	<u>11,181,930</u>	<u>8,056,571</u>	<u>9,636,164</u>	
Excess of revenue over expenditures (usage of fund balance)	81,752	12,502	114,833	120,500	0%
Other sources					
Transfers in	0	0	0	0	0%
Transfers out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Net change in fund balance	81,752	12,502	114,833	120,500	

Draft
Wasatch Front Regional Council FY 2022 Budget

Office Building Fund

	FY 2020	FY2021	FY 2021	FY 2022	
	Actual	Budget	Estimated	Proposed	
Revenue					
Interest		12,000	6,395	6,400	0% 26
Total revenue	0	12,000	6,395	6,400	
Expenditures					
Administration	0	0	0	0	0%
Total expenditures	0	0	0	0	
Excess of revenue over expenditures (usage of fund balance)	0	12,000	6,395	6,400	0%
Other sources					
Transfers in	0	0	0	0	0%
Transfers out	0	0	0	0	0%
Net change in fund balance	0	12,000	6,395	6,400	0%

Draft FY22
Budget Footnotes

1. Federal planning or “PL” funds are the largest single source of funding for WFRC’s budget. In FY20 a possible national rescission of unobligated federal PL funds was announced. The Council took action to mitigate this possible loss of PL by obligating the entire balance of available PL funds in its FY20 budget with an offsetting reduction to federal Surface Transportation Program (STP) funds that are typically used for planning. The Council reversed/rebalanced this action in its FY21 budget. The result of that reversal is shown in the decrease of PL funds from FY20 to FY21. The increase from FY21 to FY22 shows a return to the normal balance of funding between PL and STP funds used for planning. The FY21 use of PL funds is also lower due to cost-reduction measures instituted by WFRC during the pandemic.
2. The movement in Federal Highway Administration Surface Transportation Program (STP) funds from FY20 to FY21 to FY22 reflects the balancing actions described in footnote 1. The growth from FY20 to FY21 also reflects Transportation and Land Use Connection (TLC) program projects that were in process but not completed by the end of FY20 and were carried forward to FY21. The FY22 budget incorporates a 3% increase in STP funds used for transportation planning. The FY22 budget also includes \$657,500 in STP funds for the ongoing household travel survey that began in FY21 and will continue over the next two fiscal years. It is anticipated that an adjustment to STP funds will be made in October 2021 to reflect remaining FY21 projects not completed by the end of FY21 to be carried forward to FY22.
3. Federal Transit Administration funding includes \$730,214 in funds for the Consolidated Planning Grant (CPG) program and \$10,000 for Mobility Management through UTA.
4. The changes in funding from the Department of Housing and Urban Development between the three fiscal years shown here are due to a CARES Act grant WFRC received. This grant provided funding for local governments for pandemic relief efforts. WFRC received \$29,990 to administer the program. WFRC also receives \$50,000 each year to assist small cities to apply for CDBG funds.
5. The Economic Development Administration (EDA) provided WFRC with CARES Act assistance funding for economic recovery related projects. These projects, submitted by local governments in our region, are evaluated and the funds are awarded in conjunction with the TLC program process. WFRC also receives \$70,000 from EDA for a Planning Partnership grant to support the Wasatch Front Regional Economic Development District.
6. Utah Department of Transportation (UDOT) and Utah Transit Authority (UTA) provide funding for the TLC program. This budget shows a decrease of UDOT and UTA funding from estimated FY21 to FY22. This reflects the timing of expenditure of funds on TLC projects, but the actual annual contributions from UDOT and UTA remain consistent.
7. 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 FY22.
8. The State of Utah provided funds for the initial organization of the two regional planning organizations (RPOs) in Tooele and Morgan Counties, which are outside of the WFRC metropolitan planning organization (MPO) boundaries. The initial RPO organization is

complete and WFRC does not receive any further state funding for the RPOs. The RPOs are supported with funds from the cities and counties.

9. WFRC partners with UDOT and Mountainland Association of Governments for costs associated with Model Development including staff and consultant expenses.
10. FY22 Dedicated Project Funds include:
 - a. \$10,000 – Tooele Valley RPO
 - b. \$42,248 – Model Development (MAG)
 - c. \$10,000 – Local funds for Morgan RPO
 - d. \$300,000 – Salt Lake County for TLC program
 - e. \$300,000 – Local match for TLC awarded projects
 - f. \$10,000 – Davis County local option sales tax assistance
 - g. \$705,897 – Household Travel Survey

The increase from FY20 to FY21 reflects projects that were in process but not completed by the end of FY20 and were carried forward to FY21. A similar adjustment may be made in October 2021 for FY21 projects to be carried forward to FY22.

11. WFRC receives Transit Sales Tax funds that are used to match the federal Consolidated Planning Grant. This line item amount reflects 20% of the FTA 5303 portion of the CPG by agreement with Utah Transit Authority.
12. Consistent with the approach established by the Council during the FY18 budget process, the FY22 budget includes a 1.7% increase in local contributions. This increase represents a three-year average of the change in Consumer Price Index as measured from July 2017 through June 2020.
13. In FY20 actual salary and benefits expenditures were lower than budgeted due to several staff vacancies that were filled toward the end of the fiscal year. In FY21 the estimated salary and benefits will be lower than originally budgeted due to cost-saving measures instituted due to pandemic uncertainties, and staff turnover that created vacancies that are expected to be filled late in the fiscal year. The FY22 budget assumes: 1) full staffing for the existing 30 positions; 2) four months of overlap from the retiring CFO to work with the new Comptroller ensuring a smooth transition; 3) the addition of a new Accounting Specialist to assist the CFO with basic accounting and provide a level of redundancy in the case of turnover or other staffing changes within the accounting department; 4) the addition of a new TLC planner (initially intended to be hired at the beginning of FY21 but delayed) due to the planned expansion of the program; and 5) a 5% overall increase that functions as a cap for salary and employee benefit cost adjustments, including group health insurance.
14. FY21 Contractual includes the following anticipated activities:
 - a. \$1,362,896 – Household Travel Survey
 - b. \$75,000 – Communications and public outreach
 - c. \$143,325 – Planning studies undesignated
 - d. \$146,000 – State and federal legislative consulting
 - e. \$30,000 – Unified Financial Plan update
 - f. \$300,000 – EDA CARES Act recovery assistance
 - g. \$1,506,119 – Transportation and Land Use Connection program
 - h. \$100,000 – Regional freight study

- i. \$25,000 – Human resource program assistance / development
- j. \$50,000 – Multimodal grid analysis
- k. \$50,000 – Regional street connectivity
- l. \$25,000 – Bike counter procurement, construction, maintenance program study
- m. \$49,283 – Street light data
- n. \$50,000 – Wasatch Bikeways initiative
- o. \$25,000 – Post-COVID Communities initiative
- p. \$32,000 – Joint modeling assistance
- q. \$25,000 – Bike facility estimating tool
- r. \$15,000 – Internal auditor

The increase in contractual expense from FY20 to FY21 is due to projects in process that were not completed before the end of FY20 and were carried forward into FY21, most notably through the TLC program.

The largest element of contractual expenditures (approximately \$1.5M in FY22) 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. Some of the TLC projects will not be completed before the end of FY21 and will be carried forward to FY22, with a budget amendment to be made in October 2021 when final accounting for FY21 is completed, reflecting the multi-year nature of the program. Much of the variation in the contractual line item reflects those TLC program consultant expenses, which are fully budgeted in one year and then often roll into the next, as well as the growth in the program. The expansion of TLC over time was planned, budgeted, and paid for with specific new funding.

The other large item (approx. \$1.4M in FY22) is the Household Travel Survey, a significant data collection effort that is conducted roughly every ten years and is managed by WFRC and jointly funded by WFRC and its transportation agency partners. The WFRC costs of the travel survey will be covered through federal Surface Transportation Program (STP) funding. The Household Travel Survey was anticipated to start in FY21, but was largely deferred to FY22 given the disruptive effects of the pandemic on travel.

It is anticipated that some projects will not be completed by the end of FY21 and will carry forward to FY22. The adjustment to the budget for these projects to be carried forward will be made in October 2021 when the actual final amount becomes known, after final accounting is completed for FY21.

