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Mayor, South Jordan

Bob Stevenson, Vice Chair
Commissioner, Davis County

Dirk Burton
Mayor, West Jordan

Robert Dahle
Mayor, Holladay

Robert Dandoy
Mayor, Roy

Gage Froerer
Commissioner, Weber County

Jim Harvey
Commissioner, Weber County

Erin Mendenhall
Mayor, Salt Lake City

Ben Nadolski
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Mike Newton
Commissioner, Morgan County

Kristie Overson
Mayor, Taylorsville

Lee Perry
Commissioner, Box Elder County

Joy Petro
Mayor, Layton

Mark Shepherd
Mayor, Clearfield

Jeff Silvestrini
Mayor, Millcreek

Brandon Stanger
Mayor, Clinton

Scott Wardle
Councilmember, Tooele County

Jenny Wilson
Mayor, Salt Lake County

Aimee Winder Newton
Councilmember, Salt Lake County

Senator Wayne Harper
Utah State Senate

Representative Calvin Musselman
Utah House of Representatives

Carlton Christensen
Utah Transit Authority

Carlos Braceras
Utah Department of Transportation

Troy Walker
Utah League of Cities and Towns

Lorene Kamalu
Utah Association of Counties

Ari Bruening
Envision Utah

Laura Hanson
State Planning Coordinator

Andrew Gruber
Executive Director

WFRC Budget Committee May 9, 2024

AGENDA

A meeting of the WFRC Budget Committee will be held on **Thursday, May 9, 2024 at 4pm via Zoom**

<https://us02web.zoom.us/j/88681480168?pwd=dXR2RDBIUzA5YlNhNjI2VjNqQWNuQT09>

Meeting ID: 886 8148 0168 Passcode: 666172 One tap mobile +13462487799,,88681480168#

The agenda for the meeting will be as follows:

1. Welcome and Introductions

2. ACTION: Approval of [Minutes](#) of March 14, 2024 and acceptance of [Financial statements](#)/check registers for February and March 2024, and the Budget/expenditure report to date

3. Public Comment

4. ACTION: Recommend that the Council approve the WFRC FY25 Goals, Budget and Unified Planning Work Program (UPWP)

5. ACTION: Recommend that the Council adopt amendments to the WFRC Personnel Policy

6. [FY24 Fraud Risk Assessment](#)

7. Executive Director Report

8. Other Business and Adjournment

Next meeting (tentative): August 8, 2024

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

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Wasatch Front Regional Council is holding public meetings in-person in its office, with a virtual option. Interested attendees are encouraged to visit www.wfrc.org/committees for more information.

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Wasatch Front Regional Council está teniendo las reuniones públicas en persona en la oficina, con la opción de atender virtualmente. Personas interesadas en atender, pueden visitar www.wfrc.org/committees para obtener más información.



WFRC BUDGET COMMITTEE

**Minutes
 March 14, 2024**

A meeting was held virtually via Zoom, at 4pm on Thursday, March 14, 2024, in Salt Lake City, Utah. The following were present:

2023 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	no
MORGAN COUNTY	
Commissioner Mike Newton	yes
SALT LAKE COUNTY	
Councilmember Aimee Winder Newton	yes
Mayor Dawn Ramsey	yes
Mayor Jeff Silvestrini	yes
TOOELE COUNTY	
Councilmember Scott Wardle	yes
WEBER COUNTY	
Mayor Bob Dandoy	no
BOX ELDER COUNTY	
Commissioner Lee Perry	no
Others in Attendance	
Andrew Gruber, WFRC	Wayne Bennion, WFRC
Marian Florence, WFRC	Andrea Pearson, WFRC
Kevrine Wells, WFRC	

- 1. Welcome and Introductions [00:00:03]**
 Councilmember Aimee Winder Newton, Chair, called the meeting to order at 4:03pm. Attendance was completed via roll call for the record. [00:32:55]
- 2. ACTION: Approval of Minutes of October 16, 2023 and acceptance of Financial statements/check registers for Sept, Oct, Nov, Dec 2023 and January 2024, and the Budget /expenditure report to date [00:29:57]**
 Mayor Jeff Silvestrini made a motion to approve the minutes as written, and the financial statements as provided. Councilmember Scott Wardle seconded. The approval vote was unanimous.
- 3. Public Comment [00:00:51]**
 Councilmember Winder Newton opened the meeting for public comments. There were none.
- 4. ACTION: Recommend that the Council release the Draft FY25 WFRC Goals, Budget, and Unified Planning Work Program (UPWP) for public comment [00:01:01]**
 Councilmember Winder Newton turned the time to Marian Florence, CFO and Andrew Gruber, Executive Director, at WFRC. Ms. Florence explained that WFRC’s staff has identified and 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 FY2025, and turned the time to Mr. Gruber.

Mr Gruber stated that, as in the past, the FY25 goals are similar to the FY24 goals. This reflects the continuity in WFRC's organizational mission and roles, and the fact that most of the activities are ongoing and span multiple years. The proposed goals were discussed, where substantive changes have been proposed. Councilmember Winder Newton asked the group if there were any comments or questions. There were none.

[00:13:44] Mr. Gruber turned the time to Ms. Florence to review the proposed budget. The major expenditure in the budget is for staff salary and benefits. Consultant contracts represent the second largest expenditure in the FY25 budget. Ms. Florence discussed some notable line items, most of which are continuations of projects/funding.

[00:27:12] Mr. Gruber then asked Wayne Bennion, WFRC, to continue the overview by discussing the purpose of the UPWP, which outlines the work tasks that WFRC will pursue during FY25 in collaboration with cities, counties, UDOT, UTA, and other partners. The time was again opened for comments or questions, and there were none.

Mr. Gruber reminded the group that the process for approval of the FY25 Goals, Budget, and UPWP is that any proposed changes made, based on further review and any impactful information received during the public comment period, will be brought before this Budget Committee at the next meeting on May 19, 2024.

[00:29:32] Councilmember Winder Newton called for a motion on the items as presented. Mayor Jeff Silvestrini made a motion to recommend that the Council release the Draft FY25 WFRC Goals, Budget and UPWP for public comment. Commissioner Mike Newton seconded the motion and the affirmative vote was unanimous.

6. Executive Director Report [00:31:10]

Andrew Gruber, WFRC, had no items for this report, other than reiterating WFRC's commitment to transparency and open communication to our stakeholders in regard to financial and work planning matters.

7. Other Business and Adjournment [00:33:42]

Councilmember Winder Newton asked if there were any other business items to discuss. There were none. Mayor Jeff Silvestrini made a motion to adjourn the meeting and Mayor Dawn Ramsey seconded. The affirmative motion was unanimous and the meeting adjourned at 4:37pm.

Notes to the Budget/Expense (Income Statement) Report

May 2024

This report reflects the time period of July 1, 2023 - March 31, 2024, which represents 75% of the fiscal year. Overall, 45% of the total amount budgeted for the year has been expended through the end of March. The budget column in this report is the revised budget adopted by the Council in October 2023.

The information contained in this report shows expenditures by categories as line-items, and allows the Council and staff to analyze progress and address any areas of concern. It is not unusual for some variation in percentage of budget used, specifically for those expenses such as audit fees, software licenses, dues and insurance, which are primarily paid near the beginning of each fiscal year. When WFRC and its partners initiate new joint projects midway through the fiscal year, the revenue lines reflect additional partner payments.

The Council Budget by Program report shows expenditures by program, and reflects anticipated progress through the fiscal year. Consulting work on the CEDS early in the year is reflected in the WFEDD total, and the Household Travel Survey and Statewide CEDS projects have finished. 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
Standard Financial Report (by Object)
10 General Fund - 07/01/2023 to 03/31/2024
75.00% of the fiscal year has expired

	2024 Year-to-Date Actual
Net Position	
Assets:	
Current Assets	
Cash and cash equivalents	4,581,697
Receivables	597,126
Other current assets	23,863
Total Current Assets	5,202,686
Total Assets:	5,202,686
Liabilites and Fund Equity:	
Liabilities:	
Current liabilities	(383,533)
Payroll liabilities	(183,394)
Deferred inflows	0.00
Total Liabilities:	(566,927)
Fund Balance - Equity - Paid In/Contributed	(4,635,759)
Total Liabilites and Fund Equity:	(5,202,686)
Total Net Position	0.00

Wasatch Front Regional Council
Standard Financial Report (by Object)
10 General Fund - 07/01/2023 to 03/31/2024
75.00% of the fiscal year has expired

	2024 Revised Budget	2024 Year-to-Date Actual	% Earned/ Used
Change In Net Position			
Revenue:			
Intergovernmental revenue			
Federal			
Federal - Direct	907,075	356,322	39%
Federal - Pass-Through	54,742	4,742	9%
Federal - PL	3,141,111	1,060,683	34%
Federal - STP	4,904,463	2,369,542	48%
Federal - FTA	891,435	881,435	99%
Total Federal	9,898,827	4,672,724	47%
State Revenue			
State - Other	3,795,359	1,136,246	30%
State - TLC	605,804	605,804	100%
State - UDOT	283,112	223,281	79%
Total State Revenue	4,684,275	1,965,330	42%
Local			
Dedicated Project Funds			
TLC SL County	591,907	516,907	87%
TLC Local Match	581,456	607,371	104%
Tooele RPO	18,869	18,869	100%
Morgan RPO	8,327	8,327	100%
Legislative Consulting	146,000	146,000	100%
Davis County R&R	10,000	10,000	100%
EDA Local Match	81,875	81,875	100%
SAP Local Match	10,000	10,000	100%
Safe Streets for All Local Match	163,800	163,800	100%
IHC Donation	498,345	498,345	100%
Household Travel Partners	166,962	151,103	91%
Other	58,682	58,682	100%
Total Dedicated Project Funds	2,336,224	2,271,279	97%
Local - Mountainland AoG	74,241	41,972	57%
Local - UTA TLC	404,120	404,120	100%
Local - UTA Joint Projects	363,401	367,592	101%
Local - UTA Transit Sales Tax	238,006	238,005	100%
Local - Counties	350,971	350,971	100%
Total Local	3,766,963	3,673,940	98%
Total Intergovernmental revenue	18,350,065	10,311,994	56%
Interest	0.00	174,970	0.00%
Miscellaneous revenue	0.00	469	0.00%
Total Revenue:	18,350,065	10,487,433	57%
Expenditures:			
Wages and benefits			
Salaries and wages	3,408,783	2,369,229	70%
Fringe benefits	2,045,270	1,137,028	56%
Total Wages and benefits	5,454,053	3,506,257	64%
Consulting services	11,399,692	4,075,035	36%
Audit and Accounting	20,000	19,000	95%
Dues	30,000	23,944	80%
Maintenance	65,000	26,754	41%
Liability insurance	20,000	14,300	72%
Legal	20,000	0.00	0.00%
Printing	5,300	1,514	29%
Building lease	468,667	342,755	73%
Supplies Software Subscriptions	216,938	156,854	72%
Telephone	40,000	29,744	74%
Travel	96,427	56,671	59%
Training	89,450	40,018	45%
Indirect Costs	0	0.00	0.00%
Planned Carryover	424,538	0.00	0.00%
Total Expenditures:	18,350,065	8,292,846	45%
Total Change In Net Position	0	2,194,587	

Wasatch Front Regional Council

Council Budget by Program

07/01/2023 to 03/31/2024

75.00% of the fiscal year has expired

Programs	2023 Actual	2024 Original Budget	2024 Revised Budget	2024 Actual	% spent
Consolidated Planning Grant (CPG)	5,020,394	5,767,437	5,785,084	3,497,577	60%
Transportation & Land Use Connection (TLC)	2,130,996	2,435,721	6,136,082	2,257,591	37%
Household Travel Survey	1,243,460		496,631	478,078	96%
Economic Development (WFEDD)	204,387	140,000	163,750	134,029	82%
Local Government Support	104,618	134,971	409,653	119,849	29%
Model Development	133,642	147,550	137,500	99,473	72%
Joint Projects	282,327		469,067	356,238	76%
Local Government Administrator		158,000	150,000	40,455	27%
Legislative Consulting	146,000	146,000	146,000	116,000	79%
CDBG - Tooele County	50,000	50,000	50,000	36,352	73%
Mobility Management	1,156	10,000	10,000	377	4%
Tooele Valley RPO	11,045	10,000	18,869	10,034	53%
Morgan RPO	5,078	10,000	8,327	7,157	86%
Community Impact Board	2,000	2,000	2,000	1,452	73%
Davis County Local Option Assistance	20,000	10,000	10,000	6,581	66%
Station Area Planning	621,641	1,000,000	3,333,359	372,137	11%
State CEDS Planning	45,258		54,742	54,742	100%
Safe Streets for All		805,200	969,000	704,726	73%
Total Programs	(10,022,000)	(10,826,879)	(18,350,065)	(8,292,846)	45%

**Wasatch Front Regional Council
Checking
Bank Reconciliation - 02/01/2024 to 02/29/2024**

Bank Statement Balance:	\$682,734.13
Calculated Book Balance:	\$682,734.13
General Ledger Balance:	\$682,734.13
Calculated Book Balance vs General Ledger Balance:	\$0.00

A handwritten signature in black ink, appearing to be 'M. A. H.', with a horizontal line extending to the right.

**Wasatch Front Regional Council
Checking
Bank Reconciliation - 02/01/2024 to 02/29/2024**

Bank Statement Start Balance: \$781,353.99

Reconciled Deposits & Transfers

Type	Reference	Date	Amount
Deposit		02/02/2024	9,375.00
Deposit		02/02/2024	153,640.89
Deposit		02/06/2024	25,000.00
Deposit		02/07/2024	36,973.82
Deposit		02/08/2024	12,938.42
Deposit		02/09/2024	4,503.95
Deposit		02/09/2024	7,848.29
Deposit		02/14/2024	5,540.44
Deposit		02/14/2024	27,726.34
Deposit		02/26/2024	153.00
Deposit		02/28/2024	69,308.99
Deposit		02/28/2024	296,640.37
Deposit		02/29/2024	750.00

Reconciled Deposits & Transfers Total: \$650,399.51

Reconciled Checks & Withdrawals

Payee Name	Reference	Date	Amount
EMI Health	EFT	02/01/2024	147.25
Lincoln Financial Life Ins Co	EFT	02/01/2024	2,876.31
Utah State Tax Commission	EFT.0207241132.82	02/09/2024	5,157.84
Internal Revenue Service	EFT.0207241132.38	02/09/2024	16,223.54
Utah Retirement Systems (URS)	EFT.0215241549.80	02/09/2024	48,869.38
Payroll DD	0209241200	02/09/2024	93,246.55
Les Olson Company	ACH.0209240825.44	02/12/2024	63.91
PGI Services	ACH.0209240825.159	02/12/2024	94.66
PEHP FLEX Benefits	ACH.0209240825.54	02/12/2024	316.90
Intermountain Healthcare EAP	ACH.0209240825.37	02/12/2024	500.00
Alta Planning and Design	ACH.0209240825.2	02/12/2024	1,129.00
Penna Powers Inc	ACH.0209240825.56	02/12/2024	2,315.00
Onward Technology, LLC	ACH.0209240825.326	02/12/2024	2,703.06
Citta Designs (Citi Design)	ACH.0209240825.364	02/12/2024	4,161.25
Landmark Design	ACH.0209240825.42	02/12/2024	5,337.50
Psomas	ACH.0209240825.58	02/12/2024	7,619.05
Barker Leavitt, PLLC	ACH.0209240825.6	02/12/2024	8,000.00
Utah Division of Finance	ACH.0209240825.81	02/12/2024	8,408.07
Fehr & Peers	ACH.0209240825.24	02/12/2024	8,930.00
Township + Range LLC	ACH.0209240825.70	02/12/2024	10,827.00
National Association of Regional Councils (NAR)	ACH.0209240825.52	02/12/2024	11,250.00
Horrocks Engineers, Inc.	ACH.0209240825.34	02/12/2024	15,761.05
GSBS PC	ACH.0209240825.31	02/12/2024	17,842.21
Parametrix, Inc	ACH.0209240825.53	02/12/2024	22,399.24
Logan Simpson Design, Inc	ACH.0209240825.183	02/12/2024	27,014.94
Avenue Consultants	ACH.0209240825.4	02/12/2024	28,355.93
VODA Landscape & Planning	ACH.0209240825.83	02/12/2024	35,250.00
MGB+A, Inc.	ACH.0209240825.48	02/12/2024	38,520.44
Design Workshop, Inc	ACH.0209240825.20	02/12/2024	51,411.25
MHTN Architects	ACH.0209240825.49	02/12/2024	62,775.00
Kimley Horn	ACH.0209240825.41	02/12/2024	81,043.50
Health Equity	1000023	02/23/2024	4,626.24
Payroll DD	0223241200	02/23/2024	99,390.28
Utah Local Governments Trust (ULGT)	EFT.0226240758.79	02/26/2024	479.86
Health Equity	EFT.0226240750.258	02/26/2024	4,626.24
Utah State Tax Commission	EFT.0226240742.82	02/26/2024	5,150.22
Internal Revenue Service	EFT.0226240742.38	02/26/2024	16,196.70

Reconciled Checks & Withdrawals Total: \$749,019.37

Bank Statement End Balance: \$682,734.13

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Adobe Inc.	Pcard-RH	02132024	02/13/2024	02/13/2024	180.52	AcrobatPro subscriptions - M. Ryan	105670.99.999000 - Software: Indirect	
Adobe Inc.	Pcard-RH	02132024	02/13/2024	02/13/2024	180.52	AcrobatPro subscriptions - T. Watkins	105670.99.999000 - Software: Indirect	
Adobe Inc.	Pcard-RH	02292024	02/29/2024	02/29/2024	166.96	AcrobatPro subscriptions: LAA	105670.99.999000 - Software: Indirect	
					<u>528.00</u>			
					\$528.00			
Alta Planning and Design	ACH.02092408	304-0002021.188	01/12/2024	02/12/2024	1,129.00	Layton ATP - Oct	105340.30.351024 - Consult Serv: Layt	
					<u>1,129.00</u>			
					\$1,129.00			
Amazon	Pcard JC	020724	02/07/2024	02/07/2024	-27.99	TV Mount for Meg's office - Returned	105610.10.301200 - Supplies: Local Fu	
Amazon	Pcard_JC	111-1668673-924	02/20/2024	02/20/2024	39.58	Laptop Charger replacement_TW	105610.10.301200 - Supplies: Local Fu	
Amazon	Pcard_JC	111-9077488-386	02/07/2024	02/07/2024	31.98	USBc Hub Adapter (2)	105610.10.301200 - Supplies: Local Fu	
					<u>71.56</u>			
					\$71.56			
Amazon	Pcard-AP	112-6571251-414	02/17/2024	02/17/2024	1,286.99	AG Laptop_Surface Pro	105610.10.301200 - Supplies: Local Fu	
Amazon	Pcard-JC	02062024	02/06/2024	02/06/2024	19.99	HDMI Cable C+ED Space	105610.10.301200 - Supplies: Local Fu	
Amazon	Pcard-JC	112-1076975-240	02/07/2024	02/07/2024	350.00	CAC gift card for participants	105610.10.301200 - Supplies: Local Fu	
Amazon	Pcard-JC	Credit for return	02/13/2024	02/13/2024	-27.99	TV Mount for Meg's office	105610.10.301200 - Supplies: Local Fu	
					<u>342.00</u>			
					\$342.00			
					\$1,672.56			
American Planning Association (APA	Pcard_JC	384978-202404	02/13/2024	02/13/2024	136.53	APA Membership - Mosqueda	105810.20.322210 - Dues: CPG - Admi	
American Planning Association (APA	Pcard-JC	02062024	02/06/2024	02/06/2024	40.00	APA Housing & Networking Lunch: AG, TK	105330.20.322210 - Training: CPG - Ad	
					<u>176.53</u>			
					\$176.53			
Avenue Consultants	ACH.02092408	9911	01/12/2024	02/12/2024	17,947.76	Davis County ATP - Nov	105340.30.351038 - Consult Serv: Davi	
Avenue Consultants	ACH.02092408	9944	01/24/2024	02/12/2024	10,408.17	SLC N Temple Econ Dev - Dec	105340.30.353016 - Consult Serv: SLC	
					<u>28,355.93</u>			
					\$28,355.93			
Barker Leavitt, PLLC	ACH.02092408	110-1223	12/31/2023	02/12/2024	8,000.00	Legislative Consulting - Dec	105340.50.341200 - Consult Serv: Legi	
					<u>8,000.00</u>			
					\$8,000.00			
Bluehost	Pcard-AP	02032024	02/03/2024	02/03/2024	7.76	website domain -WFRC - monthly	105670.99.999000 - Software: Indirect	
					<u>7.76</u>			
					\$7.76			
Capitol Scheduling	Pcard RH	011124	02/10/2024	02/10/2024	10.00	Capitol Room Reservation (Legislative Session)	105610.20.322210 - Supplies: CPG - A	
					<u>10.00</u>			
					\$10.00			
CBI Parallels	Pcard RH	011324	02/10/2024	02/10/2024	107.74	Desktop for Mac - Analytics BG	105670.20.322210 - Software: CPG - A	
					<u>107.74</u>			
					\$107.74			
Citta Designs (Citi Design)	ACH.02092408	2023-140	01/26/2024	02/12/2024	865.00	SAP West Bountiful - Nov	105340.50.360210 - Consult Serv: SAP	
Citta Designs (Citi Design)	ACH.02092408	2023-141	01/26/2024	02/12/2024	3,296.25	Morgan Downtown - Nov	105340.30.352013 - Consult Serv: Mor	
					<u>4,161.25</u>			
					\$4,161.25			
Constant Contact	Pcard-RH	02292024	02/29/2024	02/29/2024	81.90	monthly billing - Feb	105670.99.999000 - Software: Indirect	
					<u>81.90</u>			
					\$81.90			
Construction Monitor LLC	Pcard-AP	497483	02/06/2024	02/06/2024	1,122.75	Wasatch Front All Permits	105311.20.322210 - Subscriptions: CP	
					<u>1,122.75</u>			
					\$1,122.75			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Design Workshop, Inc	ACH.02092408	0076435	01/26/2024	02/12/2024	21,406.25	Midvale Main St.-Nov	105340.30.353004 - Consult Serv: Midv	
Design Workshop, Inc	ACH.02092408	0076438	01/12/2024	02/12/2024	11,692.50	SL County SW Waterways - Nov	105340.30.353007 - Consult Serv:SLC	
Design Workshop, Inc	ACH.02092408	0076611	01/12/2024	02/12/2024	7,040.00	SL County SW Waterways - Dec	105340.30.353007 - Consult Serv:SLC	
Design Workshop, Inc	ACH.02092408	0076827	01/24/2024	02/12/2024	11,272.50	SAP 300 W. Corridor - Dec	105340.30.353005 - Consult Serv: SLC	
					\$51,411.25			
					\$51,411.25			
Ebay	Pcard-JC	08-11189-38219	02/15/2024	02/15/2024	29.55	Speaker replacement_MF	105610.10.301200 - Supplies: Local Fu	
					\$29.55			
Elementor	Pcard-AP	02212024	02/21/2024	02/21/2024	49.00	Elementor Pro Essential - Annual Suzie	105610.20.322210 - Supplies: CPG - A	
					\$49.00			
EMI Health	EFT	COMM50702024	02/01/2024	02/01/2024	147.25	telemed - Feb	105210.99.998000 - Fringe Benefits: In	
					\$147.25			
Fehr & Peers	ACH.02092408	171755	01/26/2024	02/12/2024	714.36	Parking Modernization - Dec MAG	105340.40.322215.0018 - Consult Serv	
Fehr & Peers	ACH.02092408	171755	01/26/2024	02/12/2024	1,518.09	Parking Modernization - Dec WFRC	105340.20.322215.0018 - Consult Serv	
Fehr & Peers	ACH.02092408	171755	01/26/2024	02/12/2024	2,232.55	Parking Modernization - Dec UDOT	105340.40.322215.0018 - Consult Serv	
Fehr & Peers	ACH.02092408	171755	01/26/2024	02/12/2024	4,465.00	Parking Modernization - Dec UTA	105340.40.322215.0018 - Consult Serv	
					\$8,930.00			
					\$8,930.00			
First Digital	Pcard_AP	02151024	02/15/2024	02/15/2024	400.41	Internet - Feb	105530.99.999000 - Telephone/Data: In	
					\$400.41			
Github Inc.	Pcard_AP	02192024	02/19/2024	02/19/2024	5.00	monthly storage increase - analytics	105610.20.322210 - Supplies: CPG - A	
					\$5.00			
Google LLC	Pcard-RH	02012024	02/01/2024	02/01/2024	86.52	Cloud Storage - January	105670.99.999000 - Software: Indirect	
Google LLC	Pcard-RH	02012024.1	02/01/2024	02/01/2024	960.00	Google workspace - Jan	105670.99.999000 - Software: Indirect	
Google LLC	Pcard-RH	03012024	02/29/2024	02/29/2024	473.79	Google workspace - Feb	105670.99.999000 - Software: Indirect	
					\$1,520.31			
					\$1,520.31			
GSBS PC	ACH.02092408	42652	01/12/2024	02/12/2024	9,912.90	Sandy General Plan - Nov	105340.30.330215 - Consult Serv: San	
GSBS PC	ACH.02092408	42750	01/26/2024	02/12/2024	7,929.31	Sandy General Plan - Dec	105340.30.330215 - Consult Serv: San	
					\$17,842.21			
					\$17,842.21			
Harmons	Pcard RH	011724	02/10/2024	02/10/2024	29.96	Snacks for Leg Session meetings	105610.10.301200 - Supplies: Local Fu	
					\$29.96			
Health Equity	1000023	PR020224-258	02/09/2024	02/23/2024	4,626.24	HSA	1022500 - HSA W/H Payable	
Health Equity	EFT.022624075	PR021624-258	02/23/2024	02/26/2024	4,626.24	HSA	1022500 - HSA W/H Payable	
					\$9,252.48			
Horrocks Engineers, Inc.	ACH.02092408	81997	01/23/2024	02/12/2024	2,246.84	Holladay I215 - Oct	105340.30.353003 - Consult Serv: Holl	
Horrocks Engineers, Inc.	ACH.02092408	83074	01/26/2024	02/12/2024	13,514.21	SLC Granary Dist - Dec	105340.30.330214 - Consult Serv: SLC	
					\$15,761.05			
					\$15,761.05			
Hyatt Hotels	Pcard-AG	02142024	02/14/2024	02/14/2024	782.67	AG Travel Hotel _ Conference	105580.20.322210 - Travel: CPG - Adm	
					\$782.67			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Intermountain Healthcare EAP	ACH.02092408	EAP-04905	01/24/2024	02/12/2024	500.00	Quarterly Payment for EAP Services - Oct - Dec 202	105210.99.998000 - Fringe Benefits: In	
					\$500.00			
Internal Revenue Service	EFT.020724113	PR020224-38	02/09/2024	02/09/2024	3,546.00	Medicare Tax	1021000 - Federal Tax W/H Payable	
Internal Revenue Service	EFT.020724113	PR020224-38	02/09/2024	02/09/2024	12,677.54	Federal Income Tax	1021000 - Federal Tax W/H Payable	
					\$16,223.54			
Internal Revenue Service	EFT.022624074	PR021624-38	02/23/2024	02/26/2024	3,541.72	Medicare Tax	1021000 - Federal Tax W/H Payable	
Internal Revenue Service	EFT.022624074	PR021624-38	02/23/2024	02/26/2024	12,654.98	Federal Income Tax	1021000 - Federal Tax W/H Payable	
					\$16,196.70			
					\$32,420.24			
Jimmy Johns	Pcard_JC	02062024	02/06/2024	02/06/2024	277.23	CAC meeting snacks	105610.10.301200 - Supplies: Local Fu	
					\$277.23			
Kimley Horn	ACH.02092408	26262087	01/12/2024	02/12/2024	16,610.00	Perry Hwy 89 - Nov	105340.30.351040 - Consult Serv: Perr	
Kimley Horn	ACH.02092408	26374455	01/26/2024	02/12/2024	12,373.50	Cottonwood Hts Trail - Oct	105340.30.353010.2 - Consult Serv: Co	
Kimley Horn	ACH.02092408	26678727	01/26/2024	02/12/2024	14,625.00	Weber County ATP - Nov	105340.30.351026 - Consult Serv: Web	
Kimley Horn	ACH.02092408	26853736	01/30/2024	02/12/2024	10,900.00	Weber County ATP - Dec	105340.30.351026 - Consult Serv: Web	
Kimley Horn	ACH.02092408	26853737	01/26/2024	02/12/2024	7,550.00	Perry Hwy 89 - Nov	105340.30.351040 - Consult Serv: Perr	
Kimley Horn	ACH.02092408	26896025	01/30/2024	02/12/2024	18,985.00	Cottonwood Hts Trail - Dec	105340.30.353010.2 - Consult Serv: Co	
					\$81,043.50			
					\$81,043.50			
Landmark Design	ACH.02092408	202302-10	01/12/2024	02/12/2024	5,337.50	SAP Clearfield - Nov	105340.50.360206 - Consult Serv: SAP	
					\$5,337.50			
Les Olson Company	ACH.02092408	EA1363387	01/23/2024	02/12/2024	63.91	Copier Usage Jan	105610.99.999000 - Supplies: Indirect	
					\$63.91			
Lincoln Financial Life Ins Co	EFT	02012024	02/01/2024	02/01/2024	2,876.31	Life, LTD, STD - Feb	105210.99.998000 - Fringe Benefits: In	
					\$2,876.31			
Logan Simpson Design, Inc	ACH.02092408	33381	01/30/2024	02/12/2024	27,014.94	Ogden Citywide Zoning - Dec	105340.30.351035 - Consult Serv: Og	
					\$27,014.94			
MGB+A, Inc.	ACH.02092408	2023-385R	01/30/2024	02/12/2024	38,520.44	Cottonwood Heights TC Oct -Dec	105340.30.353010.1 - Consult Serv: Co	
					\$38,520.44			
MHTN Architects	ACH.02092408	30142	01/12/2024	02/12/2024	35,300.00	NOgden South Town - Nov	105340.30.351033 - Consult Serv: NOg	
MHTN Architects	ACH.02092408	30234	01/26/2024	02/12/2024	27,475.00	NOgden South Town - Dec	105340.30.351033 - Consult Serv: NOg	
					\$62,775.00			
					\$62,775.00			
Microsoft	Pcard_AP	12600	02/21/2024	02/21/2024	20.23	Windows 11 upgrade _ AG New Device	105670.99.999000 - Software: Indirect	
					\$20.23			
Mountain District ITE	Pcard-JC	02122024	02/12/2024	02/12/2024	540.00	Annual ITE Conference - LRP	105330.20.322210 - Training: CPG - Ad	
Mountain District ITE	Pcard-JC	02122024	02/12/2024	02/12/2024	720.00	Annual ITE Conference - Analytics	105330.20.322210 - Training: CPG - Ad	
					\$1,260.00			
myCoke	Pcard-JC	39766364025	02/06/2024	02/06/2024	50.46	Drinks for Conference Rooms	105610.10.301200 - Supplies: Local Fu	
myCoke	Pcard-JC	39979892028	02/20/2024	02/20/2024	139.00	Office Beverages	105610.10.301200 - Supplies: Local Fu	
					\$189.46			
					\$189.46			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
National Association of Regional Co	ACH.02092408	1884	01/26/2024	02/12/2024	11,250.00	Dues - paid with Fed funds, not to be used for lobbyi	105810.20.322210 - Dues: CPG - Admi	
					\$11,250.00			
NY Times	Pcard-RH	02192024	02/19/2024	02/19/2024	12.00	NY Times monthly subscription	105610.10.301200 - Supplies: Local Fu	
					\$12.00			
ODP	Pcard-AP	02052024	02/05/2024	02/05/2024	290.96	Office supplies	105610.99.999000 - Supplies: Indirect	
					\$290.96			
One Utah Summit	Pcard-JC	pi_3OmfiJCL1Or4	02/22/2024	02/22/2024	1,265.29	One Utah Summit _6 registrations	105330.20.322210 - Training: CPG - Ad	
One Utah Summit	Pcard-JC	uvO9SPSc	02/29/2024	02/29/2024	210.88	One Utah Summit _TK Registration	105330.20.322210 - Training: CPG - Ad	
					\$1,476.17			
					\$1,476.17			
Onward Technology, LLC	ACH.02092408	80639	01/26/2024	02/12/2024	2,703.06	Monthly - Jan	105430.99.999000 - Maintenance: Indir	
					\$2,703.06			
Panda Express	Pcard-JC	02202024	02/20/2024	02/20/2024	237.08	Wellness Committee_Chinese New Year Celebratio	105610.10.301000 - Supplies: Miscella	201
					\$237.08			
Parametrix, Inc	ACH.02092408	51136	01/12/2024	02/12/2024	11,908.12	N Ogden ATP - Nov	105340.30.351027 - Consult Serv: N O	
Parametrix, Inc	ACH.02092408	51138	01/12/2024	02/12/2024	10,491.12	Midvale TMP - Nov	105340.30.353013 - Consult Serv: Midv	
					\$22,399.24			
					\$22,399.24			
PEHP FLEX Benefits	ACH.02092408	PR010524-54	01/12/2024	02/12/2024	158.45	Flex Spend Acct	1022400 - Flexible Spending Account	
PEHP FLEX Benefits	ACH.02092408	PR011924-54	01/26/2024	02/12/2024	158.45	Flex Spend Acct	1022400 - Flexible Spending Account	
					\$316.90			
					\$316.90			
Penna Powers Inc	ACH.02092408	028038	01/26/2024	02/12/2024	2,315.00	Strategic Communications - Dec	105340.10.301200.1 - Consult Serv: Lo	
					\$2,315.00			
PGI Services	ACH.02092408	25741	01/26/2024	02/12/2024	94.66	kitchen supplies, coffee, creamer	105610.10.301200 - Supplies: Local Fu	
					\$94.66			
Posit Software/ShinyApps	Pcard_JC	B782761A-0002	02/13/2024	02/13/2024	52.58	RAM Subscription	105670.99.999000 - Software: Indirect	
					\$52.58			
Psomas	ACH.02092408	200969	01/12/2024	02/12/2024	7,619.05	Layton Gordon Hwy 89 - Sept	105340.30.351032 - Consult Serv:Layt	
					\$7,619.05			
Quench USA Inc	Pcard-AP	02062024	02/06/2024	02/06/2024	198.19	quarterly water service	105610.99.999000 - Supplies: Indirect	
					\$198.19			
Sam's Club	Pcard RH	011724	02/10/2024	02/10/2024	53.97	Snacks for Leg Session meetings	105610.10.301200 - Supplies: Local Fu	
					\$53.97			
Smith's	Pcard-JC	02132024	02/13/2024	02/13/2024	16.96	ATC Meeting refreshments	105610.10.301200 - Supplies: Local Fu	
					\$16.96			
Target	Pcard-JC	02072024	02/07/2024	02/07/2024	50.00	gift card for CAC participant	105610.10.301200 - Supplies: Local Fu	
Target	Pcard-JC	02072024	02/07/2024	02/07/2024	50.00	gift card for CAC participant	105610.10.301200 - Supplies: Local Fu	
Target	Pcard-JC	02072024	02/07/2024	02/07/2024	50.00	gift card for CAC participant	105610.10.301200 - Supplies: Local Fu	

