

## AGENDA ITEM # 3

**DATE:** August 3, 2017

**SUBJECT:** University of Utah Gardner Policy Institute Population & Job Forecast to 2065

**PREPARED BY:** Shawn Eliot

**BACKGROUND:** The Governor's Office of Planning and Budget (GOMB) prepared population, housing, and employment projections for the state and each county in the state up until 2012. The state has moved this task to the newly formed Gardner Policy Institute at the University of Utah (GPI). Mountainland staff have worked collaboratively with GPI to develop the final 2017 projection series. GPI projections are out to 2065. The next set of estimates should occur in 2023 after the next decennial census in 2020.

**ANALYSIS:** The projections for Utah County are reasonable with historic trends with population close to the last projections produced in 2012. The state of Utah will almost double in population from 3m today to 5.8m in 2065.

**Utah County:** The 2017 GPI population and employment projections through 2065 are right in line with the 30-year historical trends. Population is not much different than the GOMB 2012 projections, slightly higher. Conversely, Utah County at 1.6m in 2016 approaches Salt Lake County's 1.7m population. Four of every 10 people of the total statewide growth will call Utah County home. Utah County adds over 1m people, more than the projected growth of Davis, Salt Lake, and Weber counties combined. Employment is higher this projection series. This is more in line with an urbanizing Utah County.

- 2015 | 585k pop, 312k jobs
- 2065 | 1.6m pop, 888k jobs

**PROJECTION USE:** The data projections are used for planning purposes only and are not used to distribute any federal, state, local, or sales tax monies. This data will be used by the MPO for transportation modeling and air quality conformity. Federal, state, and local governments as well as the private sector use this data for their planning activities. This fall, the MPO will also work with the municipalities to develop new projections for each area using this data as a county control total.

**RECOMMENDATION:** This is an information item only. This data is final.

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**ATTACHMENTS:** 2017 Demographic Projections

# STATE OF UTAH

State of Utah Official 2017 Projections



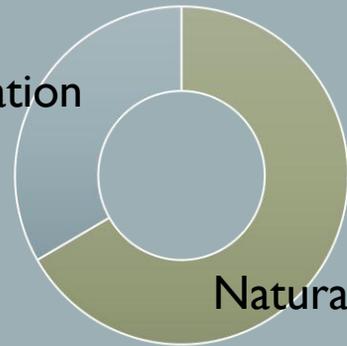
## POPULATION



## MIGRATION VS. BIRTHS



Net-Migration



Natural Increase

## EMPLOYMENT



# Utah County

State of Utah Official 2017 Projections



## POPULATION



- Adds more people than the rest of the Wasatch Front combined
  - Salt Lake adds 600k, Davis 209k, Weber 147k
- 37% of all growth statewide or 4 of every 10 new people will reside in Utah County

## EMPLOYMENT



# Utah's Long-Term Demographic and Economic Projections Summary

*Principal Researchers: Pamela S. Perlich, Mike Hollingshaus, Emily R. Harris, Juliette Tennert & Michael T. Hogue*

## Background

The Kem C. Gardner Policy Institute prepares long-term demographic and economic projections to support informed decision making in the state. The Utah Legislature funds this research, which is done in collaboration with the Governor's Office of Management and Budget, the Office of the Legislative Fiscal Analyst, the Utah Association of Governments, and other research entities. These 50-year projections indicate continued population growth and illuminate a range of future dynamics and structural shifts for Utah. An initial set of products is available online at [gardner.utah.edu](http://gardner.utah.edu). Additional research briefs, fact sheets, web-enabled visualizations, and other products will be produced in the coming year.

## State-Level Results

### Population

- Utah's population is projected to increase from approximately 3 million in 2015 to 5.8 million in 2065. This represents an increase of 2.8 million people with an annual average rate of change of 1.3 percent.
- The Utah population reached 3 million in 2015. Utah is projected to reach 4 million in 2032 (17 years after 2015), 5 million in 2050 (18 years after 2032), and 5.8 million in 2065.
- Though growth rates are projected to decelerate over the next 50 years, they are also projected to exceed national growth rates. Utah's growth in each decade ranges from 9.7 percent (2050-2060) to 16.7 percent growth (2010-2020). The national range is 4.4 percent (2050-2060) to 7.5 percent (2010-2020).

### Components of Population Change

- Utah's total fertility rate (average number of children born to a Utah woman in her lifetime) is projected to

continue the existing trend of a slow decline. From 2015-2065, rates are projected to decline from 2.32 to 2.29. These rates are projected to remain higher than national rates that move from 1.87 to 1.86 over a similar period.

- In 2065, life expectancy in Utah is projected to be 86.3 for women and 85.2 for men. This is an increase of approximately 4 years for women and 6 years for men. The sharper increase for men narrows the life expectancy gap traditionally seen between the sexes.
- Natural increase (births minus deaths) is projected to remain positive and account for two-thirds of the cumulative population increase to 2065. However, given increased life expectancy and declining fertility, the rate and amount of natural increase are projected to slowly decline over time.
- Net migration accounts for one-third of the cumulative population increase to 2065. Projections show the contributions of natural increase and net migration converging over time.

### Age Composition

- Utah's median age is projected to increase by seven and a half years, rising from 30.7 years in 2015 to 38.3 years in 2065. This is a result of declining fertility and increasing life expectancy, which contribute to a larger share of retirement age persons in the population.
- The share of the population ages 65 and older is projected to double over the next 50 years, rising from 10.2 percent of the population in 2015 to 20.3 percent in 2065.
- In 2015, Utah had 372 centenarians (people at least 100 years old). That number is projected to be nearly 20 times greater by 2065, reaching 6,846 centenarians.

INFORMED DECISIONS™

- The population ages 5-17 is projected to increase, but compose a smaller share of the population in 2065 than it does today. The school age population is projected to grow from 666,974 in 2015 to 996,717 in 2065, decreasing as a share of the total population from 22.3 percent to 17.1 percent.
- The dependency ratio is the population ages 0-17 and 65-plus per 100 persons ages 18-64. Utah's dependency ratio, which is higher than the national dependency ratio, is projected to rise in the next 50 years principally because of the aging population. The gap between Utah and U.S. dependency ratios is projected to decrease.

### **Households and Employment**

- The number of households is projected to grow steadily into the future, but average household size (persons per household) is projected to decrease from 2.99 in 2015 to 2.57 in 2065.
- Projections indicate stable employment growth as well as population growth.
- The fastest-growing industries between 2015 and 2065 are projected to be construction, professional and scientific services, health care, education, and arts, entertainment, and recreation.

## **County-Level Results**

### **Population**

- All counties are projected to grow over the next 50 years. Projected growth is most prevalent in Utah's largest counties adjacent to Salt Lake and Utah Counties, and in southwest Utah.

### **Utah County**

- Utah County is projected to have the largest numeric increase in population, adding over one million new residents to reach 1.6 million by 2065. The Utah County population nearly approaches the population of Salt Lake County by 2065.
- The Utah County population is projected to increase by 177 percent from 2015 to 2065, ranking it as the third fastest growing county over the projection period.
- By 2065, 28 percent of the state's population will reside in Utah County.
- Cumulatively, over the next fifty years, 37 percent of the state's population growth is projected to be in Utah County. This means nearly 4 of every 10 new Utah residents will live in Utah County.

### **Salt Lake County**

- Salt Lake County is projected to remain the most populous in the state, reaching nearly 1.7 million people.
- Salt Lake County is projected to add nearly 600,000 new residents by 2065 and capture 21 percent of the total state population growth.

### **Washington County**

- Washington County is projected to have the most rapid rate of growth among all counties (229 percent increase over the next 50 years).
- The population in Washington County is projected to grow to over half a million (509,000) by 2065.
- Washington County is projected to surpass Weber County to become the fourth most populous county in the state.

### **"Ring" Counties**

- The population of the metropolitan area is projected to geographically expand beyond the four Wasatch Front urban core counties into four accessible surrounding counties.
- Wasatch County is projected to have the second highest percentage increase in the state (187 percent over 50 years). It has strong commuting ties to Summit, Salt Lake, and Utah Counties.
- Juab County is projected to have the fourth most rapid percentage growth in the state (172 percent increase over 50 years). This growth is especially tied to the Utah County growth dynamic.
- Morgan County is projected to have the fifth most rapid growth rate in the state (122 percent over 50 years). It has strong commuting ties to Weber, Davis, and Salt Lake Counties.
- Tooele County is projected to be the sixth most rapidly growing population in the state (112 percent increase over the next 50 years). It has strong commuting ties with Salt Lake County.

### **Households**

- Over the next 50 years, Utah County is projected to capture 31 percent of the state's household growth. Counties with rapid population growth rates also tend to have high household growth rates. Growth rate rankings among the top five counties are identical, except in the cases of Utah and Juab Counties. Utah County has the third highest population growth rate, but the fourth highest household growth rate. Juab rankings are the reverse. This occurs because of the relatively large household sizes (persons per household) in Utah County.

- Utah County is projected to add 382,000 new households, the most of any county. Salt Lake County ranks second, with an additional 310,000 households. Washington County is projected to add 150,000 households, the third highest among all counties. The fourth largest increase in households is projected for Davis County, with 102,000 net new households. These four counties account for over three-quarters of projected household growth over the next 50 years.

### ***Employment***

- Salt Lake County is projected to maintain its role as the dominant employer in the state. By 2065, it is projected to employ 4 of every 10 workers in Utah, down slightly from its current level of 45 percent. The capital county is projected to create 610,000 new jobs, over one-third of the state's net employment growth.
- Utah County is projected to add 576,000 jobs and increase its share of total state employment from 17 percent to nearly one quarter (24 percent) of all state jobs. This is an increase of 185 percent, the highest growth rate among counties. One in three of the state's new jobs are projected to be in Utah County.
- Davis County is projected to add 156,000 net new jobs, ranking third in absolute growth behind Salt Lake and Utah Counties.
- Washington County employment is projected to increase by 153 percent by 2065, the second highest percentage growth behind Utah County. It is projected to add 131,000 jobs.

**Table 1  
Utah Population by County  
2015-2065**

County	2015	2025	2035	2045	2055	2065	Absolute Change 2015-2065	Percent Change 2015-2065	Rank
Beaver	6,710	7,408	8,017	8,606	9,068	9,649	2,939	44%	26
Box Elder	52,971	60,984	67,664	74,440	80,334	86,218	33,247	63%	11
Cache	121,855	146,338	171,969	195,325	212,908	234,744	112,890	93%	7
Carbon	21,164	24,343	26,870	29,069	31,240	33,144	11,980	57%	16
Daggett	1,113	1,232	1,387	1,502	1,603	1,723	610	55%	17
Davis	336,091	385,800	428,627	474,028	510,712	544,958	208,867	62%	12
Duchesne	20,821	24,277	26,596	29,178	31,205	33,153	12,332	59%	14
Emery	10,659	11,550	12,507	13,345	14,226	15,364	4,706	44%	25
Garfield	5,164	5,845	6,405	6,697	7,083	7,509	2,345	45%	24
Grand	9,757	11,182	12,203	13,266	14,139	14,794	5,037	52%	21
Iron	49,406	59,900	67,803	74,812	81,589	89,599	40,193	81%	8
Juab	11,071	15,789	19,925	23,307	26,498	30,069	18,998	172%	4
Kane	7,271	8,684	9,611	10,179	10,736	11,446	4,175	57%	15
Millard	13,104	14,403	15,619	16,605	17,435	18,617	5,514	42%	28
Morgan	11,080	15,613	19,349	21,357	22,678	24,605	13,525	122%	5
Piute	1,631	1,699	1,872	1,938	1,995	2,149	518	32%	29
Rich	2,353	2,535	2,773	2,992	3,158	3,380	1,027	44%	27
Salt Lake	1,094,650	1,249,961	1,361,099	1,470,574	1,594,804	1,693,513	598,863	55%	18
San Juan	15,902	17,932	19,330	20,562	21,775	23,316	7,413	47%	23
Sanpete	29,088	33,696	38,580	41,682	44,609	49,590	20,502	70%	10
Sevier	21,238	24,494	26,896	28,879	30,774	32,802	11,563	54%	20
Summit	39,278	46,404	54,706	60,644	65,624	70,750	31,472	80%	9
Tooele	63,262	83,922	102,338	115,463	125,291	134,272	71,010	112%	6
Uintah	37,396	42,077	45,978	50,609	54,523	57,766	20,370	54%	19
Utah	585,694	768,346	968,498	1,192,304	1,396,997	1,620,246	1,034,552	177%	3
Wasatch	28,613	42,027	54,218	64,526	73,042	82,018	53,406	187%	2
Washington	154,602	219,019	286,768	355,549	429,295	508,952	354,350	229%	1
Wayne	2,725	2,985	3,363	3,593	3,792	4,130	1,405	52%	22
Weber	242,737	286,593	317,344	344,025	368,635	389,334	146,597	60%	13
<b>State Total</b>	<b>2,997,404</b>	<b>3,615,036</b>	<b>4,178,317</b>	<b>4,745,057</b>	<b>5,285,767</b>	<b>5,827,810</b>	<b>2,830,406</b>	<b>94%</b>	

Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Table 2  
Utah Households by County  
2015-2065**

County	2015	2025	2035	2045	2055	2065	Absolute Change 2015-2065	Percent Change 2015-2065	Rank
Beaver	2,399	2,806	3,161	3,456	3,697	3,995	1,596	67%	22
Box Elder	17,711	21,572	25,058	28,249	30,865	33,826	16,116	91%	13
Cache	37,645	47,540	57,627	66,376	73,831	83,168	45,523	121%	7
Carbon	8,114	9,558	10,824	11,893	12,889	13,928	5,813	72%	20
Daggett	504	567	568	611	659	675	171	34%	29
Davis	106,535	130,716	154,027	174,162	190,571	208,380	101,845	96%	12
Duchesne	6,771	8,102	9,198	10,149	10,992	11,804	5,033	74%	19
Emery	3,836	4,441	5,006	5,420	5,918	6,509	2,673	70%	21
Garfield	2,048	2,351	2,561	2,698	2,821	3,026	977	48%	27
Grand	4,270	5,177	5,955	6,616	7,212	7,680	3,410	80%	18
Iron	16,690	21,996	25,902	29,242	32,663	36,796	20,105	120%	8
Juab	3,526	5,306	7,152	8,760	10,282	11,945	8,419	239%	3
Kane	3,070	3,825	4,232	4,423	4,675	5,033	1,963	64%	23
Millard	4,578	5,300	5,956	6,371	6,815	7,428	2,850	62%	24
Morgan	3,485	5,254	6,926	7,992	8,832	9,804	6,319	181%	5
Piute	696	762	839	854	864	954	258	37%	28
Rich	888	1,009	1,105	1,204	1,287	1,379	491	55%	26
Salt Lake	379,320	454,929	521,352	579,472	635,143	689,490	310,170	82%	16
San Juan	5,146	6,489	7,635	8,591	9,514	10,539	5,393	105%	10
Sanpete	8,611	10,865	12,793	14,192	15,744	17,937	9,326	108%	9
Sevier	7,553	9,279	10,559	11,548	12,526	13,629	6,076	80%	17
Summit	15,044	19,126	23,289	26,140	28,300	30,357	15,313	102%	11
Tooele	20,707	30,108	38,929	45,686	51,099	55,536	34,829	168%	6
Uintah	12,390	14,773	17,175	19,366	21,255	22,954	10,564	85%	15
Utah	164,270	228,671	301,558	380,404	459,411	546,481	382,211	233%	4
Wasatch	9,329	14,934	20,301	24,921	29,077	33,104	23,776	255%	2
Washington	55,377	83,595	111,434	139,895	171,615	204,976	149,599	270%	1
Wayne	1,134	1,301	1,450	1,547	1,657	1,813	679	60%	25
Weber	85,795	105,945	123,153	137,384	148,917	160,949	75,154	88%	14
<b>State Total</b>	<b>987,442</b>	<b>1,256,295</b>	<b>1,515,728</b>	<b>1,757,619</b>	<b>1,989,132</b>	<b>2,234,094</b>	<b>1,246,652</b>	<b>126%</b>	

Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Table 3  
Utah Employment by County  
2015-2065**

County	2015	2025	2035	2045	2055	2065	Absolute Change 2015-2065	Percent Change 2015-2065	Rank
Beaver	4,047	4,712	5,121	5,471	5,800	6,136	2,089	52%	29
Box Elder	26,715	32,201	36,043	39,430	42,740	45,989	19,274	72%	16
Cache	73,119	89,331	102,066	113,435	124,227	134,247	61,128	84%	8
Carbon	11,266	13,974	15,796	17,285	18,629	19,923	8,657	77%	13
Daggett	634	748	832	914	998	1,084	450	71%	17
Davis	172,614	215,258	246,967	275,547	302,616	328,512	155,898	90%	6
Duchesne	12,581	15,695	17,285	18,374	19,318	20,384	7,803	62%	22
Emery	5,036	5,910	6,545	7,180	7,840	8,559	3,523	70%	18
Garfield	3,420	4,063	4,461	4,814	5,144	5,453	2,033	59%	24
Grand	7,569	9,326	10,466	11,492	12,480	13,437	5,868	78%	12
Iron	23,894	29,036	32,971	36,513	39,895	43,126	19,232	80%	11
Juab	5,112	6,214	7,083	7,860	8,626	9,398	4,286	84%	7
Kane	4,799	5,554	6,106	6,591	7,016	7,375	2,576	54%	27
Millard	6,846	7,893	8,644	9,344	10,007	10,633	3,787	55%	25
Morgan	4,456	5,527	6,409	7,258	8,141	9,079	4,623	104%	4
Piute	633	713	781	847	911	975	342	54%	26
Rich	1,445	1,686	1,878	2,054	2,219	2,374	929	64%	21
Salt Lake	844,316	1,053,362	1,182,092	1,293,225	1,385,240	1,454,567	610,251	72%	15
San Juan	6,386	7,738	8,684	9,447	10,146	10,850	4,464	70%	19
Sanpete	11,990	14,254	16,074	17,725	19,338	20,924	8,934	75%	14
Sevier	11,938	14,564	16,114	17,302	18,302	19,220	7,282	61%	23
Summit	39,799	49,973	57,240	64,008	70,583	76,693	36,894	93%	5
Tooele	21,331	26,266	29,791	32,892	35,814	38,583	17,252	81%	10
Uintah	19,161	23,817	26,497	28,496	30,283	32,179	13,018	68%	20
Utah	311,650	423,013	520,050	629,808	753,266	887,896	576,246	185%	1
Wasatch	14,111	17,957	21,049	23,972	26,929	29,967	15,856	112%	3
Washington	85,410	123,225	154,444	180,362	200,966	216,247	130,837	153%	2
Wayne	1,763	2,141	2,414	2,668	2,927	3,204	1,441	82%	9
Weber	131,651	169,524	184,636	192,441	197,804	201,696	70,045	53%	28
<b>State Total</b>	<b>1,863,692</b>	<b>2,373,675</b>	<b>2,728,541</b>	<b>3,056,754</b>	<b>3,368,205</b>	<b>3,658,710</b>	<b>1,795,018</b>	<b>96%</b>	

Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; U.S. Bureau of Economic Analysis Local Area Employment data

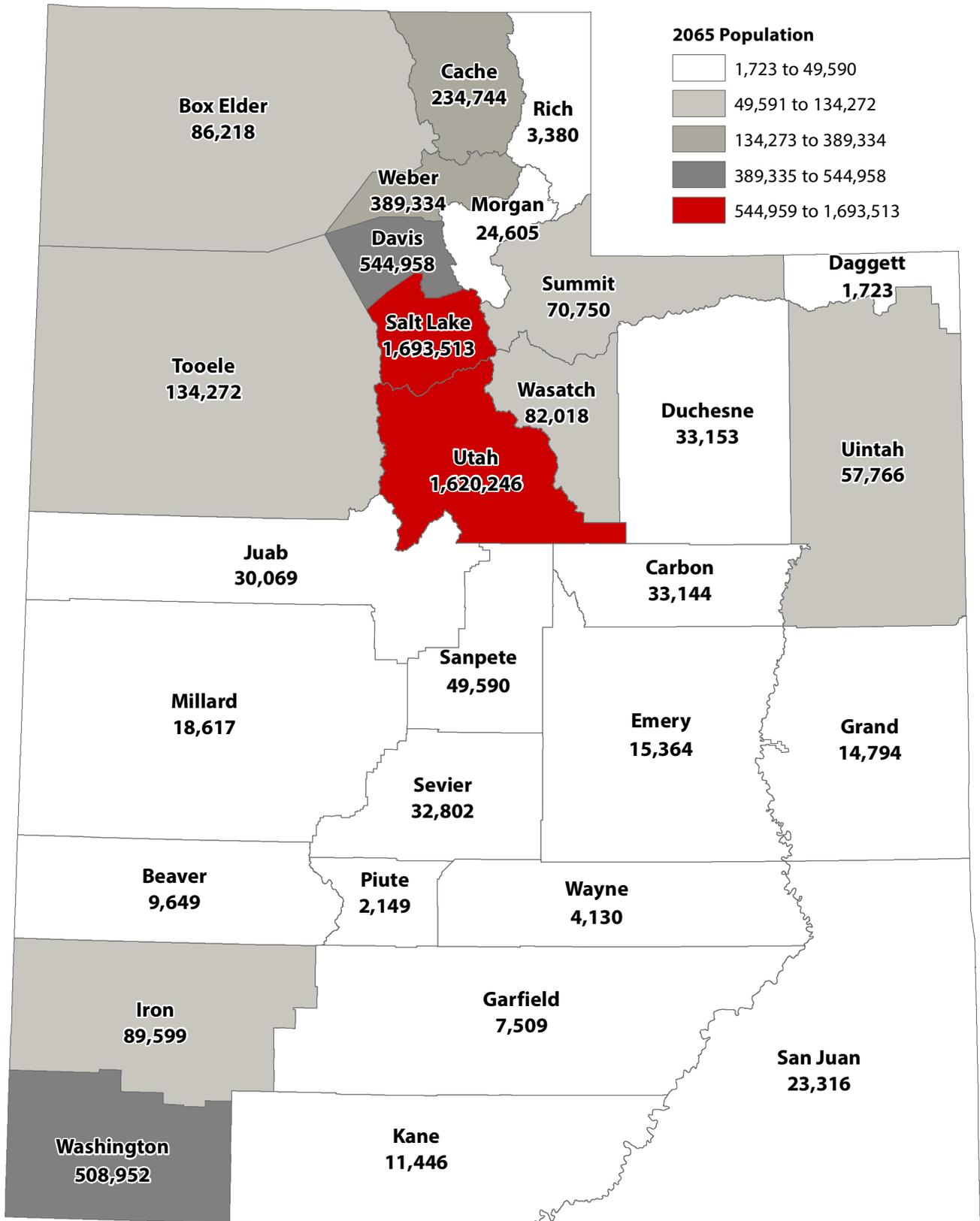
**Table 4  
Utah Total Employment by Industry  
2015-2065**

<b>Wage and Salary Employment</b>	<b>2015</b>	<b>2025</b>	<b>2035</b>	<b>2045</b>	<b>2055</b>	<b>2065</b>	<b>Absolute Change 2015-2065</b>	<b>Percent Change 2015-2065</b>	<b>Rank</b>
Agriculture	5,375	6,139	6,680	7,261	7,878	8,527	3,152	58.7%	10
Mining	10,371	14,594	14,842	13,603	11,955	10,810	439	4.2%	17
Utilities	3,915	3,396	2,853	2,746	2,729	2,707	-1,207	-30.8%	21
Construction	84,679	139,236	189,393	245,869	313,012	394,184	309,505	365.5%	1
Manufacturing	123,742	138,616	144,029	148,167	152,890	156,397	32,655	26.4%	16
Retail	157,969	179,273	189,685	201,068	211,428	220,018	62,050	39.3%	14
Transportation and Warehousing	51,122	65,317	64,180	60,221	53,381	44,673	-6,449	-12.6%	20
Wholesale	50,004	61,934	66,637	69,321	71,380	73,100	23,096	46.2%	12
Information	34,443	43,727	52,475	63,234	74,976	85,930	51,487	149.5%	5
Finance and Insurance	60,386	74,663	84,591	95,522	105,455	113,366	52,981	87.7%	8
Real Estate	18,643	21,591	24,105	26,032	27,040	26,307	7,664	41.1%	13
Professional and Technical Services	88,018	137,359	181,517	222,857	260,580	292,024	204,007	231.8%	2
Management	20,203	19,539	17,860	16,383	14,673	12,541	-7,661	-37.9%	22
Administrative and Waste Services	85,999	130,583	162,265	191,742	220,526	248,263	162,264	188.7%	3
Education	42,128	61,471	70,392	75,231	80,101	86,199	44,071	104.6%	7
Health	140,163	190,858	232,200	261,278	280,145	289,890	149,727	106.8%	6
Arts, Ent, Rec	21,111	30,207	36,676	43,465	50,219	55,756	34,645	164.1%	4
Accommodations and Food	112,549	137,441	143,292	147,809	151,409	154,388	41,840	37.2%	15
Other services	38,697	37,176	40,101	41,403	39,984	35,587	-3,110	-8.0%	19
State and Local Government	198,676	233,844	264,700	296,485	328,071	358,892	160,217	80.6%	9
Federal Government, Civilian	34,958	40,581	43,789	46,583	49,215	51,831	16,873	48.3%	11
Federal Government, Military	16,166	15,296	15,277	15,320	15,350	15,356	-810	-5.0%	18
All Other Employment*	464,381	590,834	681,001	765,152	845,806	921,964	457,583	98.5%	
<b>State Total</b>	<b>1,863,692</b>	<b>2,373,675</b>	<b>2,728,541</b>	<b>3,056,754</b>	<b>3,368,205</b>	<b>3,658,710</b>	<b>1,795,018</b>	<b>96.3%</b>	

\*Includes farm, sole proprietor, and other categories of employment not covered by the Utah Department of Workforce Services Quarterly Census of Employment and Wages.

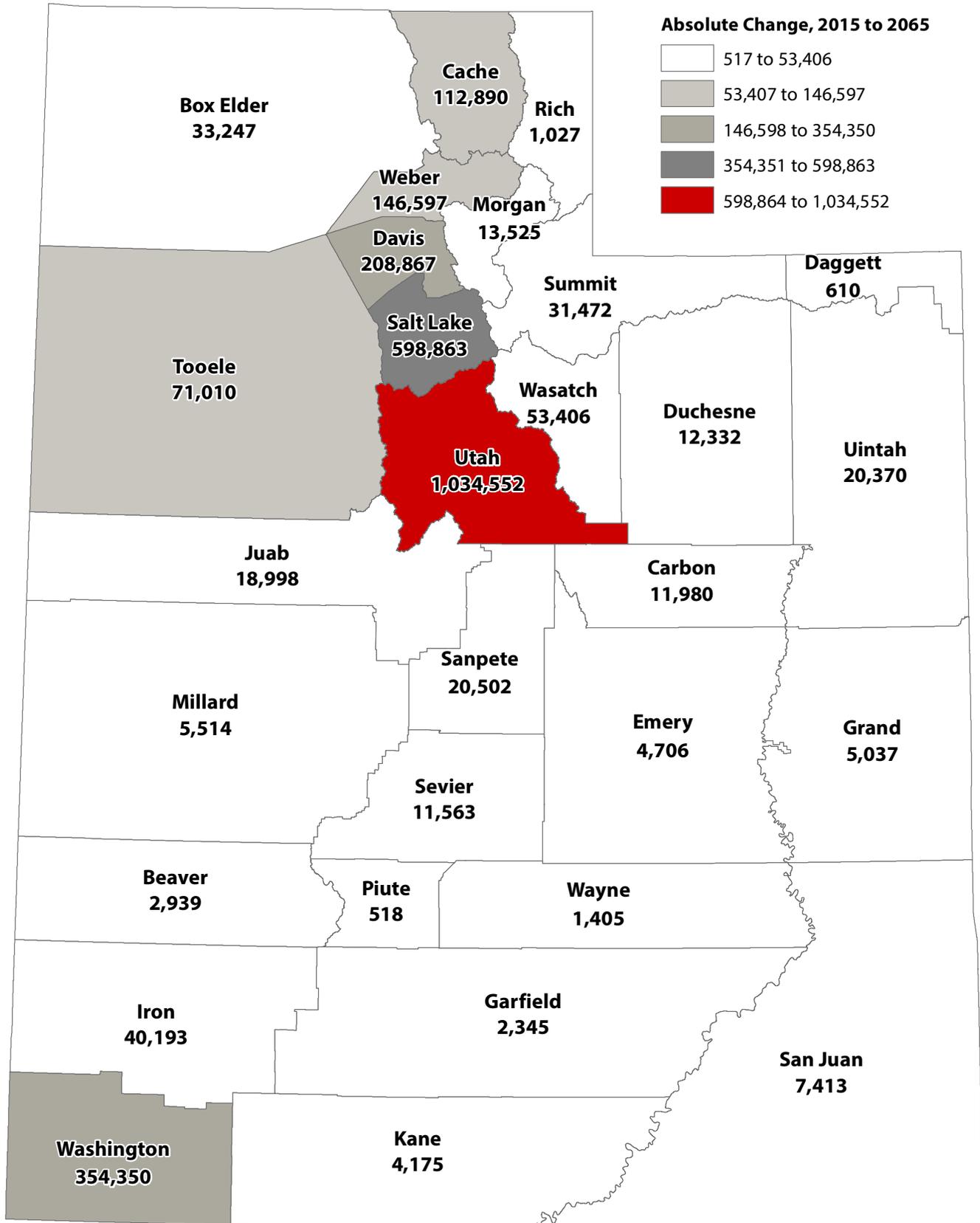
Sources: Kem C. Gardner Policy Institute 2015 - 2065 State and County Projections; U.S. Bureau of Economic Analysis Local Area Employment data; Utah Department of Workforce Services Quarterly Census of Employment and Wages data