15. The increase in Dues and Subscriptions from FY20 to FY21 is because WFRC needed to catch up on previously unpaid (prior to FY20) dues to the National Association of Regional Councils. The dues return to normal levels in FY22.
16. At the beginning of FY20 the company that provided WFRC with computer equipment and network support did not renew their contract with WFRC. Over the next several months WFRC attempted to fill the need with existing staff. In December of 2020 WFRC contracted with a company to provide equipment and network support as well as IT security assistance. The budget reflects this ongoing contract for service.
17. WFRC budgets an amount each year for contingent legal expenses.

18. During portions of FY20 and all of FY21, due to the COVID pandemic, WFRC staff did not expend much of its Travel and Training budget as most meetings and training were conducted virtually. The FY22 budget reflects the amount that was anticipated in FY20 but not expended due to the pandemic. Post-pandemic, it is uncertain whether meetings and training will continue to be held virtually or return to pre-pandemic levels or a level in between. The amount shown in the budget will function as a cap but will not be expended unless needed.
19. Amounts expected to carry forward into the next fiscal year reflect ongoing projects that are fully budgeted in the current fiscal year and are expected to be completed in the following fiscal year. These amounts will be adjusted in October when the final accounting for FY21 is completed and the on-going projects in process are carried forward into the next fiscal year.
20. The Consolidated Transportation Planning Grant (CPG) program incorporates the core of WFRC's planning work. The adjustments in the CPG program are due in part to staffing costs that were less than expected due to unfilled positions. It also reflects adjustments made in FY21 to cancel or delay certain expenditures due to the COVID 19 pandemic, such as employee compensation adjustments and hiring, and travel and training. It also reflects some on-going multi-year consulting contracts that carry forward from one year to the next. This budget is expected to be adjusted in October 2021 for projects that are in process at the end of FY21 and will be carried forward to FY22.
21. The pattern of budgeting for the Transportation and Land Use Connection (TLC) program reflects the multi-year nature of most of the TLC projects. FY21 included TLC program projects that were in process at the end of FY20 but not completed prior to fiscal year end and were carried forward and fully budgeted into FY21. Therefore, the FY21 budgeted figure includes both projects carried forward from FY20 and new program funds in FY21. The figures also reflect planned growth in the program. Many of these projects now budgeted in FY21 will not be completed prior to fiscal year FY21 and will carry forward to FY22. The current FY22 budgeted figure represents the annual contributions to the program plus anticipated local match. An amendment to the FY22 budget will be made in October 2021 after close out of FY21 to reflect these ongoing projects that are expected to be completed in FY22.
22. The FY22 budget includes \$1,362,896 for the second year of a three-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 FY22 WFRC is contributing \$656,999 in STP funds with other planning partners (UDOT, MAG, UTA, Dixie MPO, and Cache MPO) contributing the remaining \$705,897 for the project. The project is expected to span three years with a total cost of \$2,000,000. WFRC is managing the project. The Household Travel Survey was anticipated to start in FY21, but was largely deferred to FY22 given the disruptive effects of the pandemic on travel.
23. Local Government Other uses funds from local contributions for expenditures that do not qualify for other funding. For example, planning projects in non-urbanized areas do not qualify for the federal planning dollars allocated to WFRC as an MPO and WFRC may use these funds for that work.
24. The Model Development program includes funds received from UDOT and MAG to support model development staff and consulting services.

25. The increase in Legislative Consulting from FY20 to FY21 included the additional funding for a consultant to assist with federal legislative matters to assist with the upcoming federal transportation legislation reauthorization. The FY22 budget includes an increase in the cost of the federal legislative consultant.
26. 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 earned on the investment of those funds.

In FY22 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 2022 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) 2022 UPWP and budget amendments
- FY 2023 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 2022 Federal Aid Agreement for the MPO Area.
- Participation in Technical Advisory Committees for both WFRC's Trans Com and Regional Growth Committees.
- Assistance to the WFRC in developing the FY 2023 UPWP. Assistance to WFRC in interpreting and complying with updated air quality rules and regulations. 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 with WFRC to establish both 2-yr and 4-yr targets for the on-road source emissions measure.
- 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 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.
- Work with WFRC to implement corridor plans that include local communities' transportation solutions.
- Coordinate the implementation of State legislative 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:

- Long Range Transit Plan (LRTP)
- Five-Year Service Plan
- Microtransit Pilot Program Evaluations
- Service Planning Standards, Design Guidelines, and System Analysis
- Transit Financial Plan (TFP)/Scenario Tool
- Wayfinding Signage and Bus Stop Improvement
- Real-time Digital Signage for Bus
- Mobile Trip Planning
- Transit Oriented Development (TOD)/Station Area Planning
- Emergency Preparedness Planning
- Rideshare Program Planning
- 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:

- Final development of RidePilot lite for 5310 Grant sub-recipient reporting
- Sustainable and 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
- 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 and testing
- 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 continue to cooperate and coordinate with Utah's other three Metropolitan Planning Organizations (MPOs), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Utah Department of Transportation (UDOT), Utah Transit Authority (UTA), local governments, and other interested agencies and stakeholders for the update of the Wasatch Choice Regional 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 review, discuss, and incorporate all existing and new federal requirements found in national surface transportation authorization legislation, including the Fixing America's Surface Transportation Act (FAST Act).

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

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

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 continue to refine RTP performance measures, to evaluate individual and system-level improvements throughout the 2023-2050 RTP development process, to set appropriate performance measure targets, to monitor progress towards the Wasatch Choice Regional Vision, and to work internally and with partner agencies to ensure continued compliance with federal requirements.

To develop shared approaches to address local and regional disruptive technologies and external uncertainties.

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

To increase and coordinate efforts in planning related to safety with the most relevant and up to date data and tools.

To coordinate and increase emphasis with transportation partners and key stakeholders for statewide, regional, and local freight issues.

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

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

To continue coordination and communications efforts for Utah's Unified Transportation Plan 2023-2050.

ANTICIPATED PRODUCTS:

- Continued development of the 2023-2050 RTP, including enhanced consideration of the following:
 - Innovative funding and financing strategies
 - Multi-modal project prioritization
 - Development of scenarios reflecting the external forces and policies based on automation, shared mobility, and e-living
 - Policy approaches to complement planned investments
 - Equity and impacts to underserved and underrepresented communities
 - Planning and environmental linkages
 - Safety data and tools
 - Regional and local freight focus
- 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 encourage greater cooperation and coordination among municipalities, townships, and counties.

To improve integration between transportation, land use and economic development planning / implementation efforts in relation to 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 and meet regional transportation needs.

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 their coordinated planning efforts, including preservation of transportation corridors
- Identification of local and regional strategies to improve resiliency of outcomes in the face of disruptive technologies, uncertain market dynamics, and environmental uncertainties.
- 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 Regional 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 Regional Vision Growth Principles.

To support utilization of Wasatch Choice implementation planning tools 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 Report on Highway and Transit Performance
- 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:

- Active Transportation Master Plan
- FrontRunner Forward
- Future of Light Rail Study
- Station Access Policy
- Transit Oriented Development (TOD) Implementation
- Park & Ride Master Plan Update
- 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 2021

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. WFRRC will also provide general support to these projects through other elements of the UPWP.