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Target	Pcard-JC	02072024	02/07/2024	02/07/2024	50.00	gift card for CAC participant	105610.10.301200 - Supplies: Local Fu	
					\$200.00			
					\$200.00			
Township + Range LLC	ACH.02092408	2210-11	01/12/2024	02/12/2024	6,624.00	Copperton AT+C - Nov	105340.30.353001 - Consult Serv: Cop	
Township + Range LLC	ACH.02092408	2210-12a	01/26/2024	02/12/2024	4,203.00	Copperton AT+C - Dec	105340.30.353001 - Consult Serv: Cop	
					\$10,827.00			
					\$10,827.00			
Utah Division of Finance	ACH.02092408	24010110816004	01/26/2024	02/12/2024	5,544.89	Pcard - AP	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.02092408	24010110816013	01/26/2024	02/12/2024	1,107.88	Pcard - RH	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.02092408	24010110816022	01/26/2024	02/12/2024	1,755.30	Pcard JC	1020190 - P-Card Clearing	
					\$8,408.07			
					\$8,408.07			
Utah Foundation	Pcard-JC	02062024	02/06/2024	02/06/2024	1,565.19	Utah Foundation Annual Luncheon - Table Sponsor	105610.20.322210 - Supplies: CPG - A	
					\$1,565.19			
Utah Land Institute (ULI)	Pcard-JC	5441157	02/20/2024	02/20/2024	264.00	US Public Associate Membership _Annual_BH	105810.30.330200 - Dues: TLC - Admi	
Utah Land Institute (ULI)	Pcard-JC	ORD005722	02/22/2024	02/22/2024	1,012.85	Foundations of Real Estate Certificate _ BH	105330.20.322210 - Training: CPG - Ad	
					\$1,276.85			
					\$1,276.85			
Utah Local Governments Trust (ULG)	EFT.022624075	1611292	02/10/2024	02/26/2024	479.86	Worker's Comp -Feb	105210.99.998000 - Fringe Benefits: In	
					\$479.86			
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	741.53	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	1,959.73	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	6,149.30	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	6,319.84	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	13,836.07	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.021524154	PR020224-80	02/09/2024	02/09/2024	19,527.61	URS State Retirement	1023000 - 401(k) W/H Payable	
					\$48,869.38			
					\$48,869.38			
Utah State Tax Commission	EFT.020724113	PR020224-82	02/09/2024	02/09/2024	5,157.84	State Income Tax	1021200 - State Tax W/H Payable	
Utah State Tax Commission	EFT.022624074	PR021624-82	02/23/2024	02/26/2024	5,150.22	State Income Tax	1021200 - State Tax W/H Payable	
					\$10,308.06			
Utah Transit Authority (UTA)	Pcard-AP	955156	02/20/2024	02/20/2024	300.00	UTA Farepay Cards Reloads	105580.20.322210 - Travel: CPG - Adm	
Utah Transit Authority (UTA)	Pcard-AP	956394	02/27/2024	02/27/2024	400.00	UTA Farepay Cards Reloads	105580.20.322210 - Travel: CPG - Adm	
					\$700.00			
					\$700.00			
Utah Worksite Wellness Council	Pcard-JC	306	02/01/2024	02/01/2024	35.00	Utah Business of Health Event _ HV	105330.20.322210 - Training: CPG - Ad	
					\$35.00			
VODA Landscape & Planning	ACH.02092408	23.28	01/30/2024	02/12/2024	12,150.00	Sunset FBC - Oct	105340.30.351021 - Consult Serv: Sun	
VODA Landscape & Planning	ACH.02092408	24.02	01/30/2024	02/12/2024	23,100.00	Sunset FBC - Nov-Jan FINAL	105340.30.351021 - Consult Serv: Sun	
					\$35,250.00			
					\$35,250.00			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 02/01/2024 to 02/29/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Walmart	Pcard-JC	02072024	02/07/2024	02/07/2024	50.00	CAC Gift Cards_2.6.24 meeting	105610.10.301200 - Supplies: Local Fu	
					\$50.00			
Winmark Stamp & Sign	Pcard_JC	65bd43cc28467	02/02/2024	02/02/2024	16.24	Magnetic Name Badge: Aviles	105610.50.336100 - Supplies: Local Go	
Winmark Stamp & Sign	Pcard_JC	65bd43cc28467	02/02/2024	02/02/2024	48.66	Magnetic Name Badge: Watkins, Ryan, Currey	105610.20.322210 - Supplies: CPG - A	
					\$64.90			
WTS - Northern Utah Chapter	Pcard_JC	39560422	02/20/2024	02/20/2024	1,035.00	Sponsorship	105610.20.322210 - Supplies: CPG - A	
					\$1,035.00			
Zoom Video Communications Inc.	Pcard-RH	02072024	02/07/2024	02/07/2024	37.91	M. Aviles - Zoom Subscription Prorated)	105610.50.336100 - Supplies: Local Go	
					\$37.91			
					\$571,956.36			

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ February 1, 2024 - February 29, 2024 ■ Page 1 of 2



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

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	\$781,353.99	\$650,546.76	-\$749,166.62	\$682,734.13

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
02/02		9,375.00	Mountainland Asc 01.30.24 238 Wfrc
02/02		153,640.89	Fhwa Treas 310 Misc Pay 020224 xxxxx0500 Rmr*IV*Wfrc0124Rr*Ai*153640.89*153640.89*0.00\
02/05		147.25	Emi Health Ins Prem 50700014 Wasatchfrontregionalco
02/06		25,000.00	Finet EFT 8019577760 240205 202402050447749 NTE*24A0498719 *81353E *Was
02/08		12,352.24	Desktop Check Deposit
02/08		12,938.42	Utah Transit Aut Uta EFT 1109053 Uta EFT
02/08		36,973.82	Finet EFT 8019577760 240206 202402060447972 NTE*24A0534922 *81353E *Was
02/13		33,266.78	Desktop Check Deposit
02/26		153.00	Desktop Check Deposit
02/28		69,308.99	Finet EFT 8019577760 240227 202402270451037 NTE*24A0753184 *81353E *Was
02/28		296,640.37	Finet EFT 8019577760 240227 202402270450954 NTE*24A0753086 *81353E *Was
02/29		750.00	Paymentworks Acq Early Pay 240229 Refund Fee Inv SlcntyIc-Q3Fy24
		\$650,546.76	Total electronic deposits/bank credits
		\$650,546.76	Total credits



Debits

Electronic debits/bank debits

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
02/02		147.25	Emi Health Ins Prem 50700015 Wasatchfrontregionalco
02/02		147.25	Emi Health Ins Prem 50700014 Wasatchfrontregionalco
02/02		2,876.31 <	Business to Business ACH Debit - *Lincoln Natlife Prempaymnt 1555992 91000011155477
02/07		93,246.55	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
02/09		4,626.24	Healthequity Inc Healthequi 08 Feb 6960993 Wasatch Front Regional
02/09		16,223.54 <	Business to Business ACH Debit - IRS Usat taxpymt 020924 270444000428829 Wasatch Front Regional
02/09		48,869.38	Utah State Retir Urs Paymnt U999500733378 Wasatch Front Reg Coun
02/12		5,157.84	Utah801/297-7703 Tax Paymnt xxxxx5408 x
02/13		452,028.96	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
02/20		479.86 <	Business to Business ACH Debit - UT Local Govt Tr Insurance 240216 0042754 Wasatch Front Regional
02/21		99,390.28	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
02/26		16,196.70 <	Business to Business ACH Debit - IRS Usat taxpymt 022624 270445715956505 Wasatch Front Regional
02/27		4,626.24	Healthequity Inc Healthequi 26 Feb 6960993 Wasatch Front Regional
02/27		5,150.22	Utah801/297-7703 Tax Paymnt xxxxx8240 x
		\$749,166.62	Total electronic debits/bank debits
		\$749,166.62	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>
01/31	781,353.99	02/08	935,364.25	02/21	341,854.93
02/02	941,199.07	02/09	865,645.09	02/26	325,811.23
02/05	941,346.32	02/12	860,487.25	02/27	316,034.77
02/06	966,346.32	02/13	441,725.07	02/28	681,984.13
02/07	873,099.77	02/20	441,245.21	02/29	682,734.13
Average daily ledger balance		\$621,644.48			

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

WASATCH FRONT REGIONAL COUNCIL

CFO

41 NO. RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

Account

Account Period

533

February 01, 2024 through February 29, 2024

Summary

Beginning Balance	\$ 3,422,866.23	Average Daily Balance	\$ 3,422,866.23
Deposits	\$ 14,905.13	Interest Earned	\$ 14,905.13
Withdrawals	\$ 0.00	360 Day Rate	5.4057
Ending Balance	\$ 3,437,771.36	365 Day Rate	5.4808

Date	Activity	Deposits	Withdrawals	Balance
02/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 3,422,866.23
02/29/2024	REINVESTMENT	\$ 14,905.13	\$ 0.00	\$ 3,437,771.36
02/29/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 3,437,771.36

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

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www.treasurer.utah.gov

WASATCH FRONT REG COUNS/BLDG FD

CFO

41 NORTH RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

Account

Account Period

8761

February 01, 2024 through February 29, 2024

Summary

Beginning Balance	\$ 1,253,273.04	Average Daily Balance	\$ 1,253,273.04
Deposits	\$ 5,457.47	Interest Earned	\$ 5,457.47
Withdrawals	\$ 0.00	360 Day Rate	5.4057
Ending Balance	\$ 1,258,730.51	365 Day Rate	5.4808

Date	Activity	Deposits	Withdrawals	Balance
02/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,253,273.04
02/29/2024	REINVESTMENT	\$ 5,457.47	\$ 0.00	\$ 1,258,730.51
02/29/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,258,730.51

**Wasatch Front Regional Council
Checking
Bank Reconciliation - 03/01/2024 to 03/31/2024**

Bank Statement Balance: \$634,036.86

Outstanding Checks & Withdrawals

<u>Payee Name</u>	<u>Reference</u>	<u>Paid Date</u>	<u>Void Date</u>	<u>Amount</u>
Allstate	eft	03/29/2024		-11.27
Utah Retirement Systems (URS)	EFT.0404241008.80	03/29/2024		48,852.65

Outstanding Checks & Withdrawals Total: \$48,841.38

Calculated Book Balance: \$585,195.48

General Ledger Balance: \$585,195.48

Calculated Book Balance vs General Ledger Balance: \$0.00



Wasatch Front Regional Council
Checking
Bank Reconciliation - 03/01/2024 to 03/31/2024

Bank Statement Start Balance: **\$682,734.13**

Reconciled Deposits & Transfers

Type	Reference	Date	Amount
Transfer		03/01/2024	400,000.00
Deposit		03/05/2024	143,980.08
Deposit		03/07/2024	4,399.58
Deposit		03/13/2024	615.00
Deposit		03/15/2024	69,798.34
Transfer		03/18/2024	300,000.00
Deposit		03/20/2024	313,714.26
Deposit		03/26/2024	11,800.00
Deposit		03/29/2024	123,338.37

Reconciled Deposits & Transfers Total: \$1,367,645.63

Reconciled Checks & Withdrawals

Payee Name	Reference	Date	Amount
EMI Health	EFT	03/01/2024	161.50
Lincoln Financial Life Ins Co	EFT	03/01/2024	2,883.47
Utah Retirement Systems (URS)	EFT.0304241031.80	03/04/2024	48,864.35
UNUM Life Insurance Co.	ACH.0229241303.72	03/05/2024	129.75
PEHP FLEX Benefits	ACH.0229241303.54	03/05/2024	449.50
Downtown Redevelopment Services, LLC	ACH.0229241303.309	03/05/2024	1,993.16
Psomas	ACH.0229241303.58	03/05/2024	2,355.50
QuickTurn Concepts	ACH.0229241303.60	03/05/2024	2,370.00
Onward Technology, LLC	ACH.0229241303.326	03/05/2024	2,481.77
MHTN Architects	ACH.0229241303.49	03/05/2024	2,500.00
Citta Designs (Citi Design)	ACH.0229241303.364	03/05/2024	5,440.00
Penna Powers Inc	ACH.0229241303.56	03/05/2024	6,090.00
Barker Leavitt, PLLC	ACH.0229241303.6	03/05/2024	8,440.00
GSBS PC	ACH.0229241303.31	03/05/2024	9,424.42
Environmental Systems Research Institute (ESR)	ACH.0229241303.22	03/05/2024	10,163.56
Logan Simpson Design, Inc	ACH.0229241303.183	03/05/2024	10,806.00
RRJ Consulting	ACH.0229241303.62	03/05/2024	15,000.00
Design Workshop, Inc	ACH.0229241303.20	03/05/2024	19,142.33
Better City LLC	ACH.0229241303.172	03/05/2024	20,000.00
Wall Consultant Group (WCG)	ACH.0229241303.291	03/05/2024	21,765.00
Utah Department of Transportation (UDOT)	ACH.0229241303.225	03/05/2024	25,000.00
Avenue Consultants	ACH.0229241303.4	03/05/2024	34,816.02
KGRW & Associates, LLC	ACH.0229241303.318	03/05/2024	36,000.00
Parametrix, Inc	ACH.0229241303.53	03/05/2024	36,948.95
Fielding Group, LLC	ACH.0229241303.26	03/05/2024	38,585.05
Metro Analytics LLC (Coeur Capital Inc)	ACH.0229241303.290	03/05/2024	42,032.87
Public Employees Health Program (PEHP)	ACH.0229241303.59	03/05/2024	45,859.47
Kimley Horn	ACH.0229241303.41	03/05/2024	107,614.83
Resource Systems Group, Inc (RSG)	ACH.0229241303.61	03/05/2024	177,805.05
Utah Local Governments Trust (ULGT)	EFT	03/07/2024	512.95
Hacker, Ned E	X999	03/08/2024	0.00
Health Equity	EFT.0319241501.258	03/08/2024	4,677.99
Utah State Tax Commission	EFT.0307241008.82	03/08/2024	5,150.82
Internal Revenue Service	EFT.0307241008.38	03/08/2024	16,201.96
Utah Retirement Systems (URS)	EFT.0307241603.80	03/08/2024	48,852.65
Payroll DD	0308241200	03/08/2024	92,987.71
Granberg, Bertrand J	X999	03/11/2024	0.00
Knowlton, Ted M	X999	03/11/2024	0.00
Les Olson Company	ACH.0314241359.44	03/18/2024	113.96
UNUM Life Insurance Co.	ACH.0314241359.72	03/18/2024	129.75
PGI Services	ACH.0314241359.159	03/18/2024	187.18
RRJ Consulting	ACH.0314241359.62	03/18/2024	2,000.00
Six County AOG	ACH.0314241359.289	03/18/2024	2,142.86
Davis County Commissioner	ACH.0314241359.17	03/18/2024	2,195.12
Ramsey, Dawn	ACH.0314241359.370	03/18/2024	2,269.37
Citta Designs (Citi Design)	ACH.0314241359.364	03/18/2024	2,690.00
Onward Technology, LLC	ACH.0314241359.326	03/18/2024	3,353.82
Township + Range LLC	ACH.0314241359.70	03/18/2024	4,299.50
Barker Leavitt, PLLC	ACH.0314241359.6	03/18/2024	8,000.00
Environmental Systems Research Institute (ESR)	ACH.0314241359.22	03/18/2024	9,446.47
Utah Division of Finance	ACH.0314241359.81	03/18/2024	12,430.85
Metro Analytics LLC (Coeur Capital Inc)	ACH.0314241359.290	03/18/2024	35,780.00

Wasatch Front Regional Council
Checking
Bank Reconciliation - 03/01/2024 to 03/31/2024

Public Employees Health Program (PEHP)	ACH.0314241359.59	03/18/2024	47,009.25	
Kimley Horn	ACH.0314241359.41	03/18/2024	58,504.50	
Health Equity	EFT.0404241037.258	03/22/2024	4,673.49	
Utah State Tax Commission	EFT.0319241515.82	03/22/2024	5,153.34	
Internal Revenue Service	EFT.0319241515.38	03/22/2024	16,203.20	
Payroll DD	0322241200	03/22/2024	95,073.27	
Allstate	EFT	03/29/2024	11.27	
PEHP FLEX Benefits	ACH.0327241124.54	03/29/2024	582.10	
Landmark Design	ACH.0327241124.42	03/29/2024	1,430.00	
Township + Range LLC	ACH.0327241124.70	03/29/2024	1,664.72	
MHTN Architects	ACH.0327241124.49	03/29/2024	4,275.00	
Citta Designs (Citi Design)	ACH.0327241124.364	03/29/2024	5,858.60	
Design Workshop, Inc	ACH.0327241124.20	03/29/2024	10,995.00	
Resource Systems Group, Inc (RSG)	ACH.0327241124.61	03/29/2024	11,530.94	
Utah Division of Finance	ACH.0327241124.81	03/29/2024	12,276.39	
Horrocks Engineers, Inc.	ACH.0327241124.34	03/29/2024	13,248.48	
Parametrix, Inc	ACH.0327241124.53	03/29/2024	15,193.14	
Logan Simpson Design, Inc	ACH.0327241124.183	03/29/2024	17,500.00	
Avenue Consultants	ACH.0327241124.4	03/29/2024	17,959.65	
Fielding Group, LLC	ACH.0327241124.26	03/29/2024	38,585.05	
Kimley Horn	ACH.0327241124.41	03/29/2024	50,070.00	
		Reconciled Checks & Withdrawals Total:		\$1,416,342.90
		Bank Statement End Balance:		\$634,036.86

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 03/01/2024 to 03/31/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Allstate	EFT	032924	03/29/2024	03/29/2024	11.27	fraudulent charge	1015800 - Suspense	
Allstate	eft	040224	03/29/2024	03/29/2024	-11.27	refund for fraudulent charge	1015800 - Suspense	
					\$0.00			
Amazon	pcard-JC	111-0750119-224	03/06/2024	03/06/2024	154.95	Solid state hard drive	105610.20.322210 - Supplies: CPG - A	
					\$154.95			
American Planning Association (APA)	Pcard-JC	2042	03/27/2024	03/27/2024	200.00	APA Spring Conf- MR	105330.30.330200 - Training: TLC Adm	
American Planning Association (APA)	Pcard-JC	2042	03/27/2024	03/27/2024	525.00	APA Spring Conf- HVVW, TK, JB	105330.20.322210 - Training: CPG - Ad	
					\$725.00			
Assn. of Metropolitan Planning Orga	Pcard-JC	03252024	03/25/2024	03/25/2024	585.00	AMPO Tools & Training Conf. - SS	105330.20.322210 - Training: CPG - Ad	
Assn. of Metropolitan Planning Orga	Pcard-JC	4951495	03/14/2024	03/14/2024	585.00	AMPO Tools & Training Conf. - JJ	105330.20.322210 - Training: CPG - Ad	
					\$1,170.00			
					\$1,170.00			
Avenue Consultants	ACH.02292413	10142	02/22/2024	03/05/2024	25,213.52	Davis County ATP - Jan	105340.30.351038 - Consult Serv: Davi	
Avenue Consultants	ACH.02292413	9946	01/31/2024	03/05/2024	9,602.50	Davis County ATP - Dec	105340.30.351038 - Consult Serv: Davi	
					\$34,816.02			
Avenue Consultants	ACH.03272411	10143	02/29/2024	03/29/2024	17,959.65	SLC N Temple Econ Dev - Jan	105340.30.353016 - Consult Serv: SLC	
					\$52,775.67			
Barker Leavitt, PLLC	ACH.02292413	110-0124	01/31/2024	03/05/2024	440.00	Map framing - Maps on the Hill	105610.20.322210 - Supplies: CPG - A	
Barker Leavitt, PLLC	ACH.02292413	110-0124	01/31/2024	03/05/2024	8,000.00	Legislative Consulting - Jan	105340.50.341200 - Consult Serv: Legi	
					\$8,440.00			
Barker Leavitt, PLLC	ACH.03142413	110-0224	02/29/2024	03/18/2024	8,000.00	Legislative Consulting - Feb	105340.50.341200 - Consult Serv: Legi	
					\$16,440.00			
Better City LLC	ACH.02292413	1924	02/15/2024	03/05/2024	20,000.00	Layton Econ Dev - Jan	105340.30.351039 - Consult Serv: Layt	
					\$20,000.00			
Bluehost	Pcard-AP	03032024	03/03/2024	03/03/2024	7.76	website domain -WFRC - monthly	105670.99.999000 - Software: Indirect	
Bluehost	Pcard-AP	53689866	03/19/2024	03/19/2024	539.64	UtahUnifiedPlan.com - 3 yr renewal	105670.99.999000 - Software: Indirect	
					\$547.40			
					\$547.40			
Camtasia	Pcard-JC	03092024	03/09/2024	03/09/2024	52.76	Software license annual renewal	105670.20.322210 - Software: CPG - A	
Camtasia	Pcard-JC	03122024	03/12/2024	03/12/2024	215.49	Techsmith Assets for Camtasia - Analytics Group	105670.20.322210 - Software: CPG - A	
					\$268.25			
					\$268.25			
Citta Designs (Citi Design)	ACH.02292413	2024-008	02/20/2024	03/05/2024	3,967.50	Morgan Downtown - Dec	105340.30.352013 - Consult Serv: Mor	
Citta Designs (Citi Design)	ACH.02292413	2024-014	02/07/2024	03/05/2024	1,472.50	SAP West Bountiful - Jan	105340.50.360210 - Consult Serv: SAP	
					\$5,440.00			
Citta Designs (Citi Design)	ACH.03142413	2024-009	02/29/2024	03/18/2024	2,690.00	SAP West Bountiful - Dec	105340.50.360210 - Consult Serv: SAP	
Citta Designs (Citi Design)	ACH.03272411	2024-021	02/29/2024	03/29/2024	5,858.60	Morgan Downtown - Feb	105340.30.352013 - Consult Serv: Mor	
					\$13,988.60			
Clifton Strengths (Gallup)	Pcard-JC	36023756	03/06/2024	03/06/2024	295.00	Gallup @ work Summit - KW - Virtual	105330.99.999000 - Training: Indirect C	
					\$295.00			
Colonial Flag	Pcard-JC	03282024	03/28/2024	03/28/2024	95.24	New Utah State Flag for Conf. Room	105610.10.301200 - Supplies: Local Fu	
					\$95.24			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 03/01/2024 to 03/31/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Constant Contact	Pcard-RH	03302024	03/30/2024	03/30/2024	81.90	monthly billing - Mar	105670.99.999000 - Software: Indirect	
					\$81.90			
Davis County Commissioner	ACH.03142413	022924	02/29/2024	03/18/2024	2,195.12	NARC Conference - FEB Commissioner Stevenson	105580.10.301200 - Travel: Local Fund	
					\$2,195.12			
Design Workshop, Inc	ACH.02292413	0076638	02/13/2024	03/05/2024	5,638.33	SAP West Jordan and Midvale - Dec	105340.50.360207 - Consult Serv: SAP	
Design Workshop, Inc	ACH.02292413	0076968	02/09/2024	03/05/2024	1,521.50	SAP 300 W. Corridor - Jan	105340.30.353005 - Consult Serv: SLC	
Design Workshop, Inc	ACH.02292413	0076987	02/15/2024	03/05/2024	2,520.00	SAP West Jordan Old Bingham Hwy - Jan	105340.50.360207 - Consult Serv: SAP	
Design Workshop, Inc	ACH.02292413	0077023	02/22/2024	03/05/2024	9,462.50	SL County SW Waterways - Jan	105340.30.353007 - Consult Serv:SLC	
					\$19,142.33			
Design Workshop, Inc	ACH.03272411	0077300	03/19/2024	03/29/2024	10,995.00	SL County SW Waterways - Feb	105340.30.353007 - Consult Serv:SLC	
					\$30,137.33			
Downtown Redevelopment Services,	ACH.02292413	774	02/22/2024	03/05/2024	1,993.16	West Point GP - Jan	105340.30.351037 - Consult Serv: Wes	
					\$1,993.16			
EMI Health	EFT	50720240301	03/01/2024	03/01/2024	161.50	Telemed - Mar	105210.99.998000 - Fringe Benefits: In	
					\$161.50			
Eno Center for Transportation	Pcard-AG	03132024	03/18/2024	03/18/2024	1,250.00	Eno Transportation Subscription	105311.20.322210 - Subscriptions: CP	
					\$1,250.00			
Environmental Systems Research In	ACH.02292413	94651701	02/13/2024	03/05/2024	10,163.56	Dashboard project - Dec	105340.50.334300 - Consult Serv: Stat	
Environmental Systems Research In	ACH.03142413	94666130	02/13/2024	03/18/2024	9,446.47	Dashboard project - Jan	105340.50.334300 - Consult Serv: Stat	
					\$19,610.03			
Fielding Group, LLC	ACH.02292413	552	02/01/2024	03/05/2024	38,585.05	Building lease - February	105441.99.999000 - Building Lease Co	
Fielding Group, LLC	ACH.03272411	561	03/01/2024	03/29/2024	38,585.05	Building Lease - March	105441.99.999000 - Building Lease Co	
					\$77,170.10			
First Digital	Pcard-AP	03152024	03/15/2024	03/15/2024	400.41	Internet - Mar	105530.99.999000 - Telephone/Data: In	
					\$400.41			
Get Healthy Utah	Pcard-JC	92789000000286	03/29/2024	03/29/2024	250.00	Connected Communities Summit Reg: CD, BH	105330.30.330200 - Training: TLC Adm	
Get Healthy Utah	Pcard-JC	92789000000286	03/29/2024	03/29/2024	750.00	Connected Communities Summit Reg: AG, TK, JJ,	105330.20.322210 - Training: CPG - Ad	
					\$1,000.00			
					\$1,000.00			
Github Inc.	Pcard-AP	03192024	03/19/2024	03/19/2024	5.00	monthly storage increase - analytics	105610.20.322210 - Supplies: CPG - A	
					\$5.00			
Gitracken Pro	Pcard-RH	03022024	03/02/2024	03/02/2024	517.20	Gitkraken Software - 6 units.	105670.20.322210 - Software: CPG - A	
					\$517.20			
Google LLC	Pcard-RH	03012024.1	03/01/2024	03/01/2024	63.89	Cloud Storage - February	105670.99.999000 - Software: Indirect	
					\$63.89			
Government Finance Officer's Assoc	Pcard-JC	03052024	03/05/2024	03/05/2024	160.00	Membership - Marian	105330.99.999000 - Training: Indirect C	
					\$160.00			
GSBS PC	ACH.02292413	42841	02/22/2024	03/05/2024	9,424.42	Sandy General Plan - Jan	105340.30.330215 - Consult Serv: San	
					\$9,424.42			