**Figure 1:  
Utah Population by County  
2065**



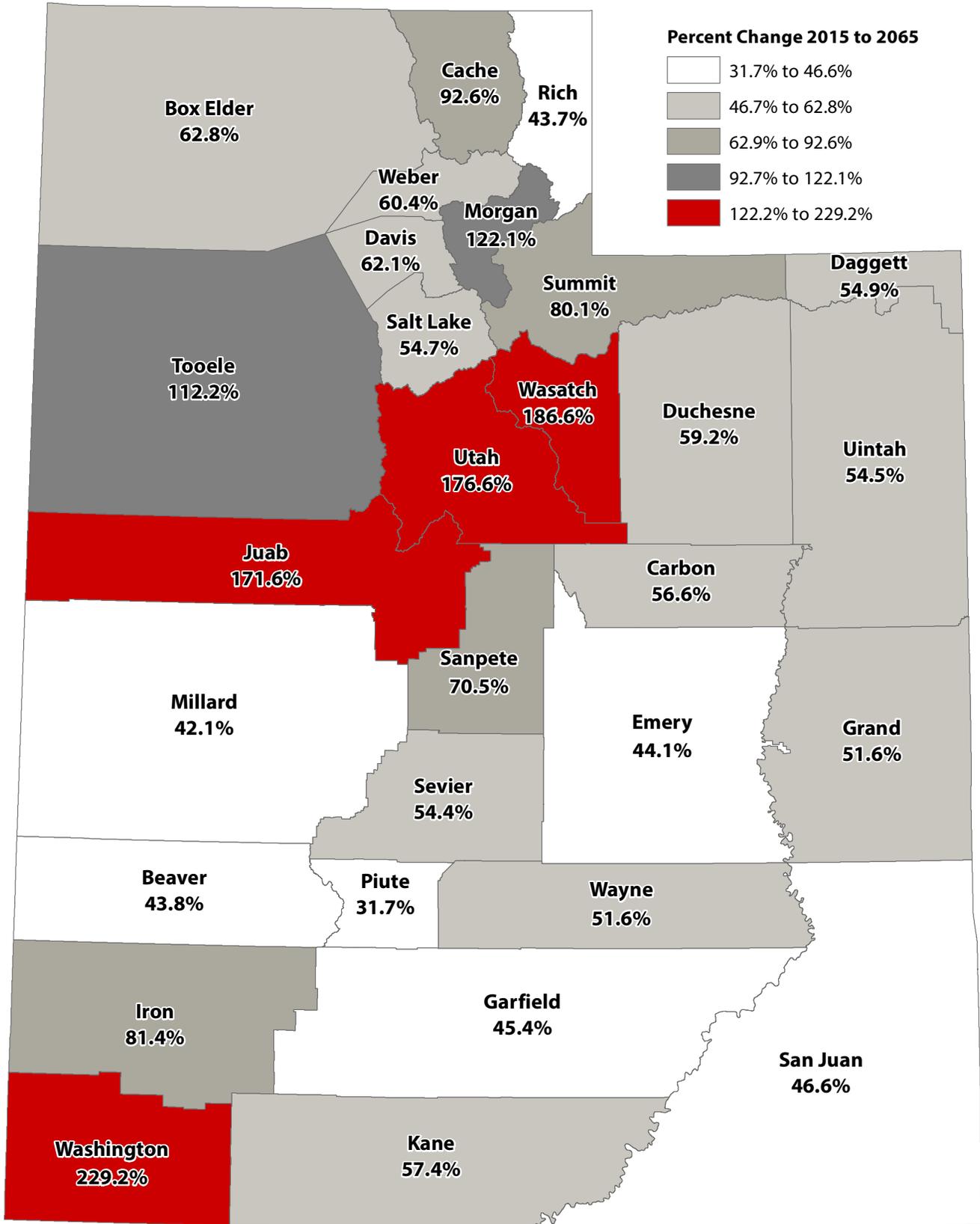
Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Figure 2:  
Absolute Change in Utah Population by County  
2015-2065**



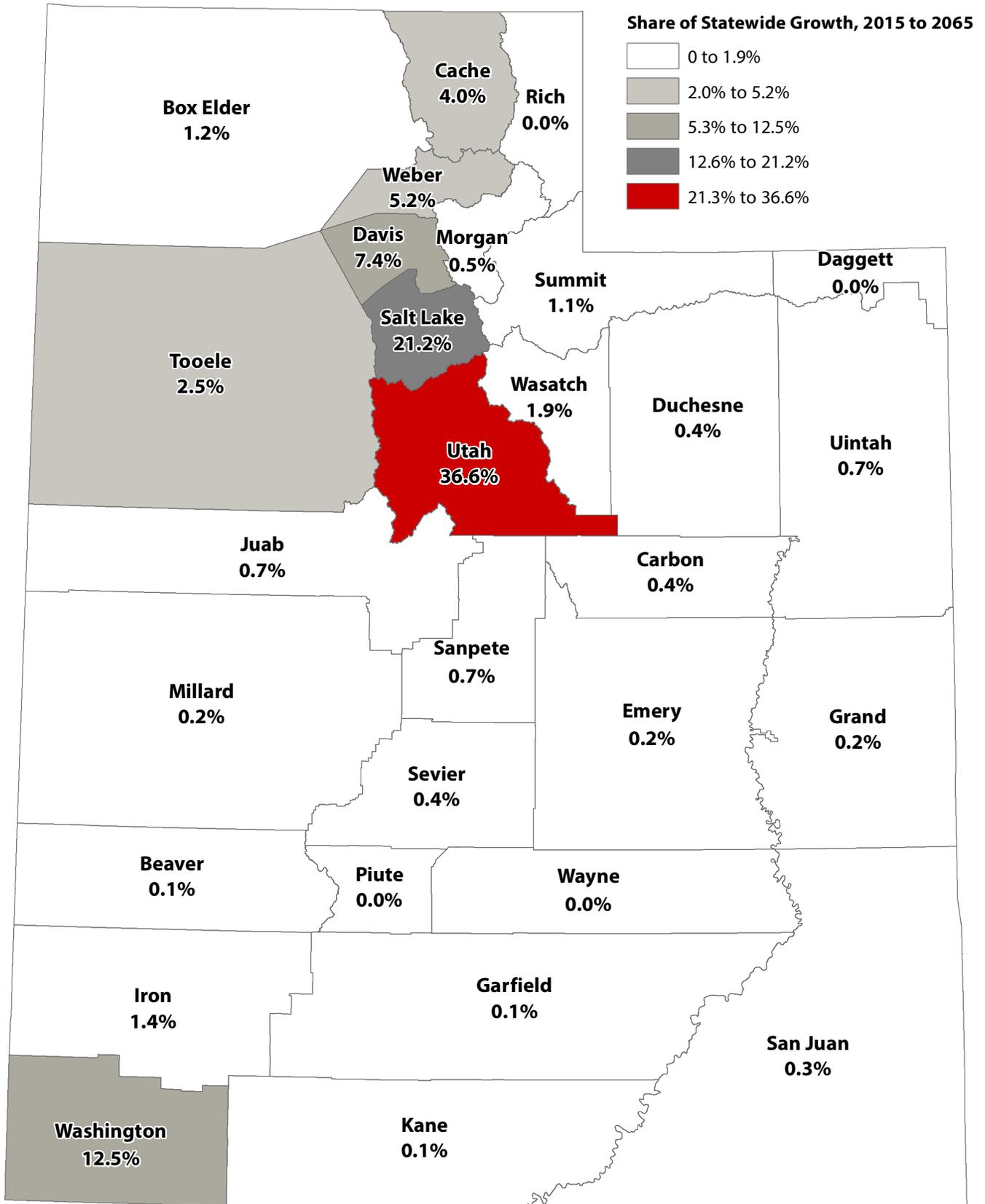
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 3:  
Percent Change in Utah Population by County  
2015-2065**



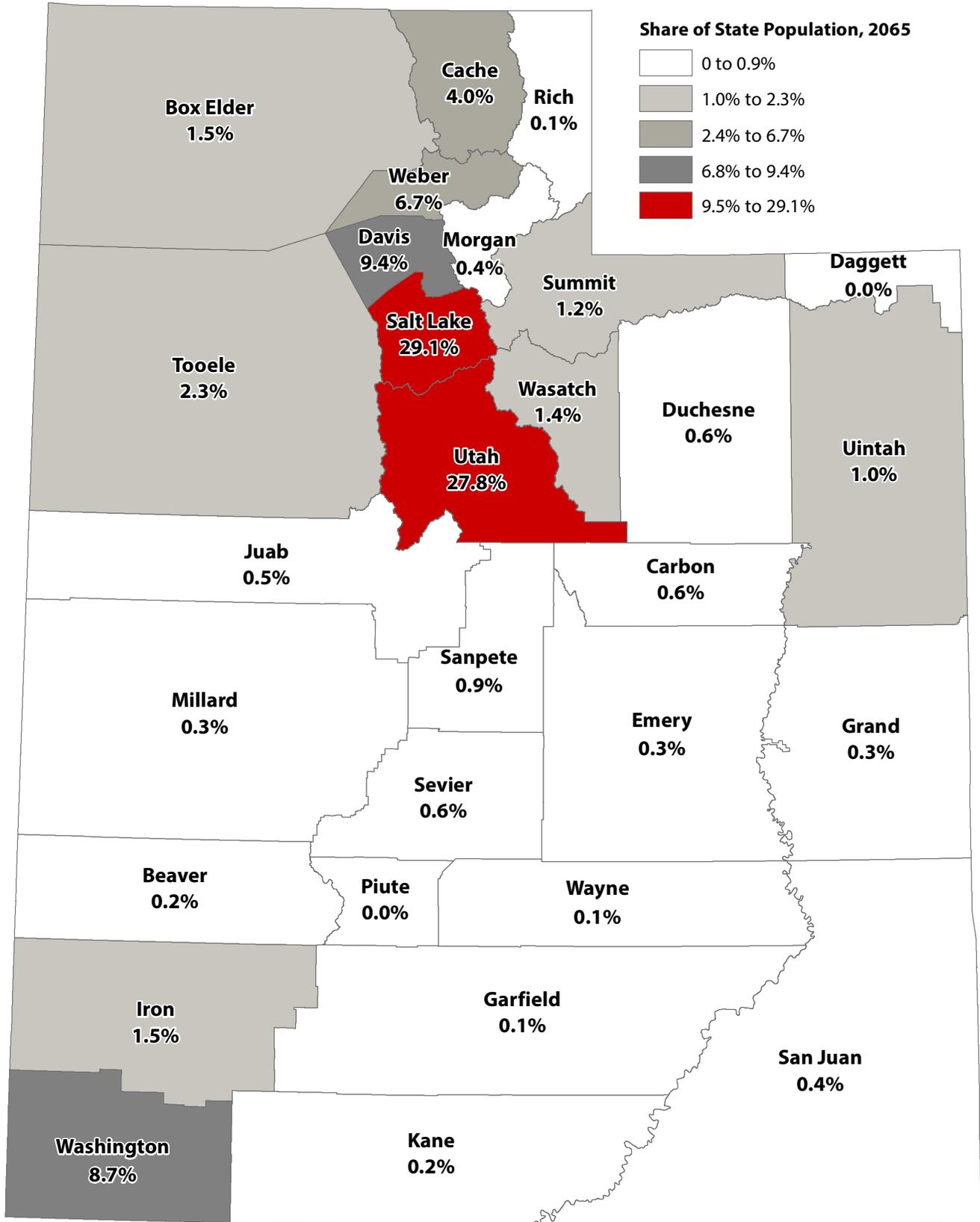
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 4:  
Share of Statewide Growth by County  
2015-2065**



Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 5:  
Share of Utah Population by County  
2065**



Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Table 5  
Utah Population  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Median Age	Year	Total	Absolute Growth	Growth Rate	Median Age
2015	2,997,404			30.7	2041	4,520,678	56,728	1.3%	35.8
2016	3,054,806	57,402	1.9%	30.9	2042	4,577,247	56,569	1.3%	36.0
2017	3,123,607	68,801	2.3%	31.2	2043	4,633,568	56,321	1.2%	36.2
2018	3,193,415	69,809	2.2%	31.4	2044	4,689,532	55,965	1.2%	36.4
2019	3,260,765	67,349	2.1%	31.7	2045	4,745,057	55,525	1.2%	36.6
2020	3,325,425	64,661	2.0%	31.9	2046	4,800,120	55,062	1.2%	36.8
2021	3,389,467	64,042	1.9%	32.2	2047	4,854,748	54,628	1.1%	36.9
2022	3,449,985	60,518	1.8%	32.5	2048	4,909,089	54,341	1.1%	37.1
2023	3,507,364	57,379	1.7%	32.8	2049	4,963,211	54,122	1.1%	37.2
2024	3,562,226	54,861	1.6%	33.0	2050	5,017,232	54,022	1.1%	37.3
2025	3,615,036	52,811	1.5%	33.3	2051	5,071,236	54,004	1.1%	37.4
2026	3,669,342	54,306	1.5%	33.4	2052	5,125,126	53,890	1.1%	37.4
2027	3,723,441	54,099	1.5%	33.6	2053	5,178,833	53,707	1.0%	37.5
2028	3,778,152	54,711	1.5%	33.7	2054	5,232,327	53,495	1.0%	37.6
2029	3,833,308	55,155	1.5%	33.8	2055	5,285,767	53,439	1.0%	37.7
2030	3,889,310	56,003	1.5%	34.0	2056	5,339,307	53,540	1.0%	37.7
2031	3,946,122	56,811	1.5%	34.1	2057	5,393,004	53,696	1.0%	37.8
2032	4,004,069	57,948	1.5%	34.3	2058	5,446,925	53,921	1.0%	37.9
2033	4,062,343	58,273	1.5%	34.4	2059	5,501,088	54,163	1.0%	38.0
2034	4,120,490	58,148	1.4%	34.6	2060	5,555,423	54,335	1.0%	38.0
2035	4,178,317	57,826	1.4%	34.8	2061	5,609,943	54,519	1.0%	38.1
2036	4,235,865	57,548	1.4%	34.9	2062	5,664,555	54,613	1.0%	38.1
2037	4,293,208	57,344	1.4%	35.1	2063	5,719,145	54,590	1.0%	38.2
2038	4,350,268	57,060	1.3%	35.3	2064	5,773,599	54,454	1.0%	38.3
2039	4,407,155	56,887	1.3%	35.5	2065	5,827,810	54,210	0.9%	38.3
2040	4,463,950	56,795	1.3%	35.7					

Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Table 6  
Utah School Age Population (5-17 years of age)  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Year	Total	Absolute Growth	Growth Rate
2015	666,974			2041	836,467	10,039	1.2%
2016	676,459	9,486	1.4%	2042	846,377	9,910	1.2%
2017	684,631	8,172	1.2%	2043	855,987	9,610	1.1%
2018	693,269	8,638	1.3%	2044	865,150	9,163	1.1%
2019	699,962	6,693	1.0%	2045	873,751	8,601	1.0%
2020	705,631	5,669	0.8%	2046	881,707	7,956	0.9%
2021	708,542	2,911	0.4%	2047	888,990	7,283	0.8%
2022	712,480	3,938	0.6%	2048	895,633	6,643	0.7%
2023	715,336	2,856	0.4%	2049	901,673	6,040	0.7%
2024	717,354	2,019	0.3%	2050	907,179	5,506	0.6%
2025	718,210	856	0.1%	2051	912,247	5,068	0.6%
2026	719,678	1,468	0.2%	2052	916,968	4,722	0.5%
2027	721,751	2,073	0.3%	2053	921,447	4,479	0.5%
2028	724,517	2,766	0.4%	2054	925,810	4,363	0.5%
2029	729,200	4,683	0.6%	2055	930,229	4,419	0.5%
2030	736,180	6,980	1.0%	2056	934,856	4,627	0.5%
2031	742,719	6,540	0.9%	2057	939,808	4,952	0.5%
2032	750,959	8,239	1.1%	2058	945,186	5,378	0.6%
2033	759,942	8,983	1.2%	2059	951,062	5,876	0.6%
2034	770,334	10,392	1.4%	2060	957,453	6,392	0.7%
2035	779,026	8,692	1.1%	2061	964,370	6,917	0.7%
2036	787,890	8,864	1.1%	2062	971,800	7,430	0.8%
2037	797,104	9,214	1.2%	2063	979,706	7,906	0.8%
2038	806,637	9,533	1.2%	2064	988,034	8,328	0.9%
2039	816,444	9,807	1.2%	2065	996,717	8,683	0.9%
2040	826,429	9,984	1.2%				

Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Table 7  
Utah Working Age Population (18-64 Years of Age)  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Year	Total	Absolute Growth	Growth Rate
2015	1,770,860			2041	2,624,934	27,708	1.1%
2016	1,805,616	34,756	2.0%	2042	2,650,884	25,950	1.0%
2017	1,845,065	39,449	2.2%	2043	2,675,796	24,912	0.9%
2018	1,884,245	39,181	2.1%	2044	2,700,610	24,814	0.9%
2019	1,921,806	37,560	2.0%	2045	2,724,245	23,634	0.9%
2020	1,957,722	35,916	1.9%	2046	2,748,346	24,101	0.9%
2021	1,993,455	35,734	1.8%	2047	2,772,936	24,590	0.9%
2022	2,027,389	33,934	1.7%	2048	2,798,125	25,189	0.9%
2023	2,060,074	32,684	1.6%	2049	2,824,301	26,176	0.9%
2024	2,091,879	31,805	1.5%	2050	2,849,739	25,438	0.9%
2025	2,122,790	30,911	1.5%	2051	2,875,047	25,308	0.9%
2026	2,155,321	32,531	1.5%	2052	2,900,854	25,807	0.9%
2027	2,187,581	32,260	1.5%	2053	2,927,033	26,180	0.9%
2028	2,220,156	32,575	1.5%	2054	2,952,816	25,783	0.9%
2029	2,252,342	32,186	1.4%	2055	2,976,951	24,135	0.8%
2030	2,284,097	31,755	1.4%	2056	2,999,376	22,424	0.8%
2031	2,318,155	34,058	1.5%	2057	3,025,642	26,266	0.9%
2032	2,351,322	33,167	1.4%	2058	3,054,385	28,744	1.0%
2033	2,384,111	32,789	1.4%	2059	3,084,598	30,213	1.0%
2034	2,414,778	30,667	1.3%	2060	3,115,001	30,403	1.0%
2035	2,445,419	30,641	1.3%	2061	3,142,583	27,582	0.9%
2036	2,475,620	30,201	1.2%	2062	3,167,041	24,459	0.8%
2037	2,506,546	30,927	1.2%	2063	3,192,733	25,692	0.8%
2038	2,537,729	31,183	1.2%	2064	3,217,796	25,063	0.8%
2039	2,568,245	30,516	1.2%	2065	3,241,337	23,542	0.7%
2040	2,597,226	28,981	1.1%				

Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Table 8  
Utah Retirement Age Population (65+ years of age)  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Year	Total	Absolute Growth	Growth Rate
2015	305,273			2041	718,784	17,212	2.5%
2016	318,894	13,621	4.5%	2042	737,883	19,099	2.7%
2017	335,812	16,918	5.3%	2043	758,145	20,261	2.7%
2018	354,259	18,446	5.5%	2044	778,604	20,459	2.7%
2019	372,850	18,591	5.2%	2045	800,316	21,712	2.8%
2020	391,442	18,592	5.0%	2046	821,637	21,321	2.7%
2021	411,593	20,151	5.1%	2047	842,566	20,929	2.5%
2022	431,420	19,828	4.8%	2048	863,081	20,515	2.4%
2023	450,715	19,295	4.5%	2049	882,794	19,713	2.3%
2024	469,232	18,517	4.1%	2050	903,462	20,668	2.3%
2025	487,659	18,427	3.9%	2051	924,451	20,990	2.3%
2026	504,883	17,224	3.5%	2052	944,955	20,504	2.2%
2027	521,321	16,438	3.3%	2053	964,935	19,980	2.1%
2028	537,054	15,733	3.0%	2054	985,028	20,092	2.1%
2029	551,460	14,406	2.7%	2055	1,006,482	21,454	2.2%
2030	564,649	13,190	2.4%	2056	1,029,384	22,902	2.3%
2031	576,640	11,991	2.1%	2057	1,048,149	18,765	1.8%
2032	588,852	12,211	2.1%	2058	1,064,146	15,997	1.5%
2033	601,095	12,244	2.1%	2059	1,078,369	14,224	1.3%
2034	614,121	13,026	2.2%	2060	1,092,054	13,685	1.3%
2035	628,814	14,693	2.4%	2061	1,108,251	16,197	1.5%
2036	643,797	14,983	2.4%	2062	1,127,225	18,975	1.7%
2037	657,890	14,093	2.2%	2063	1,144,582	17,356	1.5%
2038	671,534	13,644	2.1%	2064	1,162,154	17,572	1.5%
2039	685,764	14,229	2.1%	2065	1,180,818	18,664	1.6%
2040	701,572	15,809	2.3%				

Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Table 9  
Utah Components of Population Change  
2015-2065**

Year	Births	Deaths	Natural Increase	Net Migration	Year	Births	Deaths	Natural Increase	Net Migration
2015	50,904	17,353	33,551	21,994	2041	69,138	31,201	37,937	18,791
2016	50,573	17,445	33,128	24,274	2042	69,432	31,922	37,510	19,059
2017	53,382	17,541	35,841	32,960	2043	69,755	32,632	37,123	19,198
2018	54,144	18,256	35,888	33,920	2044	70,100	33,328	36,772	19,192
2019	54,883	19,003	35,880	31,469	2045	70,478	34,003	36,475	19,049
2020	55,563	19,747	35,816	28,845	2046	70,893	34,654	36,239	18,823
2021	56,226	17,839	38,388	25,654	2047	71,349	35,287	36,062	18,566
2022	56,884	18,437	38,447	22,071	2048	71,845	35,909	35,937	18,405
2023	57,534	19,029	38,505	18,874	2049	72,392	36,506	35,885	18,236
2024	58,201	19,615	38,586	16,275	2050	72,985	37,082	35,903	18,119
2025	58,897	20,201	38,696	14,115	2051	73,623	37,642	35,981	18,023
2026	59,623	20,790	38,833	15,473	2052	74,307	38,194	36,113	17,777
2027	60,430	21,381	39,049	15,051	2053	75,031	38,741	36,291	17,416
2028	61,262	21,987	39,275	15,436	2054	75,785	39,284	36,500	16,994
2029	62,122	22,614	39,507	15,648	2055	76,557	39,828	36,730	16,710
2030	62,984	23,260	39,724	16,278	2056	77,343	40,377	36,966	16,574
2031	63,831	23,925	39,905	16,906	2057	78,139	40,938	37,201	16,496
2032	64,657	24,611	40,046	17,902	2058	78,933	41,518	37,414	16,507
2033	65,449	25,319	40,131	18,143	2059	79,717	42,123	37,595	16,569
2034	66,169	26,040	40,129	18,019	2060	80,485	42,755	37,730	16,605
2035	66,807	26,771	40,036	17,790	2061	81,229	43,421	37,809	16,711
2036	67,362	27,509	39,853	17,695	2062	81,944	44,119	37,825	16,787
2037	67,827	28,252	39,575	17,768	2063	82,624	44,850	37,774	16,816
2038	68,218	28,995	39,223	17,837	2064	83,266	45,617	37,650	16,804
2039	68,555	29,736	38,819	18,068	2065	83,868	46,416	37,452	16,758
2040	68,856	30,472	38,385	18,411					

Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Table 10  
Utah Total Employment  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Year	Total	Absolute Growth	Growth Rate
2015	1,863,692			2041	2,927,472	32,685	1.1%
2016	1,932,688	68,996	3.7%	2042	2,960,009	32,537	1.1%
2017	1,998,217	65,530	3.4%	2043	2,992,403	32,394	1.1%
2018	2,058,177	59,959	3.0%	2044	3,024,653	32,251	1.1%
2019	2,113,031	54,854	2.7%	2045	3,056,754	32,101	1.1%
2020	2,163,867	50,835	2.4%	2046	3,088,695	31,941	1.0%
2021	2,210,750	46,883	2.2%	2047	3,120,470	31,775	1.0%
2022	2,254,342	43,592	2.0%	2048	3,152,074	31,604	1.0%
2023	2,295,518	41,176	1.8%	2049	3,183,499	31,426	1.0%
2024	2,335,118	39,600	1.7%	2050	3,214,743	31,244	1.0%
2025	2,373,675	38,558	1.7%	2051	3,245,805	31,062	1.0%
2026	2,411,432	37,756	1.6%	2052	3,276,685	30,880	1.0%
2027	2,448,420	36,988	1.5%	2053	3,307,381	30,696	0.9%
2028	2,484,712	36,292	1.5%	2054	3,337,889	30,508	0.9%
2029	2,520,483	35,771	1.4%	2055	3,368,205	30,316	0.9%
2030	2,555,872	35,388	1.4%	2056	3,398,322	30,117	0.9%
2031	2,590,957	35,086	1.4%	2057	3,428,234	29,911	0.9%
2032	2,625,769	34,811	1.3%	2058	3,457,930	29,697	0.9%
2033	2,660,302	34,534	1.3%	2059	3,487,402	29,471	0.9%
2034	2,694,557	34,254	1.3%	2060	3,516,636	29,234	0.8%
2035	2,728,541	33,984	1.3%	2061	3,545,619	28,983	0.8%
2036	2,762,252	33,711	1.2%	2062	3,574,337	28,717	0.8%
2037	2,795,701	33,449	1.2%	2063	3,602,770	28,434	0.8%
2038	2,828,921	33,220	1.2%	2064	3,630,902	28,131	0.8%
2039	2,861,942	33,021	1.2%	2065	3,658,710	27,808	0.8%
2040	2,894,787	32,845	1.1%				

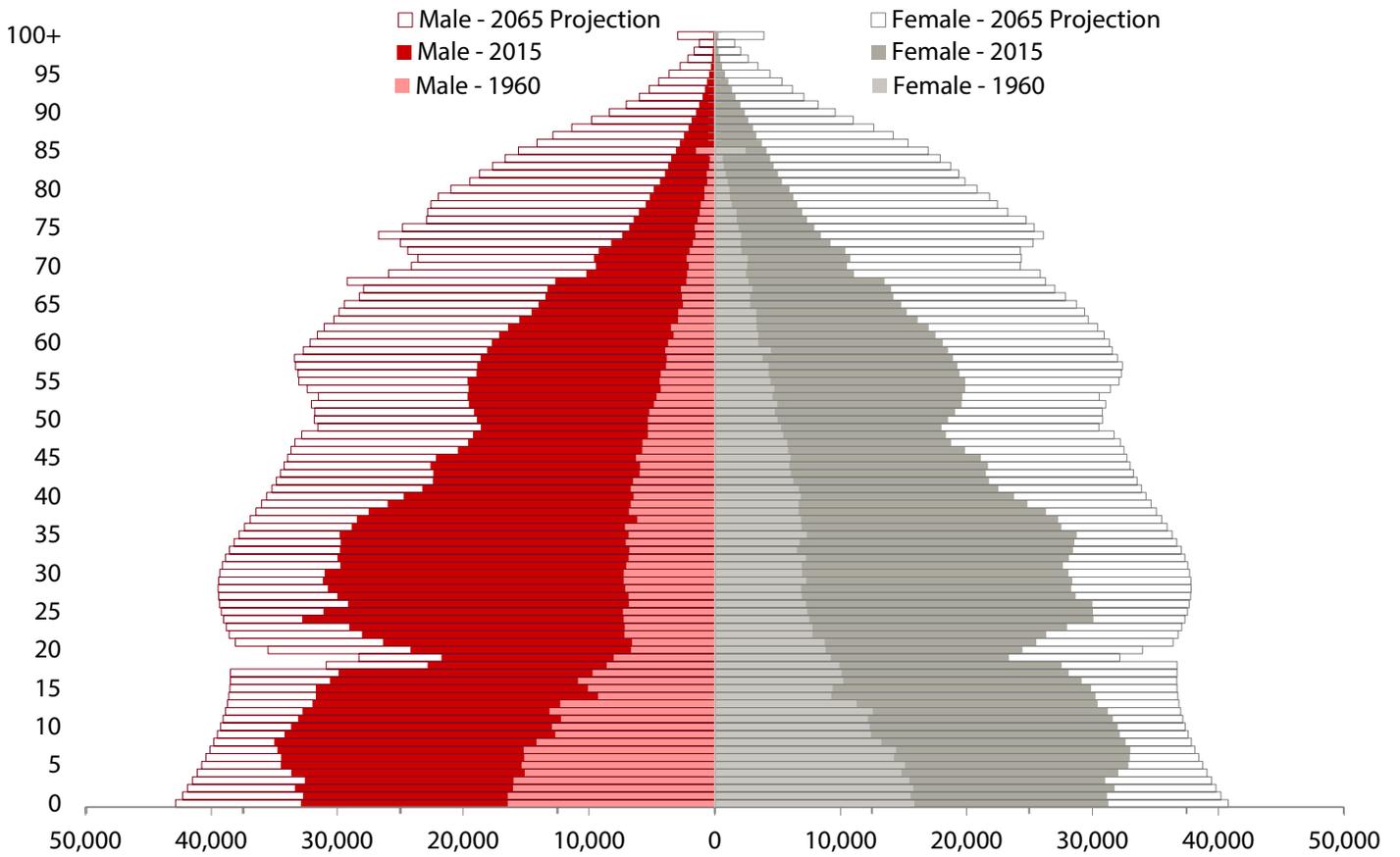
Source: U.S. Bureau of Economic Analysis Local Area Employment data.