ANTICIPATED PRODUCTS:

- Little Cottonwood Canyon Environmental Impact Statement (EIS)
- I-15 (600 North – Farmington) Environmental Study
- Bangerter Highway Corridor Environmental Study
- 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:

- Midvalley Connector
- Davis - Salt Lake City Community Connector
- Point of the Mountain Transit
- Other Environmental Studies

F. TRAVEL DEMAND AND SOCIOECONOMIC 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 v9.0) and REMM (expected to be v1.2) with completions targeted for December of calendar year 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, transparency, and ease of use of model-related tools. 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 v9.0
- Updated Mode Choice Model for WF TDM v9.0 including overhaul of transit service handling
- Continued progress toward completion of a WF Bike Model and methodology for integration with WF TDM v9.0

- Enhancements for WF TDM v9.0 that improve the model's sensitivity to the built environment, handling of external trips, and non-home-based work trips
- Continued implementation of peer review panel recommendations (2019) for enhancements to REMM 1.1 model structure, input data, visualization of results, model transparency, and collaboration with other MPO's
- Continued data gathering and editing REMM policy layer to reflect most current city general plans
- Addition of Brigham City, Perry, and Willard area in Box Elder County into REMM's geographic coverage area
- Data resources developed and maintained to inform REMM's 'pipeline projects' capability
- Continued development of automated tools to translate output of the models into formats that better support visual assessment, mapping and calculation of performance measures
- Updated REMM input data models to improve the efficiency of maintaining and updating this information, and to enhance the utility of this information for other analyses
- Within-model-year metrics for REMM that indicate what portion of the model space develops for each year and the characteristics of that new and re-development
- Sensitivity testing to enhance understanding of the REMM model behavior when full capacity levels are reached
- Incremental improvements to the REMM model structure and coefficients
- Technical support for WF TDM, REMM, and other 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 PM2.5 and Ozone SIP Development
- Transportation Control Measures as needed

G.2 SOCIOECONOMIC AND TRANSPORTATION DATA

OBJECTIVES:

To develop, verify and maintain socioeconomic estimate and forecast data at the county, place, and Traffic Analysis Zone (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 and American Community Survey data products that are accessible and utilized within our region.

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-range programming, long-range planning studies and air quality analyses
- 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 DATA MANAGEMENT

OBJECTIVES:

To serve partners and the community through collecting, using, and presenting spatial data and information in transportation, land use, and economic development 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.

To respond to community needs by delivering timely information resources related to pandemic recovery, equity, and access to opportunities.

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
- GIS map layers, interactive web maps, and web services depicting mobility, access to opportunities, and other results from the Wasatch Front travel demand model (WF TDM) and Real Estate Market Model (REMM) land use model
- Up-to-date input datasets for the WF TDM and REMM models, including a more efficient process for base year parcel updates and a detailed representation of multi-family housing units
- Performance metrics derived from GIS and analysis of the WF TDM and REMM in support of the RTP planning process
- Geospatial datasets, spatial analysis, and maps in support of relevant community issues and needs, such as pandemic recovery and equity, including continuation of WFRC's Map of the Month for WFRC's newsletter series
- Authoritative geospatial datasets that are appropriately accessible to both internal and external clients via local and web connections, including forthcoming decennial census data/analysis products
- Technical documentation/metadata for authoritative geospatial datasets

G.4 TECHNICAL SUPPORT TO LOCAL GOVERNMENTS

OBJECTIVES:

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

ANTICIPATED PRODUCTS:

- Assistance and information to local governments and others

G.5 TOOELE VALLEY RURAL PLANNING ORGANIZATION

OBJECTIVES:

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

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

To provide a public involvement process.

ANTICIPATED PRODUCTS:

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

G.6 MORGAN COUNTY-OGDEN VALLEY RURAL PLANNING ORGANIZATION

OBJECTIVES:

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

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

To provide a public involvement process.

ANTICIPATED PRODUCTS:

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

H. PUBLIC INVOLVEMENT

OBJECTIVES:

To provide early, on-going, and two-way communication with 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.

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
- 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 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 (RRC) 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
- Assistance to RRC to allocate CDBG funds received through the CARES Act and additional Coronavirus aid packages

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 Regional Vision

ANTICIPATED PRODUCTS:

- An annual update to the currently adopted 2018-2023 Comprehensive Economic Development Strategy (CEDS)
- Administration of WFEDD one-time EDA Cares Recovery Assistance funding in the form of technical assistance to member communities

FOR BUDGET COMMITTEE REVIEW

DATE: March 11, 2021
AGENDA ITEM: 5
SUBJECT: **DISCUSSION:** FY21 Auditor selection
PREPARED BY: Loveit Baumgardner and Andrew Gruber

BACKGROUND:

In 2016 the Council issued a request for proposals for the performance of the annual audit of the Council's financial records for a five-year period, fiscal years 2016 through 2020. The Council selected Karren Hendrix Stagg Allen and Company (KHSA).

The FY21 audit is scheduled to begin in August 2021. The Council's current CFO is retiring and a new Comptroller, Kurt Mower, has been hired. Mr. Mower will begin working with the outgoing CFO on April 1, 2021 and will have a very short period of time to orient to the job and begin preparations for the annual audit.

Staff has contacted KHSA and they have offered to extend the contract for one year at the same rate we have paid the last five years, \$11,000. Staff is recommending that WFRC accept this extension so as not to be making two major concurrent changes to the audit process.

We are requesting the Budget Committee's concurrence on this approach.

CONTACT INFORMATION:

Loveit Baumgardner, (801) 913-1838
Andrew Gruber, (801) 824-0055



WFRC BUDGET COMMITTEE

Minutes

August 13, 2020, 10:00 am

A meeting was held on Thursday, August 13, 2020, via remote connection, due to the safety restrictions put in place by the Utah Governor's Office, in response to COVID-19 concerns, in Salt Lake City, Utah. The following were present:

2020 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	Yes
MORGAN COUNTY	
Councilmember Tina Cannon	Yes
SALT LAKE COUNTY	
Councilmember Michael Jensen	Yes
Mayor Jeff Silvestrini	Yes
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
Ned Hacker	WFRC
Loveit Baumgardner	WFRC
Andrea Pearson	WFRC

1. Welcome and Introductions [00:00:25]

Commissioner Shawn Milne, Chair, called the meeting to order. Introductions were completed via roll call.

2. ACTION: Minutes of May 14, 2020 [00:02:10]

Commissioner Milne brought attention to the next item on the agenda, taking action for approval of the May 14 minutes. Mayor Mike Caldwell made a motion to approve the minutes of May 14 as written. Mayor Jeff Silvestrini seconded the motion and the vote was unanimous in the affirmative.

3. Public Comment [00:03:20]

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

4. ACTION: Report on WFRC Fraud Risk Assessment and approve updates to WFRC Accounting and Administrative Policy [00:03:45]

Andrew Gruber, WFRC, reported that WFRC was required to conduct a Fraud Risk Assessment before June 30, 2020, along with all other Utah local governments with a fiscal year ending on June 30. The self-assessment was completed, and the results were emailed to the WFRC Council.

The Fraud Risk Assessment is a scored questionnaire generated by the Office of the Utah State Auditor designed to evaluate existing policies, procedures, and personnel and determine a risk level to the entity for potential fraud. Based on that assessment, overall WFRC is in the “low risk” category with a score of 335. The Fraud Risk Assessment and the email that was provided previously to the Council is included with the meeting material. Mr. Gruber continued by stating that one of the measures an entity can take to guard against potential fraud is the establishment of an Audit Committee. That committee provides oversight of the entity’s finances and accounting processes. The WFRC Budget Committee has traditionally filled this role for the Council. Staff regularly consults with and reports to the Budget Committee and relies on the Committee’s input. It is appropriate to clarify and codify that the WFRC Budget Committee also serves the function of overseeing the agency’s internal and external audit functions. Therefore, it is recommended that Wasatch Front Regional Council’s Accounting and Administrative Policy be amended to further establish and define that role. Included in the meeting material is the proposed revised policy. **[00:26:19, 00:31:14]** Councilmember Tina Cannon made a motion that the WFRC Budget Committee recommends that the Council take action to amend the WFRC Accounting and Administrative Policy as presented. Mayor Mike Caldwell seconded the motion and the vote was unanimous in the affirmative.

5. Discussion on Financial Projections [00:31:48]

Andrew Gruber, WFRC, then presented the Committee with the following information regarding WFRC’s financial projections. The regular WFRC budget development process looks ahead to the next fiscal year, but periodically it is prudent to do an assessment of the long-term financial stability of the organization. This is particularly true at this moment, given (1) the economic uncertainty caused by the COVID-19 pandemic, and (2) the impending expiration of the federal FAST Act on September 30, 2020, which authorizes the majority of WFRC’s agency funding. Allowing for these twin uncertainties, WFRC’s current budget situation is solid. However, it seems prudent to understand our short- and long-term financial dynamics, as well as evaluate potential options or contingency plans to increase revenues or reduce costs to ensure long-term financial stability and continuity of service. To that end, a budget projection has been prepared that shows the FY’20 actual spending, FY’21 adopted budget, and FY’22-’26 projections. It also identifies several potential strategies to reduce costs, or to increase revenues – some of which are within WFRC’s control and some would require action by others in Utah or nationally.