**Wasatch Front Regional Council
Check Register
All Bank Accounts - 03/01/2024 to 03/31/2024**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Harmons	Pcard-JC	03142024	03/14/2024	03/14/2024	351.66	Clifton Strengths PD Lunch	105610.10.301200 - Supplies: Local Fu	
					\$351.66			
Health Equity	EFT.031924150	19uu6s5	02/29/2024	03/08/2024	51.75	HSA fees - Feb	105210.99.998000 - Fringe Benefits: In	
Health Equity	EFT.031924150	PR030124-258	03/08/2024	03/08/2024	4,626.24	HSA	1022500 - HSA W/H Payable	
					\$4,677.99			
Health Equity	EFT.040424103	i6ya0tc	03/19/2024	03/22/2024	47.25	HSA fees - Mar	105210.99.998000 - Fringe Benefits: In	
Health Equity	EFT.040424103	PR031524-258	03/22/2024	03/22/2024	4,626.24	HSA	1022500 - HSA W/H Payable	
					\$4,673.49			
					\$9,351.48			
Horrocks Engineers, Inc.	ACH.03272411	83874	02/29/2024	03/29/2024	13,248.48	SLC Granary Dist - Jan	105340.30.330214 - Consult Serv: SLC	
					\$13,248.48			
Internal Revenue Service	EFT.030724100	PR030124-38	03/08/2024	03/08/2024	3,551.76	Medicare Tax	1021000 - Federal Tax W/H Payable	
Internal Revenue Service	EFT.030724100	PR030124-38	03/08/2024	03/08/2024	12,650.20	Federal Income Tax	1021000 - Federal Tax W/H Payable	
					\$16,201.96			
Internal Revenue Service	EFT.031924151	PR031524-38	03/22/2024	03/22/2024	3,553.00	Medicare Tax	1021000 - Federal Tax W/H Payable	
Internal Revenue Service	EFT.031924151	PR031524-38	03/22/2024	03/22/2024	12,650.20	Federal Income Tax	1021000 - Federal Tax W/H Payable	
					\$16,203.20			
					\$32,405.16			
KGRW & Associates, LLC	ACH.02292413	2473	01/31/2024	03/05/2024	36,000.00	SAP Taylorsville - Nov	105340.50.360208 - Consult Serv: SAP	
					\$36,000.00			
Kimley Horn	ACH.02292413	26678729	02/09/2024	03/05/2024	197.99	local supplies for SS4A - ineligible grant expenses	105610.10.301200 - Supplies: Local Fu	
Kimley Horn	ACH.02292413	26678729	02/09/2024	03/05/2024	64,697.34	SS4A -Nov	105340.50.334400 - Consult Serv: Safe	
Kimley Horn	ACH.02292413	26853735	02/09/2024	03/05/2024	42,719.50	SS4A -Dec	105340.50.334400 - Consult Serv: Safe	
					\$107,614.83			
Kimley Horn	ACH.03142413	27105751	02/29/2024	03/18/2024	58,504.50	SS4A -Jan	105340.50.334400 - Consult Serv: Safe	
Kimley Horn	ACH.03272411	27105768	02/29/2024	03/29/2024	22,200.00	Weber County ATP - Jan	105340.30.351026 - Consult Serv: Web	
Kimley Horn	ACH.03272411	27105773	02/29/2024	03/29/2024	16,840.00	Perry Hwy 89 - Jan	105340.30.351040 - Consult Serv: Perr	
Kimley Horn	ACH.03272411	27146970	03/19/2024	03/29/2024	11,030.00	Cottonwood Hts Trail - Jan	105340.30.353010.2 - Consult Serv: Co	
					\$50,070.00			
					\$216,189.33			
Landmark Design	ACH.03272411	202302-11	02/29/2024	03/29/2024	1,080.00	SAP Clearfield - Dec-Jan	105340.50.360206 - Consult Serv: SAP	
Landmark Design	ACH.03272411	202302-12	03/13/2024	03/29/2024	350.00	SAP Clearfield - Feb	105340.50.360206 - Consult Serv: SAP	
					\$1,430.00			
					\$1,430.00			
Les Olson Company	ACH.03142413	EA1378643	02/29/2024	03/18/2024	113.96	Copier Usage Feb	105610.99.999000 - Supplies: Indirect	
					\$113.96			
Lincoln Financial Life Ins Co	EFT	4673011718	03/01/2024	03/01/2024	2,883.47	Life, LTD, STD - Mar	1022300 - Lincoln Life Insurance W/H	
					\$2,883.47			
Logan Simpson Design, Inc	ACH.02292413	33572	02/22/2024	03/05/2024	10,806.00	Ogden Citywide Zoning - Jan	105340.30.351035 - Consult Serv: Og	
Logan Simpson Design, Inc	ACH.03272411	33044R	03/01/2024	03/29/2024	17,500.00	Bountiful GP- Sept/Oct	105340.30.351010 - Consult Serv: Bou	
					\$28,306.00			

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Metro Analytics LLC (Coeur Capital I	ACH.02292413	11	02/09/2024	03/05/2024	42,032.87	Ec Analysis UTP -Jan UTA	105340.40.322215.0031 - Consult Serv	
Metro Analytics LLC (Coeur Capital I	ACH.03142413	12	03/06/2024	03/18/2024	35,780.00	Ec Analysis UTP - FEB UTA	105340.40.322215.0031 - Consult Serv	
					\$77,812.87			
MHTN Architects	ACH.02292413	30179	02/15/2024	03/05/2024	2,500.00	Midvale SAP - Nov	105340.50.360202 - Consult Serv: SAP	
MHTN Architects	ACH.03272411	30304	02/29/2024	03/29/2024	4,275.00	NOgden South Jan FINAL	105340.30.351033 - Consult Serv: NOg	
					\$6,775.00			
myCoke	Pcard-JC	03192024	03/19/2024	03/19/2024	26.96	Drinks for Conference Rooms	105610.10.301200 - Supplies: Local Fu	
myCoke	Pcard-JC	4051647020	03/26/2024	03/26/2024	77.42	Drinks for Conference Rooms	105610.10.301200 - Supplies: Local Fu	
					\$104.38			
					\$104.38			
NY Times	Pcard-RH	03182024	03/18/2024	03/18/2024	12.00	NY Times monthly subscription	105610.10.301200 - Supplies: Local Fu	
					\$12.00			
One Utah Summit	Pcard-JC	03132024 - ref	03/13/2024	03/13/2024	-421.76	One Utah Summit_ 6 registrations - Refunded 2 as	105330.20.322210 - Training: CPG - Ad	
One Utah Summit	Pcard-JC	03142028 - ref	03/14/2024	03/14/2024	-210.88	One Utah Summit_ TK Registration - Refunded as p	105330.20.322210 - Training: CPG - Ad	
					(\$632.64)			
					(\$632.64)			
Onward Technology, LLC	ACH.02292413	80772	02/22/2024	03/05/2024	2,481.77	Monthly - Feb	105430.99.999000 - Maintenance: Indir	
Onward Technology, LLC	ACH.03142413	80938	03/06/2024	03/18/2024	2,827.98	Monthly - Mar	105430.99.999000 - Maintenance: Indir	
Onward Technology, LLC	ACH.03142413	81040	02/29/2024	03/18/2024	525.84	Google Workspace - Feb	105670.99.999000 - Software: Indirect	
					\$3,353.82			
					\$5,835.59			
Parametrix, Inc	ACH.02292413	52515	02/20/2024	03/05/2024	14,939.13	Herriman Transit Corridor - Dec	105340.30.353002 - Consult Serv: Herr	
Parametrix, Inc	ACH.02292413	52516	01/31/2024	03/05/2024	22,009.82	Midvale TMP - Dec	105340.30.353013 - Consult Serv: Midv	
					\$36,948.95			
Parametrix, Inc	ACH.03272411	52867	02/29/2024	03/29/2024	8,675.92	Shield's Lane - Jan	105340.30.353015 - Consult Serv: Sout	
Parametrix, Inc	ACH.03272411	53345	03/19/2024	03/29/2024	6,517.22	Midvale TMP - Jan	105340.30.353013 - Consult Serv: Midv	
					\$15,193.14			
					\$52,142.09			
PEHP FLEX Benefits	ACH.02292413	PR020224-54	02/09/2024	03/05/2024	158.45	Flex Spend Acct	1022400 - Flexible Spending Account	
PEHP FLEX Benefits	ACH.02292413	PR021624-54	02/23/2024	03/05/2024	291.05	Flex Spend Acct	1022400 - Flexible Spending Account	
					\$449.50			
PEHP FLEX Benefits	ACH.03272411	PR030124-54	03/08/2024	03/29/2024	291.05	Flex Spend Acct	1022400 - Flexible Spending Account	
PEHP FLEX Benefits	ACH.03272411	PR031524-54	03/22/2024	03/29/2024	291.05	Flex Spend Acct	1022400 - Flexible Spending Account	
					\$582.10			
					\$1,031.60			
Penna Powers Inc	ACH.02292413	028159	02/09/2024	03/05/2024	175.00	ATO Video - Jan	105340.10.301200.1 - Consult Serv: Lo	
Penna Powers Inc	ACH.02292413	028159	02/09/2024	03/05/2024	315.00	Website redesign - Jan	105340.10.301200.1 - Consult Serv: Lo	
Penna Powers Inc	ACH.02292413	028159	02/09/2024	03/05/2024	2,645.00	Creative Support - Jan	105340.10.301200.1 - Consult Serv: Lo	
Penna Powers Inc	ACH.02292413	028159	02/09/2024	03/05/2024	2,955.00	Strategi Communications - Jan	105340.10.301200.1 - Consult Serv: Lo	
					\$6,090.00			
					\$6,090.00			
PGI Services	ACH.03142413	MI10087	03/06/2024	03/18/2024	187.18	Kitchen supplies, coffee, tea, cups	105610.10.301200 - Supplies: Local Fu	

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
PGI Services	Pcard-JC	DBLCHARGE	03/08/2024	03/08/2024	187.18	Kitchen supplies, coffee, tea, cups	105610.10.301200 - Supplies: Local Fu	
					\$374.36			
Posit Software/ShinyApps	Pcard-JC	in_10tu6KF29ToL	03/13/2024	03/13/2024	52.80	RAM Subscription - Analytics Group	105670.20.322210 - Software: CPG - A	
					\$52.80			
Psomas	ACH.02292413	203133	02/20/2024	03/05/2024	2,355.50	Layton Gordon Hwy 89 - Nov	105340.30.351032 - Consult Serv:Layt	
					\$2,355.50			
Public Employees Health Program (ACH.02292413	271745	02/01/2024	03/05/2024	45,859.47	Health, Dental & Vision - Feb	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (ACH.03142413	058796	03/06/2024	03/18/2024	47,009.25	Health, Dental & Vision - Mar	1022000 - PEHP Insurance W/H Payab	
					\$92,868.72			
QuickTurn Concepts	ACH.02292413	1408	02/09/2024	03/05/2024	2,370.00	Office re-design MT	105610.10.301200 - Supplies: Local Fu	
					\$2,370.00			
Ramsey, Dawn	ACH.03142413	022924	02/29/2024	03/18/2024	2,269.37	Narc Conf - FEB Mayor Ramsey	105580.10.301200 - Travel: Local Fund	
					\$2,269.37			
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	4,252.29	Household Travel Survey - Nov Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	6,023.56	Household Travel Survey - Nov Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	9,930.23	Household Travel Survey - Nov UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	21,279.95	Household Travel Survey - Nov MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	28,377.38	Household Travel Survey - Nov UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	51956	01/26/2024	03/05/2024	53,570.18	Household Travel Survey - Nov WFRC	105340.50.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	1,288.16	Household Travel Survey - Dec Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	1,824.73	Household Travel Survey - Dec Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	3,008.19	Household Travel Survey - Dec UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	6,446.39	Household Travel Survey - Dec MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	8,596.43	Household Travel Survey - Dec UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52049	01/26/2024	03/05/2024	16,228.16	Household Travel Survey - Dec WFRC	105340.50.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	584.94	Household Travel Survey - Jan Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	828.59	Household Travel Survey - Jan Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	1,365.99	Household Travel Survey - Jan UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	2,927.25	Household Travel Survey - Jan MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	3,903.56	Household Travel Survey - Jan UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.02292413	52118	02/09/2024	03/05/2024	7,369.07	Household Travel Survey - Jan WFRC	105340.50.322215.3423 - Consult Serv	
					\$177,805.05			
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	397.24	Household Travel Survey - Feb Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	562.71	Household Travel Survey - Feb Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	927.66	Household Travel Survey - Feb UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	1,987.93	Household Travel Survey - Feb MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	2,650.96	Household Travel Survey - Feb UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.03272411	52221	03/11/2024	03/29/2024	5,004.44	Household Travel Survey - Feb WFRC	105340.50.322215.3423 - Consult Serv	
					\$11,530.94			
					\$189,335.99			
RRJ Consulting	ACH.02292413	WFRC202402	02/01/2024	03/05/2024	15,000.00	Legislative Consulting - Feb	105340.50.341200 - Consult Serv: Legi	
RRJ Consulting	ACH.03142413	WFRC202403	03/05/2024	03/18/2024	2,000.00	Legislative Consulting - Msr	105340.50.341200 - Consult Serv: Legi	
					\$17,000.00			
Six County AOG	ACH.03142413	022824	03/06/2024	03/18/2024	2,142.86	One Utah Summit - Spring 2024	105610.20.322210 - Supplies: CPG - A	
					\$2,142.86			

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Smith's	Pcard=JC	03272024	03/27/2024	03/27/2024	39.33	TransCom TAC Refreshments	105610.10.301200 - Supplies: Local Fu	
Smith's	Pcard-JC	03192024	03/19/2024	03/19/2024	12.33	Wasatch Choice Partners Meeting Refreshments	105610.10.301200 - Supplies: Local Fu	
					\$51.66			
The Events Calendar	Pcard-AP	03272024	03/27/2024	03/27/2024	95.90	Website Calendar Software - Links office calendar t	105670.99.999000 - Software: Indirect	
					\$95.90			
Township + Range LLC	ACH.03142413	2210-13	03/06/2024	03/18/2024	4,299.50	Copperton AT+C - Jan	105340.30.353001 - Consult Serv: Cop	
Township + Range LLC	ACH.03272411	2206-14	02/29/2024	03/29/2024	1,664.72	Draper Town Center SAP - Sept/Oct	105340.30.330255 - Consult Serv: Dra	
					\$5,964.22			
UNUM Life Insurance Co.	ACH.02292413	02012024	02/01/2024	03/05/2024	129.75	LTC - Feb	105210.99.998000 - Fringe Benefits: In	
UNUM Life Insurance Co.	ACH.03142413	032024	03/06/2024	03/18/2024	129.75	LTC - Mar	105210.99.998000 - Fringe Benefits: In	
					\$259.50			
Utah Association of Counties UAC	Pcard-JC	1mlXg	03/12/2024	03/12/2024	460.00	Leg. Management Conference - MJC	105330.20.322210 - Training: CPG - Ad	
Utah Association of Counties UAC	Pcard-JC	1mlXg	03/12/2024	03/12/2024	460.00	Leg. Management Conference - MW	105330.30.330200 - Training: TLC Adm	
					\$920.00			
Utah City/County Management Asso	Pcard-JC	Zi72f6V1SVBTzgl	03/08/2024	03/08/2024	125.00	M. Aviles Membership	105810.50.336100 - Dues: Local Govt	
Utah City/County Management Asso	Pcard-JC	Zi72f6V1SVBTzgl	03/08/2024	03/08/2024	175.00	M. Aviles Spring Conference	105330.50.336100 - Training: Local Go	
					\$300.00			
Utah Department of Transportation (ACH.02292413	248324	02/01/2024	03/05/2024	25,000.00	Pt of MTN Freeway Study	105340.20.322215.0032 - Consult Serv	
					\$25,000.00			
Utah Division of Finance	ACH.03142413	24020441452005	02/10/2024	03/18/2024	3,320.07	Pcard AP	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03142413	24020441452014	02/10/2024	03/18/2024	1,529.90	Pcard RH	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03142413	24020441452024	02/10/2024	03/18/2024	7,564.38	Pcard JC	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03142413	24020441452037	02/10/2024	03/18/2024	16.50	Pcard AG	1020190 - P-Card Clearing	
					\$12,430.85			
Utah Division of Finance	ACH.03272411	24030720912004	03/10/2024	03/29/2024	2,469.39	Pcard - AP	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03272411	24030720912013	03/10/2024	03/29/2024	1,690.46	Pcard - RH	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03272411	24030720912024	03/10/2024	03/29/2024	6,849.19	Pcard - JC	1020190 - P-Card Clearing	
Utah Division of Finance	ACH.03272411	24030720912038	03/10/2024	03/29/2024	1,267.35	Pcard AG	1020190 - P-Card Clearing	
					\$12,276.39			
					\$24,707.24			
Utah League of Cities and Towns (U	Pcard- JC	03192024	03/19/2024	03/19/2024	425.00	travel to St. George to present at ULCT conference -	105580.50.334400 - Travel: Safe Street	
Utah League of Cities and Towns (U	Pcard- JC	03192024	03/19/2024	03/19/2024	425.00	ULCT MidYear Conf. - MA	1015800 - Suspense	
Utah League of Cities and Towns (U	Pcard- JC	03192024	03/19/2024	03/19/2024	425.00	ULCT MidYear Conf. - MT	105330.30.330200 - Training: TLC Adm	
					\$1,275.00			
					\$1,275.00			
Utah Local Governments Trust (ULG	EFT	1611726	03/07/2024	03/07/2024	512.95	Worker's Comp -Mar	105210.99.998000 - Fringe Benefits: In	
					\$512.95			
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	749.18	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	1,959.46	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	6,146.15	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	6,318.80	457(b)	1023100 - 457(b) W/H Payable	

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<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	13,827.38	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030424103	PR021624-80	02/23/2024	03/04/2024	19,528.08	URS State Retirement	1023000 - 401(k) W/H Payable	
					<u>\$48,864.35</u>			
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	741.53	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	1,959.28	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	6,143.27	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	6,324.01	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	13,824.94	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.030724160	PR030124-80	03/08/2024	03/08/2024	19,524.32	URS State Retirement	1023000 - 401(k) W/H Payable	
					<u>\$48,852.65</u>			
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	741.53	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	1,959.28	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	6,143.27	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	6,324.01	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	13,824.94	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	EFT.040424100	PR031524-80	03/22/2024	03/29/2024	19,524.32	URS State Retirement	1023000 - 401(k) W/H Payable	
					<u>\$48,852.65</u>			
					\$146,569.65			
Utah State Tax Commission	EFT.030724100	PR030124-82	03/08/2024	03/08/2024	5,150.82	State Income Tax	1021200 - State Tax W/H Payable	
Utah State Tax Commission	EFT.031924151	PR031524-82	03/22/2024	03/22/2024	5,153.34	State Income Tax	1021200 - State Tax W/H Payable	
					<u>\$10,304.16</u>			
Utah Transit Authority (UTA)	pCARD-ap	03142024	03/14/2024	03/14/2024	400.00	UTA Farepay Cards Reloads	105580.20.322210 - Travel: CPG - Adm	
					<u>\$400.00</u>			
Viceroy, Washington DC	Pcard-AG	03062024	03/06/2024	03/06/2024	484.68	Hotel Q1 Policy Committee Meeting, DC AG	105580.20.322210 - Travel: CPG - Adm	
					<u>\$484.68</u>			
Wall Consultant Group (WCG)	ACH.02292413	13599	02/01/2024	03/05/2024	1,813.75	Add 28:Regional Transit - FINAL MAG	105340.40.322215.0028 - Consult Serv	
Wall Consultant Group (WCG)	ACH.02292413	13599	02/01/2024	03/05/2024	5,441.25	Add 28:Regional Transit - FINAL WFRRC	105340.20.322215.0028 - Consult Serv	
Wall Consultant Group (WCG)	ACH.02292413	13599	02/01/2024	03/05/2024	7,255.00	Add 28:Regional Transit - FINAL UDOT	105340.40.322215.0028 - Consult Serv	
Wall Consultant Group (WCG)	ACH.02292413	13599	02/01/2024	03/05/2024	7,255.00	Add 28:Regional Transit - FINAL UTA	105340.40.322215.0028 - Consult Serv	
					<u>\$21,765.00</u>			
					\$21,765.00			
Winmark Stamp & Sign	Pcard-JC	660733a8ea389	03/29/2024	03/29/2024	22.65	Magnetic Name badge - BH	105610.20.322210 - Supplies: CPG - A	
					<u>\$22.65</u>			
					\$1,287,482.81			

Commercial Checking Acct Public Funds

Account number: 1890008079 ■ March 1, 2024 - March 31, 2024 ■ Page 1 of 2



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

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	\$682,734.13	\$1,367,645.63	-\$1,416,342.90	\$634,036.86

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
03/01		400,000.00	Utah State Treas Mixed 240229 0533 Wasatch Front Regional
03/05		143,980.08	Finet EFT 8019577760 240304 202403040451936 NTE*24A0824641 *81353E *Was
03/07		4,399.58	Mountainland Asc 03-06-2024 238 Wfrc
03/12		615.00	Desktop Check Deposit
03/15		69,798.34	Finet EFT 8019577760 240314 202403140453673 NTE*24A0953679 *81353E *Was
03/18		300,000.00	Utah State Treas Mixed 240315 0533 Wasatch Front Regional
03/20		313,714.26	Finet EFT 8019577760 240319 202403190454163 NTE*24A1001487 *81353E *Was
03/25		11,800.00	Desktop Check Deposit
03/29		46,761.19	Finet EFT 8019577760 240328 202403280455957 NTE*24A1084469 *81353E *Was
03/29		76,577.18	Finet EFT 8019577760 240328 202403280455958 NTE*24A1084470 *81353E *Was
		\$1,367,645.63	Total electronic deposits/bank credits
		\$1,367,645.63	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
03/01		683,213.23	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
03/04		161.50	Emi Health Ins Prem 50700016 Wasatchfrontregionalco



Electronic debits/bank debits (continued)

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	03/04	2,883.47 <	Business to Business ACH Debit - *Lincoln Natlife Prempymnt 1555992 91000011168768
	03/05	48,864.35	Utah State Retir Urs Paymnt U999500733379 Wasatch Front Reg Coun
	03/06	92,987.71	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	03/08	4,677.99	Healthequity Inc Healthequi 07 Mar 6960993 Wasatch Front Regional
	03/08	16,201.96 <	Business to Business ACH Debit - IRS Usatapytmt 030824 270446894021582 Wasatch Front Regional
	03/11	512.95 <	Business to Business ACH Debit - UT Local Govt Tr Insurance 240308 6756531 Wasatch Front Regional
	03/11	5,150.82	Utah801/297-7703 Tax Paymnt xxxxx3712 x
	03/11	48,852.65	Utah State Retir Urs Paymnt U999500733380 Wasatch Front Reg Coun
	03/14	190,552.63	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	03/20	95,073.27	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	03/22	4,673.49	Healthequity Inc Healthequi 21 Mar 6960993 Wasatch Front Regional
	03/22	16,203.20 <	Business to Business ACH Debit - IRS Usatapytmt 032224 270448224910452 Wasatch Front Regional
	03/25	5,153.34	Utah801/297-7703 Tax Paymnt xxxxx9888 x
	03/27	201,169.07	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	03/29	11.27	Allstate Ins CO Ins Pymt Mar028 000000804096701 Amir Sabino
		\$1,416,342.90	Total electronic debits/bank debits
		\$1,416,342.90	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>
02/29	682,734.13	03/08	382,123.58	03/20	726,108.86
03/01	399,520.90	03/11	327,607.16	03/22	705,232.17
03/04	396,475.93	03/12	328,222.16	03/25	711,878.83
03/05	491,591.66	03/14	137,669.53	03/27	510,709.76
03/06	398,603.95	03/15	207,467.87	03/29	634,036.86
03/07	403,003.53	03/18	507,467.87		
Average daily ledger balance		\$474,479.70			

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

WASATCH FRONT REGIONAL COUNCIL

CFO

41 NO. RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

Account**Account Period****533**

March 01, 2024 through March 31, 2024

Summary

Beginning Balance	\$ 3,437,771.36	Average Daily Balance	\$ 2,902,287.49
Deposits	\$ 13,418.73	Interest Earned	\$ 13,418.73
Withdrawals	\$ 700,000.00	360 Day Rate	5.3692
Ending Balance	\$ 2,751,190.09	365 Day Rate	5.4438

Date	Activity	Deposits	Withdrawals	Balance
03/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 3,437,771.36
03/01/2024	funds tr	\$ 0.00	\$ 400,000.00	\$ 3,037,771.36
03/18/2024	funds tr	\$ 0.00	\$ 300,000.00	\$ 2,737,771.36
03/31/2024	REINVESTMENT	\$ 13,418.73	\$ 0.00	\$ 2,751,190.09
03/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 2,751,190.09

STATEMENT OF ACCOUNT

P T I F

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

WASATCH FRONT REG COUNS/BLDG FD

CFO

41 NORTH RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

Account

Account Period

8761

March 01, 2024 through March 31, 2024

Summary

Beginning Balance	\$ 1,258,730.51	Average Daily Balance	\$ 1,258,730.51
Deposits	\$ 5,819.74	Interest Earned	\$ 5,819.74
Withdrawals	\$ 0.00	360 Day Rate	5.3692
Ending Balance	\$ 1,264,550.25	365 Day Rate	5.4438

Date	Activity	Deposits	Withdrawals	Balance
03/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,258,730.51
03/31/2024	REINVESTMENT	\$ 5,819.74	\$ 0.00	\$ 1,264,550.25
03/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,264,550.25

FOR BUDGET COMMITTEE REVIEW

DATE: May 9, 2024
AGENDA ITEM: 4
SUBJECT: **ACTION:** Approve FY25 WFRC Goals, Budget, and Unified Planning Work Program (UPWP)
PREPARED BY: Marian Florence, Chief Financial Officer, and Wayne Bennion, Director of Short Range Planning

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 2025.