**Table 11  
Utah Total Households and Average Household Size  
2015-2065**

Year	Total	Absolute Growth	Growth Rate	Average Size	Year	Total	Absolute Growth	Growth Rate	Average Size
2015	987,442			2.99	2041	1,664,539	24,196	1.5%	2.67
2016	1,011,905	24,463	2.5%	2.97	2042	1,688,209	23,670	1.4%	2.67
2017	1,039,980	28,075	2.8%	2.95	2043	1,711,483	23,274	1.4%	2.66
2018	1,069,114	29,134	2.8%	2.94	2044	1,734,756	23,273	1.4%	2.66
2019	1,097,501	28,387	2.7%	2.92	2045	1,757,619	22,863	1.3%	2.66
2020	1,125,044	27,543	2.5%	2.91	2046	1,780,277	22,657	1.3%	2.65
2021	1,153,177	28,133	2.5%	2.89	2047	1,802,676	22,399	1.3%	2.65
2022	1,180,155	26,978	2.3%	2.88	2048	1,825,099	22,423	1.2%	2.65
2023	1,206,243	26,088	2.2%	2.86	2049	1,847,852	22,754	1.2%	2.64
2024	1,231,542	25,299	2.1%	2.85	2050	1,870,806	22,954	1.2%	2.64
2025	1,256,295	24,753	2.0%	2.83	2051	1,893,840	23,034	1.2%	2.63
2026	1,281,399	25,104	2.0%	2.82	2052	1,916,951	23,110	1.2%	2.63
2027	1,306,435	25,036	2.0%	2.80	2053	1,940,444	23,493	1.2%	2.62
2028	1,331,723	25,288	1.9%	2.79	2054	1,964,548	24,104	1.2%	2.62
2029	1,357,131	25,408	1.9%	2.78	2055	1,989,132	24,584	1.3%	2.61
2030	1,382,797	25,666	1.9%	2.77	2056	2,013,292	24,161	1.2%	2.61
2031	1,409,046	26,249	1.9%	2.76	2057	2,037,308	24,016	1.2%	2.60
2032	1,435,827	26,781	1.9%	2.74	2058	2,061,648	24,340	1.2%	2.60
2033	1,462,740	26,913	1.9%	2.73	2059	2,086,297	24,649	1.2%	2.59
2034	1,489,601	26,861	1.8%	2.72	2060	2,111,304	25,007	1.2%	2.59
2035	1,515,728	26,126	1.8%	2.71	2061	2,136,644	25,340	1.2%	2.58
2036	1,541,141	25,414	1.7%	2.71	2062	2,161,332	24,688	1.2%	2.58
2037	1,566,339	25,198	1.6%	2.70	2063	2,185,757	24,426	1.1%	2.57
2038	1,591,194	24,855	1.6%	2.69	2064	2,210,140	24,383	1.1%	2.57
2039	1,615,947	24,752	1.6%	2.68	2065	2,234,094	23,954	1.1%	2.57
2040	1,640,342	24,396	1.5%	2.68					

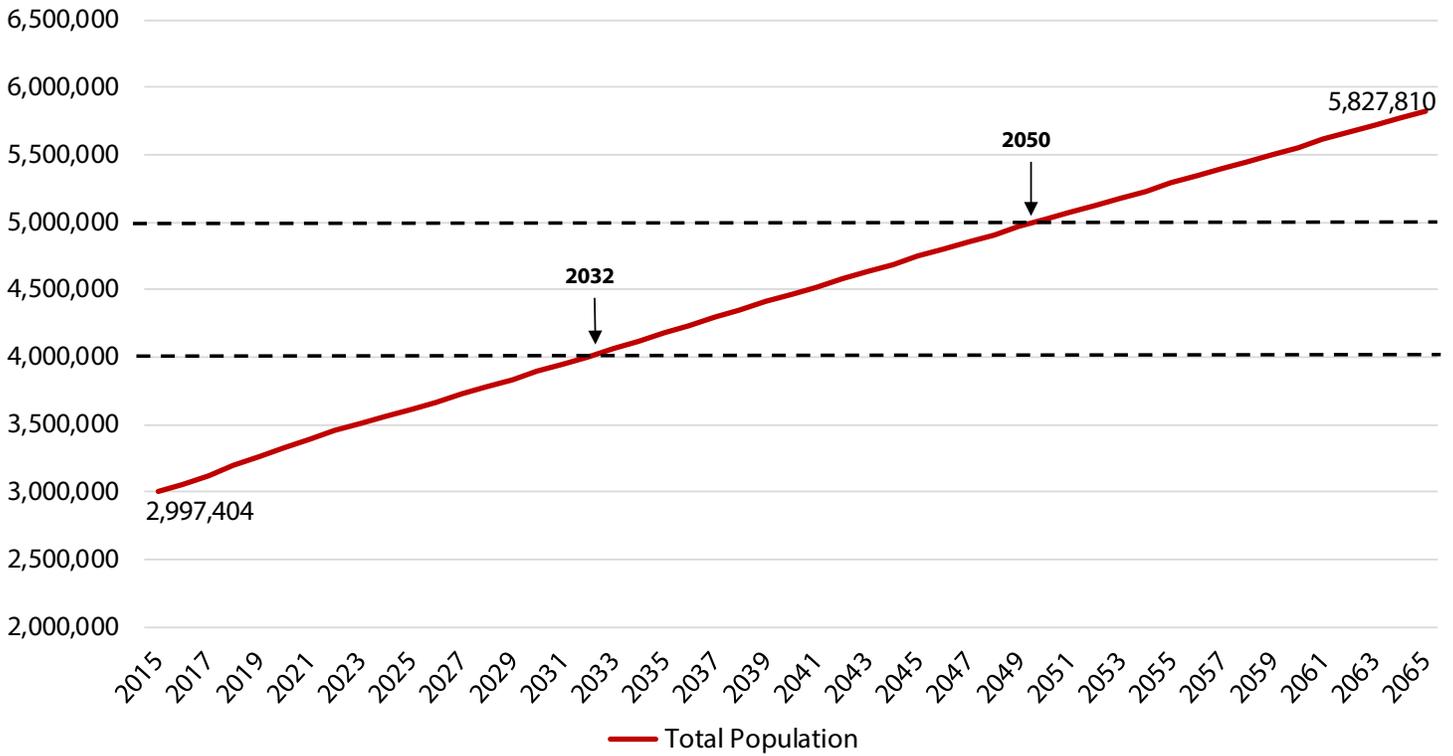
Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Figure 6**  
**Utah Population Pyramid**  
**1960, 2015, and 2065**



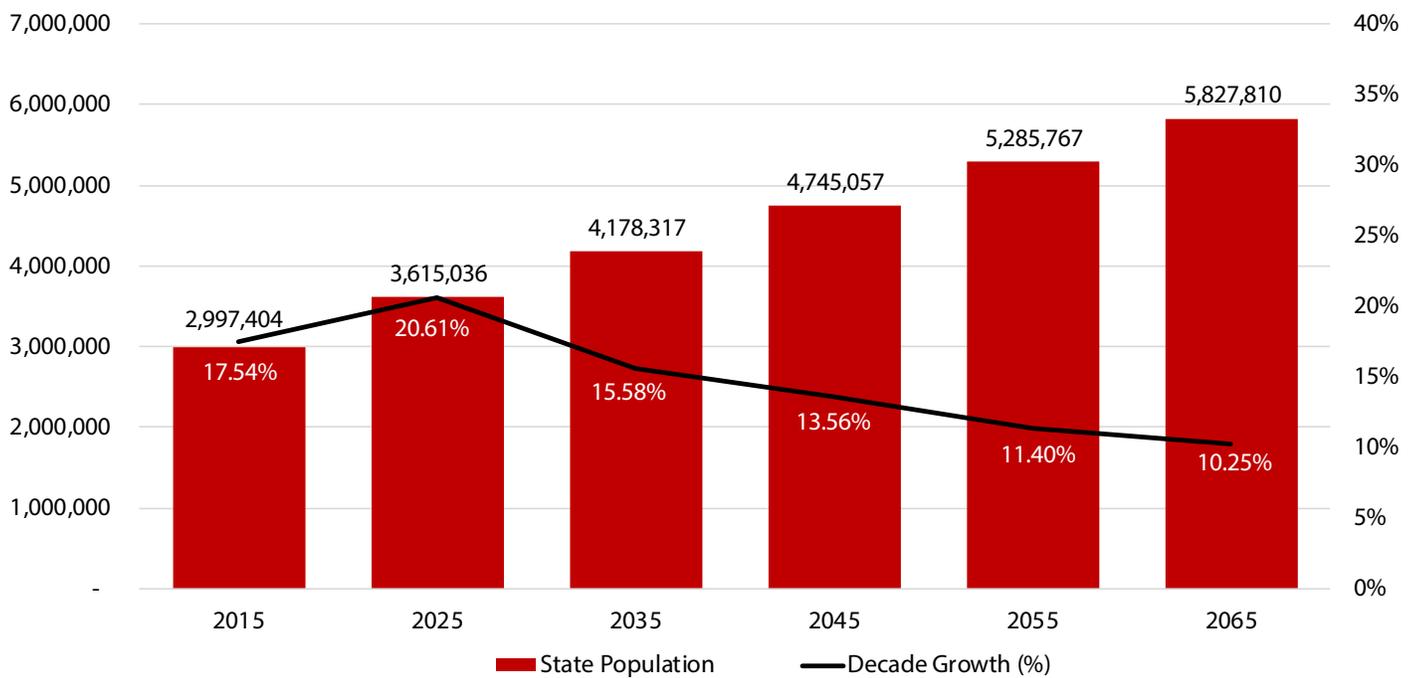
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; U.S. Census Bureau Decennial Count Data.

**Figure 7**  
**Utah Total Population with Million Markers**  
**2015-2065**



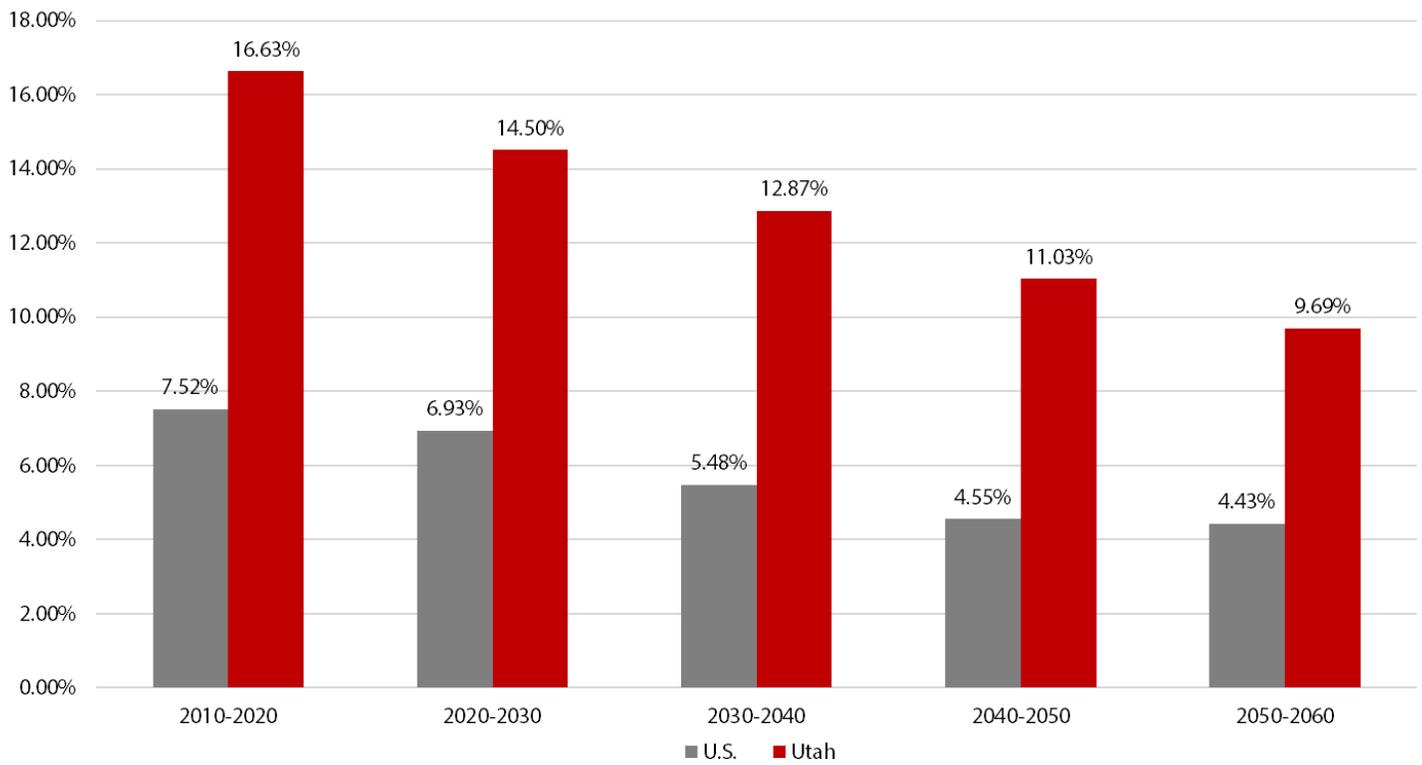
Source: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 8**  
**Utah Population and Growth Projections by Decade**  
**2015-2065**



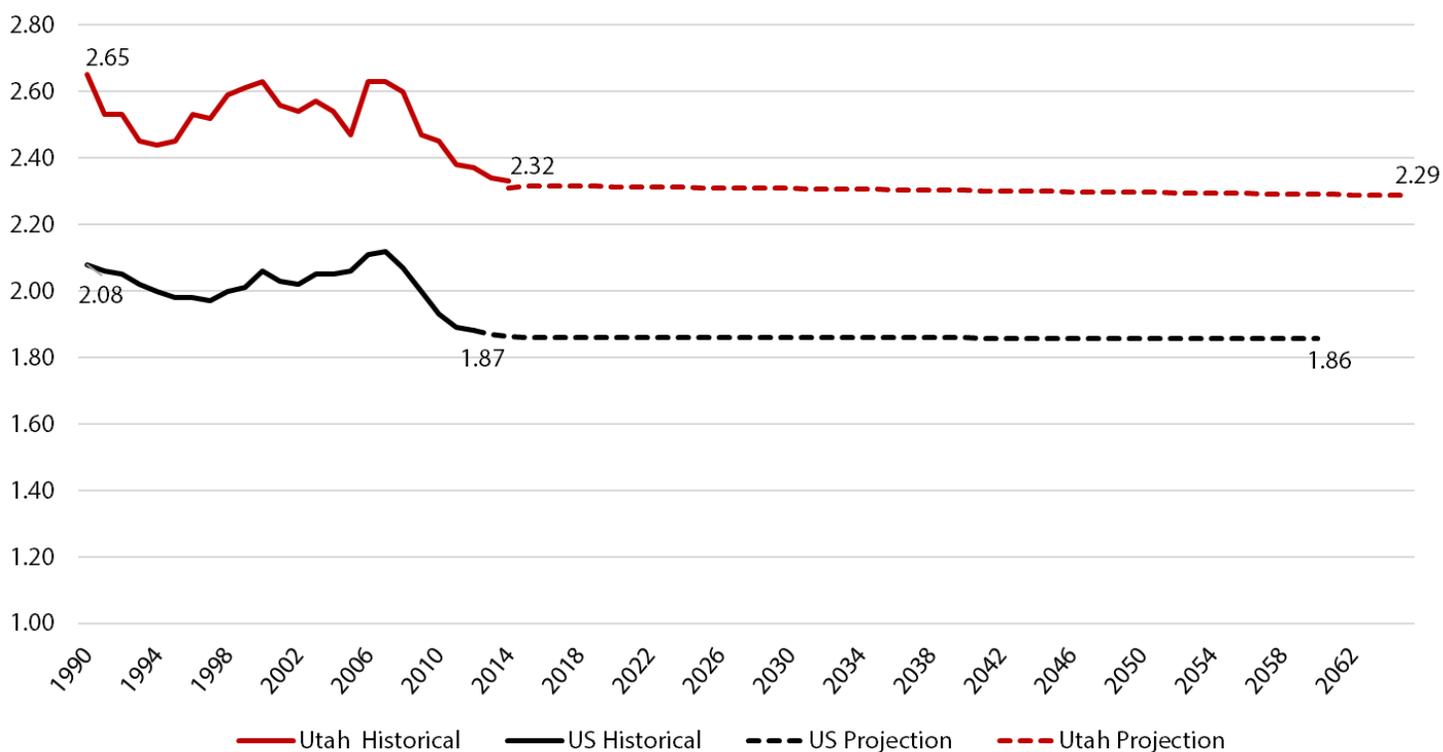
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 9**  
**Projected Percent Growth by Decade**  
**Utah and U.S., 2010-2060**