6. Executive Director’s Report [01:02:26]

There were no further items to report.

7. Other Business [01:02:26]

The next meeting of the Budget Committee is tentatively set for January 2021. WFRC staff will confirm the meeting date and inform the WFRC Budget Committee as appropriate. Commissioner Milne asked if there were any other business items to discuss. There were none.

8. Adjournment [01:03:00]

Commissioner Milne then requested a motion to adjourn the meeting. Mayor Mike Caldwell made a motion to adjourn and the motion was seconded by Councilmember Tina Cannon. The vote was unanimous in the affirmative. The meeting adjourned at 11:04 am.



WFRC BUDGET COMMITTEE

Minutes

October 8, 2020, 11:15 am

A meeting was held on Thursday, October 8, 2020, via remote connection, due to the safety restrictions put in place by the Utah Governor's Office, in response to COVID-19 concerns, in Salt Lake City, Utah. The following were present:

2020 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	No
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	No
BOX ELDER COUNTY	
Commissioner Jeff Scott	Yes
Others in Attendance	
Andrew Gruber, WFRC	Wayne Bennion, WFRC
Ned Hacker, WFRC	Tim Rees, KHSA
Loveit Baumgardner, WFRC	Stephen Capson, KHSA
Andrea Pearson, WFRC	

1. Welcome and Introductions [00:00:08]

Commissioner Shawn Milne, Chair, called the meeting to order at 11:20am. Introductions were completed via roll call.

Commissioner Milne noted for the record that there is not a quorum in attendance for this meeting, therefore no actions will be taken. All agenda items will be informational only, and any item requiring action will be tabled until the next meeting of the WFRC Budget Committee, tentatively set for January 14, 2021.

Andrew Gruber, WFRC, indicated that he had met or would be meeting individually with those committee members who were not able to be in attendance, to provide a review and discussion of all the materials.

2. ACTION: Minutes of August 13, 2020 [00:01:10]

Tabled until the next meeting of the WFRC Budget Committee

3. Public Comment [00:01:47]

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

4a. ACTION: Recommend for approval - FY21 Budget Amendments [00:02:24]

Andrew Gruber, WFRC, reminded the Committee that each October, WFRC closes the financial books on the previous fiscal year; this includes verifying the final expenditures, and determining what expenditures and revenues will carry forward from the previous fiscal year (FY20) into the current fiscal year (FY21). WFRC routinely carries forward funding for projects that are multi-year in nature; i.e., a project may be fully budgeted in the first year, but the work is conducted over two or more years, and the associated expenditures and revenues are therefore carried forward into the next fiscal year. This requires an amendment to the current fiscal year (FY21) budget.

As WFRC completed FY20 and we reviewed the final expenditures, actual spending came in lower than budgeted by \$2,306,817. This resulted mainly from spending on some contractual items that occurred more slowly than was budgeted. As a result, the amount of funds that carried forward from FY20 into FY21 was higher than was budgeted, resulting in an increase in the FY21 budget as some spending shifts from FY20 to FY21. The majority of the funds and projects carried forward from FY20 to FY21 are for Transportation and Land Use Connection (TLC) Program projects.

There are also two new programs that have been added since the Council adopted its FY21 budget in May 2020, both reflecting federal funding from the CARES Act.

- Funding for CDBG CV Business Assistance is being passed through Weber County for the purpose of awarding grants to small businesses adversely affected by the COVID19 pandemic in Morgan, Tooele, and Weber (not including Ogden) counties (these are the “non-entitlement” areas in WFRC’s jurisdiction). WFRC received a sub-award in the amount of \$29,990 to assist with administering this program.
- WFRC received a grant from the Economic Development Administration to assist local communities with economic recovery efforts needed due to the COVID19 pandemic.

The WFRC Budget Committee, in lieu of taking an action, accepted the recommendation of WFRC staff that the amendment information presented move on to the Council so they may consider taking action to amend the WFRC FY21 Budget as proposed.

4b. Review WFRC Audit Report for FY20 [00:07:18]

Loveit Baumgardner, WFRC, introduced Tim Rees, and Stephen Capson, with Karren, Hendrix, Stagg, Allen & Company, who provided information regarding WFRC’s FY20 Audit Report. Mr. Rees stated that overall, it was a positive report. There were no material misstatements nor discrepancies. There were no findings of non-compliance related to financial statements.

[00:12:36] Andrew Gruber, WFRC, then noted that Ms. Baumgardner’s decision to postpone her retirement and stay with WFRC as the CFO through the disruption of the COVID-19 pandemic has been very appreciated. The process of recruiting and hiring someone to fill the position of Chief Financial Officer at WFRC has begun again, with Ms. Baumgardner remaining to ensure a solid knowledge transfer.

5. Discussion of Audit Function [00:19:35]

Andrew Gruber, WFRC, then noted that WFRC completed a fraud risk assessment as required by the Utah State Auditor in June 2020. It was determined, based on the assessment, that WFRC was a low-risk candidate for fraud. This is due in large part to the existing policies, internal control practices, and the ethical culture that exists in the organization. One of the recommendations was that the Council formally designate the Budget Committee as the Budget/Audit Committee (BAC) and codify their oversight role for both external and internal audit functions. This was done at the Council’s August 2020 meeting as an update to our [Accounting and Administrative Policy](#) (Policy) (see new section 3).

The updated Policy defines the duties and responsibilities of the BAC in two specific areas: the external audit focus (annual independent audit) and the internal audit focus. The BAC already provides oversight for the external audit, however there is value in enhancing our internal audit function. A reasonable approach is to contract with an accounting consultant to review our policies and processes and periodically review specific areas or transactions. The consultant would also serve as a technical resource to WFRC accounting staff and the BAC on various new accounting

standards that arise from time to time. WFRC staff asked the Office of the State Auditor and our external auditor about this approach, and both believed it would be effective and appropriate.

Therefore, WFRC staff intends to proceed with selecting a consultant to assist with internal audit functions and will coordinate with the BAC in that consultant hiring and scope development. Furthermore, consistent with recent discussions of the BAC, WFRC staff believes it is prudent to provide the BAC with the following reports at each Committee meeting to support the BAC with their responsibility to oversee WFRC's finances:

- Bank reconciliations including check registers
- Budget/Expenditure report

6. Executive Director's Report [00:30:30]

Andrew Gruber, WFRC, provided an update on the possibility of extending the lease on WFRC's office space to provide stability in the budget over time. Options were discussed, and staff will keep the Committee apprised of any potential changes.

7. Other Business [00:44:34]

The next meeting of the Budget Committee is tentatively set for January 14, 2021. WFRC staff will confirm the meeting date and inform the WFRC Budget Committee as appropriate. Commissioner Milne asked if there were any other business items to discuss. There were none.

8. Adjournment [00:48:22]

Commissioner Milne then stated that the meeting was adjourned. No motion was requested due to lack of a quorum. The meeting adjourned at 12:10 pm.