The WFRC Budget Committee reviewed the suggested goals, draft budget and UPWP on March 14, 2024, and the Regional Council reviewed these items at its meeting on March 28, 2024. The Regional Council made these available for review by the public and by the County Councils of Governments (COGs).

The proposed budget is the same as that proposed and reviewed in March, except for one addition: in May, 2024, WFRC was awarded a grant by the State of Utah Department of Commerce to create 3D online visuals and analysis to inform local and regional government land use and transportation decisions. A portion of this grant will be spent in FY24 and the remaining funds have been added to the FY25 budget.

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 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 FY25. The WFRC Unified Planning Work Program (UPWP) comprehensively lists all of WFRC's activities. These goals are for WFRC as an organization; they are not intended to be goals for the condition of the region. The [Wasatch Choice Vision](#) goals, as adopted by the WFRC Council, serve that purpose.

The proposed WFRC FY25 goals are as follows:

1. Collaboratively advance the Wasatch Choice Vision as a framework for integrating transportation, land use, and economic development, to address growth-related opportunities and challenges, and maintain and enhance quality of life
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 FY25 goals are similar to the FY24 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 an exhibit to this memo.

Unified Planning Work Program

The UPWP outlines the work tasks that WFRC will pursue during FY25 in collaboration with cities, counties, UDOT, UTA, and other partners. Among the primary tasks are assisting local communities with growth, transportation, and planning issues; continuing development of the 2027-2050 Regional Transportation Plan, Utah's Unified Transportation Plan, and Wasatch Choice Regional Vision; continuing efforts to update and implement the Transportation Improvement Program; assisting in the development of air quality plans; continuing to utilize and improve analytical capabilities; and engaging with the public and local, state, and federal officials.

Budget Overview

At WFRC, our original budget presented in the spring represents new projects and funding anticipated for the coming fiscal year. We typically see modest growth in our Consolidated Transportation Planning Grant (CPG) and Transportation and Land Use Connection (TLC) programs, and any major changes come from the completion or initiation of projects outside those two main areas. The percentage change noted in our budget references the FY24 budget initially approved in May 2023, compared with the proposed FY25 budget. The primary differences from FY24 to FY25 include anticipated routine adjustments for employee compensation and benefits, and contractual items, particularly reflecting the completion in FY24 of the Household Travel Survey and Safe Streets for All projects, the continuation of Station Area Planning efforts, and the addition of the Power District Transportation Study and the Mixed Use Centers: Visuals and Impact Metrics project.

Expenditures:

The FY25 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 FY25, 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 employee compensation and benefits, including funding to maintain the current full-time staff of 32. Consistent with past practice, the budget also includes an overall personnel line item increase of seven percent that functions as a cap for employee compensation and benefit adjustments, including group health insurance. WFRC annually surveys peer organizations to remain consistent with cities, counties and the State of Utah with regards to COLA and merit increases.

Consultant contracts represent the second largest expenditure in the FY25 budget. The footnotes to the budget provide details of anticipated consulting contracts. The following are descriptions of four significant areas of consultant expense:

- The largest ongoing element of contractual expenditures (approximately \$1.6M in FY25) 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 current TLC projects will not be completed before the end of FY24 and will be carried forward to FY25, with a budget amendment to be made in October 2024 when final accounting for FY24 is completed; this reflects 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.
- Station Area Planning funds, provided pursuant to HB462 (2022) through the Governor's Office of Economic Opportunity, are shared between MAG and WFRC to provide planning assistance to local communities as they develop the required Station Area Plans and update their general plans and zoning. A total of \$5M was allocated beginning in FY23 to support communities in developing plans for the 88 station areas in Utah; MAG and WFRC are collaborating to use this funding to bring all stations into compliance. These funds are limited, and we anticipate using approximately \$1.5M in FY24 and the remaining \$1.8M in FY25.
- Power District Transportation Study funding of \$500,000, appropriated in the 2024 Legislative Session, will be used to evaluate the transportation opportunities and constraints and develop a plan for improving local access and enhancing multi-modal connectivity throughout the District and nearby area to accommodate potential growth. This study will be conducted collaboratively by WFRC, UDOT, UTA, and Salt Lake City, with the engagement of private sector stakeholders.
- WFRC was awarded a \$140,000 grant from the State of Utah Department of Commerce to provide visuals and tools to measure impacts in mixed use centers. House Concurrent Resolution 11 (adopted unanimously in the 2024 Legislative session) encourages local governments to consider cross-issue growth impacts in the decision making process. WFRC's online 3D visuals and analysis will provide communities with insights into local and regional cross benefits to inform local and regional government land use and transportation decisions. \$40,000 is anticipated to be spent in FY24, leaving the remaining \$100,000 for FY25, with final outreach planned for February 2025.

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.

Revenues:

Federal transportation formula planning funds (PL and 5303) and Surface Transportation Program (STP) funds continue to be the majority of WFRC's operational revenue. WFRC also receives federal funding for the Small Cities Community Development Block Grant (CDBG) program and Wasatch Front Economic Development District (WFEDD) work.

State funding comes from the Utah Department of Transportation, the Governor's Office of Planning and Budget, and the Governor's Office of Economic Opportunity, supporting planning and technical work in our area. In FY24, GOPB began funding a Local Administrative Advisor, providing administrative support to small Utah communities without administrative staff. WFRC also engages in numerous impactful studies each year, with financial support from our partners at UTA, UDOT and Mountainland Association of Governments (MAG) to gather and analyze data.

Consistent with WFRC policy, for FY25 the local county contributions increase by 5.46%, a factor representative of the change in the Consumer Price Index (CPI) averaged over the prior three completed WFRC fiscal years, July 31, 2020 through June 30, 2023. This funding supports the ongoing financial stability of WFRC.

EXHIBITS:

- FY25 WFRC goals
- Budget for FY25 and footnotes
- FY25 UPWP summary

RECOMMENDATION AND MOTION:

The WFRC Budget Committee recommends and moves that the Council approve the WFRC goals, Unified Planning Work Program, and budget for FY25.

CONTACT INFORMATION:

Marian Florence, Chief Financial Officer, (801) 363-4250 x1120

Wayne Bennion, Director of Short Range Planning, (801) 363-4250 x1112

Andrew Gruber, Executive Director, (801) 824-0055

Fiscal Year 2025 Goals

1. Collaboratively advance the Wasatch Choice Vision as a framework for integrating transportation, land use, and economic development, to address growth-related opportunities and challenges, and maintain and enhance quality of life

- a. Support communities in their work to (i) update and enhance their general and station area plans; (ii) implement their envisioned Wasatch Choice Vision centers; (iii) integrate local and regional multimodal transportation, housing, land use, economic development, and open space; (iv) satisfy statutory requirements; (v) manage funding and other resource challenges; and (vi) consider community preferences and input.
- b. Provide high-quality regional and local data, tools, analysis, advice, and technical and financial resources.
- c. Facilitate collaboration among local governments, transportation agencies, and other public and private sector stakeholders.

2. Effectively administer ongoing plans and programs

- a. Begin development of the 2027-2050 Regional Transportation Plan (RTP) as the transportation element of the Wasatch Choice Vision, focusing on: (i) exploring aspirational opportunities for multimodal transportation choices for state and local roads, transit, and active transportation, balanced with pragmatic consideration of context and costs, and (ii) coordinating transportation with city and town centers, housing options, parks and public spaces, and economic opportunities.
- b. Develop the 2026-2031 Transportation Improvement Program (TIP), compiling prioritized road, transit, and active transportation projects (adopt summer 2025).
- c. Initiate coordination and development of the 2027-2050 Utah's Unified Transportation Plan.
- d. Continue the performance-based approach for WFRC plans and programs, including: (i) monitor and share progress towards the adopted Wasatch Choice Vision goals; (ii) advance the use of "access to opportunities," locally, regionally, and nationally, as a goal and measure for planning and programming; and (iii) promote inclusive engagement in transportation planning processes and equitable access to affordable and reliable transportation options.
- e. Provide funding and technical support to communities through WFRC programs including: Surface Transportation Program (STP), Congestion Mitigation and Air Quality Program (CMAQ), Carbon Reduction Program (CRP), Transportation Alternatives Program (TAP), Community Development Block Grant (CDBG), Local Administrative Advisor (LAA), Transportation and Land Use Connection Program (TLC), and Station Area Planning Technical Assistance (SAP).
- f. Promote economic opportunity, linked with transportation and land use planning, by implementing the 2023-28 Comprehensive Economic Development Strategy (CEDS).

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. Coordinate with local, regional, state, and federal government partners to compete for discretionary grant programs and effectively implement the Infrastructure Investment and Jobs Act (IIJA), prepare for the next transportation authorization act, and advance federal transportation policies and strategies.
- b. Engage in state and local policymaking activities that advance the Wasatch Choice Vision and Utah's Unified Transportation Plan.
- c. Evaluate infrastructure funding and financing strategies at the national, state, regional, and local levels.
- d. Communicate the needs and benefits of investment in Utah's multi-modal transportation system as reflected in Utah's Unified Transportation Plan.
- e. Collaborate with local governments and transportation agencies to implement the comprehensive transportation safety action plan.
- f. Enhance forecasting and modeling of travel demand and land use markets, including (i) incorporating updated information from the 2023 Household Travel Survey; and (ii) improving modeling of transportation mode choices and impact of urban form on travel behavior.
- g. Participate in regionally significant transportation and growth-related projects, studies and other activities.
- h. Improve air quality by assisting communities and partners in their efforts to reduce emissions through transportation choices, development patterns, and technological changes. Work with partners and other stakeholders to address ozone air quality conformity challenges.

4. Strive for organizational excellence

- a. Ensure accountability, transparency and communication to WFRC's members and stakeholders.
- b. Use resources prudently and efficiently. Maintain budget stability.
- c. Create and maintain a work environment that maximizes the health, happiness, and productivity of an excellent staff. Provide meaningful, constructive feedback through performance evaluations. Encourage priority professional development opportunities. Update employee compensation and performance evaluation practices as needed to ensure market competitiveness.
- d. Regularly review and ensure utilization of best practices and compliance with applicable laws and regulations.

.....

Wasatch Choice Regional Goals

.....



Access to economic and educational opportunities



Manageable and reliable traffic conditions



Quality transportation choices



Livable and healthy communities



Safe, user friendly streets



Clean air



Housing choices and affordable living expenses



Fiscally responsible communities and infrastructure



Ample parks, open spaces, and recreational opportunities



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

Fiscal Year 20245 Goals

1. Collaboratively advance the Wasatch Choice Vision as a framework for integrating transportation, land use, and economic development, to **best** address growth-related opportunities and challenges, and maintain and enhance quality of life
 - a. Support **local** communities ~~to update in~~ their ~~plans for growth and development work to~~ (i) advance station area planning and certification update and enhance their general and station area plans; (ii) implement their envisioned Wasatch Choice Vision centers; (iii) integrate ~~their~~ local and regional multimodal transportation, housing, land use, economic development, and open space ~~plans~~; (iv) leverage public assets for healthier communities satisfy statutory requirements; (v) manage funding and other resource challenges; and (vi) consider community preferences and input.
 - b. Provide high-quality regional and local data, tools, analysis, advice, and technical and financial resources.
 - c. ~~Engage, inform and~~ Facilitate collaboration among local governments, transportation agencies, and other public and private sector stakeholders.
 - d. ~~Communicate the needs and benefits of investment in Utah's multi-modal transportation system as reflected in Utah's Unified Transportation Plan.~~
2. Effectively administer ongoing plans and programs
 - a. ~~Create a strategy for the four-year development of the next Wasatch Choice Vision and Regional Transportation Plan (RTP), with focuses that include (i) policy approaches to complement planned investments; (ii) innovative funding and financing strategies; (iii) multi-modal connectivity; (iv) regional trail network planning; and (v) addressing external forces. Begin development of the 2027-2050 Regional Transportation Plan (RTP) as the transportation element of the Wasatch Choice Vision, focusing on: (i) exploring aspirational opportunities for multimodal transportation choices for state and local roads, transit, and active transportation, balanced with pragmatic consideration of context and costs, and (ii) coordinating transportation with city and town centers, housing options, parks and public spaces, and economic opportunities.~~
 - b. Develop the 202~~56~~-203~~01~~ Transportation Improvement Program (TIP), compiling prioritized road, transit, and active transportation projects (adopt summer 20245).
 - c. ~~Continue~~ Initiate coordination and development of the 202~~37~~-2050 Utah's Unified Transportation Plan.
 - d. Continue the performance-based approach for WFRC plans and programs, including ~~to~~: (i) monitor and share progress towards the adopted Wasatch Choice Vision goals; (ii) advance the use of "access to opportunities," locally, regionally, and nationally, as a **goal and** measure for planning and programming; and (iii) promote inclusive engagement in transportation planning processes and equitable access to affordable and reliable transportation options.
 - e. Provide funding and technical support to communities through WFRC programs including: Surface Transportation Program (STP), Congestion Mitigation and Air Quality Program (CMAQ), Carbon Reduction Program (CRP), Transportation

Alternatives Program (TAP), Community Development Block Grant (CDBG), Local Administrative Advisor (LAA), Transportation and Land Use Connection Program (TLC), and Station Area Planning Technical Assistance (SAP).

- f. Link Promote economic opportunity, linked with transportation and land use planning, ~~pursue economic opportunities associated with the Wasatch Choice Vision, Utah's Coordinated Action Plan for Economic Vision 2030, and by implementing~~ the 2023-28 ~~Regional~~ Comprehensive Economic Development Strategy (CEDs).
3. Provide subject-matter expertise to federal, state, and local officials and policymakers
 - a. Coordinate with local, regional, state, and federal government partners to compete for discretionary grant programs and effectively implement ~~provisions of~~ the Infrastructure Investment and Jobs Act (IIJA), prepare for the next transportation authorization act, and advance federal transportation policies and strategies.
 - b. ~~Promote multi-modal transportation infrastructure investments and~~ Engage in state and local policymaking activities that advance the Wasatch Choice Vision and Utah's Unified Transportation Plan.
 - c. Evaluate infrastructure funding and financing strategies at the national, state, regional, and local levels.
 - d. Communicate the needs and benefits of investment in Utah's multi-modal transportation system as reflected in Utah's Unified Transportation Plan. Advance the alignment of transportation policy and investment with housing, economic development, air quality, and land use decisions.
 - e. Collaborate with local governments and transportation agencies to ~~develop and implement the~~ comprehensive transportation safety action plan ~~that will facilitate local government abilities to obtain and dedicate additional resources to safety improvements.~~
 - f. Enhance forecasting and modeling of travel ~~behavior demand~~ and land use markets, including (i) preparing for incorporating updated information from the 2023/24 Household Travel Survey; and (ii) improving modeling of transportation mode choices and impact of urban form on travel behavior.
 - g. Participate in regionally significant transportation and growth-related projects, studies and other 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 (Long Range Transit Plan; Frontrunner Forward, Future of LRT, and Mobility Hubs); multi-city active transportation plans; a variety of corridor studies linking roadways and land use, planning for housing choices and affordability; major roadway environmental work, such as the I-15 EIS – Farmington to Salt Lake City; planning for the Olympics; regionally significant water utilization planning; and the Guiding Our Growth statewide growth conversation.~~
 - h. Improve air quality by assisting communities, ~~households~~, and partners in their efforts to reduce emissions through transportation choices, development

patterns, and technological changes. Work with partners and other stakeholders to address ozone air quality conformity challenges.

4. Strive for organizational excellence
 - a. Ensure accountability, transparency and communication in policy making to WFRCS members and stakeholders.
 - b. Use resources prudently and efficiently. Maintain budget stability.
 - c. Create and maintain a work environment that maximizes the health, happiness, and productivity of an excellent staff. Provide meaningful, constructive feedback through performance evaluations. Encourage priority professional development opportunities. Update employee compensation and performance evaluation practices as needed to ensure market competitiveness.
 - d. Ensure Regularly review and ensure utilization of best practices and compliance with applicable laws and regulations and best practices.
 - e. ~~Maintain an appropriate balance between telecommuting and on-site office work.~~

DRAFT

Draft
Wasatch Front Regional Council FY 2025 Budget

Expenditure by Function/Line Item

Expenditure	June, 2023	May, 2023	October, 2023	YE estimate	May, 2024			Footnotes
	FY 2023	FY2024	FY 2024	FY 2024	FY 2025			
	Actual	Initial Budget	Final Budget	Estimated	Proposed Budget			
Salaries/Employee Benefits	4,716,801	5,454,053	5,454,053	5,091,022	5,850,833	396,780	7%	1
Contractual	4,319,322	4,319,800	11,399,691	6,488,383	4,998,812	679,012	16%	2
Audit and Accounting	14,000	20,000	20,000	19,000	20,000	0	0%	
Dues	28,213	30,000	30,000	30,000	30,000	0	0%	3
Equipment Maintenance	60,166	65,000	65,000	32,000	37,800	-27,200	-42%	4
Insurance	15,199	16,500	20,000	14,300	20,000	3,500	21%	5
Legal	41,243	20,000	20,000	0	20,000	0	0%	6
Printing and Publication	0	5,300	5,300	2,000	5,300	0	0%	7
Rent	447,930	468,667	468,667	468,667	480,530	11,863	3%	
Supplies/Software/Subscriptions	180,358	190,538	216,938	210,000	165,150	-25,388	-13%	8
Telephone/Data	37,025	40,000	40,000	40,000	50,000	10,000	25%	9
Travel and Training	161,743	163,377	185,877	165,000	171,500	8,123	5%	10
Total Expenditures	10,022,000	10,793,235	17,925,526	12,560,372	11,849,925	1,056,690	10%	
Amounts expected to carry into next FY		33,644	406,892		41,113	7,469	22%	
TOTAL	10,022,000	10,826,880	18,332,418	12,560,372	11,891,038	1,064,158	10%	11

Expenditure by Program

Program	FY 2023	FY2024	FY 2024	FY 2024	FY 2025			Footnotes
	Actual	Initial Budget	Final Budget	Estimated	Proposed Budget			
	Consolidated Transportation Planning Grant	5,020,393	5,767,437	5,767,437	5,069,010	6,220,827	453,390	
Transportation & Land Use Connection	2,130,996	2,435,721	6,136,081	3,088,227	2,484,778	49,057	2%	13
Household Travel Survey	1,243,460	0	496,631	496,631	0	0	0%	14
Economic Development	204,389	140,000	163,750	163,750	125,000	-15,000	-11%	15
Statewide CEDS	45,258	0	54,742	54,742	0	0	0%	15
Local Government - Other	104,618	134,971	409,653	180,918	95,073	-39,898	-30%	16
Model Development	135,198	147,550	137,500	137,500	150,000	2,450	2%	17
Joint Projects	280,770	0	469,067	469,067	0	0	0%	18
Legislative Consulting	146,000	146,000	146,000	146,000	156,000	10,000	7%	2
CDBG - Tooele	50,000	50,000	50,000	50,000	50,000	0	0%	30
Mobility Management	1,156	10,000	10,000	1,200	5,000	-5,000	-50%	29
Tooele Valley RPO	11,045	10,000	18,869	14,000	10,000	0	0%	19
Morgan County RPO	5,078	10,000	8,327	8,327	9,000	-1,000	-10%	19
Community Impact Board	2,000	2,000	2,000	2,000	2,000	0	0%	20
Davis County Local Option Assistance	20,000	10,000	10,000	10,000	10,000	0	0%	21
Station Area Planning	621,642	1,000,000	3,333,359	1,510,000	1,823,359	823,359	82%	22
Safe Streets for All	0	805,200	969,000	969,000	0	-805,200	-100%	23
Local Administrative Advisor		158,000	150,000	150,000	150,000	-8,000	-5%	24
Power District Transportation Study					500,000	500,000	100%	25
Mixed Use Centers: Visuals & Impact Metrics				40,000	100,000	100,000	100%	26
TOTAL EXPENDITURES	10,022,003	10,826,879	18,332,416	12,560,372	11,891,037	1,064,158	10%	11

Source of Funds								
	FY 2023	FY2024	FY 2024	FY 2024	FY 2025			
	Actual	Initial Budget	Final Budget	Estimated	Proposed Budget			
Federal Sources:								
Federal Highway Administration - PL	2,393,574	3,141,111	3,141,111	2,471,685	3,500,907	359,796	11%	27
Federal Highway Administration - STP	2,584,975	2,436,258	4,904,464	2,354,532	2,509,346	73,088	3%	28
Federal Highway Administration - SS4A	0	775,200	775,200	775,200	0	-775,200	-100%	23
Federal Transit Administration	880,252	891,435	891,435	891,435	886,435	-5,000	-1%	29
Dept. of Housing and Urban Development	50,000	50,000	50,000	50,000	50,000	0	0%	30
Economic Development Administration	147,452	70,000	136,617	136,617	62,500	-7,500	-11%	15
Total Federal Sources	6,056,253	7,364,004	9,898,827	6,679,469	7,009,188	-354816	-4.82%	
State Sources:								
Utah GOPB	290,000	290,000	290,000	290,000	290,000	0	0%	31
GOPB Local Administrative Advisor		158,000	150,000	150,000	150,000	-8,000	-5%	24
Community Impact Board	2,000	2,000	2,000	2,000	2,000	0	0%	20
UDOT - TLC	425,512	315,000	605,803	605,803	315,000	0	0%	32
UDOT - Joint Projects	98,657	0	68,924	68,924	0	0	0%	18
UDOT - Model Development	97,311	107,712	100,000	100,000	100,000	-7,712	-7%	17
UDOT - Safe Streets for All	0	30,000	30,000	30,000	0	-30,000	-100%	23
UDOT - Household Travel Survey	285,903	0	114,188	114,188	0	0	0%	14
UDOT - Power District Transportation Study					500,000	500,000	100%	25
UT/Dept of Commerce				40,000	100,000	100,000	100%	26
UT/GOEO - Station Area Planning	591,641	1,000,000	3,323,359	1,500,000	1,823,359	823,359	82%	22
Total State Sources	1,791,024	1,902,712	4,684,274	2,900,915	3,280,359	1,377,647	72%	
Local Sources:								
Dedicated Project Funds	906,205	689,418	2,318,577	1,549,250	661,000	-28,418	-4%	33
MAG - Joint Projects/Model Development	52,950	0	74,241	74,241	50,000	50,000	100%	17
UTA - TLC	240,804	300,000	404,120	404,120	300,000	0	0%	32
UTA - Joint Projects	114,644	0	363,401	363,401	0	0	0%	18
UTA - Transit Sales Tax	259,152	219,774	238,005	238,005	220,359	585	0%	34
Local Contribution	350,971	350,971	350,971	350,971	370,132	19,161	5%	35
Donation (Intermountain Healthcare)	250,000	0	0	0	0	0	0%	36
Total Local Sources	2,174,726	1,560,163	3,749,315	2,979,988	1,601,491	41,328	3%	
TOTAL SOURCES	10,022,003	10,826,878	18,332,416	12,560,372	11,891,038	1,064,160	10%	11
Local Contributions								
	FY 2023	FY2024	FY 2024	FY 2024	FY 2025			
County	Actual	Initial Budget	Final Budget	Estimated	Proposed Budget			
Box Elder, 1 voting member	13,755	14,423	14,423	14,423	15,210		5.46%	35
Davis, 4 voting members	73,361	76,926	76,926	76,926	81,126		5.46%	35
Morgan, 1 voting member	13,755	14,423	14,423	14,423	15,210		5.46%	35
Salt Lake, 8 voting members	146,719	153,850	153,850	153,850	162,250		5.46%	35
Tooele, 1 voting member	13,755	14,423	14,423	14,423	15,210		5.46%	35
Weber, 4 voting members	73,361	76,926	76,926	76,926	81,126		5.46%	35
TOTAL	334,706	350,971	350,971	350,971	370,132		5.46%	35

FY25 Budget Footnotes

1. The FY25 budget for salaries/benefits assumes: 1) full staffing for the existing 32 positions; 2) a 7% overall increase that functions as a cap for salary and employee benefit cost adjustments, including group health insurance. In FY24 actual salary and benefits expenditures are estimated to be lower than budgeted due to staff vacancies that were filled later in the fiscal year than anticipated.

2. FY25 Contractual line includes the following anticipated activities and studies which support the WFRC planning and technical work (this list is preliminary and subject to refinement):
 - a. \$50,000 – External Forces and Policies
 - b. \$85,000 – Beehive Bikeways
 - c. \$40,000 – Utah’s Unified Transportation Plan Financial Model
 - d. \$25,000 – Community Outreach for the RTP
 - e. \$75,000 – Regional Freight Study Phase II
 - f. \$150,000 – Long and Short Range Planning studies
 - g. \$20,000 – GIS technical work
 - h. \$75,000 – Communications and public outreach
 - i. \$25,000 – WFRC Website redesign
 - j. \$100,000 – Mixed Use Centers: Visuals and Impact Metrics
 - k. \$156,000 – State and federal legislative consulting
 - l. \$500,000 – Power District Transportation Study
 - m. \$1,646,953 – Transportation and Land Use Connection program
 - n. \$1,823,359 – Station Area Planning (SAP)

The contractual line at WFRC varies significantly in different phases of the budgeting process. The initial budget accounts for new projects anticipated in the coming fiscal year, and the October budget amendment (reflected here in the FY24 final budget) expands to include any projects initiated before the fiscal year and still in progress. For FY24, the budget included significant funds in TLC program and joint projects carry forward, as well as large new projects such as the Household Travel Survey (footnote 14), Station Area Planning (footnote 22), and Safe Streets for All (footnote 23). Significant expenses that were new for FY24 (as shown in the increase between FY23 actuals and the FY24 estimates) included the SAP and Household Travel Survey. For FY25, there is one new project, the Power District Transportation Study (footnote 25). Some budgeted expenditures from FY24 will carry forward into FY25 and will be included in the October 2024 budget amendment. This is typical for this organization.

3. Dues are for WFRC memberships to various professional organizations such as National Association of Regional Councils and Association of Metropolitan Planning Organizations as well as individual professional memberships for WFRC staff.

4. Beginning in FY24, Equipment Maintenance costs have been reduced with a new support contract for technology support services.
5. WFRC holds insurance through ULGT and the FY25 estimate is not available yet, so the working budget number matches the amended FY24 budget.
6. WFRC budgets an amount each year for contingent legal expenses.
7. Printing and Publications covers the printing of project reports and brochures, which are needed on a limited basis for distribution at meetings and conferences.
8. Supplies, Software and Subscriptions include accounting and GIS software, office supplies, subscriptions to professional publications, and other project materials.
9. Telephone/Data budget has increased to reflect a rise in the cost of hybrid and virtual meeting licenses.
10. Travel and Training budgets reflect estimates based on FY24 anticipated actuals, and support WFRC staff attending and presenting at professional development conferences.
11. The overall initial WFRC budget shows an increase from the FY24 initial budget. This is largely due to anticipated employee compensation and benefit adjustments (footnote 1) as well as the completion of the Household Travel Survey (footnote 14) and the Safe Streets for All Safety Action Plan (footnote 23), continued work on Station Area Planning (footnote 22) and the addition of the Power District Transportation Study (footnote 25). The large decrease from the amended FY24 budget to initial FY25 budget is due to the fact that the initial budget primarily reflects anticipated new projects or baseline ongoing efforts, it does not yet reflect projects that carry forward from FY24 to FY25. The FY24 amended budget reflected here includes all projects that were budgeted in the previous fiscal year FY23 and carried forward to FY24; a similar amendment in October 2024 will be proposed to reflect ongoing projects carried forward from FY24 to FY25.
12. The Consolidated Transportation Planning Grant budget is based on the FY25 Unified Planning Work Program and includes new and multi-year projects (see footnote 2 for a list), as well as annual employee compensation and benefit adjustments (footnote 1).
13. The Transportation and Land Use Connection (TLC) program budget reflects the multi-year nature of most of the TLC projects. The FY24 final budget of \$6.1M includes projects carried forward from FY23 and new program funds in FY24. All funds through FY24 have been awarded to ongoing multi-year projects. Anticipated expenditures for FY24 are \$3M, including work on projects that have been in process for a few years. The current FY25 budgeted figure of \$2.5M represents the annual contributions to the program plus anticipated local match. These funds are awarded to new projects in March 2024, and an amendment to the FY25 budget will be made in October 2024 after the close out of FY24 to reflect all ongoing projects that are expected to be completed in FY25 and beyond.

