

## October 5, 2015 DRAFT

**DATE:** October 22, 2015  
**AGENDA ITEM:** 4c  
**SUBJECT:** **ACTION:** Amend FY2016 Budget and Unified Planning Work Program (UPWP)  
**PREPARED BY:** Loveit Baumgardner

### BACKGROUND:

As WFRC completed FY'15 and we reviewed the final expenditures, actual spending came in lower than budgeted by approximately \$709,023. This resulted mainly from spending on some contractual items occurring more slowly than was anticipated, or from items that were added to the FY'15 budget in the later months but did not begin work until FY'16. As a result, the amount of funds that carried forward from FY'15 into FY'16 was higher than was anticipated, resulting in an increase in the FY'16 budget as some spending shifts from FY'15 to FY'16.

There are also several new funding sources reflected in the proposed amended FY'16 budget, including:

- \$216,950 in additional local matching funds for projects awarded to local communities under the Transportation & Land Use Connection (fka Local Planning Resource Program).
- \$9,071 for Unified Plan document development and website. The following organizations are partnering with WFRC on this work: Utah Department of Transportation, Utah Transit Authority and Mountainland Association of Governments.
- \$15,000 from Weber County Health Department to fund a program to help up to three municipalities to develop a Complete Streets policy proposal.
- \$250,000 from the State Community Impact Board to develop and/or aggregate data to assist in regional planning and management of natural and other resources (the work scope is summarized in the UPWP amendment attached).
- \$1,000,000 in State funds through UTA to hire a consultant to serve as Program Director for Phase II of the Mountain Accord project. The Mountain Accord Executive Board requested that WFRC be the contracting entity for the Program Director (the work scope is summarized in the UPWP amendment attached).

The amounts carried forward from FY'15 for ongoing projects, in combination with the new funds listed above, result in an overall increase to the FY'16 budget of approximately 41%.

Also contained in this proposed amended budget is the addition of a full-time Communications Specialist that will assist in providing support for the agency's strategic communications and public outreach consistent with WFRC's goals and priorities for FY16. Also contained is the addition of one-half year of a full-time Accounting Support Specialist as a result of the anticipated fiscal year end retirement of existing accounting support staff. This will enable us to make a seamless transition on accounting and human resource functions.

The adjustments described above, along with a few minor changes in other estimated expenditures, are reflected in the line items on the Expenditure by Function page. The adjustments also impact the projected carry-forward into FY'17, again reflecting on-going programs or multi-year projects that bridge the FY'16 and FY'17 years.

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

Also included in this packet is a financial report that shows the FY'16 budget and expenditures to date. It is anticipated that this report will be provided to the Council four times per year at their regularly scheduled meetings. The footnotes that accompany this report provide further details. This new information is being provided pursuant to state law.

**RECOMMENDATION:**

The WFRC Budget Committee and staff recommend that the Council take action “to amend the WFRCFY'16 Budget and Unified Planning Work Program as proposed.”

**CONTACT PERSON:**

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**EXHIBITS:**

Draft Amended Budget FY2016 with Footnotes

Draft Amendment to FY2015 and FY2016 Unified Planning Work Program

Financial Report as of August 31, 2015 with Footnotes

**DRAFT**  
**Amended Budget - October 22, 2015**  
**Wasatch Front Regional Council FY 2016 Budget**  
**Source of Funds**