A recording of this meeting, as well as meeting materials, may be found on the WFRC website at www.wfrc.org

**Wasatch Front Regional Council FY 2021
Budget/Expense Report**

7/1/2020
6/30/2021

Expenditure by Function

Expenditure	Budget As amended Oct 22, 2020	Expended 1/31/2021	Balance Unspent	% Expended
Salaries/Employee Benefits	4,337,739	2,169,535	2,168,204	50%
Contractual	5,666,626	984,012	4,682,614	17%
Audit and Accounting	20,000	15,524	4,476	78%
Equipment Depreciation	111,884	56,575	55,309	51%
Equipment Maintenance	20,000	13,722	6,278	69%
Dues and Subscriptions	37,725	14,306	23,419	38%
Insurance	12,000	7,444	4,556	62%
Legal	10,000	0	10,000	0%
Printing & Publication	10,950	0	10,950	0%
Rent	432,190	247,444	184,746	57%
Supplies/Software/Sponsoships	125,770	66,811	58,959	53%
Telephone/Data	35,000	17,779	17,221	51%
Travel	66,000	603	65,397	1%
Training	79,760	5,164	74,596	6%
Equipment Purchase	45,000	6,044	38,956	13%
Amounts expected to carry forward into next FY	216,287	0	216,287	0%
TOTAL EXPENDITURES	11,226,930	3,604,963	7,621,969	32%
Excluding Carry Forward	11,010,644	3,604,963	7,405,682	33%
% Time Expended				59%

Expenditure by Program

Program	Budget As amended Oct 22, 2020	Expended 1/31/2021	Balance Unspent	% Expended
Consolidated Transportation Planning Grant	4,939,795	2,310,367	2,629,428	47%
UTA Project Support	118,391	46,235	72,156	39%
Household Travel Survey	811,250	0	811,250	0%
Tooele Valley RPO	10,000	5,493	4,507	55%
Local Government Service	184,442	5,142	179,300	3%
Community Impact Board \$2K	2,000	0	2,000	0%
Mobility Management	10,000	2,203	7,797	22%
Joint Projects	166,756	37,680	129,076	23%
Economic Development	140,000	52,911	87,089	38%
CDBG - Tooele	50,000	32,329	17,671	65%
Transportation and Land Use Connection	4,036,108	947,459	3,088,649	23%
Morgan RPO	19,022	3,930	15,092	21%
Legislative Consulting	122,000	59,000	63,000	48%
Model Development	132,177	74,600	57,577	56%
CDBG CARES Business Assistance	29,990	6,327	23,663	21%
Davis County Prop 1 Assistance	10,000	10,000	0	100%
EDA Economic Recovery	400,000	5,244	394,756	1%
Equipment Purchases	45,000	6,044	38,956	13%
TOTAL EXPENDITURES	11,226,930	3,604,963	7,621,968	32%

Notes to the Budget/Expense Report
January 31, 2021

In this report 59% of the fiscal year (time) has passed. Of the total amount budgeted for the year 32% was expended through the end of January 2021. The budget in this report is the budget that was amended by the Council on October 22, 2020.

The information contained in this report is useful in that it shows rates of expenditure by line-item and by program and allows the Council and staff to analyze rates of expenditure and progress of the various programs and address any areas of concern. It is not unusual for budget spent versus time to show variations. Some expenses such as accounting/audit fees, software licenses and dues are paid at the beginning of the fiscal year causing the percentage of budget spent versus time expended to go up. However, as the year progresses that percentage drops and the line item and program will finish the year within budget.

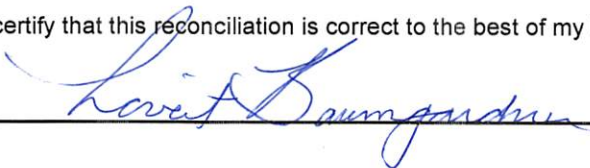
The slower rate of expenditures reflects that due to uncertainties surrounding the COVID-19 pandemic, some expenditures such as Salaries/benefits, Travel and Training were delayed or eliminated in the current year.

Variances in the rate of expenditure by program are considered normal and include some programs that are expected to carry forward into the next fiscal year.

Wasatch Front Regional Council
BANK RECONCILIATION - WELLS FARGO
October 2020

BEGINNING BALANCE		779,436.44
DEPOSITS:		
ACCOUNTS RECEIVABLE	903,524.92	
NON-A/R DEPOSITS	0.00	
		903,524.92
CHECKS:		
A/P - WFC EFT	255,630.78	
A/P - WFC GENERAL	0.00	
USRS EFT	77,848.51	
		333,479.29
ADDITIONS:		
INTEREST	0.00	
		0.00
DEDUCTIONS:		
BANK CHARGES	116.09	
PAYROLL	150,488.20	
PAYROLL TAXES	35,080.07	
PAYCHEX	586.60	
		186,270.96
BALANCE PER GL		1,163,211.11
=====		
BALANCE PER BANK STATEMENT		1,163,211.11
DEPOSITS IN TRANSIT:		
		0.00
OUTSTANDING CHECKS:		
		0.00
BALANCE		1,163,211.11
=====		
PTIF INTEREST - SPECIAL PROJECTS		454.96
PTIF BALANCE - SPECIAL PROJECTS		1,032,622.58
PTIF INTEREST - BUILDING FUND		511.09
PTIF BALANCE - BUILDING FUND		1,160,022.08

I certify that this reconciliation is correct to the best of my knowledge.



OUTSTANDING CHECKS

October 2020

USRS 15th transfer	0.00
USRS EOM transfer	0.00

11/10/20
9:45:35 AM

Wasatch Front Regional Council
AP Check Register (Current by Bank)
Check Dates: 10/1/2020 to 10/31/2020

Page: 1

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: EFT - EFT					01.1001.00
1199	10/06/20	E	AVE001	Avenue Consultants	\$11,147.97
1200	10/06/20	E	COP001	Copper Mountain Electric, LLC	\$545.00
1201	10/06/20	E	ENV001	Environmental Planning Group	\$3,400.00
1202	10/06/20	E	ENV002	Envision Utah	\$32,996.20
1203	10/06/20	E	ESR001	ESRI	\$13,229.00
1204	10/06/20	E	FEH001	Fehr & Peers	\$4,159.50
1205	10/06/20	E	FIE001	Fielding Group LLC	\$35,250.00
1206	10/06/20	E	HOR001	Horrocks Engineers	\$16,695.00
1207	10/06/20	E	LAN001	Landmark Design	\$11,297.75
1208	10/06/20	E	LIN002	Lincoln National Life Insurance	\$2,292.86
1209	10/06/20	E	LOG001	Logan Simpson Design Inc.	\$63,141.80
1210	10/06/20	E	MGB001	MGB & A - The Grassli Group	\$5,588.75
1211	10/06/20	E	PEH001	PEHP Flex Benefits	\$2,024.96
1212	10/06/20	E	PUB001	Public Employees Health Program	\$39,135.09
1213	10/06/20	E	RES001	Resource Systems Group, Inc.	\$3,309.92
1214	10/06/20	E	RRJ001	RRJ Consulting, LLC	\$6,000.00
1215	10/06/20	E	UNU001	UNUM Life Insurance Company	\$125.85
1216	10/06/20	E	UTA004	Utah Division of Finance	\$4,203.59
1217	10/06/20	E	UTA007	Utah Local Governments Trust	\$152.54
1218	10/06/20	E	ZIO001	Zions Bank Public Finance	\$935.00
BANK EFT REGISTER TOTAL:					\$255,630.78
GRAND TOTAL :					\$255,630.78

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ October 1, 2020 - October 31, 2020 ■ Page 1 of 2

**WELLS
FARGO**

WASATCH FRONT REGIONAL COUNCIL/WASATCH
FRONT ECONOMIC DEVELOPMENT DISTRICT
41 N RIO GRANDE ST STE 103
SALT LAKE CITY UT 84101-1385

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://www.wellsfargo.com)

Write: Wells Fargo Bank, N. A. (119)
Gib - Local Government (Utah)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$779,436.44	\$903,524.92	-\$519,750.25	\$1,163,211.11

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	10/02	295,869.65	Desktop Check Deposit
	10/08	88,674.52	Desktop Check Deposit
	10/29	518,980.75	Desktop Check Deposit
		\$903,524.92	Total electronic deposits/bank credits
		\$903,524.92	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	10/06	206,842.24	ACH Prep Origintr - Wasatch Front Re - File 7878782339 Coid 1870285777
	10/06	48,788.54	ACH Prep Origintr - Wasatch Front Re - File 7878782339 Coid 1870285777
	10/13	116.09	Client Analysis Svc Chrg 201009 Svc Chge 0920 000001890008079
	10/13	39,238.04	Utah State Retir Urs Paymnt U999500733294 Wasatch Front Reg Coun
	10/14	78,038.35	< Business to Business ACH Debit - Paychex-Rcx Payroll 89493100001174x Wasatch Front Regional
	10/15	18,291.48	< Business to Business ACH Debit - Paychex Tps Taxes 100820 89495400009872x Wasatch Front Regional
	10/15	301.90	< Business to Business ACH Debit - Paychex Eib Invoice 201015 x89503900012902 Wasatch Front Regional
	10/28	38,610.47	Utah State Retir Urs Paymnt U999500733295 Wasatch Front Reg Coun
	10/29	72,449.85	< Business to Business ACH Debit - Paychex Payroll 89766500001516x Wasatch Front Regional