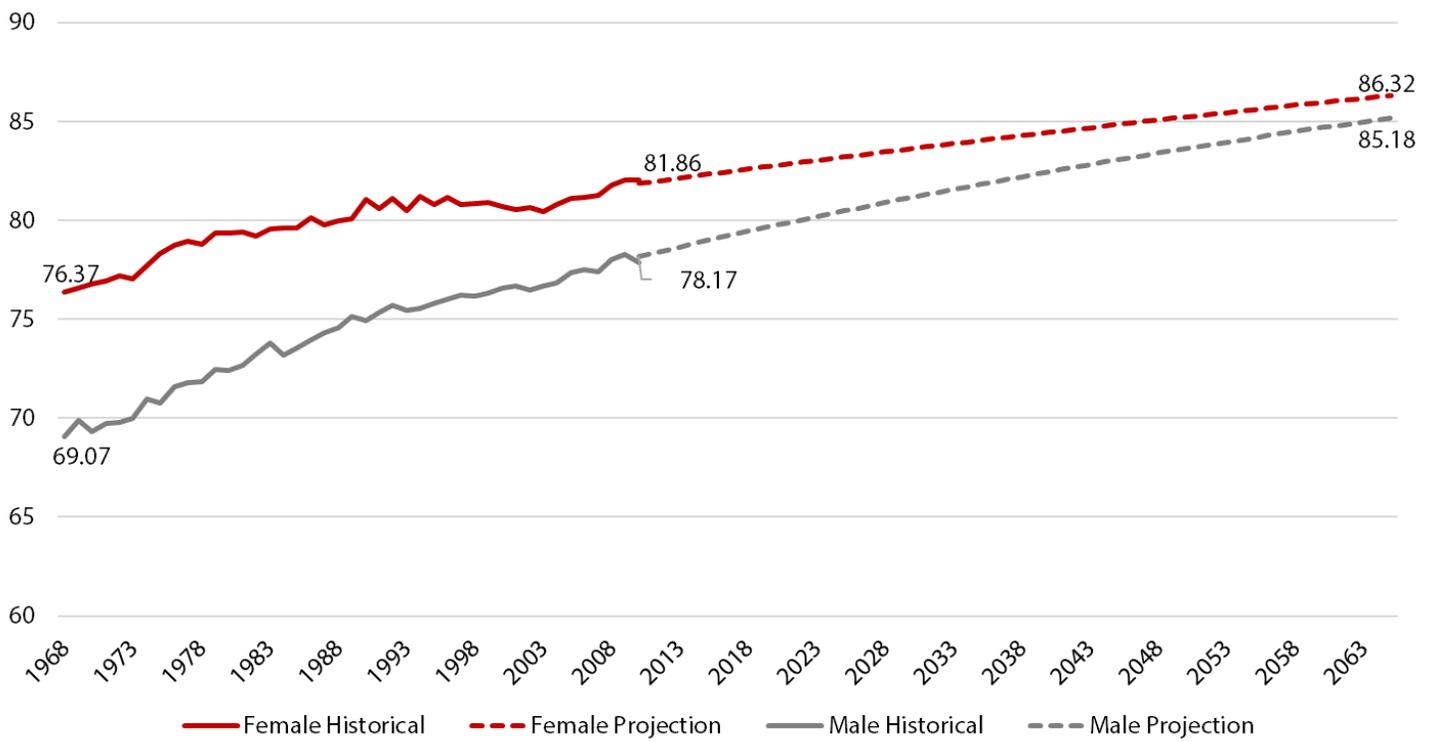
Sources: Census Bureau 2014-2060 National Projections; Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Figure 10**  
**Historical and Projected Total Fertility Rates**  
**Utah and U.S., 1990-2065**



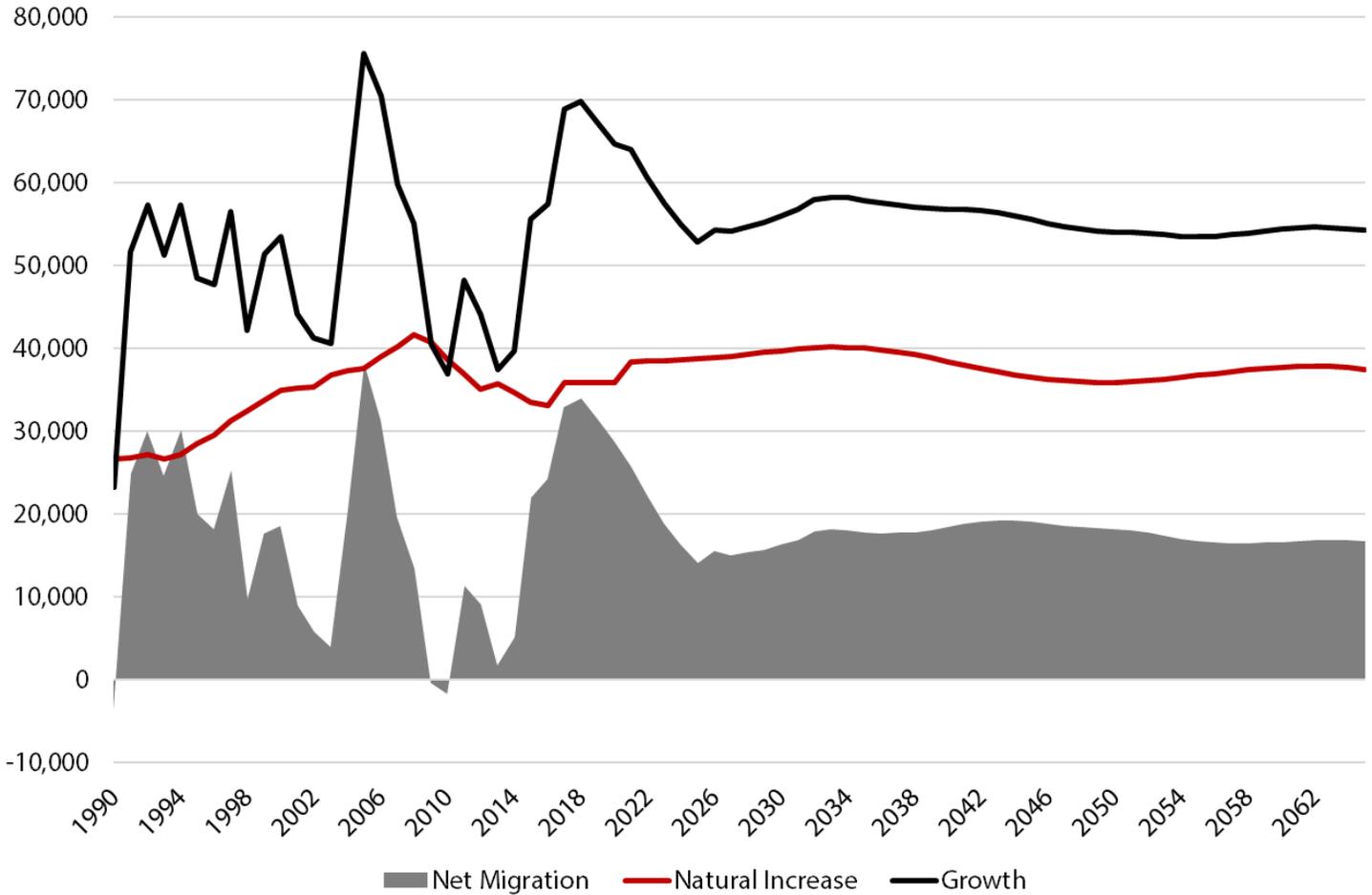
Source: Census Bureau 2014-2060 National Projections; Kem C. Gardner Policy Institute 2015-2065 State and County Projections; Utah Department of Health.

**Figure 11**  
**Utah Historical and Projected Life Expectancy**  
**1968-2065**



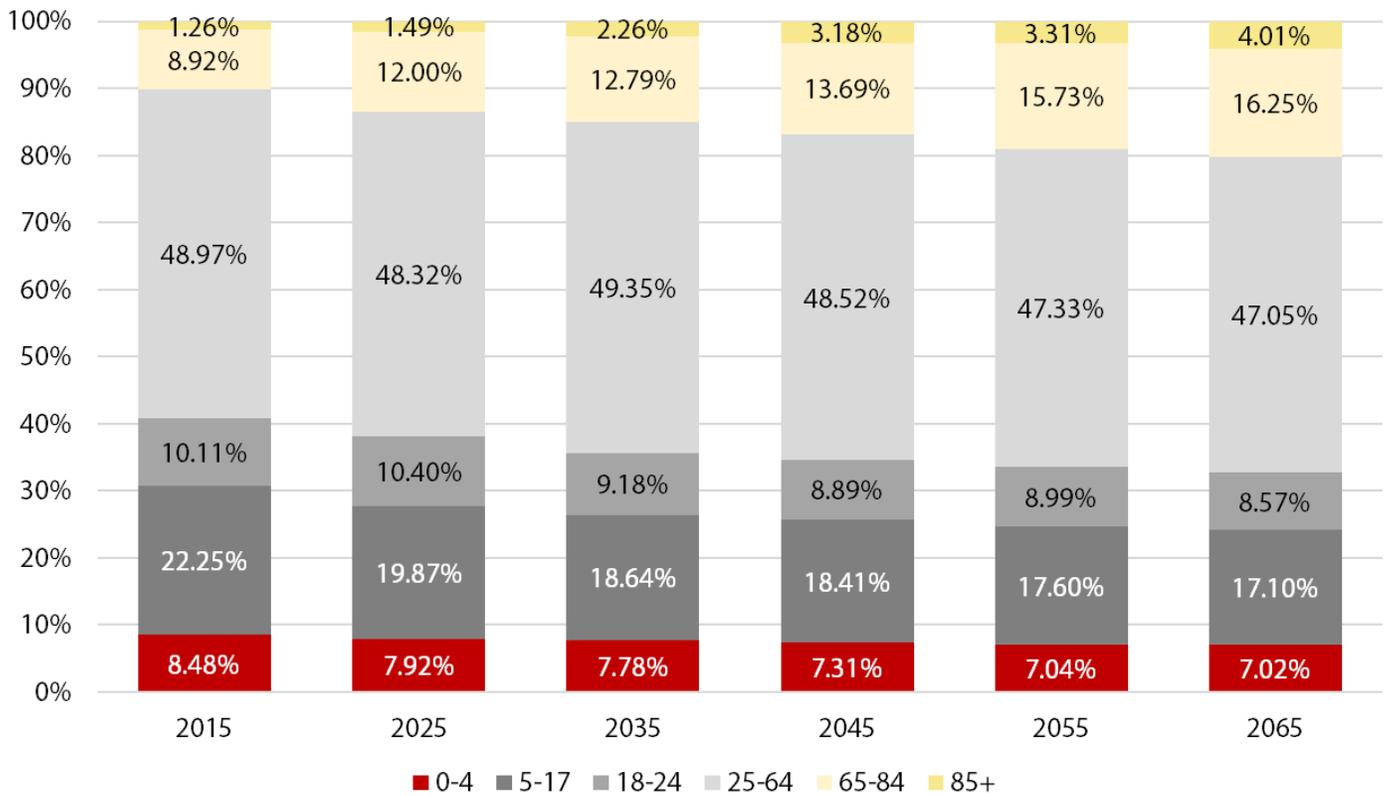
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; Utah Department of Health.

**Figure 12**  
**Utah Historical and Projected Components of Change**  
**1990-2065**



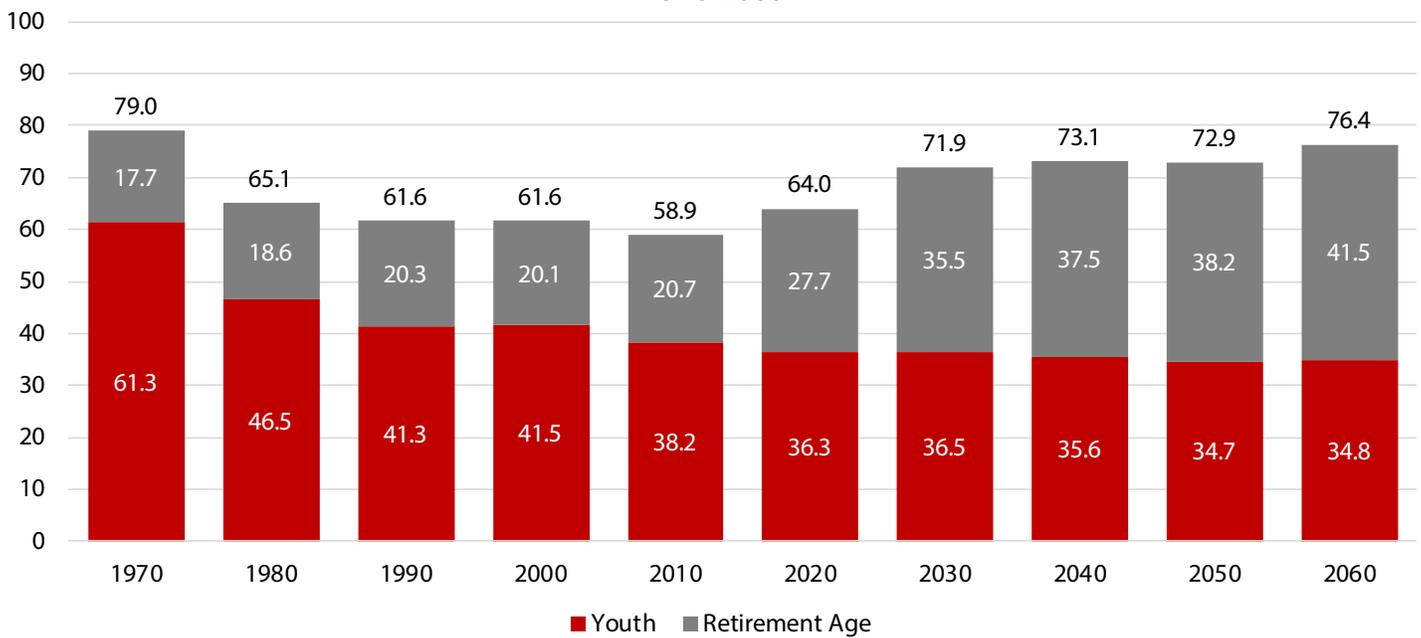
Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; Utah Population Estimates Committee Estimates (1990-2009); DemographyUTAH Population Committee 2010-2016 Population Estimates.