14. The Household Travel Survey, a joint project between WFRC and many partners including UDOT and several AOGs, concluded at the end of FY24.
15. WFRC has received a three year Planning Partnership grant from the Economic Development Administration (EDA) to support the Wasatch Front Regional Economic Development District (WFEDD) from April 2023 to March 2026. A substantial part of this grant was a consulting contract for the five-year CEDS which was not initiated until FY24, and is reflected in the FY24 actual expenses. Also included in FY24 are the final expenses relating to a grant from the EDA administered by the Governor's Office of Planning and Budget for Statewide CEDS planning efforts. The FY25 proposed budget represents current budgeted expenditures for the WFEDD planning efforts. The Statewide CEDS grant ended in FY24, so there are no budgeted expenses for that program.
16. Local Government - Other WFRC uses local funds to provide the required matching funds in several programs, including the CPG and WFEDD, and to support projects and expenses that do not qualify for other funding. For example, WFRC may use these funds for planning projects in non-urbanized areas that do not qualify for the federal planning dollars allocated to WFRC as an MPO. In FY25, the estimated amount of local funds available for these efforts decreased slightly because of additional matching funds used in FY24 for the Safe Streets for All program.
17. WFRC partners with UDOT and Mountainland Association of Governments (MAG) for costs associated with Model Development, supporting both staff and limited outside consulting services. The annual MAG contribution to this effort is now reflected in the initial FY25 budget, where in previous years it was recorded in "Dedicated Project Funds" (footnote 32).
18. Joint projects are those projects WFRC engages in that include support from UDOT, UTA and Mountainland Association of Governments (MAG). Specific new projects are not yet known for FY25; the budget will be amended for any projects that arise in FY25.
19. WFRC staff provide administrative and technical support to Tooele Valley and Morgan County Rural Planning Organizations as they develop and implement transportation plans.
20. WFRC staff review applications and assist communities seeking support from the Community Impact Board.
21. WFRC staff annually assists Davis County in processing funding applications to utilize transportation sales tax revenue.
22. Station Area Planning funds, provided in June 2022 pursuant to HB462 through the Governor's Office of Economic Opportunity, are shared between MAG and WFRC to provide planning assistance to local communities as they develop the required Station Area Plans and update their general plans and zoning. A total of \$5M was allocated beginning in FY23 to support communities in developing plans for the 88 station areas in

Utah; MAG and WFRC are collaborating to use this funding to bring all stations into compliance. After estimating awards totaling \$1.5M in FY24, the remaining funds (\$1.8M) are now budgeted in FY25. This budget line will be amended in October 2024, to reflect actual awards in FY24 and include all remaining funds.

23. The Safe Streets for All federal grant was awarded in January 2023, a total of \$969,000 made up of federal, state and local funding. The project will conclude in FY24.
24. Beginning in FY24, the Governor's Office of Planning and Budget provided \$150,000 to each Association of Governments (AOG) in Utah to fund a Local Administrative Advisor. This new state-funded program provides administrative support to small cities, towns and communities without administrative staff. WFRC currently has 16 communities without this administrative staff.
25. In the 2024 Legislative Session, funds were appropriated for the Utah Department of Transportation to grant directly to WFRC for the Power District Transportation Study - this study will evaluate the transportation opportunities and constraints and develop a plan for improving local access and enhancing multi-modal connectivity throughout the District and nearby area to accommodate potential growth. This study will be conducted collaboratively by WFRC, UDOT, UTA, and Salt Lake City, with the engagement of private sector stakeholders.
26. WFRC was awarded a \$140,000 grant from the State of Utah Department of Commerce to provide visuals and tools to measure impacts in mixed use centers. House Concurrent Resolution 11 (adopted unanimously in the 2024 Legislative session) encourages local governments to consider cross-issue growth impacts in the decision making process. WFRC's online 3D visuals and analysis will provide communities with insights into local and regional cross benefits to inform local and regional government land use and transportation decisions. \$40,000 is anticipated to be spent in FY24, leaving the remaining \$100,000 for FY25, with final outreach planned for February 2025.
27. The increase in Federal Highway Administration PL funds from FY23 actual to FY24 budget included costs for consulting contracts that were not completed by the end of FY23 and were carried forward to the FY24 budget. The estimated FY24 expenditures are lower than anticipated due to staffing vacancies that were filled later in the year than expected and consulting contracts that are not expected to be completed by the end of FY24 and will carry forward into the next fiscal year. The FY25 proposed budget of \$6.2M reflects employee compensation and benefit adjustments and new and ongoing projects (footnote 12).
28. Consistent with the regular practice of the WFRC Council, the FY25 budget continues to include a modest portion of the STP funding to support our overall planning work (3.7% of the total STP amount), and to support the TLC Program (3.6% of the total STP amount). The FY24 estimated to be spent reflects some TLC projects that are not expected to be completed by the end of FY24 and will carry forward into FY25 (footnote 13). The Council typically amends its budget in October of each year when the final

accounting is completed to include those contracts in process. This is a reflection of the multi-year nature of many of WFRC's projects.

29. Federal Transit Administration funding includes \$881,435 in funds for the Consolidated Planning Grant (CPG) program and \$5,000 for Mobility Management through UTA. This is the current estimate, and may be adjusted in the October amendment.
30. WFRC receives \$50,000 each year from the Dept of Housing and Urban Development to assist small cities to apply for Community Development Block Grant (CDBG) funds.
31. The Governor's Office of Planning and Budget has provided \$140,000 each year as a match to the CPG program, to support WFRC's planning work. An additional \$150,000 of ongoing funding was approved during the 2022 Utah State Legislative Session to support technical planning assistance for local communities.
32. Utah Department of Transportation (UDOT) and Utah Transit Authority (UTA) provide ongoing funding for the TLC program, at annual rates that are agreed upon by multi-year agreements (\$315,000 from UDOT and \$300,000 from UTA through FY25). The amended budget reflects dedicated UDOT/UTA funds for ongoing TLC projects that did not complete before the end of the prior fiscal year and were carried forward. An adjustment will be made in October 2024 to reflect these ongoing projects.
33. FY25 Dedicated Project Funds include:
 - a. \$10,000 – Local funds for Tooele Valley RPO
 - b. \$9,000 – Local funds for Morgan RPO
 - c. \$300,000 – Salt Lake County for TLC program
 - d. \$332,000 – Local match for TLC awarded projects
 - e. \$10,000 – Davis County local option sales tax assistance

In October, this budget line will be amended to include carry forward funds for dedicated projects that are ongoing including local matching funds for the TLC program and joint projects. Model development funds from MAG have moved from this line to footnote 17.

34. Transit Sales Tax funds from UTA are used to match the Federal Transit Administration Section 5303 fund and to fund specific activities to support transit planning and implementation efforts.
35. Consistent with the approach established by the Council during the FY18 budget process, the FY25 budget includes a 5.46% increase in local contributions. This increase represents a three-year average of the change in Consumer Price Index as measured from July 2020 through June 2023.
36. Intermountain Healthcare provided a donation of \$500,000 in two annual installments of \$250,000 in FY22 and FY23 for community development activities including (but not limited to) public assets development, local technical assistance and social determinants

of health. The funds have been allocated to ongoing projects in the Transportation and Land Use Connection program, where any remaining funds are now reflected.

SUMMARY OF
DRAFT FY 2025 UNIFIED PLANNING WORK PROGRAM
Ogden-Layton and Salt Lake 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 Planning and Budget, and others
- Monthly Financial Reports
- Annual Audit
- End of year Unified Planning Work Program (UPWP) completion report, and Activities and Accomplishments report
- Fiscal Year (FY) 2025 UPWP and budget amendments
- FY 2026 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 and Ogden-Layton Area transportation planning process.

ANTICIPATED PRODUCTS:

- Review of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)
- Monitoring of WFRC's expenditures of Planning (PL), Surface Transportation Program (STP) and FTA Section 5303 funds

- Participation in WFRC's Trans Com, Regional Growth, and Active Transportation Committees and their supporting sub-committees
- Coordination in finalizing the 2023-2050 Unified Transportation Plan
- Assistance in developing the FY 2026 UPWP
- Coordination of CMAQ Performance Plans with WFRC
- Coordination with the Transportation and Land Use Connection Program
- Participation in special studies in the region
- Collaboration in the Statewide Household Travel Survey and implementation
- Implementation of corridor plans that include local communities' transportation solutions
- Collaboration on the Capacity Project Prioritization Process and implementation
- Implementation of state legislative directives

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, CRP, 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:

- Five-Year Service Plan
- Service Implementation
- Microtransit Pilot Program Evaluations
- Service Design and Operations Planning Guidelines
- Bus Stop Implementation
- Route Restoration and Equity Index
- Wayfinding Signage and Bus Stop Improvement Program
- Mobile Trip Planning
- On-Board Survey
- TechLink TRAX Study
- 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 Modeling

- SRD Grant for Suicide Prevention

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, individuals with disabilities, persons with low income, and veterans, and to those agencies that perform work on their behalf.

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

ANTICIPATED PRODUCTS:

- Sustainable and 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
- 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 grant award cycle
- Electronic voucher (eVoucher) program fully redeveloped and testing of software complete
- 5310 Grant Subrecipient site visits were completed and are ongoing
- Collaborative work with UDOT through the Utah Urban & Rural Specialized Transit Association (URSTA)
- UTA Referral Call-in Line

C. LONG RANGE PLANNING

C.1 REGIONAL TRANSPORTATION PLAN

OBJECTIVES:

To continue to cooperate and coordinate with Utah's three other 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 amendments to the WFRC Regional Transportation Plan: 2023-2050 (2023-2050 RTP), updates to the Wasatch Choice Vision, development of the WFRC Regional Transportation Plan: 2027-2050 (2027-2050 RTP), and initial development of the Utah's Unified Transportation Plan: 2027-2050.

To review, discuss, and incorporate all existing and new federal requirements found in national surface transportation authorization legislation, including the Infrastructure Investment and Jobs Act (IIJA).

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

To continue to develop and refine WFRC's regional transportation planning process to ensure that the Wasatch Choice Vision is incorporated into the overall 2027-2050 RTP process with local communities, transportation partners, stakeholders, and the public.

To increase active transportation emphasis in the 2027-2050 RTP through improved cost and revenue estimation, funding identification, facility identification, including sidewalks, and critical corridors that will increase the number of trips taken by biking or walking.

To increase access to transit services by people walking or biking through transportation-partner-coordinated identification and funding of priority first-/last-mile infrastructure projects.

To continue to refine RTP performance measures, to evaluate individual and system-level improvements throughout the 2027-2050 RTP development process, to set appropriate performance measure targets, and monitor progress towards the Wasatch Choice Vision.

To develop shared approaches to address local and regional disruptive technologies and external uncertainties, including climate change and resiliency.

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

To increase and coordinate efforts in planning related to safety for all road users with the most relevant and up to date data and tools, especially as it relates to vulnerable road users such as pedestrians and cyclists.

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 2023-2050 RTP.

ANTICIPATED PRODUCTS:

- Initial development of the 2027-2050 RTP, including enhanced consideration of the following:
 - Innovative funding and financing strategies
 - Multi-modal project evaluation
 - External forces and policies (e.g. connected and autonomous vehicles, telecommuting, road usage charge, micro mobility, etc.)
 - Policy approaches to complement planned investments
 - Equity and impacts to underserved and underrepresented communities
 - Planning and environmental linkages, including risk and resiliency
 - Safety data and tools
 - Regional and local freight focus
- Initial development of Utah's Unified Transportation Plan: 2027-2050, coordinated among Utah's four MPOs, FHWA, FTA, UDOT, UTA, and other interested agencies
- Amendments to the 2023-2050 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 increase understanding of how transportation affects land use and vice versa.

To improve integration between transportation, land use and economic development planning / implementation efforts in relation to the WFRC transportation planning / programming process.

To establish a vision of what implementing organizations want to achieve for both transportation and land use over the planning horizon.

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

To identify actions in addition to - and that optimize - transportation capacity improvements.

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.

To improve the resiliency of the region's economic, environmental and social systems by addressing external forces and uncertainties.

To utilize a performance-based approach to planning, including using performance measures to inform interim decisions.

ANTICIPATED PRODUCTS:

- Refinement of the Wasatch Choice Vision integrated transportation, land use, and economic opportunity regional blueprint.
- Incorporation of community and economic development considerations into the region's *transportation* planning and programming processes.
- Incorporation of transportation and community development considerations into the region's *economic development* planning.
- Incorporation of regional transportation considerations into the region's *community development* planning 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 parks, public spaces, and critical lands considerations into the Wasatch Choice Vision and the 2027–2050 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 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 Vision Growth Principles.

To support utilization of Wasatch Choice Vision 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 area of planning through WFRC programs such as the Transportation and Land Use Connection (TLC) and Station Area Planning (SAP).

ANTICIPATED PRODUCTS:

- The TLC program administration and technical assistance
- SAP technical assistance and certification
- Update to the inventory of community general plans
- Planning assistance and coordination, generally

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 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.

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)
- Promotion of Transportation Demand Management (TDM) and Transportation System Management (TSM) strategies
- Incorporation of Congestion Management in the RTP and TIP
- Incorporation of UDOT's Pavement and Bridge Management System results in the Transportation Improvement Program (TIP)
- Incorporation of Safety Improvements in the RTP and 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 To Transit Plan (AT3P)
- Transit Oriented Development (TOD) Implementation
- Transit Signal Priority (TSP) Implementation
- Bus Speed and Reliability Program
- Fare Collection Technology Study
- Paratransit Forward Study

- Northern Utah County Pt of Mtn Freeway Study
- I-15 Farmington to Ogden
- West Weber Corridor
- Power District Transportation Study
- Transit Parking Strategy Guidebook
- 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, the Transportation Alternatives Program, and the Carbon Reduction 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 active transportation, 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, Transportation Alternatives Program (TAP), and Carbon Reduction Program (CRP)
- A six-year Transportation Improvement Program containing highway, transit, and other modal projects programmed for the region
- Support for project implementation and completion
- Listings of obligations of federal highway and transit funds for fiscal year 2024

E. PROJECT COORDINATION AND SUPPORT

E.1 UDOT ENVIRONMENTAL STUDIES

OBJECTIVES:

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

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

ANTICIPATED PRODUCTS:

- US-89/I-84 Interchange Environmental Study
- I-84/Mountain Green Interchange Environmental Study
- Point of the Mountain Transit
- Other Environmental Studies

E.2 UTA ENVIRONMENTAL STUDIES

OBJECTIVES:

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

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

ANTICIPATED PRODUCTS:

- Davis - SLC Community Connector
- S-Line Extension
- 5600 West Westside Express
- 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, to best support regional planning analysis and decision-making.

To support internal and external application of the WF TDM and REMM models for RTP-related analyses and reporting, project-level studies and other scenario evaluations throughout the region, including providing training opportunities to transportation agency staff and private sector consultants.

To increase the quality, consistency, transparency, and ease of use of model-related tools and their associated inputs and results.

To increase coordination and team building across the Wasatch Front and broader Utah TDM user community.

To implement 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
- Maintenance of the official travel volume forecasts that factor in the phased, fiscally constrained projects in the adopted 2023 RTP and the associated socioeconomic forecasts
- Finalized enhancements for version 9.1 of WF TDM, specifically integrating the new visualization and comparison web application and updating calibration to observed road and transit conditions.
- Expanded web-based TDM documentation for v9.x, including model overview documentation.
- Continued work on version 10.0 of the WF TDM which is expected to include calibration to the 2023 Household Travel Survey, improvements to the model's sensitivity to the built environment, freight model updates, reconsideration of external trips and non-home-based work trips, and updates to distribution and mode choice logic.
- Continued exploration and implementation of peer review panel recommendations (January 2021) including initial exploration, with transportation agency partners for an activity-based model
- Continued collaboration with UDOT, UTA and MPO partners to explore emerging commercial "big data" origin/destination datasets in support of WF TDM calibration and validation
- Continued implementation of peer review panel recommendations (August 2019) for enhancements to REMM 1.1 model structure, input data, visualization of results, model transparency, and collaboration with other MPO's

- Utilization of REMM to complete a 2023 base year and preliminary 2027-2050 socioeconomic forecast for use in mid-cycle RTP analysis and to support the gathering of stakeholder feedback on the preliminary socioeconomic forecast early in FY26
- Maintenance of updated REMM policy layers that reflect the most-current city general plans and 'in-the-pipeline' development proposals/projects
- A new county-level REMM submodel for the Brigham City, Perry, and Willard area of Box Elder County REMM
- Continued development of automated desktop and web-accessible tools to translate output of the TDM and REMM models into formats that better support map-based and other visual assessments, calculation of performance measures/trends, and the general use of these information resources
- Maintenance and enhancement of REMM input data processes in support of more efficient preparation of this information and to enhance the utility of this information for other regional analyses
- 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 State Implementation Plan (SIP) for air quality.

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

ANTICIPATED PRODUCTS:

- Conformity determinations for the TIP, RTP, and any amendments
- Technical support for air quality analysis and SIP development
- Regular meetings of the Interagency Consultation Team
- Air quality performance measures and reporting
- CMAQ Performance Plan and Targets

G.2 SOCIOECONOMIC AND TRANSPORTATION DATA

OBJECTIVES:

To develop, verify and maintain socioeconomic estimate and forecast data at 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 Vision, the Regional Transportation Plan, and the Transportation Improvement Program.

To coordinate with the US Census Bureau in support the decennial and American Community Survey data products that are accessible and utilized within this region.

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

ANTICIPATED PRODUCTS:

- Continued availability of official Traffic Analysis Zone (TAZ) and city-scale socioeconomic projections – as GIS-ready datasets and interactive web maps that support long range planning in transportation and other fields
- Analysis of socioeconomic data and forecasts

- Input to short-range programming, long-range planning, and air quality analyses
- Periodic updates to REMM land use model base year data sets
- Trip speed data and analysis
- Traffic volume data, including but not limited to, annual observed statistics, forecasted projections, and adjusted counts from permanent recorders, coverage stations and professional judgement/quality control
- Transit ridership, park and ride lot usage, and other transit data

G.3 GIS AND DATA MANAGEMENT

OBJECTIVES:

To serve partners and the region through collecting, using, and presenting geospatial data and information in transportation, land use, and economic development planning contexts.

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

To promote visualization of regional map-based information using interactive web map applications.

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

To empower Geographic Information System (GIS) users to more easily retrieve data and create maps for analysis and decision-making support.

ANTICIPATED PRODUCTS:

- Geospatial datasets, spatial analysis, and interactive maps in support of the Wasatch Choice Vision, Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and Transportation and Land Use Connection (TLC) program goals and activities. Updated GIS map layers and interactive web maps depicting mobility, access to opportunities, and other key regional performance metrics from the Wasatch Front travel demand model (WF TDM) and Real Estate Market Model (REMM) land use model.
- Up-to-date GIS input datasets for the WF TDM and REMM models, including continued updates to base year parcels, housing and employment information, and local land use policy and plans, and to the processes designed to support keeping these input datasets current.
- Geospatial datasets, spatial analysis, and maps in support of relevant community issues and needs, such as housing 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 users in a variety of data formats including streaming web connections.
- A WFRC GIS database organizational and operational plan that will streamline the collection, processing, storage, and dissemination of GIS data.

- A comprehensive update of the existing and planned additions to the on- and off-street bicycle network, working from the most recent aerial photography and local active transportation plans.
- Updated map-based, online public commenting sites for transportation project plans
- Integrated process and database for storing transportation project information that supports modeling, planning, tracking, and communication needs across WFRC.
- An Equity focus areas (EFAs) interactive map explaining and depicting WFRC's updated, EFA geographic zones.
- Updated existing conditions interactive map for the region (and retirement of the current version).
- 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 update the Tooele Valley Regional Long Range Transportation Plan and advance transportation priorities for Tooele Valley.

To provide a public involvement process.

ANTICIPATED PRODUCTS:

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

G.6 MORGAN COUNTY RURAL PLANNING ORGANIZATION

OBJECTIVES:

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

To develop a Morgan County Long-Range Transportation Plan and advance transportation priorities for Morgan County.

To provide a public involvement process.

ANTICIPATED PRODUCTS:

- Updates to the 2019 Morgan County-Ogden Valley 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 the general public regarding Wasatch Front Regional Council (WFRC) projects, plans, studies, and processes.

To provide forums in which this communication takes place, public events, written communication, email campaigns, website pages, social media posts, news media, online interactive maps and/or visualization tools, and other methods are leveraged. To be performed in coordination with the Utah Department of Transportation (UDOT), Mountainland Association of Governments (MAG), Utah Transit Authority (UTA), Envision Utah, Utah League of Cities and Towns (ULCT), and local government staff, to ensure that the public is well informed about the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Wasatch Choice 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 Infrastructure Investment and Jobs 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, in-person, or hybrid open houses and workshops
 - Wasatch Choice Vision 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.
- Top-level communications content and marketing materials, in both English and Spanish formats (digital/hard copy)
- Email campaigns
- Redesigned website
- Website pages
- Social media posts
- Multimedia content (e.g., videos)
- Public Participation Plan Measures of Effectiveness Report
- 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 with stakeholder groups
- Briefings to the news media
- Presentations to the legislature
- Presentations at transportation, land use, and planning conferences
- 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

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 5-Year Regional 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 Vision.

ANTICIPATED PRODUCTS:

- Implementation efforts of the recently adopted 2023-2028 5-Year Regional Comprehensive Economic Development Strategy (CEDS)
- Coordination and Implementation of the Statewide 2030 Coordinated Economic Action Plan
- Annual tracking of performance measures developed from the 2023-2028 CEDS plan

I.3 LOCAL ADMINISTRATIVE ASSISTANCE

OBJECTIVES:

To provide administrative support to small cities and towns without administrative staff.

To assist small municipalities to navigate legislative demands, and build capacity to ensure compliance and meet entity needs.

ANTICIPATED PRODUCTS:

- Proactive administrative assistance on a consistent basis to small cities and towns

**Memo to the Proposed Personnel Policy Changes:
Draft for Budget Committee Review**

DATE: May 9, 2024
AGENDA ITEM: 5
SUBJECT: **ACTION:** Approve adjustments to WFRC Personnel Policy
PREPARED BY: Marian Florence, Chief Financial Officer
Kevrine Wells, Human Resources Manager

BACKGROUND:

WFRC regularly reviews its policies to ensure that they reflect current best practices and any updates in State or Federal fiscal guidance. There have been a few minor modifications to the WFRC Personnel Policy over the past ten years, but no comprehensive review and revision. As a result of updates to some applicable guidelines and some post-pandemic changes to WFRC processes, staff thoroughly reviewed WFRC's existing Personnel Policy and recommends updating the Policy.

Note for Budget Committee: WFRC staff has requested review and input from legal advisors at the Utah Local Government Trust and Manning Curtis Bradshaw & Bednar. We anticipate receiving the results of that review prior to the May 23, 2024 Council meeting, and incorporating any further revisions, with additional explanations as necessary.

The proposed revisions to the Policy fall into three basic categories:

(1) Edits for clarity and streamlining.

(2) Edits that are needed to reflect current requirements:

- Job classifications updated to reflect the IRS definition of full-time and part-time work.
- At-will clause added to reflect the state of Utah employment law.
- Updated descriptions of the Utah Retirement System (URS) and Family Medical Leave Act (FMLA).
- Payroll dates and process updated (for consistency with updated WFRC Accounting Policy from January 2023).
- Veteran's preference and breastfeeding policy added to comply with updated codes: Utah Administrative Code 71A-2-102 and Utah Breastfeeding Protection Act, 13-7a-101 et seq.

(3) Updates to reflect evolving best practices:

- Added a note to the introduction clarifying that mentions to the "Executive Director" apply to the Executive Director or his/her designee and that the Executive Director may reasonably interpret, implement and enforce these policies.
- Increased the flexibility for merit increases; so rather than requiring a fixed percentage agency wide, merit increases can be awarded to employees or classes of employees as a percentage of pay or a flat dollar amount.
- Adjusted the vacation leave payout policy, limiting the payout to 20 days (160 hours) rather than 40 days (320 hours), and the healthcare leave payout policy, limiting the payout to 12 days (96 hours) rather than 22 days (176 hours). These adjustments encourage employees to use rather than "bank" their leave time and reduce overall liability at WFRC.
- Replaced lists of "immediate family" members with the word "family" to be consistent across the various benefits and leave categories.
- Removed the requirement for WFRC to hire a hearing officer in the event of an appeal of

termination - this process has been updated to reflect services provided by the Department of Workforce Services.

RECOMMENDATION:

The WFRC Budget Committee and staff recommend that the Council approve a motion to adopt the amended WFRC Personnel Policy.

CONTACT PERSON:

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EXHIBITS: Draft Amended Personnel Policy
Personnel Policy redline



WASATCH FRONT REGIONAL COUNCIL

PERSONNEL POLICY

(adopted March 26, 2020;
amended May 26, 2022 and May 1, 2024)

DRAFT

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INTRODUCTION

In compliance with all applicable federal, state and local labor laws, the Personnel Policies of the Wasatch Front Regional Council (WFRC) are intended to:

- Establish and maintain personnel practices in regard to recruitment, classification, changes in employee status, placement, and employee benefits;
- Establish and maintain timekeeping and payroll practices; and
- Assist in planning for the personnel requirements of existing and future WFRC programs.

All personnel matters are a basic responsibility of the WFRC Executive Director, subject to this Policy and any other policies adopted by WFRC, and subject to the annual WFRC Budget and Unified Planning Work Program.

References throughout this document to the “Executive Director” apply to the Executive Director or his/her designee. The Executive Director may reasonably interpret, implement and enforce these policies.

WFRC is committed to the principles of equal employment opportunities and shall hire qualified applicants, and with respect to all employment decisions treat employees without regard to race, creed, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity.

CHAPTER I CLASSIFICATION PLAN

Section 1 – Position Classification

All positions are classified based on their duties and responsibilities. Each class includes one or more positions that are nearly alike concerning the essential character of their duties and responsibilities to ensure title and qualification requirements can be applied and that the positions are fairly and equitably treated.

In addition, employees shall be categorized as regular or temporary and full-time or part-time as follows:

Full-time Regular Employee--An employee who regularly works at his/her assigned duties for Thirty (30) hours or more a week is considered a full-time regular employee. Full-time regular employees are eligible for benefits as set forth in the personnel policies and procedures. Salaries for full-time employees working less than 40 hours a week shall be prorated accordingly.

Part-time Regular Employee--An employee who regularly works at his/her assigned duties for less than thirty (30) hours a week is considered part-time. Part time employees are not eligible for group health, dental, disability, or life insurance.

Seasonal or Temporary Employee--- Employees in this category may work full or part-time as may be required. Seasonal and temporary employees may or may not be entitled to benefits dependent upon hours worked and length of the assignment.

Individuals employed through temporary employment agencies are employees of the temporary employment agency and not employees of WFRC.

No employee shall be appointed or promoted to any position until the position has been properly classified.

No salaries will be approved unless they conform to the approved classification and compensation plans

Section 2 – Job Descriptions

A written description of duties, responsibilities, qualifications, skills, and knowledge will be maintained for each position.

Job descriptions will be used by the WFRC Executive Director for determining whether an applicant or employee meets the minimum requirements for a particular class of position. Job descriptions will be used by supervisory personnel as tools to orient new employees to their duties and responsibilities. They will also be used as a basis for performance evaluation of employees.

Job descriptions will be used to determine grade and salary levels as outlined in the compensation plan.

Section 3 - At Will Employment

Non-contracted employees are hired on an “at-will” basis and may be terminated by either party, with or without cause.

CHAPTER II COMPENSATION PLAN

Each fiscal year the WFRC Budget Committee and Council approve an overall compensation budget for WFRC staff. Within that budget the Executive Director may allocate portions for salaries and benefits, including cost of living adjustments, performance-based merit increases, performance awards, market-based adjustments, and promotions.

Section 1 – Salary Determination

Within the overall compensation budget established by the WFRC Budget Committee and Council, the WFRC Executive Director shall establish a salary schedule with pay ranges for all positions and job titles based on a classification system and job descriptions. Salaries will be determined using the salary schedule for each position. WFRC shall conduct salary surveys on a periodic basis to keep the salary schedule and ranges for each position in line with comparable positions in other similar agencies or industries. The results of these surveys shall be used to update the salary ranges for all positions as is necessary.

At the time of initial appointment of a new employee, a job description and corresponding salary range will be determined for the position. The employee must be paid within the established range for the specific position. Established salary ranges are adjusted annually consistent with COLA, if awarded.

Section 2 - Performance Evaluation

The purpose of the performance evaluation is to provide both the employee and the Area Coordinator (AC) the opportunity to review the employee’s work record and behavior. The evaluation may include both negative and positive aspects of the employee’s work but should focus on strengths and desired outcomes..

Evaluations may be given at any time to assist the employee in improving his/her situation. It is to the advantage of both the employee and AC to make the evaluation as effective as possible with well-defined expectations and steps for improving performance when needed.

An evaluation will be conducted at the discretion of the AC, but must be done at least once each year.

Evaluations shall be signed by both the employee and the AC and saved in the employee’s personnel file.

Performance-based merit increases may be awarded to individual employees on the basis of performance evaluation scores.. Performance standards for employees will be commensurate with their level of experience and pay grade..

Performance will be scored on a scale of 0 to 5 with 3 being the level of minimal acceptable performance. Performance will be compensated according to the following schedule where “M” equals the performance-based merit increases as determined by the Executive Director within the Council-approved budget:

Performance Score	0.00 – 2.99	3.00 – 3.99	4.00 – 5.00
Base Rate Increase	0.0	.5M	M

Performance-based salary increases are independent of any cost of living adjustments (COLA).

Employees performing below the minimal performance standard (0.00-2.99) are not eligible for a performance-based rate increase, and may be subject to disciplinary actions up to and including termination as outlined in Chapter VI

Section 3 – Cost of Living Increases

The Executive Director may allocate a cost of living increase for all employees. Salary ranges will be adjusted upward in conjunction with the cost of living increase. Cost of living adjustments may only be awarded to employees with six or more months of service.