**Electronic debits/bank debits (continued)**

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	10/30	16,788.59	< Business to Business ACH Debit - Paychex Tps Taxes 102720 89771500012093x Wasatch Front Regional
	10/30	284.70	< Business to Business ACH Debit - Paychex Eib Invoice 201030 x89782500037576 Wasatch Front Regional
		\$519,750.25	Total electronic debits/bank debits
		\$519,750.25	Total debits

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
09/30	779,436.44	10/13	868,995.70	10/28	733,753.50
10/02	1,075,306.09	10/14	790,957.35	10/29	1,180,284.40
10/06	819,675.31	10/15	772,363.97	10/30	1,163,211.11
10/08	908,349.83				
Average daily ledger balance		\$877,513.07			

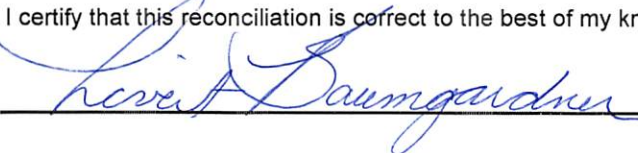
Wasatch Front Regional Council

BANK RECONCILIATION - WELLS FARGO

November 2020

BEGINNING BALANCE		1,163,211.11
DEPOSITS:		
ACCOUNTS RECEIVABLE	216,188.54	
NON-A/R DEPOSITS	303.80	
		216,492.34
CHECKS:		
A/P - WFC EFT	184,542.24	
A/P - WFC GENERAL	0.00	
USRS EFT	80,373.23	
		264,915.47
ADDITIONS:		
INTEREST	0.00	
		0.00
DEDUCTIONS:		
BANK CHARGES	99.94	
PAYROLL	142,110.41	
PTIF	400,000.00	
PAYROLL TAXES	32,685.05	
PAYCHEX	569.40	
		575,464.80
BALANCE PER GL		539,323.18
=====	=====	=====
BALANCE PER BANK STATEMENT		539,323.18
DEPOSITS IN TRANSIT:		0.00
OUTSTANDING CHECKS:		0.00
BALANCE		539,323.18
=====	=====	=====
PTIF INTEREST - SPECIAL PROJECTS		548.09
PTIF BALANCE - SPECIAL PROJECTS		1,433,170.67
PTIF INTEREST - BUILDING FUND		494.42
PTIF BALANCE - BUILDING FUND		1,160,516.50

I certify that this reconciliation is correct to the best of my knowledge.



OUTSTANDING CHECKS
November 2020

USRS 15th transfer	0.00
USRS EOM transfer	0.00

12/16/20
12:16:50 PM

Wasatch Front Regional Council
AP Check Register (Current by Bank)
Check Dates: 11/1/2020 to 11/30/2020

Page: 1

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: EFT - EFT					01.1001.00
1219	11/09/20	E	BAR001	Barker Leavitt	\$12,000.00
1220	11/09/20	E	DEL001	Dell Marketing, L.P.	\$6,363.24
1221	11/09/20	E	FEH001	Fehr & Peers	\$13,279.80
1222	11/09/20	E	FFK001	FFKR Architects	\$3,265.00
1223	11/09/20	E	FIE001	Fielding Group LLC	\$35,250.00
1224	11/09/20	E	GSB001	GSBS Consulting	\$15,000.00
1225	11/09/20	E	IBI001	IBI Group	\$7,903.87
1226	11/09/20	E	INT002	Intermountain EAP - Misc A/R	\$256.65
1227	11/09/20	E	KIM001	Kimley Horn and Associates, In	\$8,992.50
1228	11/09/20	E	LAY001	Layton Construction Co., Inc	\$1,512.00
1229	11/09/20	E	LIN002	Lincoln National Life Insuranc	\$2,292.86
1230	11/09/20	E	MGB001	MGB & A - The Grassli Group	\$6,220.75
1231	11/09/20	E	PEH001	PEHP Flex Benefits	\$2,024.96
1232	11/09/20	E	PEN001	Penna Powers	\$8,830.00
1233	11/09/20	E	PUB001	Public Employees Health Progra	\$39,135.09
1234	11/09/20	E	RES001	Resource Systems Group, Inc.	\$8,613.41
1235	11/09/20	E	RRJ001	RRJ Consulting, LLC	\$2,000.00
1236	11/09/20	E	UNU001	UNUM Life Insurance Company	\$123.00
1237	11/09/20	E	UTA004	Utah Division of Finance	\$6,319.57
1238	11/09/20	E	UTA007	Utah Local Governments Trust	\$469.54
1239	11/09/20	E	UTA011	Utah Clean Air Partnership	\$2,500.00
1240	11/09/20	E	WTS001	WTS - Northern Utah Chapter	\$2,190.00
BANK EFT REGISTER TOTAL:					\$184,542.24
GRAND TOTAL :					\$184,542.24

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ November 1, 2020 - November 30, 2020 ■ Page 1 of 2

**WELLS
FARGO**

WASATCH FRONT REGIONAL COUNCIL/WASATCH
FRONT ECONOMIC DEVELOPMENT DISTRICT
41 N RIO GRANDE ST STE 103
SALT LAKE CITY UT 84101-1385

Questions?

Call your Customer Service Officer or Client Services
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Write: Wells Fargo Bank, N. A. (119)
Gib - Local Government (Utah)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$1,163,211.11	\$216,492.34	-\$840,380.27	\$539,323.18

Credits

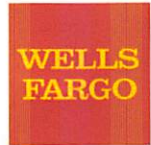
Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	11/10	113,424.41	Desktop Check Deposit
	11/13	75,000.00	Salt Lake County Net Pay 201110 0000003582 Wasatch Front Regional
	11/18	28,067.93	Desktop Check Deposit
		\$216,492.34	Total electronic deposits/bank credits
		\$216,492.34	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	11/09	148,752.77 ✓	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/09	35,789.47 ✓	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/12	99.94 ✓	Client Analysis Srv Chrg 201110 Svc Chge 1020 000001890008079
	11/12	400,000.00 <	Business to Business ACH Debit - Utah State Treas Mixed 201110 0533 Wasatch Front Regional
	11/12	70,516.98 <	Business to Business ACH Debit - Paychex - Rcx Payroll 89967500000041x Wasatch Front Regional
	11/13	40,542.82	Utah State Retir Urs Paymnt U999500733296 Wasatch Front Reg Coun
	11/13	16,255.58 <	Business to Business ACH Debit - Paychex Tps Taxes 111020 89963600011763x Wasatch Front Regional
	11/13	284.70 <	Business to Business ACH Debit - Paychex Eib Invoice 201113 x89977100023704 Wasatch Front Regional
	11/27	39,830.41	Utah State Retir Urs Paymnt U999500733297 Wasatch Front Reg Coun

**Electronic debits/bank debits (continued)**

Effective date	Posted date	Amount	Transaction detail
	11/27	71,593.43	< Business to Business ACH Debit - Paychex - Rcx Payroll 90154900002688x Wasatch Front Regional
	11/30	16,429.47	< Business to Business ACH Debit - Paychex Tps Taxes 112420 90156800028096x Wasatch Front Regional
	11/30	284.70	< Business to Business ACH Debit - Paychex Eib Invoice 201130 x90166200002839 Wasatch Front Regional
		\$840,380.27	Total electronic debits/bank debits
		\$840,380.27	Total debits