**Figure 13**  
**Select Age Groups as a Percent of the Total Utah Population**  
**2015-2065**



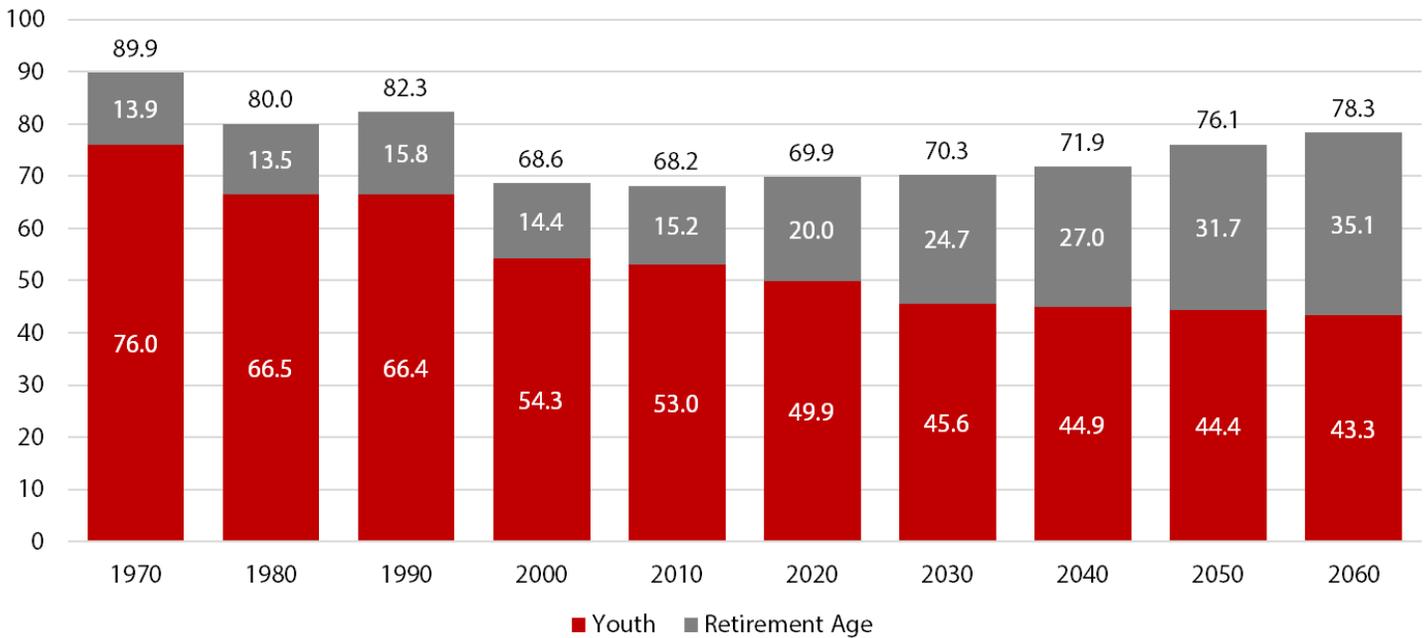
Source: Kem C. Gardner Policy Institute analysis of U.S. Census Bureau Decennial Census and Population Division data; Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Figure 14**  
**U.S. Dependency Ratios**  
**1970-2060**



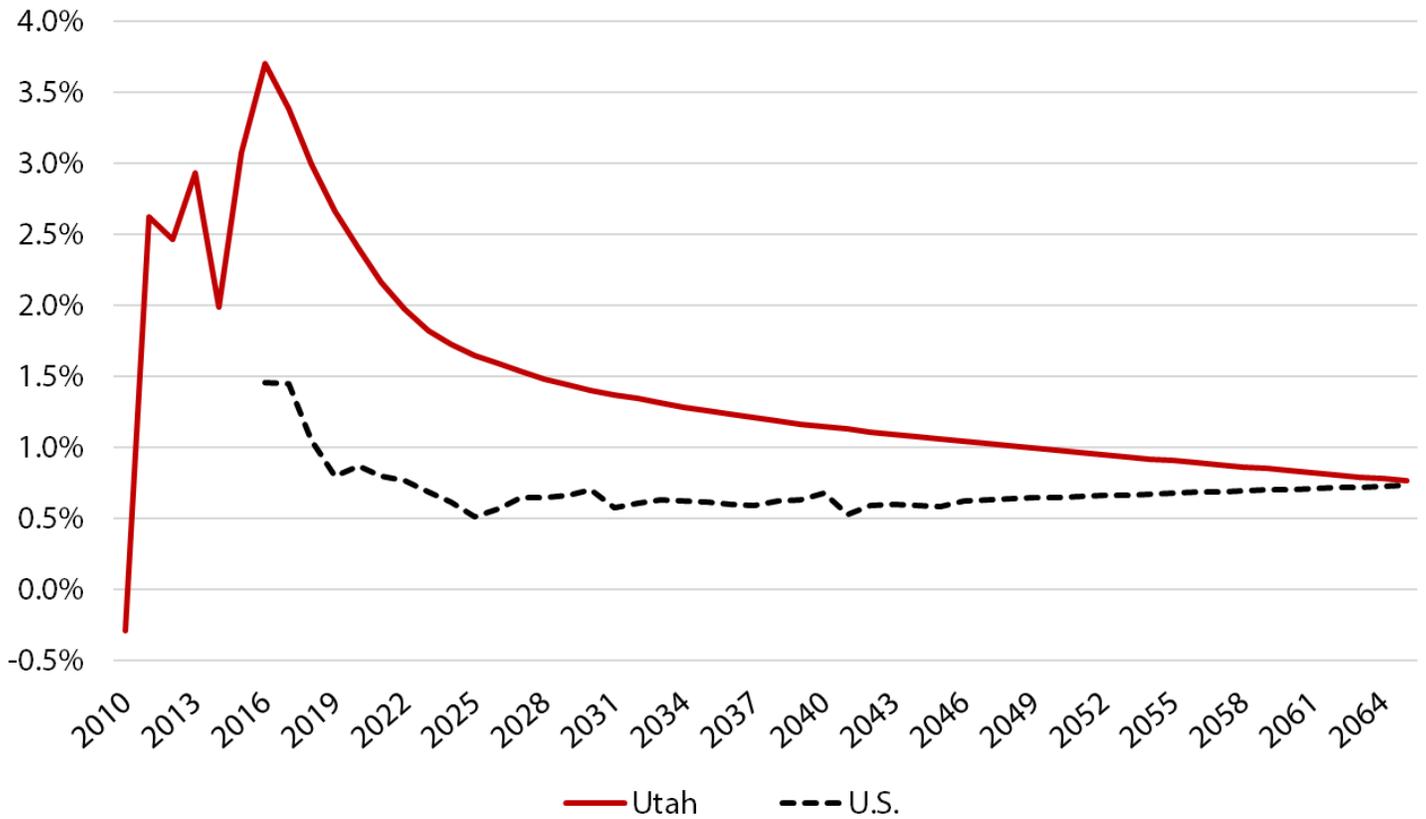
Source: Kem C. Gardner Policy Institute analysis of U.S. Census Bureau Decennial Census and Population Division data. Note: Dependency Ratios are computed as the number of nonworking age persons per 100 working age (18-64 year old) persons in the population. Youth are less than 18 years old and retirement age is 65 years and older.

**Figure 15**  
**Utah Dependency Ratios**  
**1970-2060**



Source: Kem C. Gardner Policy Institute analysis of U.S. Census Bureau Decennial Census and Population Division data; Kem C. Gardner Policy Institute 2015-2065 State and County Projections.

**Figure 16**  
**Historical and Projected Total Employment Growth**  
**Utah and U.S., 2010-2065**



Sources: Kem C. Gardner Policy Institute 2015-2065 State and County Projections; U.S. Bureau of Economic Analysis & U.S. Bureau of Labor Statistics historical employment data.



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## AGENDA ITEM # 4

- DATE:** October 4, 2017
- SUBJECT:** MAG TIP Congestion Management Program/Project Selection Policy and Process Approval
- PREPARED BY:** Shawn Eliot
- BACKGROUND:** The Transportation Improvement Program (TIP) is the funding program for all regional transportation projects within the MPO. UDOT, UTA, and MPO programmed projects are listing in it. The Congestion Management/TIP Selection Process document outlines the policies and procedures in selecting MPO programmed projects. The selection process has the following milestones:
- **Kickoff** - Explain Process and Calendar to committees
  - **Project Idea Report** - Basic review of proposed projects (many projects don't go pass this point)
  - **Concept Report** - Detailed report of technical need, benefits, costs, air quality
  - **MPO Staff Technical Report** - Scoring of all Concept Report projects
  - **MPO TAC Project Priority List** - Score projects, place in ranking list
  - **MPO RPC Priority List Approval** - Approve final list
  - **TIP Approval** - Match funding with projects, finalize TIP document
- CHANGES:** Over the last selection process cycle in 2016, numerous changes were proposed to the selection process. It was proposed at the time, to work through these changes and codify them later. Also, major changes including the state exchanging MPO federal funds for state funds have required a project management process to be developed (with MPO TAC and the county). Changes proposed to the document include; small corrections and updates, policy updates, adding the project management joint process between the MPO and the county.
- A discussion of issues that have been brought up in the past was discussed at the MPO TAC meeting on 8-28-2017 and 9-25/2017.
- Below is a summary of the original proposed MPO staff questions to the MPO TAC.
- The MPO TAC committee recommendation on how to address these questions are show in yellow.

**POLICY UPDATES:**

There are six policy changes that staff addressed with MPO TAC. These items have been discussed by members of the committee in the past and MPO staff would like direction. They include:

- **Project Idea Report Cost Estimate (see Section 1.3):** At the project idea stage, these projects are very draft and not fully vetted. Some have suggested in the past that a cost estimate at this state not be required. Should a cost estimate at the project idea stage be required?

MPO TAC recommended to keep the cost estimate, but a tiered cost approach was recommended. After reviewing this MAG staff recommend that we leave the current requirement of listing the total draft cost rather than tiered, MPO TAC concurred with staff.

- **Moving from Project Idea Report to Concept Report (1.4):** In the past projects at the project idea stage were scored with a line drawn for what projects should move forward to Concept Report stage. Sponsors were advised that if their project was below this line, the project should not move forward, but they could still move forward if they choose to. Should low scoring projects be allowed to move to concept stage?

MPO TAC recommended that low scoring project be allowed to move forward if the sponsor desires to. This was re-worded in the document to reflect this.

- **Project Progress (2.5):** The state and federal government requires that if a project doesn't progress to the end of a phase (PE, environmental, construction, etc.) that the sponsor shall refund the funds expended for that phase. For instance, if a sponsor abandons the project mid-way through PE, but had already completed the environmental, the sponsor would be required to refund the PE costs, but no costs of a prior phase (environmental). Note that this is very rare that a project would be abandoned mid-way through a process. Should the MPO process have the same clause as the state and feds?

MPO TAC agreed with this. Some clarification including giving a reason to cancel a project was made in the document.

- **Scope Change (2.6):** Expanded what constitutes a major scope change. Any suggestions of other major scope changes?

MPO TAC was fine with the added scope items. Minor clarification was made for additional scope items not paid for with the MAG funded project.

- **Scoring Matrix for Project Selection Process (Section 3):** Added and removed some questions. Any suggestions of additional technical questions that should be scored by MPO staff?

MPO TAC was fine with the list. Added that proposed soft match be scored. Added that a project that is specifically listed in the RTP receive points when MPO staff scores each project technical merits.

- **MPO Staff Technical Score (3.2):** MPO staff score each Concept Report based on the information supplied in Section 3 of the report. It clearly spells out each question and how it will be scored. Currently MPO staff create a score for each project and create a list showing how each project scored. This list is given to the MPO TAC as information toward their scoring of the projects, but is non-binding. Some has suggested that since the MPO Staff Technical Score is a technical review that the score should weigh toward the final project scores given to each project by the MPO TAC. Should the MPO staff score weigh toward the overall score? If so by how much, a 1/4, 1/3, 1/2, etc.?

MPO TAC requested that the current process of the Technical Score remain information only to be used in their overall scoring of each project.

<b>STAFF RECOMMENDATION:</b>	MPO TAC working on the changes to this document over two months and recommends that the proposed changes be adopted by MPO RPC.
<b>SUGGESTED MOTION:</b>	I move that the MPO Regional Planning Committee approve that the Congestion Management Program/Project Selection Process be changed as shown in the markup document.
<b>CONTACT PERSON:</b>	Shawn Eliot <a href="mailto:seliot@mountainland.org">seliot@mountainland.org</a> 801-229-3841
<b>ATTACHMENTS:</b>	Congestion Management Program/Project Selection Process markup

## Section One | Project Development and Selection Process

- 1.1 | MPO Congestion Management Program/Project Selection Process - Program overview
- 1.2 | Kick Off Meeting - Introduce project and process to MPO committees
- 1.3 | Project Idea Report - Pre-concept reports of project ideas completed by sponsors
- 1.4 | Project Idea Report Review Meeting - Pre-concept review by TAC committee of project ideas
- 1.5 | Transportation Studies - Review of project study ideas submitted by sponsors and MAG
- 1.6 | Project Concept Reports - Official application of projects completed by sponsors
- 1.7 | MPO Staff Technical Score - Scores given by MPO staff based off Concept Reports
- 1.8 | Field Review - TAC reviews projects in the field, sponsors present
- 1.9 | Project Priority List - Create list to prioritize funding

### 1.1 | MPO Congestion Management Program/Project Selection Process

The Mountainland ~~MPO AOG administers~~ the Metropolitan Planning Organization over the Provo/Orem Urban Area with a planning area that includes all the municipalities within Utah County. ~~The MPO programs transportation funds from federal, state, and county sources. The MPO is appropriated f~~ederal transportation funds are appropriated to the MPO based off the urban populations of the cities ~~from of~~ Eagle Mountain through Provo to Santaquin. The majority of federal funds are exchanged with the Utah Department of Transportation (UDOT) to allow the MPO to program state funds. Utah County Transportation Sales Tax funds derived countywide are also used. ~~This~~ Funding is programmed by the MPO to eligible applicants including member jurisdictions, UDOT, UTA, state agencies, and private organizations. The MPO selects projects through its committees based off congestion relief strategies, mode choice, air quality improvement, and safety.

### 1.2 | Kick Off Meeting

Biennially (every two years) MPO staff ~~will~~ review with the TAC Committee and Regional Planning Committee the process for selecting projects to be funded with MPO ~~federal~~ funds. MPO staff ~~will~~ also compile a draft listing of projects derived from the MPO transportation plan, transportation studies, traffic model results, public involvement, and past projects discussed by the TAC Committee. This list can be used by the MPO TAC Committee members or others in compiling their Project Ideas ~~submittals~~ Report listed in 1.3 below.

### 1.3 | ~~MPO TAC Project Ideas~~Project Idea Report Meeting (Municipal, Agency, Private)

Project and study suggestions from MPO member jurisdictions, state agencies, the transit district, and private organizations are ~~collected and compiled prior to the TAC Committee reviewing of all proposals. submitted to the MPO in the form of a Project Idea Report. This one-page report includes the project description, project type, phasing, right-of-way needed, a draft cost estimate, and a history of the local process and approvals the project has been through (if local approvals have been done, will need to be completed by concept stage). Maps and supporting information can be submitted as supplements to the one-page report. Any projects ~~presented~~ suggested by MPO staff in 1.2 above must have a sponsor by this stage. ~~Individual projects should focus on improving the efficiency of the regional transportation system, be associated with corridors or programs identified in the MPO transportation plan, and emphasize the following four areas of concern:~~~~

- ~~1. Congestion Relief — Spot improvement projects intended to improve Levels of Service and/or reduce average delay along those corridors identified in the Regional Transportation Plan as high congestion areas.~~
- ~~2. Mode Choice — projects improving the diversity and/or usefulness of travel mode other than single occupant~~

vehicles.

