

MINUTES FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, March 24, 2025
5:00pm

1. **Board Members**

Brad Christensen
Jake Skog
Jenny Bonk
Heidi Steed
Devon Schechinger
Dallin Jones
Andrea Schaefer
Joseph Murphy

Board Members Not Present

Staff Present

Bret Montgomery, Rachel Molinari, Mike Atkinson, Sherif Basta, Owen Reeder, and Ben Luedtke – Department of Finance
Elizabeth Buchler – Information Management Services

2. **Business**

A. Welcome & Introductions

Ms. Molinari welcomed the CDCIP Board members and City staff then opened the meeting on March 24, 2025, at 5:00 p.m. She said that each person must state their name before commenting for the public record and reminded Board members to make sure their microphones were on while speaking.

The staff offered individual introductions. Mr. Skog then started the introduction of the CDCIP Board, and each member introduced themselves.

B. Overview of Funding Sources

Ms. Molinari explained that the approach in the past had been for the Board to start with the most restrictive funding sources first and then work their way back to the most flexible sources. She described Impact Fees funding as a fee imposed on new development projects in Salt Lake City to ensure existing levels of service would be maintained. Ms. Molinari continued to explain Class C funding, Funding our Future (FOF) Streets, FOF Other, FOF Transit, Quarter Cent Sales Tax, and the General Fund.

C. Discussions and Funding Recommendations

Spreadsheet Overview:

Mr. Atkinson provided an overview of the funding log spreadsheet, highlighting its resemblance to the one utilized in previous years, noting the eligibility details provided within. He explained that the sheet was in rank order by the Board member's scores and that he had created two distinct scenarios as a starting point for discussions: one entailing full funding for each project based on ranking, prioritizing the most restrictive funds first, and the other involving partial funding, again according to the Board's ranking. Mr. Atkinson added that he also built a summary tab to show the breakdown by various categories to assist the Board in its understanding of final decisions.

The Board had a detailed discussion about funding scenarios, focusing on the adoption of the provided example (scenario two) which allowed for partial funding of projects. Some members asked for clarification on how partial funding worked, with examples provided by Mr. Skog and Mr. Atkinson. Mr. Skog recommended prioritizing restricted funding sources and allocating remaining funds accordingly.

Mr. Murphy praised Mr. Atkinson for his efforts in providing a starting point for project funding.

Ms. Bonk questioned the funding log spreadsheet, which Mr. Atkinson explained was based on the Board's project rankings.

After thorough discussion, Mr. Christensen moved to approve funding for the projects as listed in the current version of the attached funding log. Ms. Bonk seconded the motion. Upon roll call, the motion was unanimously approved.

Mr. Christensen then introduced a contingency motion stating that if the City received additional funding, the funds should be allocated to projects according to the Board's ranking. Mr. Jones seconded the motion. Upon roll call, the motion was unanimously approved.

Ms. Steed proposed a contingency motion specifying that if the City received less funding than anticipated, funds should be deducted from the lowest-ranking program until the budget is exhausted, ensuring no projects receive partial funding. Ms. Bonk seconded the motion. Upon roll call, the motion was unanimously approved.

The spreadsheet and statistics summary are attached for reference.

D. Staff Updates

Ms. Molinari informed the Board of a potential restructuring that could divide it into two separate Advisory Boards—one under the Housing Stability Division focusing on Community Development grants and the other under the Finance Department overseeing the Capital Improvement Program. She noted that the City Council may reach a decision this summer and assured the Board that she would provide any updates as they become available.

E. Overview of Next Steps

Ms. Molinari outlined the remaining timeline for the CIP process, explaining that the Board's recommendations would be presented to the Mayor in early April 2025. The Mayor would then make budget recommendations to the Council in early May 2025. She noted that the Mayor's recommended CIP Budget Book would be published on the Finance Department's website and subsequently shared with the Board. She further explained that the Council would have until September 1, 2025, to finalize funding allocations for the CIP. Once adopted, the Council's CIP Budget Book would also be published on the Finance Department's website and shared with the Board.


Ms. Molinari concluded by thanking the Board for their dedication to Salt Lake City and expressing appreciation for their time and effort in ensuring a successful CIP process.

F. Approval of the Minutes

Mr. Christensen made a motion to approve the minutes from March 10, 2025, and March 17, 2025. Ms. Schaefer seconded the motion. The motion passed unanimously.

G. Adjournment

There being no further business, Mr. Skog declared the meeting adjourned at 7:21 PM.

X 

CDCIP Board Chair

This document along with the digital recording constitutes the official minutes of the CDCIP Board meeting held March 24, 2025.