Section 4 – Salary Adjustments

If a reassigned or promoted employee's salary is lower than the minimum prescribed for the position, the salary will be increased to at least the minimum of the new salary range. The employee may receive a salary increase in addition to the promotion even if their pre-promotion salary falls within their new pay range.

Upon reclassification of a position to a lower salary range, the incumbent employee will be paid the same salary that he/she received prior to the reclassification

Section 5 – Performance Awards

The Performance Awards System is designed to recognize and reward high performance and significant contributions to the WFRC Work Program tasks.

Performance awards are discretionary, determined by the Executive Director, subject to available funding, and may not cause the compensation expenditures to exceed the approved budget.

The System consists of three elements:

Performance Awards - Employees that consistently exceed performance standards or who take on and complete extra work will be eligible for a performance award. Two types of Performance Awards are available. The first is a one-time cash award of up to \$2500. The second is a Quality Increase (QI), which is a permanent increase in regular pay. A QI may be used to adjust salaries of employees who have consistently exceeded performance standards or whose salaries do not reflect current market conditions. These awards are in addition to regular annual COLA or merit salary increases. Performance Awards will be based on Employee Performance Plans and Evaluations and on recommendations from Area Coordinators.

Special Act Awards - The Special Act Award recognizes individual or team achievements that contribute significantly to the WFRC mission and goals or that increase Work Program efficiency and effectiveness. These one-time cash awards can range up to \$500.

Peer Award - The \$100 Peer Award is designed to allow an employee (or group of employees) to recognize another employee (employee-to-employee) in the office for "individual excellence." The Peer Award criteria include performance or service that excels, achievements in promoting teamwork, and recognition of a professional accomplishment or training/education milestone.

Employees may receive two Peer awards per year.

Section 6 – Payroll

WFRC payroll is on a bi-weekly schedule, with 26 annual pay periods ending every other Friday. Pay dates follow pay period end date by one week.

Section 7 – Time Records

All employees will utilize the accounting software to document hours worked by program. Area Coordinators will review and approve time records each pay period. Employees will ensure that time reports are correct to the closest 15 minutes. Employees must be pre-approved to work any overtime if they are non-exempt .

CHAPTER III RECRUITMENT AND APPOINTMENT

Section 1 – Recruitment

When a position needs to be filled, the Executive Director may promote or hire from within the existing staff and/or publicize the position in a widely distributed or used media to ensure broad exposure to the public. Any WFRC employee may apply for any posted position.

Minimum requirements as outlined on the position job description will be the basis for recruiting, examining, and retaining all personnel.

Section 2 – Evaluation

When evaluating candidates (external or internal) for hire WFRC will use appropriate methods to determine the employee's suitability for the position. These methods may include verbal or written examinations and inquiry of former employers or other references. All candidates are evaluated on an open and competitive basis.

Section 3 – Appointment

The Executive Director will make the determination for employment based on the results of the evaluation process.

The employee will participate in a six (6) month probationary period, beginning on their first day of employment, to determine his/her abilities and values to the WFRC. During the probationary period, the employee will be closely monitored for adequacy of knowledge, skills, and ability to work effectively within the agency. The probationary period may be extended for up to an additional six (6) month period upon written notice given to the employee that includes the reason(s) for the extension. At the completion of the probation, the Executive Director will determine whether the employee will continue in the position. Probationary employees are not subject to the same rights and processes of regular employees.

CHAPTER IV WORK STANDARD AND HOURS

Section 1 – Working Hours and Rest Periods

Normal working hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday, including unpaid one-half (½) hour for lunch.

The Executive Director may set other hours of work if such hours are deemed necessary or desirable, which may include flex-time, compressed work week, or telecommuting. In order to be considered for flex-time, compressed work week, or telecommuting the employee must be able to demonstrate that the alternative work schedule will not adversely affect the employee's ability to complete the work or coordinate with other staff when needed. In the interest of equity and uniformity, hours shall typically total 40 hours a week for full time employees.

A minimum of ½ hour unpaid lunch break will be allowed each work day. Each employee is entitled to two paid fifteen-minute rest periods per day. Rest periods may be taken during the lunch period, thus increasing the lunch period to one hour. However, if this is done, additional rest periods shall not be taken at other times of the day.

Lunch and rest periods will be taken at such times as will not hinder the progress of the work of the agency.

Section 2 – Tardiness

Tardiness is not permissible and is grounds for disciplinary action. At the discretion of the supervisor, tardiness may be made up, preferably on the same day the tardiness occurs. Tardiness must be made up during the week in which it occurs.

Section 3 – Reporting Absences

Employees should report an absence to their Area Coordinator before the beginning of their regularly scheduled day. Failure to report within this period can be considered justification for disallowing health care or vacation leave for that day. Unless otherwise determined by the Area Coordinator, employees are expected to call, text or email their Area Coordinator on each day of absence.

Section 4 – Overtime

Overtime will be paid to all non-exempt employees as defined by the Fair Labor Standards Act at the rate of one and one-half times their normal hourly rate for time worked in excess of forty (40) hours in any one week, which shall run from Saturday to Friday the following week. Overtime must be authorized in advance by the employee's Area Coordinator. Employees who work overtime without advance authorization may be subject to disciplinary action up to and including termination for repeat offenses.

Section 5 – Holidays

The following holidays shall be observed by the Council and shall be granted to all regular, full-time employees with pay, and to regular, part-time employees with hours prorated based on hours worked .

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)

- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (First Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)
- 3 Personal Holidays (as requested by employee)

Additional legal holidays, when designated by the Governor of Utah or the President of the United States, shall also be recognized for Council employees.

Section 6 – Outside Employment

Outside employment is permitted, subject to Executive Director review, only if it does not represent a conflict of interest, does not conflict with WFRC work schedules, does not interfere with employee's performance in service to WFRC, and does not utilize WFRC resources or assets.

Section 7 – Political Activity by Employees

The Wasatch Front Regional Council is a public agency, and a voluntary association of local governments providing services to members. To maintain this service function, WFRC must remain non-partisan. Certain forms of political activity on the part of employees would threaten the non-partisan status of the WFRC. Employees must, as a condition of employment, understand and agree to refrain from political activity of this nature during work hours or while representing WFRC, and may never utilize work assets (e.g., computers, email) for partisan political activity. Political activity by an employee that violates this section may be subject to discipline, up to and including termination. Employees who engage in political activity outside of work must never hold themselves out as acting on behalf of WFRC. (The Hatch Act will apply.)

Section 8 – Drug Free Workplace Policy

It is the policy of WFRC to provide a drug free, healthy, and safe work environment. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited on the premises. The term "controlled substance" is defined in Schedules I through V of Section 202 of the Controlled Substance Act.

Employees are prohibited from using, possessing, buying, or selling drugs or alcohol in the workplace, and are prohibited from performing work on behalf of WFRC with prohibited drugs active in their systems or while under the influence of alcohol. Violation of this policy may result in disciplinary action up to and including termination.

Employees are required by federal law (Drug Free Workplace Act, 1988) to notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction. As a condition of employment, all WFRC employees are required to sign an annual agreement acknowledging that they received a copy of this policy and agree to abide by all terms of this policy.

Section 9 – Equal Employment Opportunity and Discrimination Prevention

Equal Employment Opportunity Policy

WFRC is an equal employment opportunity employer. WFRC prohibits any discrimination based on race, color, creed, sex, sexual orientation, gender identity, religion, disability, age, national origin, veteran status, genetic information and any other characteristic protected by applicable law.

Retaliation against anyone for reporting or participating in an investigation of prohibited discrimination or harassment is prohibited. WFRC will investigate any complaints of unlawful discrimination or retaliation, and take any necessary corrective action, up to and including termination.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the worksite, such as during business trips, business meetings and business-related social events.

Veteran's Preference - Utah Administrative Code 71A-2-102

In accordance with Utah Title 71A-2-102, WFRC shall grant preference to veterans upon initial employment application.

Sexual Harassment

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Rejection of such conduct is used to make employment decisions affecting such individual; or
- Such conduct has the purpose of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a wide variety of behaviors and occurs on various levels, including harassment perpetrated by or against supervisors, co-employees, customers, and any business invitees or guests. Sexual harassment can occur by and between individuals of the opposite or same sex, and may be perpetrated by both males and females. Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- Unwelcome physical contact of a sexually suggestive nature such as patting, pinching, unnecessary touching, or brushing against another's body.
- Overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal harassment or abuse of a sexual nature including hints of a desire for sexual relations, explicit sexual propositions, sexual innuendos, sexually suggestive jokes, jokes about gender-specific traits, or foul or obscene language or gestures to or in front of a person who finds them offensive.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activity.
- Displaying, forwarding, or posting in the workplace any printed or visual material (including material on computer monitors and e-mails) which is foul, obscene, or otherwise contains sexually suggestive pictures, videos, or jokes.
- Gender stereotyping. For example: making jokes or derogatory comments about individuals who

do not conform to prevailing standards of masculinity or femininity, or who otherwise express their gender differently from prevailing societal standards for their biological sex.

- Offensive remarks including unwelcome comments about appearance.
- Leering or staring at a person's body.
- Questions about a person's sexual activity.

Other forms of Discrimination and Harassment

Discrimination and harassment may take many different forms, all of which are prohibited by WFRC. Such conduct may include, but is not limited to:

- Verbal harassment, innuendos, suggestive jokes, racial or ethnic slurs or epithets, or offensive language or gestures about an individual's race, religion, disability, age, gender (even if it is not sexual), sexual orientation, or gender identity. Displaying, forwarding, or posting in the workplace any printed or visual material (including material on computer monitors and e-mails) about an individual's race, religion, age, gender, sexual orientation, gender identity, or disability which is obscene or offensive or might be viewed as such by other individuals.

Procedure for Reporting Harassment and Discrimination

While it is expected that all employees will act responsibly to establish a pleasant and respectful work environment, any employee who feels he or she has been subjected to any form of discrimination or harassment should advise the offending individual that the conduct should be stopped. While addressing the issue with the offending individual may often bring a quick resolution to a complaint, employees are not required to confront the offending individual before reporting concerns to a supervisor, Human Resources, or Administration.

WFRC cannot help you if you do not take the steps necessary to inform WFRC of the issue.

Any employee who feels that he or she has been subjected to harassment or discrimination should immediately report the incident to his or her immediate supervisor. Any employee who learns about or observes conduct which he or she feels constitutes harassment or discrimination should immediately report the incident to his or her immediate supervisor. If reporting an incident to an immediate supervisor would make any employee uncomfortable, or if the employee's immediate supervisor is the individual whom the employee believes is engaging in the offending conduct, the employee should report the incident to Human Resources.

Any supervisor (or other employee) who receives a report of, information concerning, or otherwise observes conduct which may constitute harassment or discrimination should immediately report the same to Human Resources regardless of whether or not the supervisor believes the incident or conduct involved constitutes harassment or discrimination. Any supervisor who fails to report any such incident or conduct to Human Resources or Administration may be subject to disciplinary action as set forth in this policy, up to and including termination.

In reporting alleged harassment or discrimination, the employee must provide such information as is necessary for WFRC to promptly investigate and remedy the alleged harassment or discrimination. WFRC will investigate each complaint of harassment and discrimination and take appropriate action as warranted by each situation, including possible disciplinary steps up to and including termination.

WFRC will not tolerate retaliation or adverse employment action against any individual who reports any alleged incident or participates in the investigation of harassment or discrimination. Corrective action, up to and including termination, will be taken against any retaliatory acts toward an individual who reports or

participates in the investigation of any alleged incident of harassment or discrimination.

Americans with Disabilities Act

WFRC will provide reasonable accommodations to allow qualified people with disabilities to apply for and perform their jobs. Employee is responsible for informing their supervisor of any disability that affects job performance. If an employee becomes unable to perform essential job functions, even with reasonable accommodation, WFRC will assist in identifying other jobs for which the employee may be qualified.

Section 10 – Acceptable Use Policy for Information Technology Resources

The purpose of the information technology resources provided by WFRC is to assist staff in achieving the mission and goals of WFRC. Incidental and occasional personal use is permitted, as long as such use occurs on the employee's personal time and does not violate existing rules and policies, involve a for-profit personal activity, involve lewd or distasteful activities, involve illegal activities, or have the potential to harm WFRC. Any costs incurred for personal use must be reimbursed to WFRC.

Privacy and Confidentiality Implications

WFRC is committed to respecting the rights of its employees, including a reasonable expectation of privacy, however, it is also responsible for servicing and protecting its electronic communication networks and data. WFRC has the right to access and disclose the contents of electronic files, as required for legal, audit or legitimate operational or management purposes. There is **NO** guarantee of privacy or confidentiality and it is therefore recommended that employees do not store or transmit personal information on WFRC equipment. E-mail or other electronic files may be accessible through the discovery process in the event of litigation. Each of these technologies create a 'record' and may be subject to judicial use or a Governmental Records Access Management Act (GRAMA) request for information.

Responsibilities for employees

1. Access only files or data that are your own, that are publicly available or to which you have been given authorized access.
2. Use resources efficiently and productively. Refrain from monopolizing systems, overloading networks with excessive data, playing games or wasting supplies.
3. Keep passwords confidential and change them from time to time.
4. Use of virus detection software is required on all WFRC equipment and all disks, drives, and files brought in from outside sources should be scanned.
5. Adhere to copyright law regarding use of software.
6. DO NOT distribute offensive, abusive or harassing statements, emails, jokes, or the like which disparage others based on race, national origin, sex, age, disability, sexual orientation, or political or religious beliefs. DO NOT distribute incendiary statements which might incite violence or promote the use of weapons or devices associated with terrorist activities. DO NOT view or distribute or solicit sexually oriented messages or images. DO NOT distribute any materials in violation of federal, state or local law.

Unacceptable Use of Information Resources

- Illegal use.

- Religious or partisan political lobbying.
- Copyright infringement.
- Unnecessary use of resources.
- Viewing, distributing or soliciting sexually oriented material.
- Security violations, accessing records or data that you are not authorized to access.
- Knowingly or negligently spreading computer viruses.
- Distributing junk mail such as advertisements, chain letters or unauthorized solicitations.
- Unauthorized distribution of confidential information.

Section 11 – Ethics

WFRC employees are expected to maintain high standards of personal and professional integrity, truthfulness, and honesty, and are subject to the provisions of Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act. WFRC employees must not engage in any behavior on behalf of or while representing WFRC that is considered fraudulent, wasteful or abusive such as:

- Improper disclosure of private, protected or controlled information.
- Use of official position to secure special compensation, gifts (valued over \$50) or privileges.
- Engagement in other employment that would impair independence or good judgment in the performance of his/her duties.
- Engagement in any activity which is, or appears to be, in conflict with his/her public duties.
- Failure to comply with public disclosure and transparency regulations.
- Improper destruction or obfuscation of public records and information.

Employees are encouraged to report any violations or suspected violations to anyone in management, the Chair of WFRC, or the Council's independent external auditor. Reports may be made anonymously if warranted. No adverse action will be taken against an employee who makes such a report in good faith.

Violation of this policy is subject to disciplinary action up to and including termination. As a condition of employment, all WFRC employees are required to sign an annual agreement acknowledging that they received a copy and agree to abide by all terms of this policy.

CHAPTER V LEAVE

Leave is an authorized absence during regularly scheduled work hours. Leave may be authorized by the Executive Director with or without pay. An employee who is absent without permission shall be subject to disciplinary action up to and including dismissal. The Executive Director or Area Coordinators shall approve all leave requests except their own; Executive Director leave requests will be reviewed by the WFRC Chair or, in the absence of the Chair, the Vice-Chair.

Section 1 – Vacation Leave

Employees earn vacation for each full calendar month of employment. The amount earned is based on years of service as follows:

- 1 – 5 years – 8 hours per month or 96 hours per year
- 6 – 10 years – 10 hours per month or 120 hours per year
- 11 -15 years – 12 hours per month or 144 hours per year
- 16 years and over – 13.33 hours per month or 160 hours per year

Regular part-time employees earn vacation prorated based on hours worked. Vacation accrual is not earned on unpaid time.

Employees of WFRC may carry forward into the next calendar year accrued vacation leave up to a maximum of 40 days or 320 hours. Once an employee has reached the maximum accrual, no additional accrual will occur until the employee has taken vacation leave, and reduced their balance below the 320 hour threshold.

Upon termination of employment an employee shall be paid for the unused portion of his/her accumulated vacation leave up to 20 days (160 hours), provided he/she has completed six consecutive months of service and has terminated without cause. Employees with over 20 years of service upon termination shall be entitled to the maximum payout of 40 days (320 hours) of accumulated vacation leave.

No employee may be allowed vacation leave with pay for any period of time beyond, or in advance of, time already accrued. An exception may be made in an employee's first year of employment: with the prior written approval of the employee's Area Coordinator/Supervisor and Executive Director, an employee may borrow up to 40 hours of vacation time from their first year expected accruals, with the understanding that if their employment is terminated prior to the accruals being met, any used vacation time not yet earned as of the termination date will be deducted from their last paycheck.

Taking any vacation leave without authorization may be cause for disciplinary action.

Section 2 –Healthcare Leave

Healthcare leave may be used when an employee or member of employee's family are incapacitated by sickness or injury; for medical, dental, or optional diagnosis or treatment; to avoid exposure to a contagious disease when the attendance at duty jeopardizes the health of others; for well care health screenings or examinations,. False or fraudulent use of health care leave shall be cause for disciplinary action and may result in dismissal. Reasonable limits may be imposed by the Executive Director.

All employees holding full-time and permanent positions accumulate healthcare leave at the rate of one day per month. Regular part-time employees accumulate healthcare leave pro-rated based on hours worked.

1. At the end of each fiscal year a portion of employee healthcare leave may be cashed out, converted or carried over as follows:
 - 0-40 hours of accrued healthcare leave: must be carried over to the next fiscal year
 - 41-80 hours: employee may choose to cash out, contribute to a retirement savings plan, convert to vacation leave, or carry over these hours to next fiscal year
 - 81+ hours: employee must choose to cash out, contribute to a retirement savings plan or convert these hours to vacation leave
2. A doctor's certificate may be required for healthcare leave in excess of three working days.
3. Healthcare leave must be reported by the employee at the same time healthcare leave is needed.

Upon termination of employment an employee shall be paid for the unused portion of his/her

accumulated healthcare leave up to 96 hours, provided he/she has completed six consecutive months of service and has terminated without cause.

Section 3 – Family Medical Leave (FMLA)

1. WFRC employees who have been employed by WFRC for at least one year and for at least 1,250 hours during the preceding 12-month period are eligible for FMLA leave. Employees claiming FMLA leave will be returned to the same or equivalent position at the end of the leave period granted pursuant to this policy.
2. WFRC will provide the first 80 hours at 2/3 pay for any employee with a qualifying FMLA event. This benefit may only be used once for FMLA or short term disability within the same 12 month period. After the first 80 hours of FMLA leave, the employee must use all of their accrued paid leave, including vacation and healthcare leave. The remainder of the leave period will then consist of unpaid leave.
3. Eligible employees may be granted FMLA leave for a period of 12 weeks, during the 365 days following the invocation of FMLA leave. Leave may be used intermittently or on a reduced work schedule with health care provider's certification.. FMLA leave may be taken for the following reasons:
 - The birth of a child or to care for a newborn child ;
 - The placement of a child with the employee for adoption or foster care;
 - To care for a spouse, child or parent who has a serious mental or physical health condition; or
 - A serious health condition that renders the employee incapable of performing the functions of his or her job.
 - Because of any qualifying exigency (as the Secretary of Defense shall, by regulation, determine) arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (26 weeks maximum within a 12 month period)
4. In all cases, an employee requesting leave under this policy must complete an "Application for Family Medical Leave" and return it to their supervisor with a copy to the Human Resources department. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.
5. An employee intending to take FMLA leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the supervisor and human resource department as soon as the necessity for the leave arises.
6. An application for leave based on a serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by a healthcare provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts of the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. In the case of a serious health condition,

WFRC may, at its own expense, require a second medical opinion as a condition of approved leave. A “Medical Certification Statement” is not required for the birth of a child.

7. During a period of FMLA leave, an employee will be retained on WFRC’s health plan under the same conditions that applied before leave commenced. To continue health coverage the employee must continue to make their contributions to the plan. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse WFRC for payment of health insurance premiums during the leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or for circumstances beyond the employee’s control.
8. An employee is not entitled to the accrual of any seniority or other employment benefits, including, but not limited to, vacation and sick leave accrual and retirement contributions, during any period of unpaid FMLA leave. However, an employee who takes FMLA leave will not lose any employment benefits that accrued before the date leave began.
9. An employee eligible for FMLA leave will be restored to his or her former position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. WFRC cannot guarantee that an employee will be returned to his or her original job.
10. An employee must complete a “Notice of Intention to Return from Family Medical Leave” before he or she can be returned to active status. If the employee was on FMLA leave for a serious health condition that prevented the employee from performing the duties of his or her job, the employee must submit a signed “Health Provider Release” form. If an employee wishes to return to work prior to the expiration of the FMLA leave of absence, written notice must be given to the employee’s supervisor and Human Resources at least five business days prior to the employee’s planned return.
11. The failure of an employee to return to work upon the expiration of FMLA leave will subject the employee to immediate termination unless an extension is granted. An employee must submit a request for an extension, in writing, to the employee’s supervisor and Human Resources. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period. Approval of the request for extension will be considered on its merits and is subject to the approval of the Executive Director.

Section 4 – Leave of Absence without pay

The Executive Director may grant a leave of absence without pay in extraordinary circumstances.

Section 5 – Military Leave

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), WFRC will grant an unpaid military leave of absence to any employee who requests such leave in order to perform service in the uniformed services. It is the employee’s responsibility to give notice of both the need for military leave and when they are ready for reemployment after military duty.

Section 6 – Court Leave

WFRC employees shall not lose regular employment pay or time while serving on jury duty. If the dollar

amount received for jury duty is less than an employee's WFRC salary, WFRC will pay the difference between the amount paid and full salary on receipt of a voucher showing the amount received for jury duty.

Section 7 – Funeral and Compassionate Leave

Time off with pay may be granted to an employee who suffers the loss of a member of his/her family. In the event of a death of a member of the employee's family, the employee will be paid his/her regular base pay for scheduled work time a maximum of five days. In the case of grave illness an employee may be granted compassionate leave to attend the ailing family member in lieu of funeral leave. Compassionate leave will have the same time limitations as funeral leave. An employee who uses a portion of the five (5) day funeral leave for compassionate leave may use the remainder upon death of the family member, however the total time may not exceed five days. If additional time is needed the employee may use Sick Leave or Vacation Leave, if available. If other paid leave is not available, the employee may request leave without pay.

Section 8 – Administrative or Emergency Leave

Administrative or Emergency leave may be granted by the Executive Director to full-time and part-time regular employees. Administrative or Emergency leave will not be charged against the employee's vacation, sick, or compensatory leave balances.

Administrative or Emergency leave may be granted under, but not limited to, the following:

- Hazardous conditions, including dangerous weather conditions.
- During declared States of Emergency or Disaster on either local, state or federal levels.
- When supply chain or other disruptions make it impractical to complete assigned work.

The Executive Director may impose administrative leave pending the investigation of employee misconduct. Administrative leave under this paragraph is not a disciplinary action. The period of leave shall not be longer than is reasonably necessary to complete the investigation into the alleged misconduct. The Executive Director may also impose administrative leave if the conduct of an employee, in the sole discretion of the Executive Director, endangers the peace and safety of others, or poses a threat to the public interest.

CHAPTER VI TERMINATIONS, DISCIPLINE, AND APPEALS

Section 1 – Resignations

All resigning employees shall present their reasons for resignation to their immediate supervisor, who will then forward the written resignation to the Executive Director and Human Resources. The letter of resignation will then be filed in the employee's personnel file.

Notification of at least two weeks is requested for all resignations.

Section 2 – Dismissals and Layoffs

The Executive Director may dismiss or layoff an employee under the following conditions:

- When the position in which the employee has been assigned is abolished.
- When funds are no longer available for that particular position.
- When the employee demonstrates unsatisfactory performance in his/her work and documented disciplinary action has proven unsuccessful.
- When the employee violates state or federal law or WFRC rules, policies or procedures, including those set forth in this Personnel Policy.

All regular personnel subject to termination have the right to make appeals as outlined in the appeals section.

Section 3 – Discipline

Disciplinary action serves two purposes; first, to redirect or correct an employee who has been delinquent, irresponsible, or has failed to perform in a satisfactory manner. Second, the action serves as a warning to deter future misconduct. WFRC generally practices progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Discipline will normally begin at the lowest level, unless circumstances dictate more severe discipline. Severe incidents or unsatisfactory performance may require a higher level of discipline, including termination, without being preceded by lesser forms of discipline.

1. **Oral Reprimand** – The employee’s Area Coordinator (AC) will discuss the unsatisfactory areas of his/her work or behavior and provide instructions as to how improvement can be made. ACs will record name, date, and areas discussed as reference for future disciplinary problems and place that notation in the employee’s personnel folder.
2. **Written Reprimand** – A written reprimand will include a detailed statement of the problem, situation and remedy sought by the employee’s AC. The AC will discuss the written reprimand with the employee and request the employee acknowledge by signature that they have received a copy of the written reprimand. Subsequent to receiving a written reprimand the employee’s performance and/or behavior while at work will be closely monitored to determine whether or not the problem has been rectified. A copy of the written reprimand will be retained in the employee’s personnel folder. A report of this action will be submitted to the Executive Director and Human Resources within five (5) business days of the action taken.
3. **Suspensions** – An employee may be suspended for violations of WFRC rules or regulations, for misconduct, or for unacceptable performance. The employee will be provided with written notice of the suspension and asked to acknowledge by signature that they have received a copy. The suspension is for a period not to exceed fifteen (15) business days and will be without pay. More than two suspensions per year is grounds for dismissal.
4. **Demotion** – An employee may be demoted to a lesser position for serious violations of WFRC rules, continued misconduct, or other serious and detrimental misconduct.
5. **Termination of Employment** – Employment may be terminated for unacceptable performance, if an employee continues to violate WFRC rules, or for severe, serious, or flagrant misconduct

In the case of a suspension without pay, demotion, or termination, the employee will be given a written Pre-Disciplinary Notice setting forth the violation, including any policies, practices or regulations that have

been violated; the conduct or unacceptable performance which violates those policies, practices or regulations; and the proposed discipline. The employee will then have five (5) business days to request a Pre-Disciplinary meeting with the Executive Director or Human Resources.

At the Pre-Disciplinary meeting (if requested by the employee), the employee will have the opportunity to present his or her explanation of what occurred, explain any mitigating factors that should be considered, and any other evidence that the employee wants the Executive Director or Human Resources to consider. The employee may not call witnesses but may ask someone to accompany him or her to the meeting.

Within five (5) business days of the pre-Disciplinary meeting, the Executive Director or Human Resources will issue a disciplinary letter setting forth: 1) the policies, practices or regulations the employee has violated or other misconduct or unacceptable performance the employee has engaged in; 2) a brief recitation of the facts supporting the violation; and 3) the discipline that the employee will receive (i.e., a suspension, demotion, or termination). If the Executive Director or Human Resources decides not to issue any discipline, this will also be set forth in a letter to the employee. The employee will then have five (5) business days to appeal the discipline (if they choose) by following the steps outlined in Section 4.

Section 4 – Appeals Procedure

If a regular employee wishes to appeal a reprimand, suspension, demotion, or termination, the employee must submit a written request for an appeal to the Executive Director or Human Resources within five (5) business days of receiving the discipline. The written request should set forth: 1) the discipline being appealed (include a copy of the discipline); 2) a brief statement of what occurred; 3) the relief the employee would like; 4) witnesses, if known; and 5) information on how the employee may be contacted. The Executive Director or Human Resources will respond in writing within five (5) business days.

CHAPTER VII TRAVEL AND SUSTENANCE REIMBURSEMENT

Travel and sustenance expenses will be reimbursed to employees as follows:

Section 1 – Travel Reimbursement

An employee may use his/her own automobile to accomplish the work of WFRC. The employee shall be reimbursed for the use of his/her automobile at the GSA-published mileage rate. Mileage calculations shall exclude normal commute to work miles. Any staff member who is required to use his/her own automobile in the performance of WFRC business must carry automobile insurance to protect WFRC liability. It is recommended that such insurance be large enough to account for the increased risk due to increased use of the employee's automobile. WFRC may utilize a Driver Qualification standard that would require employees to provide their driver's license numbers to the Accounting Department for the purpose of obtaining monthly motor vehicle records.

Transportation costs for out-of-state travel by the most economical and practical means will be paid. Travel time will be allowed for travel to and from the location of WFRC business. If additional travel time is taken, it will be deducted from annual leave. All air travel accommodations will be "coach" class (unless upgrades are available without additional expense).

Meals and incidental expenses for out-of-state travel will be reimbursed at the GSA-published per diem rate for the area of travel. If a meal is provided as part of a work event, the employee will not be

reimbursed for that portion of the per diem rate. Reimbursement for lodging will be made using the published GSA rate unless it can be demonstrated that a substitute rate should appropriately be used, e.g., if an employee attends an approved professional conference and stays at the hotel where the conference is being held.

Section 2 – Other Sustenance

Employees who are required to attend a meeting at which a meal is served that they have to pay for will be reimbursed for the cost of the meal. Employees who are required to attend a meeting outside a normal working day at which no meal is served may be allowed a meal expense. Prior approval for these expenses is required.