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
10/31	1,163,211.11	11/12	621,476.36	11/27	556,037.35
11/09	978,668.87	11/13	639,393.26	11/30	539,323.18
11/10	1,092,093.28	11/18	667,461.19		
Average daily ledger balance		\$816,719.09			

Wasatch Front Regional Council
BANK RECONCILIATION - WELLS FARGO
December 2020

BEGINNING BALANCE		539,323.18
DEPOSITS:		
ACCOUNTS RECEIVABLE	514,846.47	
NON-A/R DEPOSITS	392.70	
		515,239.17
CHECKS:		
A/P - WFC EFT	375,085.39	
A/P - WFC GENERAL	0.00	
USRS EFT	93,310.16	
		468,395.55
ADDITIONS:		
PTIF	300,000.00	
INTEREST	0.00	
		300,000.00
DEDUCTIONS:		
BANK CHARGES	96.49	
PAYROLL	160,403.60	
PTIF	0.00	
PAYROLL TAXES	37,717.49	
PAYCHEX	569.40	
		198,786.98
BALANCE PER GL		687,379.82
=====		
BALANCE PER BANK STATEMENT		736,627.88
DEPOSITS IN TRANSIT:		
		0.00
OUTSTANDING CHECKS:		
		49,248.06
BALANCE		687,379.82
=====		
PTIF INTEREST - SPECIAL PROJECTS		563.63
PTIF BALANCE - SPECIAL PROJECTS		1,133,734.30
PTIF INTEREST - BUILDING FUND		482.47
PTIF BALANCE - BUILDING FUND		1,160,998.97

I certify that this reconciliation is correct to the best of my knowledge.



OUTSTANDING CHECKS

December 2020

USRS 15th transfer	0.00
USRS EOM transfer	49,248.06

Check Register
(E) ACH TRANSFERS
12-31-20

Page 1

Check#	Date	Vendor	Amount
1241	12-14-20	BAR001 BARKER LEAVITT	6000.00
1242	12-14-20	ENV001 ENVIRONMENTAL PLANNING GRO	4760.00
1243	12-14-20	FEH001 FEHR & PEERS	2647.84
1244	12-14-20	FIE001 FIELDING GROUP LLC	35250.00
1245	12-14-20	GSB001 GSBS CONSULTING	1857.80
1246	12-14-20	IBI001 IBI GROUP	2642.00
1247	12-14-20	KAR001 KARREN HENDRIX STAGG ALLEN	11000.00
1248	12-14-20	KIM001 KIMLEY HORN	9577.50
1249	12-14-20	LAN001 LANDMARK DESIGN	19705.00
1250	12-14-20	LIN001 LINCOLN NATIONAL LIFE INS	2182.83
1251	12-14-20	MGB001 MGB & A THE GRASSLI GROUP	5032.50
1252	12-14-20	MHN001 MHTN ARCHITECTS	21250.00
1253	12-14-20	OLS002 LES OLSON COMPANY	545.79
1254	12-14-20	PEH001 PEHP FLEX BENEFITS	2024.96
1255	12-14-20	PEN001 PENNA POWERS	22245.10
1256	12-14-20	PUB001 PUBLIC EMPLOYEES HEALTH PR	37995.52
1257	12-14-20	RES001 RESOURCE SYSTEMS GROUP, IN	18325.22
1258	12-14-20	RRJ001 RRJ CONSULTING, LLC	2000.00
1259	12-14-20	UTA012 UTAH HOUSING COALITION	500.00
1260	12-14-20	UNU001 UNUM LIFE INSURANCE CO	123.00
1261	12-14-20	UTA019 UTAH DIVISION OF FINANCE	4671.82
1262	12-14-20	UTA010 UTAH LEAGUE OF CITIES & TO	10000.00
1263	12-14-20	UTA003 UTAH LOCAL GOVERNMENT TRUS	584.54
1264	12-14-20	UTA001 UTAH DEPT OF TRANSPORTATIO	13432.80
1265	12-14-20	VOD001 VODA	17090.00
		Broken Check Sequence (1266-1266)	
1267	12-23-20	AVE001 AVENUE CONSULTANTS	47454.60
1268	12-23-20	DES001 DESIGN WORKSHOP, INC	5620.00
1269	12-23-20	FEH001 FEHR & PEERS	3242.20
1270	12-23-20	GSB001 GSBS CONSULTING	17789.17
1271	12-23-20	HOR001 HORROCKS ENGINEERS	5280.00
1272	12-23-20	KIM001 KIMLEY HORN	12634.00
1273	12-23-20	LAN001 LANDMARK DESIGN	2970.00
1274	12-23-20	LIN001 LINCOLN NATIONAL LIFE INS	2182.83
1275	12-23-20	PAR001 PARAMETRIX	2483.10
1276	12-23-20	PEH001 PEHP FLEX BENEFITS	1012.48
1277	12-23-20	PEN001 PENNA POWERS	7447.50
1278	12-23-20	RRJ001 RRJ CONSULTING, LLC	2000.00
1279	12-23-20	UTA017 UTAH DEPT OF TECHONOLOGY S	13525.29
		Total Of Register	375085.39

Licensed User: ACCOUNTING DEPARTMENT

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ December 1, 2020 - December 31, 2020 ■ Page 1 of 2

WELLS
FARGO

WASATCH FRONT REGIONAL COUNCIL/WASATCH
FRONT ECONOMIC DEVELOPMENT DISTRICT
41 N RIO GRANDE ST STE 103
SALT LAKE CITY UT 84101-1385

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Write: Wells Fargo Bank, N. A. (119)
Gib - Local Government (Utah)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$539,323.18	\$815,239.17	-\$617,934.47	\$736,627.88

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	12/03	432,534.13	Desktop Check Deposit
	12/17	12,205.04	Desktop Check Deposit
	12/17	50,000.00	Asap Grant Pay 201216 121620A0000031 001\Ref*Zz*11307\SE*13*0000080\GE*1*0000080\lea*1
	12/17	17,500.00	Asap Grant Pay 201216 121620A0000031 001\Ref*Zz*11302\SE*13*0000079\GE*1*0000079\lea*1
	12/23	3,000.00	Desktop Check Deposit
	12/24	300,000.00	Utah State Treas Mixed 201223 0533 Wasatch Front Regional
		\$815,239.17	Total electronic deposits/bank credits
		\$815,239.17	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	12/11	96.49	Client Analysis Srvc Chrg 201210 Svc Chge 1120 000001890008079
	12/14	210,729.60	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	12/14	40,714.62	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	12/14	82,362.32	Business to Business ACH Debit - Paychex Payroll 90378400000547x Wasatch Front Regional
	12/15	19,633.23	Business to Business ACH Debit - Paychex Tps Taxes 121020 90381800005433x Wasatch Front Regional

**Electronic debits/bank debits (continued)**

Effective date	Posted date	Amount	Transaction detail
	12/15	284.70 <	Business to Business ACH Debit - Paychex Eib Invoice 201215 x90383600027096 Wasatch Front Regional
	12/23	95,481.38 ✓	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	12/23	28,159.29 ✓	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	12/24	44,062.10	Utah State Retir Urs Paymnt U999500733298 Wasatch Front Reg Coun
	12/30	78,041.28 <	Business to Business ACH Debit - Paychex - Rcx Payroll 90603900002531x Wasatch Front Regional
	12/31	18,084.26 <	Business to Business ACH Debit - Paychex Tps Taxes 122820 90604400018094x Wasatch Front Regional
	12/31	284.70 <	Business to Business ACH Debit - Paychex Eib Invoice 201231 x90614000049998 Wasatch Front Regional
		\$617,934.47	Total electronic debits/bank debits
		\$617,934.47	Total debits

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
11/30	539,323.18	12/15	618,036.35	12/24	833,038.12
12/03	971,857.31	12/17	697,741.39	12/30	754,996.84
12/11	971,760.82	12/23	577,100.22	12/31	736,627.88
12/14	637,954.28				
Average daily ledger balance		\$803,103.75			

**IMPORTANT ACCOUNT INFORMATION**

Regulation D and Wells Fargo withdrawal and transfer restrictions on all savings accounts (including money market deposit accounts) have been discontinued.