	<b>2016</b> <small>As amended May 2015</small>	<b>2016</b> <small>As proposed Oct 22 2015</small>	<b>Change</b>	
<b>Federal Sources:</b>				
Federal Highway Administration - PL	1,827,326	2,106,819 <sup>1</sup>	279,493	15%
Federal Highway Administration - STP	1,100,000	1,168,267 <sup>1</sup>	68,267	6%
Federal Transit Administration - 5303	656,023	656,023	0	0%
Dept. of Housing and Urban Development	50,000	50,000	0	0%
Economic Development Administration	60,000	60,000	0	0%
<b>Total Federal Sources</b>	<b>3,693,349</b>	<b>4,041,109</b>	<b>347,760</b>	<b>9%</b>
<b>State Sources:</b>				
Utah GOMB (CPG match)	140,000	140,000	0	0%
Mountain Accord Phase II	0	1,000,000 <sup>2</sup>	1,000,000	
Community Impact Board	2,000	252,000 <sup>3</sup>	250,000	12500%
UDOT - Corridor Preservation SL County	24,408	24,616 <sup>1</sup>	208	1%
<b>Total State Sources</b>	<b>166,408</b>	<b>1,416,616</b>	<b>1,250,208</b>	<b>751%</b>
<b>Local Sources:</b>				
Special Project Funds	515,799	845,651 <sup>1,4,8</sup>	329,852	64%
Transit Sales Tax	102,613	135,634 <sup>1</sup>	33,021	32%
Local Contribution	316,964	316,964	0	0%
Equipment Purchases	45,000	45,000	0	0%
<b>Total Local Sources</b>	<b>980,376</b>	<b>1,343,249</b>	<b>362,873</b>	<b>37%</b>
<b>TOTAL SOURCES</b>	<b>4,840,133</b>	<b>6,800,973</b>	<b>1,960,841</b>	<b>41%</b>

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**Amended Budget - October 22, 2015**  
**Wasatch Front Regional Council FY 2016 Budget**

**Expenditure by Function**

Expenditure	2016	2016	Change	
	As amended May 2015	As proposed Oct 22 2015		
Salaries/Employee Benefits	3,148,283	3,263,283	5	115,000 4%
Contractual	1,046,000	2,686,385	6	1,640,385 157%
Equipment Purchase	45,000	45,000		0 0%
Equipment Use Charges	63,501	63,501		0 0%
Rent	90,674	90,674		0 0%
Building Operation/R & M	60,545	60,545		0 0%
Travel	62,370	62,370		0 0%
Training	33,571	38,831	7	5,260 16%
Printing and Publication	19,291	19,291		0 0%
Supplies/Software & Licenses	82,996	84,635	7	1,639 2%
Telephone/Data	38,418	38,418		0 0%
Audit and Accounting	17,734	17,734		0 0%
Dues & Subscriptions	14,520	20,110	7	5,590 38%
Insurance	14,219	16,752	7	2,533 18%
Legal	3,150	3,150		0 0%
Total Expenditures	4,740,272	6,510,679		1,770,408 37%
Amounts expected to carry into next FY	99,861	290,294	9	190,433 191%
<b>TOTAL BUDGET</b>	<b>4,840,133</b>	<b>6,800,973</b>		<b>1,960,841 41%</b>

**DRAFT**  
**Amended Budget - October 22, 2015**  
**Wasatch Front Regional Council FY 2016 Budget**

**Expenditure by Program**

Program	2016	2016	Change	
	As amended May 2015	As proposed Oct 22 2015		
Consolidated Transportation Planning Grant	3,393,059	3,734,652 1	341,593	10%
UTA Project Support	56,427	92,575 1	36,147	64%
Tooele Valley RTP Update	10,000	8,713 1	-1,287	-13%
Local Government Service	151,439	121,102 1	-30,338	-20%
Model Development (MAG)	55,000	55,000	0	0%
Salt Lake County Council of Governments	68,849	93,940 1	25,091	36%
Mobility Management	20,000	20,000	0	0%
CDBG	50,000	50,000	0	0%
Community Impact Board	2,000	252,000 3	250,000	12500%
Weber County Health - Complete Streets	0	15,000 4	15,000	
Joint Planning Studies	0	20,831 1,4	20,831	
Economic Development	120,000	120,000	0	0%
Corridor Preservation - Salt Lake County	24,408	24,615	207	1%
Utah State Legislative Consultant	62,000	62,000	0	0%
Mountain Accord Phase II	0	1,000,000 2	1,000,000	
Transportation & Land Use Connection	781,950	1,085,545 8	303,595	39%
Equipment Purchases	45,000	45,000	0	0%
<b>TOTAL EXPENDITURES</b>	<b>4,840,133</b>	<b>6,800,973</b>	<b>1,960,841</b>	<b>41%</b>