CHAPTER VIII EMPLOYEE BENEFIT PROGRAMS

Section 1 - Health Insurance

WFRC offers a group health, dental and vision insurance plan for all regular full-time employees and their families. Details of benefits plans are shared annually as updated by insurance carriers.

Section 2 - Retirement

WFRC regular full-time employees who work a minimum of 30 hours per week are automatically enrolled in the Utah State Retirement System. To be eligible for the Utah State Retirement pension an employee must average a minimum of 20 hours per week measured over a year, and be eligible for other benefits.

Section 3 -Social Security

WFRC does not participate in the Social Security System. In lieu of a Social Security benefit, WFRC will match a voluntary employee contribution up to 7.65% to either a Roth IRA, 457, or 401(k) deferred savings plan administered by the Utah State Retirement System. . Employees may voluntarily elect to contribute more than 7.65%, up to the legal limit, however WFRC will not match the contributions over 7.65%.

Section 4 - Workers Compensation, Disability, and Life Insurance

WFRC provides Workers Compensation, Disability and Life insurance for all of its employees.

Section 5 – Flexible Spending Plan

Employees may participate in a Flexible Spending Plan for dental and other insurance premiums, out-of-pocket medical expenses and dependent care expenses. Contributions for out-of-pocket medical expenses and dependent care expenses are subject to IRS limitations. All contributions are deducted pre- tax from the employee's payroll check.

Section 6 – Time Release for Fitness Activity

Employees may take up to 30 minutes 3 times per week to engage in fitness related activities as part of a Wellness Program during the work day. Employees who abuse the time release will lose the privilege for a period of not less than six months.

Section 7 – Staff Development and Educational Assistance Policy

WFRC will provide support for employee professional development activities, including related schooling up to fifty percent (50%) of the eligible school costs with a limit of \$1,500 available in any one calendar year, subject to policies established by the Executive Director.

Section 8 - Breastfeeding Policy

In accordance with Utah Breastfeeding Protection Act 13-7A-101 et seq, WFRC will support an employee for at least one year after the birth of their child. During this timeframe, an employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. WFRC has a designated private room with a small refrigerator and a door that locks from the inside for this purpose.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record. Discrimination against a breastfeeding employee in terms of privileges, compensation or conditions of employment will not be tolerated.

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WASATCH FRONT REGIONAL COUNCIL

PERSONNEL POLICY

(adopted March 26, 2020;
amended May 26, 2022 and May 1, 2024)

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INTRODUCTION

In compliance with all applicable federal, state and local labor laws, the Personnel Policies and Practices of the Wasatch Front Regional Council (WFRC) are intended to:

- Establish and maintain personnel practices in regard to recruitment, classification, changes in employee status, placement, and employee benefits;
- Establish and maintain timekeeping and payroll practices; and
- Assist in planning for the personnel requirements of existing and future WFRC programs.

All personnel matters are a basic responsibility of the WFRC Executive Director, subject to this Policy and any other policies adopted by WFRC, and subject to the annual WFRC Budget and Unified Planning Work Program.

References throughout this document to the "Executive Director" apply to the Executive Director or his/her designee. The Executive Director may reasonably interpret, implement and enforce these policies.

WFRC is committed to the principles of equal employment opportunities and shall, ~~it is WFRC's policy to~~ hire qualified applicants, and with respect to all employment decisions ~~to~~ treat employees without regard to race, creed, color, religion, sex, age ~~(if over 40 years of age)~~, national origin, disability, sexual orientation, or gender identity.

CHAPTER I CLASSIFICATION PLAN

Section 1 – Position Classification

All positions are classified based on their duties and responsibilities. Each class includes one or more positions that are The classification plan comprises a list of classes supported by written specifications outlining the parameters of each class. A class shall comprise one or more positions that are nearly alike concerning the essential character of their duties and responsibilities to ensure in order that the same pay scale, title and qualification requirements can be applied and that the positions are can be fairly and equitably treated. under similar conditions.

Approved classifications will constitute official titles and pay ranges for all positions in the respective departments and shall be used in all relevant personnel records and forms. In addition, Employees shall be categorized classified as regular or temporary and full-time or part-time The definition for full-time regular, part-time regular, seasonal and temporary project employees is as follows:

Full-time Regular Employee--An employee who regularly works at his/her assigned duties for ~~Thirty~~forty (340) hours or more a week is considered a full-time regular employee. Full-time regular employees are eligible for benefits as set forth in the personnel policies and procedures. Salaries for full-time employees working less than 40 hours a week shall be prorated accordingly.

Part-time Regular Employee--An employee who regularly works at his/her assigned duties for less than ~~thirty (30)~~forty (40) hours a week is considered part-time. ~~Part-time regular employees are eligible for pro-rated benefits based on hours worked in a month or as specified by the benefits provider. To be eligible for the Utah State Retirement pension and the Group Health and Dental Insurance, an employee must average a minimum of 20 hours per week measured over a year, and be eligible for other benefits. To be eligible for disability and life insurance, the employee must work a minimum of 30 hours per week.~~Part time employees are not eligible for group health, dental, disability, or life insurance. Vacation, sick leave and holiday pay are calculated as a percentage of hours worked/full-time hours available in the month (e.g. If there are 172 full-time hours in a month and the employee works 86 hours, the percentage applied to leave is 50% or 86/172).

Seasonal or Temporary Employee--~~Seasonal and temporary appointments are made to carry out necessary seasonal or temporary work.~~ Employees in this category may work full or part-time as may be required. Employment for seasonal and temporary employees is terminated no later than upon completion of the assignment for which the employee was hired. The employee will be told the anticipated ending date of seasonal or temporary employment. Seasonal and temporary employees may or may not be entitled to benefits dependent upon hours worked and length of the assignment.

Individuals employed through temporary employment agencies are employees of the temporary employment agency and not employees of WFRC.

No employee shall be appointed or promoted to any position until the position has been properly

classified.

No salaries will be approved unless they conform to the approved classification and compensation plans.

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Section 2 – Job Descriptions

A written description of duties, responsibilities, qualifications, skills, and knowledge will be maintained for each position.

Job descriptions will be used by the WFRC Executive Director for determining whether an applicant or employee meets the minimum requirements for a particular class of position. Job descriptions will be used by supervisory personnel as tools to orient new employees to their duties and responsibilities. They will also be used as a basis for performance evaluation of employees.

Job descriptions will be used to determine grade and salary levels as outlined in the compensation plan.

Section 3 - At Will Employment

Non-contracted employees are hired on an “at-will” basis and may be terminated by either party, with or without cause.

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CHAPTER II COMPENSATION PLAN

Each fiscal year the WFRC Budget Committee and Council approve an overall compensation budget for WFRC staff. Within that budget the Executive Director may allocate portions for salaries and benefits, including cost of living adjustments, performance-based merit increases, performance awards, market-based adjustments, and promotions.

Section 1 – Salary Determination

Within the overall compensation budget established by the WFRC Budget Committee and Council, the WFRC Executive Director shall establish a salary schedule with pay ranges for all positions and job titles based on a classification system and job descriptions. Salaries will be determined using the salary schedule for each position. WFRC shall conduct salary surveys on a periodic basis to keep the salary schedule and ranges for each position in line with comparable positions in other similar agencies or industries. The results of these surveys shall be used to update the salary ranges for all positions as is necessary.

At the time of initial appointment of a new employee, a job description and corresponding salary range will be determined for the position. The employee must be paid within the established range for the specific position. Established salary ranges are adjusted annually consistent with COLA, if awarded.

Section 2 - Performance Evaluation

The purpose of the performance evaluation is to provide both the employee and the Area Coordinator (AC) the opportunity to review the employee's work record and behavior. The evaluation may include both negative and positive aspects of the employee's work but should focus on strengths and desired outcomes and the employee-AC relationship as deemed essential by either or both parties. Although the employee's views must be considered, the responsibility of the AC is to ensure efficient and effective work performance. ¶

Evaluations may be given at any time to assist the employee in improving his/her situation. It is to the advantage of both the employee and AC to make the evaluation as effective as possible with well-defined expectations and steps for improving performance when needed.

An evaluation will be conducted at the discretion of the AC, but must be done at least once each year.

~~The employee may request an evaluation at any time in an effort to improve a situation in which the employee feels a problem exists. ¶~~

~~A copy of the Evaluations shall be signed by both the given to the employee and the AC following the meeting and another copy will be placed and saved in the employee's personnel file.~~

Performance-based merit increases may be awarded to individual employees on the basis of performance evaluation scores. ~~At the beginning of each fiscal year, the employee and the employee's Area Coordinator (AC)/Supervisor will agree on a performance plan that includes weighted performance factors.~~ Performance standards for employees will be commensurate with their level of experience and

~~pay grade. At the end of each fiscal year, each non-probationary employee will be evaluated by the employee's AC/Supervisor and the employee will receive an overall score for their performance. The AC/Supervisor will discuss the review with the employee and both the employee and the AC/Supervisor will sign the performance evaluation. An employee may request a review with the Executive Director and the Area Coordinator of their performance evaluation within 30 days of the signed initial evaluation.~~

Performance will be scored on a scale of 0 to 5 with 3 being the level of minimal acceptable performance. Performance will be compensated according to the following schedule where "M" equals the ~~performance-based merit increases~~merit allocation percentage as determined by the Executive Director within the Council-approved budget:

Performance Score	0.00 – 2.99	3.00 – 3.99	4.00 – 5.00
Base Rate Increase	0.0%	.5M	M

Performance-based salary increases are independent of any cost of living adjustments (COLA).

Employees performing below the minimal performance standard (0.00-2.99) are not eligible for a performance-based rate increase, and may be ~~. Employees receiving sub-standard performance evaluations are~~ subject to disciplinary actions up to and including termination as outlined in Chapter VI.

Section 3 – Cost of Living Increases

The Executive Director may allocate a percentage of approved salary increases as a cost of living increase for all employees. ~~When cost of living increases are approved, \$~~Salary ranges will be adjusted upward ~~in conjunction with using the same percentage as~~ the cost of living increase. Cost of living adjustments may only be awarded to ~~all~~ employees with six or more months of service.

Section 4 – Salary Adjustments

~~In the case of employees promoted or reassigned to a new position, if a reassigned or promoted~~the employee's salary is lower than the minimum prescribed for the position, the salary will be increased ~~automatically to at least~~ the minimum of the new salary range. The employee may receive a salary increase in addition to the promotion even if their pre-promotion salary falls within their new pay range.

Upon reclassification of a position ~~to a lower salary range~~, the incumbent employee will be paid the same salary that he/she received prior to the reclassification ~~if such salary coincides with the salary range of the class to which he/she is reclassified. If such salary does not coincide with the salary range of the class to which he/she is reclassified, his/her salary shall not be lowered.~~

~~Certain employees may be designated as Area Coordinators and as a result may receive additional special compensation for duties specific to that position. If the Area Coordinator designation is ended the special compensation shall also end.~~

Section 5 – Performance Awards

~~The WFRC recognizes an effective employee awards system is an important element of quality management. The WFRC Performance Awards System is designed to recognize and reward high performance and significant contributions to the WFRC Work Program tasks.~~

~~The source of funds for the WFRC Awards System is the annual employee compensation budget approved by the Council. Performance awards are discretionary, are determined by the Executive Director, and are subject to available funding, and may not cause the compensation expenditures on compensation to exceed the approved budget.~~

The System consists of three elements:

Performance Awards - Employees that consistently exceed performance standards or who take on and complete extra work will be eligible for a performance award. Two types of Performance Awards are available. The first is a one-time cash award of up to \$25000. The second is a Quality Increase (QI), which is a permanent increase in regular pay. A QI may be used to adjust salaries of ~~long-term~~ employees who have consistently exceeded performance standards ~~or but~~ whose salaries do not reflect current market conditions. These awards are in addition to ~~regular the~~ annual ~~COLA or merit~~ salary increases. ~~provided for in Section 1.~~

Performance Awards will be based on Employee Performance Plans and Evaluations and on recommendations from Area Coordinators. ~~The Executive Director may consider employees for Performance Awards for taking on added responsibilities, for taking the initiative to identify new projects for the WFRC to be involved in and the resources to complete these projects, and for other significant work efforts deemed worthy of an award.¶~~

Special Act Awards - The Special Act Award recognizes individual or team achievements that contribute significantly to the WFRC mission and goals or that increase Work Program efficiency and effectiveness. These one-time cash awards can range up to \$500.

Peer Award - The ~~\$100~~WFRC Peer Award is designed to allow an employee (or group of employees) to recognize another employee (employee-to-employee) in the office for "individual excellence." The Peer Award criteria include performance or service that excels, achievements in promoting teamwork, and recognition of a professional accomplishment or training/education milestone.

~~The initiator (employee) of the award develops a brief narrative justification for the award and submits the recommendation to the Executive Director and Area Coordinator(s) for review; the Executive Director may approve or modify the award. Employees may receive two Peer awards per year. The Peer award is a \$100 cash award.~~

Section 6 – Payroll

WFRC payroll is on a bi-weekly schedule, with 26 annual pay periods ending every other Friday. Pay dates follow pay period end date by one week. ~~Pay periods are from the first (1st) to the fifteenth (15th) and from the sixteenth (16th) to the last day of the month. Employees are paid by direct deposit on the last working day of the pay period.¶~~

Section 7 – Time Records

All employees will utilize the accounting software to document hours worked by program. ~~turn in time records using the appropriate form to their Area Coordinators on the first working day of the new month. Area Coordinators will review and approve~~ compare time records each pay period. Employees will ensure that time reports are correct to the closest 15 minutes. Employees must be pre-approved to work any overtime if they are non-exempt employees.

CHAPTER III RECRUITMENT AND APPOINTMENT

Section 1 – Recruitment

When a position needs to be filled, the Executive Director may promote or hire from within the existing staff and/or publicize the position in a widely distributed or used media to ensure broad exposure to the public. Any WFRC employee may apply for any posted position.

Minimum requirements as outlined on the position job description will be the basis for recruiting, examining, and retaining all personnel.

Section 2 – Evaluation

When evaluating candidates (external or internal) for hire WFRC will use appropriate methods to determine the employee's suitability for the position. These methods may include verbal or written examinations and inquiry of former employers or other references. All candidates are evaluated on an open and competitive basis.

Section 3 – Appointment

The Executive Director will make the determination for employment based on the results of the evaluation process.

The employee will participate in a six (6) month probationary period, beginning on their first day of employment, to determine his/her abilities and values to the WFRC. During the probationary period, the employee will be closely monitored for adequacy of knowledge, skills, and ability to work effectively within the agency. The probationary period may be extended for up to an additional six (6) month period upon written notice given to the employee that includes the reason(s) for the extension. At the completion of the probation, the Executive Director will determine whether the employee will continue in the position. Probationary employees are ~~at will employees and~~ not subject to the same rights and processes of regular employees.

~~Employees shall be designated full-time regular, part-time regular, seasonal, or temporary project.~~

CHAPTER IV WORK STANDARDS AND HOURS

Section 1 – Working Hours and Rest Periods

Normal working hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday, including unpaid one-half (1/2) hour for lunch.

The Executive Director may set other hours of work if such hours are deemed necessary or desirable, which may include flex-time, compressed work week, or telecommuting. In order to be considered for flex-time, compressed work week, or telecommuting the employee must be able to demonstrate that the alternative work schedule will not adversely affect the employee's ability to complete the work or coordinate with other staff when needed. In the interest of equity and uniformity, hours shall typically total 40 hours a week for full time employees. ~~(Temporary and part-time employees may have standard hours of fewer than forty (40).)~~

A minimum of ½ hour unpaid lunch break will be allowed ~~to be taken~~ each work day. Each employee is entitled to two paid fifteen-minute rest periods per day. Rest periods may be taken during the lunch period, thus increasing the lunch period to one hour. However, if this is done, additional rest periods shall not be taken at other times of the day.

Lunch and Rest periods will be taken at such times as will not hinder the progress of the work of the agency.

Section 2 – Tardiness

~~An employee's workday begins at the exact starting time of his/her shift.; therefore, T~~Tardiness is not permissible and is grounds for disciplinary action. At the discretion of the supervisor, tardiness may be made up, preferably on the same day ~~on which~~ the tardiness occurs. Tardiness must be made up during the week in which it occurs.

~~Supervisors will ensure that time reports are correct to the closest fifteen (15) minutes.~~

Section 3 – Reporting Absences

Employees should report an absence to their Area Coordinator before the beginning of their regularly scheduled day ~~and no instance later than two hours after the beginning of their regularly scheduled day.~~ Failure to report within this period can be considered justification for disallowing health care or vacation leave for that day. Unless otherwise determined by the Area Coordinator, employees are expected to call, text or email their Area Coordinator on each day of absence.

Section 4 – Overtime

Overtime will be paid to all non-exempt employees as defined by the Fair Labor Standards Act at the rate of one and one-half times their normal hourly rate for time worked in excess of forty (40) hours in any one week, which shall run from Saturday to Friday the following week. Overtime must be authorized in advance by the employee's Area Coordinator. Employees who work overtime without advance

authorization may be subject to disciplinary action up to and including termination for repeat offenses.

Section 5 – Holidays

The following holidays shall be observed by the Council and shall be granted to all regular, full-time employees with pay, and to regular, part-time employees with hours prorated based on hours worked (e.g., if there are 172 full-time hours in a month and the employee works 86 hours, the percentage applied to leave is 50% or 86%).

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (First Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)
- 3 Personal Holidays (as requested by employee)

Additional legal holidays, when designated by the Governor of Utah or the President of the United States, shall also be recognized for Council employees.

Section 6 – Outside Employment

Outside employment is permitted, subject to Executive Director review, only if it does not represent a conflict of interest, does not conflict with WFRC work schedules, does not interfere with employee's performance in service to WFRC, and does not utilize WFRC resources or assets.

Section 7 – Political Activity by Employees

The Wasatch Front Regional Council is a public agency, and a voluntary association of local governments providing services to members. To maintain this service function, WFRC must remain non-partisan. Certain forms of political activity on the part of employees would threaten the non-partisan status of the WFRC. Employees must, as a condition of employment, understand and agree to refrain from political activity of this nature during work hours or while representing WFRC, and may never utilize work assets (e.g., computers, email) for partisan political activity. Political activity by an employee that violates this section may be subject to discipline, up to and including termination. Employees who engage in political activity outside of work must never hold themselves out as acting on behalf of WFRC. (The Hatch Act will apply.)

Section 8 – Drug Free Workplace Policy

It is the policy of WFRC to provide a drug free, healthy, and safe work environment. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited on the premises. The term “controlled substance” is defined in Schedules I through V of Section 202 of the Controlled Substance Act. ~~A copy is available from the Accounting Office.~~

Employees are prohibited from using, possessing, buying, or selling drugs or alcohol in the workplace, and are prohibited from ~~performing~~ reporting to work on behalf of WFRC with prohibited drugs active in their systems or while under the influence of alcohol. ~~The presence of any detectable amount of any controlled substance on WFRC premises or in the possession of any employee while performing any business for WFRC is prohibited and is in violation of this policy~~ may result in disciplinary action up to and including termination.

Employees are required by federal law (Drug Free Workplace Act, 1988) to notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction. As a condition of employment, all WFRC employees are required to sign an annual agreement acknowledging that they received a copy of this policy and agree to abide by all terms of this policy.

Section 9 – Equal Employment Opportunity and Discrimination Prevention

Equal Employment Opportunity Policy

WFRC is an equal employment opportunity employer. WFRC prohibits any discrimination based on race, color, creed, sex, sexual orientation, gender identity, religion, disability, age, national origin, veteran status, genetic information and any other characteristic protected by applicable law. ~~Discrimination is prohibited throughout all phases of your employment, including being interviewed, hired, promoted, compensated, bonuses, benefits, hours of work, issuance of discipline, promotion, transfer, work assignments, and termination.~~

~~WFRC prohibits re~~Retaliation against anyone for reporting or participating in an investigation of prohibited discrimination or harassment ~~is prohibited.~~ WFRC's will policy is to investigate any complaints of unlawful discrimination or retaliation, and to take any necessary corrective action, up to and including termination, ~~against employees who harass, embarrass, or retaliate in any respect against one who has made a complaint regarding unlawful discrimination or harassment.~~

~~These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to WFRC (e.g., an outside vendor, consultant or customer).~~ Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the worksite, such as during business trips, business meetings and business-related social events.

Veteran's Preference - Utah Administrative Code 71A-2-102

In accordance with Utah Title 71A-2-102, WFRC shall grant preference to veterans upon initial employment application.

Sexual Harassment

~~As set forth in WFRC's Equal Employment Opportunity Policy, WFRC prohibits any form of harassment in the workplace, including sexual harassment.~~ Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ~~Submission to or~~ Rejection of such conduct ~~by an individual issued as the basis for~~ **is used to make** employment decisions affecting such individual; or
- Such conduct has the purpose of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a wide variety of behaviors and occurs on various levels, including harassment perpetrated by or against supervisors, co-employees, customers, and any business invitees or guests. Sexual harassment can occur by and between individuals of the opposite or same sex, and may be perpetrated by both males and females. Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- Unwelcome physical contact of a sexually suggestive nature such as patting, pinching, unnecessary touching, or brushing against another's body.
- Overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal harassment or abuse of a sexual nature including hints of a desire for sexual relations, explicit sexual propositions, sexual innuendos, sexually suggestive jokes, jokes about gender-specific traits, or foul or obscene language or gestures to or in front of a person who finds them offensive.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activity.
- Displaying, forwarding, or posting in the workplace any printed or visual material (including material on computer monitors and e-mails) which is foul, obscene, or otherwise contains sexually suggestive pictures, videos, or jokes.
- Gender stereotyping. For example: making jokes or derogatory comments about individuals who do not conform to prevailing standards of masculinity or femininity, or who otherwise express their gender differently from prevailing societal standards for their biological sex.
- Offensive remarks including unwelcome comments about appearance.
- Leering or staring at a person's body.
- Questions about a person's sexual activity.

Other forms of Discrimination and Harassment

~~As set forth in WFRC's Equal Employment Opportunity Policy, discrimination and harassment in the workplace is not limited to sexual harassment.~~ Discrimination and harassment may take many different forms, all of which are prohibited by WFRC. ~~Such~~ **The** conduct may include, but is

not limited to:

- Verbal harassment, innuendos, suggestive jokes, racial or ethnic slurs or epithets, or offensive language or gestures about an individual's race, religion, disability, age, gender (even if it is not sexual), sexual orientation, or gender identity. Displaying, forwarding, or posting in the workplace any printed or visual material (including material on computer monitors and e-mails) about an individual's race, religion, age, gender, sexual orientation, gender identity, or disability which is obscene or offensive or might be viewed as such by other individuals.

Procedure for Reporting Harassment and Discrimination

~~All employees of WFRC are responsible for helping to enforce this policy against harassment/discrimination.~~ While it is expected that all employees will act responsibly to establish a pleasant and respectful work environment, any employee who feels he or she has been subjected to any form of discrimination or harassment should advise the offending individual that the conduct should be stopped. While addressing the issue with the offending individual may often bring a quick resolution to a complaint, employees are not required to confront the offending individual before reporting concerns to a supervisor, **Human Resources**, or Administration.

WFRC cannot help you if you do not take the steps necessary to inform WFRC of the issue.

Any employee who feels that he or she has been subjected to harassment or discrimination should immediately report the incident to his or her immediate supervisor. Any employee who learns about or observes conduct which he or she feels constitutes harassment or discrimination should immediately report the incident to his or her immediate supervisor. If reporting an incident to an immediate supervisor would make any employee uncomfortable, or if the employee's immediate supervisor is the individual whom the employee believes is engaging in the offending conduct, the employee should report the incident to **Human Resources**~~a manager~~ or Administration.

Any supervisor (or other employee) who receives a report of, information concerning, or otherwise observes conduct which may constitute harassment or discrimination should immediately report the same to **Human Resources**~~manager~~ or Administration regardless of whether or not the supervisor believes the incident or conduct involved constitutes harassment or discrimination. ~~The manager should immediately report the incident to Administration.~~ Any supervisor who fails to report any such incident or conduct to **Human Resources**~~a manager~~ or Administration may be subject to disciplinary action as set forth in this policy, up to and including termination.

In reporting alleged harassment or discrimination, the employee must provide such information as is necessary for WFRC to promptly investigate and remedy the alleged harassment or discrimination. WFRC will ~~endeavor to~~ investigate each complaint of harassment and discrimination and take appropriate action as warranted by each situation, including possible disciplinary steps **up to and including** ~~or~~ termination.

WFRC will not tolerate retaliation or adverse employment action against any individual who

reports any alleged incident ~~of~~ or participates in the investigation of harassment or discrimination. ~~and will take~~ Corrective action, up to and including termination, **will be taken** against any **retaliatory acts toward an individual** ~~an individual~~ who harasses, embarrasses, ~~demeans, or retaliates in any respect against any individual~~ who reports or participates in the investigation of any alleged incident of harassment or discrimination.

Americans with Disabilities Act

~~It is WFRC's intent to fully comply with the Americans with Disabilities Act and thus to will~~ provide reasonable accommodations to allow qualified people with disabilities to apply for and perform their jobs. **Employee is responsible for informing their supervisor of any** ~~if you have a~~ disability that affects ~~your job performance, let your manager know as soon as possible. We will then discuss with you the reasonable accommodations we may be able to provide to enable you to perform the essential functions of your job.~~ **an employee** ~~you~~ becomes unable to perform ~~your~~ essential job functions, even with reasonable accommodation, **WFRC will assist in** ~~we will assist you in~~ identifying other jobs that may become available and for which **the employee** ~~you~~ may be ~~otherwise~~ qualified. As with other aspects of ~~WFRC's Equal Employment Opportunity Policy, harassment or discrimination based on disability should be reported through the policy reporting procedures.~~ ¶

Section 10 – Acceptable Use Policy for Information Technology Resources

The purpose of the information technology resources ~~(e.g. E-Mail, Voice Mail, Computer Equipment, Facsimile, the Internet)~~ provided by WFRC is to assist staff in achieving the mission and goals of WFRC. ~~Effective use of these resources is of primary concern.~~ Incidental and occasional personal use is permitted, as long as such use occurs on the employee's personal time and does not violate existing rules and policies, involve a for-profit personal activity, involve lewd or distasteful activities ~~which may create a hostile environment for other employees~~, involve illegal activities, or have the potential to harm WFRC. Any costs incurred for personal use must be reimbursed to WFRC.

Privacy and Confidentiality Implications

WFRC is committed to respecting the rights of its employees, including a reasonable expectation of privacy, however, it is also responsible for servicing and protecting its electronic communication networks **and data**. WFRC has the right to access and disclose the contents of electronic files, as required for legal, audit or legitimate operational or management purposes. There is **NO** guarantee of privacy or confidentiality and it is therefore recommended that employees do not store or transmit personal information on WFRC equipment. E-mail or other electronic files may be accessible through the discovery process in the event of litigation. Each of these technologies create a 'record' and may be subject to judicial use or a Governmental Records Access Management Act (GRAMA) request for information.

Responsibilities for employees

1. Access only files or data that are your own, that are publicly available or to which you have been given authorized access.
2. Use resources efficiently and productively. Refrain from monopolizing systems, overloading networks with excessive data, playing games or wasting supplies.

3. Keep passwords confidential and change them from time to time.
4. Use of virus detection software is required on all WFRC equipment and all disks, drives, and files brought in from outside sources should be scanned.
5. Adhere to copyright law regarding use of software.
6. DO NOT distribute offensive, abusive or harassing statements, emails, jokes, or the like which disparage others based on race, national origin, sex, age, disability, sexual orientation, or political or religious beliefs. DO NOT distribute incendiary statements which might incite violence or promote the use of weapons or devices associated with terrorist activities. DO NOT view or distribute or solicit sexually oriented messages or images. DO NOT distribute any materials in violation of federal, state or local law.

Unacceptable Use of Information Resources

- Illegal use.
- Religious or partisan political lobbying.
- Copyright infringement.
- Unnecessary use of resources.
- Viewing, distributing or soliciting sexually oriented material.
- Security violations, accessing records or data that you are not authorized to access.
- Knowingly or negligently inadvertently spreading computer viruses.
- Distributing junk mail such as advertisements, chain letters or unauthorized solicitations.
- Unauthorized distribution of confidential information.

Section 11 – Ethics

WFRC employees are expected to maintain high standards of personal and professional integrity, truthfulness, and honesty, and WFRC employees are subject to the provisions of Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act. WFRC employees must not engage in any behavior on behalf of or while representing WFRC that is considered fraudulent, wasteful or abusive such as: ~~The following are examples of prohibited behavior:~~

- Improper disclosure of private, protected or controlled information.
- Use of official position to secure special compensation, gifts (valued over \$50) or privileges.
- Engagement in other employment that would impair independence or good judgment in the performance of his/her duties.
- Engagement in any activity which is, or appears to be, in conflict with his/her public duties.
- Failure to comply with public disclosure and transparency regulations.
- Improper destruction or obfuscation of public records and information.

Employees are encouraged to report any violations or suspected violations to anyone in management, the Chair of WFRC, or the Council's independent external auditor. Reports may be made anonymously if warranted. No adverse action will be taken against an employee who makes such a report in good faith.

Violation of this policy is subject to disciplinary action up to and including termination. As a condition of

employment, all WFRM employees are required to sign an annual agreement acknowledging that they received a copy and agree to abide by all terms of this policy.