The Federal Reserve Board recently removed Regulation D's six transaction limit on certain withdrawals and transfers from savings accounts (including money market deposit accounts), and allowed banks to suspend enforcement of that limit at each bank's discretion. Your Commercial Account Agreement states that both Regulation D and Wells Fargo limit certain types of withdrawals and transfers from a savings account (or a money market deposit account) to a combined total of six per calendar month or statement cycle. This message is to advise you that these limits were removed in May 2020. We have also discontinued charging the related excess activity fees, and have ceased account conversions and account closures related to the six withdrawal or transfer limit.

While it will take a period of time to update our disclosures and other materials, the changes described above apply to your account immediately and allow you to make withdrawals and transfers, including online and mobile, from your savings account without regard to the previous limit of six transactions. If you have any questions about your account, please call the phone number at the top of your statement.

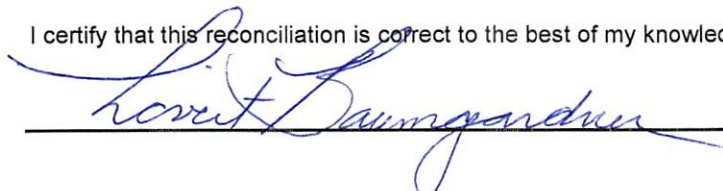
Wasatch Front Regional Council

BANK RECONCILIATION - WELLS FARGO

January 2021

BEGINNING BALANCE		687,379.82
DEPOSITS:		
ACCOUNTS RECEIVABLE	409,372.26	
NON-A/R DEPOSITS	0.00	
		409,372.26
CHECKS:		
A/P - WFC EFT	364,301.91	
A/P - WFC GENERAL	0.00	
USRS EFT	74,122.82	
		438,424.73
ADDITIONS:		
PTIF	300,000.00	
INTEREST	0.00	
		300,000.00
DEDUCTIONS:		
BANK CHARGES	111.23	
PAYROLL	143,818.23	
PTIF	0.00	
PAYROLL TAXES	34,393.88	
PAYCHEX	891.70	
		179,215.04
BALANCE PER GL		779,112.31
=====	=====	=====
BALANCE PER BANK STATEMENT		779,112.31
DEPOSITS IN TRANSIT:		0.00
OUTSTANDING CHECKS:		0.00
BALANCE		779,112.31
=====	=====	=====
PTIF INTEREST - SPECIAL PROJECTS		435.06
PTIF BALANCE - SPECIAL PROJECTS		834,169.36
PTIF INTEREST - BUILDING FUND		461.27
PTIF BALANCE - BUILDING FUND		1,161,460.24

I certify that this reconciliation is correct to the best of my knowledge.



OUTSTANDING CHECKS

January 2021

USRS 15th transfer	0.00
USRS EOM transfer	0.00

Check Register
(E) ACH TRANSFERS
01-31-21

Page 1

Check#	Date	Vendor	Amount
1280	01-11-21	AVE001 AVENUE CONSULTANTS	26640.20
1281	01-11-21	BAR001 BARKER LEAVITT	6000.00
1282	01-11-21	ENV001 ENVIRONMENTAL PLANNING GRO	3400.00
1283	01-11-21	FEH001 FEHR & PEERS	196468.55
1284	01-11-21	FIE001 FIELDING GROUP LLC	35943.90
1285	01-11-21	FUS001 FUSION IMAGING	2449.13
1286	01-11-21	INT001 INTELITECHS	6854.15
1287	01-11-21	LAN001 LANDMARK DESIGN	5088.50
1288	01-11-21	MGB001 MGB & A THE GRASSLI GROUP	1968.75
1289	01-11-21	PAR001 PARAMETRIX	3366.60
1290	01-11-21	PEH001 PEHP FLEX BENEFITS	1012.48
1291	01-11-21	PUB001 PUBLIC EMPLOYEES HEALTH PR	37995.52
1292	01-11-21	RRJ001 RRJ CONSULTING, LLC	15000.00
1293	01-11-21	UNU001 UNUM LIFE INSURANCE CO	123.00
1294	01-11-21	UTA019 UTAH DIVISION OF FINANCE	4788.99
1295	01-11-21	UTA003 UTAH LOCAL GOVERNMENT TRUS	469.54
1296	01-11-21	VOD001 VODA	16732.60

Total Of Register

364301.91
=====

Licensed User: ACCOUNTING DEPARTMENT

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ January 1, 2021 - January 31, 2021 ■ Page 1 of 2

**WELLS
FARGO**

WASATCH FRONT REGIONAL COUNCIL/WASATCH
FRONT ECONOMIC DEVELOPMENT DISTRICT
41 N RIO GRANDE ST STE 103
SALT LAKE CITY UT 84101-1385

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://www.wellsfargo.com)

Write: Wells Fargo Bank, N. A. (119)
Gib - Local Government (Utah)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$736,627.88	\$709,372.26	-\$666,887.83	\$779,112.31

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	01/08	8,861.94	Desktop Check Deposit
	01/12	7,263.93	Desktop Check Deposit
	01/22	393,246.39	Desktop Check Deposit
	01/28	300,000.00	Utah State Treas Mixed 210127 0533 Wasatch Front Regional
		\$709,372.26	Total electronic deposits/bank credits
		\$709,372.26	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	01/06	49,248.06	Utah State Retir Urs Paymnt U999500733299 Wasatch Front Reg Coun
	01/11	111.23	Client Analysis Srvc Chrg 210108 Svc Chge 1220 000001890008079
	01/11	334,095.04	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	01/11	30,206.87	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	01/13	37,080.44	Utah State Retir Urs Paymnt U999500733300 Wasatch Front Reg Coun
	01/14	74,661.43	< Business to Business ACH Debit - Paychex - Rcx Payroll 90807800000720x Wasatch Front Regional
	01/15	18,553.52	< Business to Business ACH Debit - Paychex Tps Taxes 011221 90809500011691x Wasatch Front Regional
	01/15	611.20	< Business to Business ACH Debit - Paychex Eib Invoice 210115 x90819200015176 Wasatch Front Regional
	01/28	37,042.38	Utah State Retir Urs Paymnt U999500733301 Wasatch Front Reg Coun

Electronic debits/bank debits (continued)

Effective date	Posted date	Amount	Transaction detail
	01/28	69,156.80	< Business to Business ACH Debit - Paychex-Rcx Payroll 90993700001753x Wasatch Front Regional
	01/29	15,840.36	< Business to Business ACH Debit - Paychex Tps Taxes 012621 90997500021441x Wasatch Front Regional
	01/29	280.50	< Business to Business ACH Debit - Paychex Eib Invoice 210129 x91009700005084 Wasatch Front Regional
		\$666,887.83	Total electronic debits/bank debits
		\$666,887.83	Total debits

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
12/31	736,627.88	01/12	339,092.55	01/22	601,432.35
01/06	687,379.82	01/13	302,012.11	01/28	795,233.17
01/08	696,241.76	01/14	227,350.68	01/29	779,112.31
01/11	331,828.62	01/15	208,185.96		
Average daily ledger balance		\$533,721.74			

**IMPORTANT ACCOUNT INFORMATION**

Regulation D and Wells Fargo withdrawal and transfer restrictions on all savings accounts (including money market deposit accounts) have been discontinued.

The Federal Reserve Board recently removed Regulation D's six transaction limit on certain withdrawals and transfers from savings accounts (including money market deposit accounts), and allowed banks to suspend enforcement of that limit at each bank's discretion. Your Commercial Account Agreement states that both Regulation D and Wells Fargo limit certain types of withdrawals and transfers from a savings account (or a money market deposit account) to a combined total of six per calendar month or statement cycle. This message is to advise you that these limits were removed in May 2020. We have also discontinued charging the related excess activity fees, and have ceased account conversions and account closures related to the six withdrawal or transfer limit.

While it will take a period of time to update our disclosures and other materials, the changes described above apply to your account immediately and allow you to make withdrawals and transfers, including online and mobile, from your savings account without regard to the previous limit of six transactions. If you have any questions about your account, please call the phone number at the top of your statement.