**DRAFT**  
**Amended Budget - October 22, 2015**  
**Wasatch Front Regional Council FY 2016 Budget**

**Local Contributions**

<b>County</b>	<b>2016</b>	<b>2016</b>	<b>Change</b>	
	As amended May 2015	As proposed Oct 22 2015		
Box Elder, 1 voting member	12,533	12,533	0	0%
Davis, 4 voting members	66,842	66,842	0	0%
Morgan, 1 voting member	12,533	12,533	0	0%
Salt Lake, 8 voting members	133,682	133,682	0	0%
Tooele, 1 voting member	12,533	12,533	0	0%
Weber, 4 voting members	66,842	66,842	0	0%
<b>TOTAL</b>	<b>304,965</b>	<b>304,965</b>	<b>0</b>	<b>0%</b>

Wasatch Front Regional Council

Draft FY 2016 Amended Budget – October 22, 2015

Footnotes

1. These changes include amounts budgeted in FY'15 but not spent prior to fiscal year end or changes in estimated amounts that were anticipated to be carried forward from FY'15. These changes reflect the multi-year nature of ongoing projects and many of these are expected to be completed in FY16 or FY17.
2. Includes \$1,000,000 in State funds through UTA to hire a consultant to serve as Program Director for Phase II of the Mountain Accord project. The Mountain Accord Executive Board requested that WFRC be the contracting entity for the Program Director.
3. The Community Impact Board has provided \$250,000 in funds to develop and/or aggregate data to assist in regional planning and management of natural and other resources. This is part of a statewide effort being undertaken for every county in Utah. WFRC will use these funds to contract for scientific, technical and local expertise to complete this project.
4. Includes additional Special Project Funds in the amount of \$9,071 to be provided by the Utah Department of Transportation, Utah Transit Authority and Mountainland Association of Governments for the Unified Plan document development and website. These funds will be used to hire a consultant to complete this project. It also includes additional funds in the amount of \$15,000 from the Weber County Health Department to fund a program to help up to three municipalities to develop a Complete Streets Policy Proposal.
5. The increase in salaries includes the addition of a full-time Communications Specialist to assist in managing the stakeholder database, producing communication publications, website management, and public involvement. It also includes one-half year of a full-time Accounting Support Specialist. The addition of this Accounting Support Specialist is in anticipation of fiscal year end staff changes allowing WFRC to make a seamless transition on accounting and human resource functions.
6. The bulk of the increase in Contractual expenditures results from two new projects, Mountain Accord Phase II Program Director and CIB natural and other resource planning and management, as well as an increase in local matching funds from grant awardees under the Transportation & Land Use Connection (fka Local Planning Resource Program). Contractual expenditures include: \$145,000 for travel model development; \$61,361 for Communications; \$100,000 for the Wasatch Front Central Corridor project; \$50,000 for legislative consulting; \$1,000,000 for Mountain Accord Phase II; \$10,000 for Active Transportation Benefits Study; \$11,760 for Street Design Tool Phase II; \$19,720 for Unified Plan document development and website; \$3,326 for Complete Streets workshops; \$3,140 for Provo Orem BRT Before/After Study; \$5,000 for strategic direction support; \$15,000 for Street Connectivity study; \$7,500 for Key TDM Enhancements; \$7,000 for Bike Share Regionalization study; \$15,000 Complete Streets Policy development (Weber County Health Dept.); \$4,020 for Unified Plan financial model update; \$250,000 for natural and other resource planning and management; \$907,718 for the Transportation & Land Use Connection (fka Local Planning Resource Program) community projects; and \$70,840 for other planning studies.
7. These increases reflect a change in estimate based on actual expenditures in FY15.

8. The increase in Transportation & Land Use Connection (fka Local Planning Resource Program) expenditures includes projects that were included in the FY15 budget and are still ongoing and additional expenses funded by matching funds from local communities for awarded projects.
9. The increase in amounts expected to carry forward into the next fiscal year is for projects that are not expected to be completed before the end of FY16 and will continue in FY17.