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CHAPTER V LEAVE

Leave is an authorized absence during regularly scheduled work hours. Leave may be authorized by the Executive Director with or without pay. An employee who is absent without permission ~~is considered unauthorized absence, and~~ shall be subject to disciplinary action up to and including dismissal. The Executive Director or Area Coordinators shall approve all leave requests except their own; Executive Director leave requests will be reviewed by the WFRC Chair or, in the absence of the Chair, the Vice-Chair.

Section 1 – Vacation Leave

Employees earn vacation for each full calendar month of employment. The amount earned is based on years of service as follows:

- 1 – 5 years – 8 hours per month or 96 hours per year
- 6 – 10 years – 10 hours per month or 120 hours per year
- 11 -15 years – 12 hours per month or 144 hours per year
- 16 years and over – 13.33 hours per month or 160 hours per year

Regular part-time employees earn vacation prorated based on hours worked (e.g., an employee who works 24 hours per week would earn vacation at the rate of 60% of the schedule shown above). No ~~vacation~~ accrual is ~~not earned on~~ made for unpaid time.

Employees of WFRC may carry forward into the next calendar year accrued vacation leave up to a maximum of 40 days or 320 hours. Once an employee has reached the maximum accrual, no ~~additional~~ further monthly accrual will ~~occur~~ be made until the employee has taken vacation leave, and reduced their balance below the 320 hour threshold. ~~Vacation leave lost as a result of the employee reaching the maximum accrual may not be recovered in subsequent months regardless of the number of vacation hours used later in the year. For example: if an employee has an accrued vacation balance of 315 hours at the end of the month and during the subsequent month does not use any vacation and would normally accrue an additional 8 hours, in this instance they would only accrue 5 hours that subsequent month bringing them to the maximum accrual of 320 hours. If that same employee uses 40 hours the following month, they would only accrue 8 hours and the 3 hours lost as a result of reaching the maximum accrual would not be recovered at the later date.~~

Upon termination of employment an employee shall be paid for the unused portion of his/her accumulated vacation leave up to ~~20-40 days (160 hours)~~, provided he/she has completed six consecutive months of service and has terminated without cause. ~~Employees with over 20 years of service upon termination shall be entitled to the maximum payout of 40 days (320 hours) of accumulated vacation leave.~~

No employee may be allowed vacation leave with pay for any period of time beyond, or in advance of, time already accrued. An exception may be made in an employee's first year of employment: with the prior written approval of the employee's Area Coordinator/Supervisor and Executive Director, an employee may borrow up to 40 hours of vacation time from their first year expected accruals, with the understanding that if their employment is terminated prior to the accruals being met, any used vacation time not yet earned as of the termination date will be deducted from their last paycheck.

Taking any vacation leave without authorization may be ~~cause reason~~ for disciplinary action.

Section 2 – ~~Healthcare~~Sick Leave

~~Healthcare~~Sick leave may be used when employee ~~or member of employee's family, employee's spouse, employee's child, or employee's parent~~ are incapacitated by sickness or injury; for medical, dental, or optional diagnosis or treatment; to avoid exposure to a contagious disease when the attendance at duty jeopardizes the health of others; for well care health screenings or examinations, ~~and fitness related activity by the employee.~~ False or fraudulent use of health care leave shall be cause for disciplinary action and may result in dismissal. Reasonable limits may be imposed by the Executive Director.

All employees holding full-time and permanent positions accumulate ~~healthcare~~sick leave at the rate of one day per month. Regular part-time employees accumulate ~~healthcare~~sick leave pro-rated based on hours worked.

~~Employees are allowed to convert unused healthcare sick leave to cash payments upon termination of employment.~~

1. At the end of each fiscal year a portion of employee ~~healthcare~~sick leave may be cashed out, converted or carried over as follows:
 - 0-40 hours of accrued ~~healthcare~~sick leave: must be carried over to the next fiscal year
 - 41-80 hours: employee may choose to cash out, contribute to a ~~retirement~~deferred savings plan, convert to vacation leave, or carry over these hours to next fiscal year
 - 81+ hours: employee must choose to cash out, contribute to a ~~retirement~~deferred savings plan or convert these hours to vacation leave
2. A doctor's certificate may be required for healthcare leave in excess of three working days.
3. ~~Healthcare~~Sick leave must be reported by the employee at the same time ~~healthcare~~sick leave is needed.

~~Upon termination of employment an employee shall be paid for the unused portion of his/her accumulated healthcare leave up to 96 hours, provided he/she has completed six consecutive months of service and has terminated without cause.~~

Section 3 – Family Medical Leave (FMLA ~~leave~~)

1. WFRC employees who have been employed by WFRC for at least one year and for at least 1,250 hours during the preceding 12-month period are eligible for FMLA leave. Employees claiming FMLA leave will be returned to the same or equivalent position at the end of the leave period granted pursuant to this policy.
2. ~~FMLA leave will consist of appropriate paid leave or unpaid leave.~~ WFRC will provide the first 80 hours at 2/3 pay for any employee with a qualifying FMLA event. ~~This benefit may only be used once for FMLA or short term disability within the same 12 month period.~~ After the first 80 hours of FMLA leave, ~~at 2/3 pay~~ the employee must use all of ~~their his or her~~ accrued paid leave, including vacation leave and ~~healthcare~~ sick leave. ~~In some cases, short-term disability may also be available.~~ The remainder of the leave period will then consist of unpaid leave.

3. Eligible employees who meet the applicable time of service may be granted FMLA leave consisting of appropriate accrued paid leave and unpaid leave for a period of 12 weeks, or 26 weeks pursuant to paragraph 5, during the 365 days following the invocation of FMLA leave. Leave may be used taken intermittently or on a reduced work schedule with health care provider's certification, as long as the total does not exceed 480 hours or 12 weeks. FMLA leave may be taken for the following reasons:
 - a. The birth of ~~at the employee's child~~ or to care for a newborn child and in order to care for the child;
 - b. The placement of a child with the employee for adoption or foster care;
 - c. To care for a spouse, child or parent who has a serious mental or physical health condition; or
 - d. A serious health condition that renders the employee incapable of performing the functions of his or her job.
 - e. Because of any qualifying exigency (as the Secretary of Defense shall, by regulation, determine) arising out of the fact that the spouse, ~~child or a son, daughter~~, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (26 weeks maximum within a 12 month period)
4. ~~The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of birth or placement.¶~~
5. ~~An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered military service member shall be entitled to a total of 26 work weeks of leave during a 12 month period to care for the service member. The leave described in this paragraph shall only be available during a single 12 month period.¶~~
6. ~~During the single 12 month period described in paragraph 5, an eligible employee shall be entitled to a combined total of 26 work weeks of leave under paragraphs 3 and 5. Nothing in this paragraph shall be construed to limit the availability of leave under paragraph 3 during any other 12 month period.~~
7. In all cases, an employee requesting leave under this policy must complete an "Application for Family Medical Leave" and return it to their supervisor with a copy to Human Resources department. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.
8. An employee intending to take FMLA leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the supervisor and human resource department as soon as the necessity for the leave arises.
9. An application for leave based on a serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by a healthcare provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts of the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. In the case of a serious health condition,

WFRC may, at its own expense, require a second medical opinion as a condition of approved leave. A "Medical Certification Statement" is not required for the birth of a child.

- ~~10. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. ¶~~
11. During a period of FMLA leave, an employee will be retained on WFRC's health plan under the same conditions that applied before leave commenced. To continue health coverage the employee must continue to make ~~their~~any contributions that he or she made to the plan before taking leave. Failure of the employee to pay ~~their~~ his or her share of the health insurance premium may result in loss of coverage. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse WFRC for payment of health insurance premiums during the leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or for circumstances beyond the employee's control.
12. An employee is not entitled to the accrual of any seniority or other employment benefits, including, but not limited to, vacation and sick leave accrual and retirement contributions, during any period of unpaid FMLA leave. However, an employee who takes FMLA leave will not lose any employment benefits that accrued before the date leave began.
13. An employee eligible for FMLA leave will be restored to his or her former position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. WFRC cannot guarantee that an employee will be returned to his or her original job.
14. An employee must complete a "Notice of Intention to Return from Family Medical Leave" before he or she can be returned to active status. If the employee was on FMLA leave for a serious health condition that prevented the employee from performing the duties of his or her job, the employee must submit a signed "Health Provider Release" form. If an employee wishes to return to work prior to the expiration of the FMLA leave of absence, written notice must be given to the employee's supervisor and ~~the Human Resources department~~ at least five business days prior to the employee's planned return.
15. The failure of an employee to return to work upon the expiration of FMLA leave will subject the employee to immediate termination unless an extension is granted. An employee ~~who requests an extension of FMLA leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent,~~ must submit a request for an extension, in writing, to the employee's supervisor and Human ~~R~~Resources ~~department~~. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period. Approval of the request for extension will be considered on its merits and is subject to the approval of the Executive Director.
- ~~16. Application for FMLA leave, medical certification statements and other notices shall be on forms approved and prepared by the Human Resources department. ¶~~

Section 4 – Leave of Absence without pay

The Executive Director may grant a leave of absence without pay in extraordinary circumstances.

Section 5 – Military Leave

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), WFRC ~~is required to~~ will grant an unpaid military leave of absence to any employee who requests such leave in order to perform service in the uniformed services. ~~It is the policy of WFRC to comply with USERRA and all other state, federal and local laws. In case of any conflicts between this policy and federal, state or local laws, such applicable laws shall control, subject to conflict of law principles.~~

It is the employee's responsibility to give notice of both the need for military leave. ~~It is the employee's responsibility to notify WFRC and when they are ready for reemployment after military duty.~~

~~Contact the Human Resources Representative for more specifics.~~

Section 6 – Court Leave

WFRC employees shall not lose regular employment pay or time while serving on jury duty. If the dollar amount received for jury duty is less than an employee's WFRC salary, WFRC will pay the difference between the amount paid and full salary on receipt of a voucher showing the amount received for jury duty.

Section 7 – Funeral and Compassionate Leave

Time off with pay ~~may be granted to an~~ will be granted a regular ~~(full or part-time)~~ employee who suffers the loss of a member of his/her ~~immediate~~ family. ~~Immediate family shall mean the employee's parents, step-parents, grandparents, brothers, sisters, wife, husband, children, grand-children, mother-in-law, father-in-law, grandparents-in-law, sister-in-law, and brother-in-law.~~ In the event of a death of a member of the employee's ~~immediate~~ family, the employee will be paid his/her regular base pay for scheduled work time a maximum of five days. In the case of grave illness an employee may be granted compassionate leave to attend the ailing ~~immediate~~ family member in lieu of funeral leave. Compassionate leave will have the same time limitations as funeral leave. An employee who uses a portion of the five (5) day funeral leave for compassionate leave may use the remainder upon death of the ~~immediate~~ family member, however the total time may not exceed five days. If additional time is needed the employee may use Sick Leave or Vacation Leave, if available. If other paid leave is not available, the employee may request leave without pay.

Section 8 – Administrative or Emergency Leave

Administrative or Emergency leave may be granted by the Executive Director, ~~or designee in the Executive Director's absence,~~ to full-time and part-time regular employees. ~~Such leave is recorded as "Other" on the employee's timesheet.~~ Administrative or Emergency leave will not be charged against the employee's vacation, sick, or compensatory leave balances.

Administrative or Emergency leave may be granted under, but not limited to, the following:

- Hazardous conditions, including dangerous weather conditions.
- During declared States of Emergency or Disaster on either local, state or federal levels.
- When supply chain or other disruptions make it impractical to complete assigned work.

The Executive Director may impose administrative leave pending the investigation of employee misconduct. Administrative leave under this paragraph is not a disciplinary action. The period of leave shall not be longer than is reasonably necessary to complete the investigation into the alleged misconduct. The Executive Director may also impose administrative leave if the conduct of an employee, in the sole discretion of the Executive Director, endangers the peace and safety of others, or poses a

threat to the public interest.

CHAPTER VI TERMINATIONS, DISCIPLINE, ~~AND APPEALS AND PERFORMANCE~~ EVALUATION

Section 1 – Resignations

All resigning employees shall present their reasons for resignation to their immediate supervisor, who will then forward the written resignation to the Executive Director and Human Resources. The letter of resignation will then be filed in the employee's personnel file.

Notification of at least two weeks is requested for all resignations.

Section 2 – Dismissals and Layoffs

The Executive Director may dismiss or layoff an employee under the following conditions:

1. When the position in which the employee has been assigned is abolished.
2. When funds are no longer available for that particular position.
3. When the employee demonstrates unsatisfactory performance in his/her work and documented disciplinary action has proven unsuccessful.
4. When the employee violates state or federal law or WFRC rules, policies or procedures, including those set forth in this Personnel Policy.

All regular personnel subject to termination have the right to make appeals as outlined in the appeals section.

Section 3 – Discipline

~~The WFRC discipline policy provides a means of ensuring efficient and effective personnel practices. Both employees and supervisors must attempt to correct errors and faults which conflict with the rules and sound judgment of the WFRC management.~~

Disciplinary action serves two purposes; first, to redirect or correct an employee who has been delinquent, irresponsible, or has failed to perform in a satisfactory manner. Second, the action serves as a warning or to deter future misconduct. Under typical circumstances WFRC generally practices endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Discipline will normally begin at the lowest level, unless circumstances dictate more severe discipline. Severe incidents or unsatisfactory performance may require a higher level of discipline, including termination, without being preceded by lesser forms of discipline.

1. **Oral Reprimand** – The employee’s Area Coordinator (AC) will discuss the unsatisfactory areas of his/her work or behavior and provide instructions as to how improvement can be made. ACs will record name, date, and areas discussed as reference for future disciplinary problems and place that notation in the employee’s personnel folder.
2. **Written Reprimand** – A written reprimand will include a detailed statement of the problem, situation and remedy sought by the employee’s AC. The AC will discuss the written reprimand with the employee and ~~request have~~ the employee acknowledge by signature that they have received a copy of the written reprimand. Subsequent to receiving a written reprimand the employee’s performance and/or behavior while at work will be closely monitored to determine whether or not the problem has been rectified. A copy of the written reprimand will be retained in the employee’s personnel folder. A report of this action will be submitted to the Executive Director ~~and Human Resources~~ within five (5) business days of the action taken.
3. **Suspensions** – An employee may be suspended for violations of WFRC rules or regulations, for misconduct, or for unacceptable performance. The employee will be provided with written notice of the suspension and asked to acknowledge by signature that they have received a copy. The suspension is for a period not to exceed fifteen (15) business days and will be without pay. More than two suspensions per year is grounds for dismissal.

~~See number 6 below explaining how discipline involving suspensions, demotions or terminations will be handled.¶¶~~

4. **Demotion** – An employee may be demoted to a lesser position for serious violations of WFRC rules, continued misconduct, or other serious and detrimental misconduct.

~~See number 6 below explaining how discipline involving suspensions, demotions or terminations will be handled.¶¶~~

5. **Termination of Employment** ~~– Employment may be terminated for unacceptable performance, When steps 1 through 4 fail to rectify the problems and the if an employee continues to violate WFRC rules, or for severe, serious, or flagrant misconduct or for unacceptable performance the employee’s employment may be terminated.ended.¶¶~~

~~6. –~~

7. In the case of a suspension without pay, demotion, or termination, the employee will be given a written Pre-Disciplinary Notice setting forth the violation, including any policies, practices or regulations that have been violated; the conduct or unacceptable performance which violates those policies, practices or regulations; and the proposed discipline. The employee will then have five (5) business days to request a Pre-Disciplinary meeting with the Executive Director ~~or Human Resources~~.

At the Pre-Disciplinary meeting (if requested by the employee), the employee will have the opportunity to present his or her explanation of what occurred, explain any mitigating factors that should be considered, and any other evidence that the employee wants the Executive Director ~~or Human Resources~~ to consider. The employee may not call witnesses but may ask someone to accompany him or her to the meeting.

Within five (5) business days of the pre-Disciplinary meeting, the Executive Director ~~or Human~~

Resources will issue a disciplinary letter setting forth: 1) the policies, practices or regulations the employee has violated or ~~other~~ misconduct or unacceptable performance the employee has engaged in; 2) a brief recitation of the facts supporting the violation; and 3) the discipline that the employee will receive (i.e., a suspension, demotion, or termination). If the Executive Director or Human Resources decides not to issue any discipline, this will also be set forth in a letter to the employee. The employee will then have five (5) business days to appeal the discipline (if they choose) by following the steps outlined in Section 4.

Section 4 – Appeals Procedure

~~Oral or written reprimands may only be appealed to the Executive Director or Human Resources. An employee wishing to appeal a reprimand must submit a letter within five (5) business days of receiving the discipline to the Executive Director or Human Resources explaining their position and why they do not feel the discipline is warranted (or should be lessened.) The Executive Director or Human Resources will respond in writing within five (5) business days.~~

If a regular employee wishes to appeal a ~~reprimand, termination, demotion, or suspension,~~ demotion, or termination without pay, the employee must submit a written request for an appeal to the Executive Director or Human Resources within five (5) business days of receiving the discipline. The written request should set forth: 1) the discipline being appealed (include a copy of the discipline); 2) a brief statement of what occurred; 3) the relief the employee would like; 4) witnesses, if known; and 5) information on how the employee may be contacted. ~~The Executive Director or Human Resources will respond in writing within five (5) business days.~~

~~WFRC may will retain a neutral hearing officer to conduct a full and fair hearing. The employee may retain a lawyer to represent them (at their own expense) and will be allowed to call witnesses, cross examine witnesses presented by WFRC, present documentary and other evidence, and make opening and closing statements. The hearing shall be held at a place and time determined by the WFRC within thirty (30) calendar days of the disputed action. The hearing officer will prepare a written decision within twenty (20) calendar days of the hearing and serve it on both WFRC and the employee by mail, or email or both.~~

~~THIS SECTION WAS MOVED TO CHAPTER II SECTION 2~~Section 5 – Performance Evaluation

~~The purpose of the performance evaluation is to provide both the employee and the Area Coordinator (AC) the opportunity to review the employee's work record and behavior. The evaluation may include both negative and positive aspects of the employee's work but should focus on strengths and desired outcomes, and the employee-AC relationship as deemed essential by either or both parties. Although the employee's views must be considered, the responsibility of the AC is to ensure efficient and effective work performance.~~

~~¶~~

~~Evaluations may be given at any time to assist the employee in improving his/her situation. It is to the advantage of both the employee and AC to make the evaluation as effective as possible with well defined expectations and steps for improving performance when needed.~~

- ~~¶ An evaluation will be conducted at the discretion of the AC, but must be done at least once each year.¶~~
- ~~¶ The employee may request an evaluation at any time in an effort to improve a situation in which the employee feels a problem exists.¶~~
- ~~¶ A copy of the eEvaluations shall be signed by both employee and Area Coordinator and saved given to the employee following the meeting and another copy will be placed in the employee's personnel file of the employee.~~

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CHAPTER VII TRAVEL AND SUSTENANCE REIMBURSEMENT

Travel and sustenance expenses will be reimbursed to employees as follows:

Section 1 – ~~Travel~~ Reimbursement for ~~Travel by Private Automobile within the State~~

~~As authorized by the Executive Director, a~~An employee may use his/her own automobile to accomplish the work of ~~the~~WFRC. The employee shall be reimbursed for the use of his/her automobile at the GSA-published mileage rate. Mileage ~~calculations shall exclude normal commute to work miles. will be computed from the odometer reading or the latest official road map and will be limited to the most economical, usually traveled routes.~~ Any staff member who is required to use his/her own automobile in the performance of ~~WFRC Council~~ business must carry automobile insurance to protect WFRC liability. It is recommended that such insurance be large enough to account for the increased risk due to increased use of the employee’s automobile. WFRC may utilize a Driver Qualification standard that would require employees to provide their driver’s license numbers to the Accounting Department for the purpose of obtaining monthly motor vehicle records.

Section 2 – ~~Reimbursement for Travel by Common Carrier within the State~~

~~As authorized by the Executive Director, actual transportation costs of travel by common carrier for work purposes will be reimbursed.~~

Section 3 – ~~Reimbursement for Travel Out of State~~

~~As authorized by the Executive Director, t~~Transportation costs for out-of-state travel by the most economical and ~~practical feasible~~ means will be paid. Travel time will be allowed for travel to and from the location of WFRC business. If additional travel time is taken, it will be deducted from annual leave. All air travel accommodations will be “coach” class ~~(unless upgrades are available without additional expense).~~

Meals and incidental expenses for out-of-state travel will be reimbursed at the GSA-published per diem rate for the area of travel. ~~If, except that if~~ a meal is provided as part of a work event, the employee will not be reimbursed for that portion of the per diem rate. Reimbursement for lodging will be made using the published GSA rate unless it can be demonstrated that a substitute rate should appropriately be used, e.g., if an employee attends an approved professional conference and stays at the hotel where the conference is being held.

Section 2 – Other Sustenance

Employees who are required to attend a meeting at which a meal is served that they have to pay for will be reimbursed for the cost of the meal. Employees who are required to attend a meeting outside a normal working day at which no meal is served may be allowed a meal expense. Prior approval for these expenses ~~is required. shall be obtained from the Executive Director.~~

CHAPTER VIII EMPLOYEE BENEFIT PROGRAMS

Section 1 - Health Insurance

WFRC offers a group health, ~~and dental~~ **and vision** insurance plan for all regular full-time ~~and regular part-time~~ employees **and their families** who work a minimum of 20 hours per week. Coverage is for the employee and his/her spouse and children subject to a 10% premium cost share. A description of specific benefits is available upon request. **Details of benefits plans are shared annually as updated by insurance carriers.**

~~Employees may purchase Retiree Health Insurance as allowed under the PEHP Group Health Insurance Plan. The full amount of the premium for Retiree Health Insurance is the responsibility of the employee.~~

Section 2 - Retirement

WFRC regular full-time ~~and regular part-time~~ employees who work a minimum of 30 hours per week are automatically enrolled in the Utah State Retirement System ~~non-contributory, defined benefit (pension) plan and a Utah State Retirement System defined contribution 401(k) plan.~~ **WFRC pays the cost of the non-contributory pension and may also make contributions to the 401(k).** **To be eligible for the Utah State Retirement pension an employee must average a minimum of 20 hours per week measured over a year, and be eligible for other benefits.**

Section 3 - Social Security

WFRC does not participate in the Social Security System. In lieu of a Social Security benefit, ~~if an~~ **WFRC will match a voluntary** employee ~~voluntarily contribution makes up to a 7.65% of salary contribution to~~ either a **Roth IRA, 457, or 401(k)** deferred savings plan administered by the Utah State Retirement System. ~~WFRC will match that contribution at 100%. The matching funds are contributed to the employee's Roth IRA, 457, or 401(k) account.~~ Employees may voluntarily elect to contribute more than 7.65%, up to the legal limit, ~~to either or both a 401(k) or Roth IRA, or 457 plan,~~ however WFRC will not match the contributions over 7.65%.

~~Employees are also able to voluntarily contribute to a ROTH IRA administered through the Utah State Retirement System.~~ ¶

¶

~~A description of the retirement benefit programs is available from the Accounting Department.~~ ¶

¶

Section 4 - ~~Workers~~**Worker's** Compensation, Disability, and Life Insurance

WFRC provides ~~Workers~~**Worker's** Compensation, ~~Disability and Life~~ insurance for all of its employees. ~~This insurance provides medical coverage and limited income for employees who are injured while, on the job. WFRC will assist employees to return to a safe and productive work environment. Although an employee may not be able to perform his/her regular job, WFRC will work with the employee to provide light duty assignments, if possible, based upon the employee's medical restrictions.~~ ¶



~~The Council also provides life and disability insurance to all regular full time and regular part time employees who work a minimum of 30 hours per week. A description of the insurance benefits is available from the Accounting office.~~

DRAFT

Section 5 – Flexible Spending Plan

Employees may participate in a Flexible Spending Plan for dental and other insurance premiums, out-of-pocket medical expenses and dependent care expenses. Contributions for out-of-pocket medical expenses and dependent care expenses are subject to IRS limitations. All contributions are deducted pre-tax from the employee's payroll check.

Section 6 – Time Release for Fitness Activity

Employees may ~~take be eligible for~~ up to 30 minutes 3 times per week to engage in fitness related activities as part of a Wellness Program during the work day. Employees who abuse the time release will lose the privilege for a period of not less than six months.

Section 7 – Staff Development and Educational Assistance Policy

WFRC will provide support for employee professional development activities, including related schooling up to fifty percent (50%) of the eligible school costs with a limit of \$1,500 available in any one calendar year, subject to policies established by the Executive Director.

Section 8 - Breastfeeding Policy

In accordance with Utah Breastfeeding Protection Act 13-7A-101 et seq, WFRC will support an employee for at least one year after the birth of their child. During this timeframe, an employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. WFRC has a designated private room with a small refrigerator and a door that locks from the inside for this purpose.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record. Discrimination against a breastfeeding employee in terms of privileges, compensation or conditions of employment will not be tolerated.

DATE: May 9, 2024
AGENDA ITEM: 6
SUBJECT: **Information:** Fraud Risk Assessment FY24
PREPARED BY: Marian Florence, Chief Financial Officer

BACKGROUND:

Wasatch Front Regional Council, along with all other Utah local governments, is required by the Utah State Auditor to conduct a Fraud Risk Assessment and present it to our board by the end of each fiscal year. This assessment is a self-scored questionnaire designed to evaluate existing policies, procedures, and personnel to determine a risk level to the entity for potential fraud. The score an entity receives, on the basis of this assessment, does not indicate fraud actually exists or doesn't exist within the organization.

The best approach to reducing the risk of fraud is a combination of (1) a commitment to and a culture of ethical conduct within the organization that starts with a tone set by leadership, and (2) the development of and adherence to adequate policies that are governed by these high ethical standards. Therefore, of utmost importance at WFRC is the support of the Executive Director and the members of the Budget Committee in establishing and maintaining such culture and policies.

WFRC regularly reviews and updates all accounting, administrative and personnel policies. As part of any update, we include reviews and recommendations as may be warranted by the Utah State Auditor's Office, WFRC's external independent auditors, outside legal counsel, our partner agencies, and of course WFRC staff and Budget Committee. Updated Accounting and Administrative policies were adopted by the full WFRC Council in January 2023. Included in this packet is the internally scored Fraud Risk Assessment Questionnaire from the Utah State Auditor's Office for FY24. **Overall WFRC remains in the "very low risk" category with a score of 365.** Following is a line-by-line explanation of how the questionnaire was scored.

1. WFRC received the highest score possible on the issue of **separation of duties**, which the State Auditor identifies as the single most important policy to reduce the risk of fraud, and we agree. Although we are a small organization with a small staff we have ensured that those who have custody of assets are not the same as those who account for assets.
2. WFRC received the highest score possible on the list of **written policies** due to the extensive review and regular update of our policies.
3. In March of 2022 WFRC hired a new Chief Financial Officer who is a **Certified Government Financial Manager (CGFM)**. WFRC accounting staff regularly consults with its external auditors on accounting and internal control matters as they arise.
4. Each January WFRC employees are required to sign a disclosure of potential conflicts of interest and an **Ethical Behavior** Pledge. These completed forms are on file.

5. Many of WFRC's board members complete **Fraud Risk training** through their primary public body, e.g., a city or county, and not through WFRC. It is recommended that board members view the Utah State Auditor's online training every four years.
6. The CFO has received at least 40 hours of **financial training** this year. The Accounting Specialist also received 40 hours of training, in finance and human resources.
7. WFRC's personnel policy states that any employee who suspects or knows of any fraud, waste or abuse of resources must report such to any member of the Area Coordinator team, senior management, or the external independent auditor. WFRC has established an email **fraud "hotline"** for any person that knows of or suspects fraud to report such. Further, any person making such a report is subject to whistleblower protections.
8. WFRC policies ensure that **internal auditing** is ongoing, and our Accounting and Administrative Policies formalize the controls in place. Our annual external audit examines internal controls.
9. The Council's Budget Committee acts as its **audit committee**. Each year they meet with the external independent auditor and discuss the results of the audit and any recommendations that arise from it. Certain members of the Budget Committee are interviewed individually by the independent audit team and asked to provide their input and perspective on the Council's financial statements, policies, procedures and accounting staff.

EXHIBITS:

Fraud Risk Assessment

CONTACT INFORMATION:

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Andrew Gruber (801) 824-0055, agruber@wfr.org



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 365 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	x	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	x	5
b. Procurement?	x	5
c. Ethical behavior?	x	5
d. Reporting fraud and abuse?	x	5
e. Travel?	x	5
f. Credit/Purchasing cards (where applicable)?	x	5
g. Personal use of entity assets?	x	5
h. IT and computer security?	x	5
i. Cash receipting and deposits?	x	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	x	20
a. Do any members of the management team have at least a bachelor's degree in accounting?		10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	x	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	x	20
7. Does the entity have or promote a fraud hotline?	x	20
8. Does the entity have a formal internal audit function?	x	20
9. Does the entity have a formal audit committee?	x	20

*Entity Name: Wasatch Front Regional Council

*Completed for Fiscal Year Ending: June 30, 2024 *Completion Date: May 3, 2024

*CAO Name: Andrew Gruber *CFO Name: Marian Florence

*CAO Signature:  *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.