- ~~3. Air Quality Improvements—projects showing demonstrable air quality benefits.~~
- ~~4. Safety—improvements to vehicular, pedestrian, and bicyclist safety.~~

~~The project sponsor submits the draft Project Idea Report(s) to the MPO. MPO staff will schedule time to meet with each sponsor to review the report(s), give suggestions and feedback and answer any questions. Final reports are then submitted to the MPO and are compiled by MPO staff to be disseminated to the MPO TAC committee members before they meet to review and score projects moving forward to Concept Report stage. The TAC Committee will review the proposals and vote which projects should move forward to complete a Concept Report. Each member jurisdiction and agency shall have one vote. All advancing projects must have a sponsor, private sponsored projects should partner with a government agency.~~

#### **1.4 | Project Idea Report Review Meeting**

~~At the MPO TAC committee meeting where the Project Idea Reports are presented and scored, each sponsor can take five minutes to present their ideas and answer questions. The TAC committee can give feedback and suggestions. Each member jurisdiction and agency shall have one vote representative score each project. All advancing projects must have a sponsor, private sponsored projects should must partner with a government agency. The TAC committee will decide after creating a scored listing of project ideas what projects should move forward to the Concept Report stage. The project sponsor ultimately decides whether to advance forward to a Concept Report.~~

#### **~~1.4~~+~~1.5~~ | Transportation Studies**

Transportation studies proposed by MPO member jurisdictions, state agencies, the transit district, private organizations, or the MPO shall be submitted and reviewed as part of the Project Idea ~~process~~ Reports mentioned in section 1.3.

Transportation studies must be regional in nature including; transportation area plans (not a city master transportation plan); regional trail, pedestrian, and bike plans; congestion relief studies; interchange or freeway studies; major corridor studies; regional ITS plans; regional traffic model development; transit network development; air quality planning. Due to the lower cost of most transportation studies, ~~projects studies~~ could be proposed ~~annually outside of the biennial selection process~~, if funding is available, through the TIP modification process. A Concept Report will ~~not~~ be required for studies. Most studies will be managed by UDOT, UTA, or the MPO. If the study is to be managed by the MPO, the study will be placed in the Unified Planning Work Program; otherwise it will be placed on the TIP/STIP.

#### **~~1.5~~+~~1.6~~ | Project Concept Reports**

The sponsor of projects advancing from the Project Ideas ~~Reports~~ Meeting shall complete a Concept Report. ~~Concept Reports take time and extra resources to complete. When the draft Concept Report is submitted,~~ MPO staff will determine whether projects meet the minimum requirements of the report including:

1. Preliminary Design
2. Right of Way needs
3. Cost Estimates
4. Cost effectiveness (safety improvements, LOS changes over time, average travel time reductions over time, projected air quality benefits.)
5. Project is consistent with the MPO TAC approved projects list.
6. Road project is on a facility identified on the Utah State Functional Class Map.
7. The project is regional in nature.
8. Project scope (total or phase) is an appropriate size to be funded with limited MPO federal funds.
9. Project is consistent with sponsor general or transportation plan
10. Officially supported by political leadership – approved by legislative body
11. Other transportation agencies or municipalities that are affected by the project are in agreement.
12. Local matching funds are approved.

13. Funding is adequate to clear design and completes the project.
14. Phased projects are proposed in logical increments.
15. Sponsor commitment to completion of project within 5 years from date of award.

After reviewing the draft Concept Reports, MPO staff schedule time to meet with each sponsor to review the draft report(s), give suggestions and feedback, and answer any questions. After meeting with MPO staff, sponsors will make any changes and submit the final Concept Report(s) to the MPO.

### **1.7 | MPO Staff Technical Score**

MPO staff review each project and give a score based off section 3 of the Concept Report. Different types of projects, (road, transit, active transportation, etc.) score well in one ranking category and not as well in another. This allows all projects types to score against another. Once all Concept Report projects are scored, MPO staff will disseminate the results as well as the Concept Reports to the MPO TAC committee for review before the Field Review.

### **1.6 + 1.8 | Field Review**

The MPO TAC Committee ~~can~~ should attend ~~a~~ the Field Review of the projects. The ~~field~~ review should generally last ~~one a~~ whole day ~~at the most~~ with each project being hosted-presented by the project sponsors to explain the proposal and allow the participants to get a better understanding of the project. Each sponsor will be responsible to present each project concept on the Field Review. Projects not visible in the field will be presented ~~in-at~~ the TAC Review of Concept Reports Project Priority List Meeting listed in 1.7-9 below.

### **1.7 + 1.9 | TAC Review of Concept Reports Meeting Project Priority List Meeting**

MPO staff will submit for MPO TAC review those projects that meet the minimum requirements listed under 1.6 Project Concept Reports. MPO TAC shall consider each project on its technical merits, and in relation to the other proposed projects and use the following to aid in their decision of a final project selection list:

1. Field Review
2. TAC Committee members rankings (submitted at meeting) Project Idea TAC Score
3. MPO staff Staff ranking Technical Score
4. Funding available

During an ~~regularly scheduled~~ MPO TAC Committee meeting, the body, ~~under the direction of the Chair or Vice Chair~~ shall ~~negotiate and vote on~~ score each project to create a fully funded p Projects Priority List. Each member jurisdiction and agency shall have one representative scoring the individual projects. Once this list is complete and acceptable to the body, the MPO TAC Committee shall ~~determine by vote whether or not to make~~ recommendation to MPO RPC the list to the MPO Regional Planning Committee for to approval approve, change or disapprove the Project Priority List and funding.

The draft priority list is next presented to the MPO RPC. MPO RPC will have a month to review the MPO TAC work and recommendations. MPO RPC will next meet to discuss any changes to the priority order and make a final approval of the list. The final Project Priority List will be used to fund projects until the next selection process, two years later.

## Section Two | TIP Policies and Procedures

- 2.1 | Project Eligibility - List of type of projects eligible for MPO funding
- 2.2 | Funding - Funding sources and policies
- 2.3 | Contingency Fund / Cost Overruns - Funding available for cost overruns
- 2.4 | Project Cost Savings - Funds to be returned to MPO balance
- 2.5 | Project Tracking and Progress - Outlines tracking system and coordination
- 2.6 | Scope Change - Defines types of scope changes and approval process
- 2.7 | Regional Project - Defines what regional projects are
- 2.8 | New Projects Outside Biennial Process - Adding new projects outside normal process

The following outlines the policies and requirements regarding MPO federally funded projects:

### 2.1 | Project Eligibility

The types of projects that can be funded include:

1. Capacity increasing highway projects
2. Shoulder and turn-lane projects
3. Spot improvements that mitigate congestion or safety issues
4. ITS projects
5. Pedestrian/trail and active transportation projects
6. Transit and park and ride projects
7. Air quality equipment
8. Transportation studies
9. Other transportation related projects

~~Capacity increasing highway projects and general shoulder improvement projects can be funded, but due to limited funds must be either small in scope, phased, or have additional matching funds.~~ All roadway type projects must be identified on the Utah State Functional Class Map. They also ~~should~~ must correspond with the projects and/or programs of the MPO Metropolitan Regional Transportation Plan.

### 2.2 | Funding

Funding can come from various sources including ~~the~~ MPO federal funds, Utah County transportation sales tax funds, ~~Utah County vehicle registration fees, and state~~ exchange funds, ~~UTA funds, local funds supplied by the municipalities or the county and private funds.~~ Federal funds include Congestion Mitigation/Air Quality funds (CM/AQ), CM/AQ PM2.5, Surface Transportation Program Small Urban Area (STP-SU-MAG) funds, and the Transportation Alternatives Program (TAP) funds. In programming funds,

To program funding to a specific project, MPO staff will recommend to the MPO TAC Committee which funds should be used ~~with for each all new projects on the Project Priority List. proposed project based on available MPO federal funding types and other non-MPO funds pledged by each sponsor.~~ Generally, MPO staff will propose that state and county funds be used first for the higher scored projects. Federal funds, being more restrictive, will first be programmed to UDOT, UTA, or lower scored projects within the available funding identified. ~~MPO federal~~ All funds require a match be paid. The required match is ~~normally~~ 6.77% of the total project cost, but the committee can require a higher match. The match shall be paid by the project sponsor.

Projects not receiving funding that scored lower on the Priority List or new projects amended into the program can be eligible for any new funding identified outside the normal biennial selection process. MPO staff will compile any new reports and present the additional funding to the MPO TAC and MPO RPC for their respective recommendations and approvals.

### 2.3 | Contingency Fund / Cost Overruns

The MPO will hold back 10% of each ~~MPO federal~~ funding category each year as a contingency fund for project cost overruns and other needs. At the end of each ~~federal~~ fiscal year, any leftover contingency funds shall be placed back into the general fund of each ~~federal~~ funding category and made available for new projects in the biennial selection process or used for planning studies proposed by the MPO as part of the Unified Planning Work Program future projects. The inter-local agreement between the MPO/county and the sponsor requires that, if a project cost escalates above what was awarded by the MPO, the sponsor is required to cover the cost overrun. A project sponsor can request to MPO staff to help cover small cost overruns up to 10% of the approved cost of the project. There is no guarantee the project will receive the additional funds. Any cost overrun over 10% must be recommended by presented to the TAC Committee MPO TAC to the Regional Planning Committee MPO RPC for their recommendation/approval.

The Utah County sales tax funds are scheduled to receive an annual Build America Bond (BAB) payment that can also be used for contingency funds, when needed. The same process for federal funds will be used for programming contingency funds and placing remaining contingency funds on new projects.

### 2.4 | Project Cost Savings

If a project does not require utilize all MPO ~~federal~~ funding that was programmed to it, any remaining funds shall be returned to the general MPO account to be reallocated in the next biennial selection process to future projects. If the sponsor has additional MPO funded projects that require additional funds, MPO staff can transfer remaining funds between these projects. No N new projects or projects that are not funded with MPO funds can have MPO funds transferred to it without first going must go through the normal biennial selection process or amendment process to receive funding.

### 2.5 | Project Tracking and Progress

MPO staff will track all projects ~~quarterly~~ to ensure the project is progressing and to help with any problems. Regular updates will be given to the TAC and Regional Planning committees of all projects and programs to show what progress has been made. It is hoped that through project tracking, the MPO and the project sponsor will be able to better coordinate and avoid potential conflicts. This coordination will also help to determine the best years to program the project within the TIP. If a project is found to not be making progress, MPO staff will work with the sponsor to move the project forward to a later year. If staff cannot resolve the problem, then the project sponsor will report to the MPO TAC Committee their plan to move forward the project or a reason to cancel the project. The committee can recommend to the MPO Regional Planning Committee that a project that is not moving forward be  canceled and removed from the TIP. Any ~~federal~~ funds expended toward ~~the~~ an unfinished phase of a project shall be required to be reimbursed by the sponsor.

### 2.6 | Scope Change

Minor scope changes to a project are allowed common and should be handled through the project tracking management process. A major scope change needs to be approved by the MPO TAC Committee. A major change can include changing project limits to a point that a logical terminus is excluded, reducing or expanding capacity, adding major components to the projects that were not approved, or subtracting major components that were approved, adding equipment not part of the scope, or adding additional work to the project because of left over funding. A sponsor can add

[major scope items to a project without MPO staff or committee approval if the sponsor demonstrates that it is fully funding the additional work.](#)

## 2.7 | Regional Project

All projects funded by the MPO must be regional in nature. This includes ~~road projects being~~ [highways](#) listed on the Utah State Functional Class System map, and projects being listed on the MPO transportation plan or supporting the goals and programs of the plan (functionally classified collector roads are not individually listed in the plan, but the collector system as a whole is [supported](#), therefore improvements on these corridors are eligible for MPO funds). If a road project is proposed that is not on the functional class map, the MPO TAC Committee can review and determine that the corridor is regional and recommend to the state that it be included on the functional class map.

## 2.8 | New Projects Outside Biennial Process

The MPO supports funding all new projects through the biennial selection process, but there are instances where a project's need or timing might require approval of funding outside the normal process. A sponsor can request that a project be reviewed by the MPO TAC Committee to seek its approval and to be amended into the program. Generally, the same processes required for all projects will be followed (review by MPO staff for available funding, Project Idea Form, MPO TAC Committee approval to fill out a Concept Report, a Field Review, and final approval).

## 2.9 | CM/AQ Exempt Projects

Congestion Mitigation/Air Quality (CM/AQ) funds have federal regulations that require funding only go to projects that show a reduction to air pollution. A quantitative or qualitative analysis showing the amount of pollution reduction benefit will occur with the project is required. This process can be quite technical. The MPO has staff that can help with this portion of the Concept Report. [Basically](#), all projects except for additional capacity highway projects (widen lanes, shoulders) must fill out the CM/AQ portion of the Concept Report. Listed below are the types of projects that can qualify for CM/AQ funds. The project sponsor must be able to show that a project is an eligible activity from one of the items listed.

1. Acquisition of diesel retrofits, including tailpipe emissions control devices, and the provision of diesel-related outreach activities.
2. Intermodal equipment and facility projects that target diesel freight emissions through direct exhaust control from vehicles or indirect emissions reductions through improvements in freight network logistics.
3. Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling facilities.
4. Establishment or operation of a traffic monitoring, management, and control facility, including the installation of advanced truck stop electrification systems.
5. Projects that improve traffic flow, including efforts to provide signal systemization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations that mitigate congestion and improve air quality, and implement ITS and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information.
6. Projects or programs that shift travel demand to nonpeak hours or other transportation modes, increase vehicle occupancy rates, or otherwise reduce demand through initiatives, such as teleworking, ridesharing, pricing, and others.
7. Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity. The MAP21 provision on operating assistance (23 USC 149(m)) is being reviewed and guidance interpreting the provision will be issued in the future.
8. Non-recreational bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel.

9. Vehicle inspection and maintenance programs.

### **2.10 | Selection Process Time Line – Biennial**

Every two years the MPO facilitates the selection process on the following schedule:

- Jan = Kick Off Meeting, regular January MPO TAC Committee Meeting – MPO staff present the TIP selection process and make project recommendations based on traffic model and MPO transportation plan projects and programs.
- Feb = Project Idea Form Submittals, due mid February – TAC Committee members and others submit projects ideas to MPO staff to compile.
- Feb = TAC Committee Project Ideas Meeting at regular February MPO TAC Committee Meeting – MPO TAC Committee finalizes draft list and votes on which projects move forward to Concept Report level.
- Apr = Concept Reports, due end of April – MPO staff starts review and ranking projects.
- May = Field Review, end of May – A field review of projects is done. The review is usually held the morning of the May MPO TAC Committee Meeting.
- May = TIP Selection Meeting, regular May MPO TAC Committee Meeting – MPO TAC Committee uses Field Review findings, MPO staff ranking, cost effectiveness of solution, geographic distribution of projects, available funding, and phasing to make final project list recommendation to the MPO Regional Planning Committee.
- June = MPO Regional Planning Committee reviews MPO TAC Committee recommendations and approves a funded projects list.

## Section Three | MPO Staff Scoring Process

- 3.1 | Scoring Matrix for Project Selection Process - Outlines scoring process
- 3.2 | MPO Staff Technical Score - Process for assigning technical score
- 3.3 | Congestion Relief - Items to be scored
- 3.4 | Mode Choice - Items to be scored
- 3.5 | Environmental Quality - Items to be scored
- 3.6 | Safety - Items to be scored
- 3.7 | Other Considerations - Items to be scored

### 3.1 | Ranking-Scoring Matrix for Project Selection Process

General procedure: ~~For each of the 4 categories listed in section 1.3,~~ MPO staff assigns an overall score representing their judgment of the project's relative merit based off the Concept Report. The maximum score for each category reflects its relative significance in the ranking-scoring process. Rankings-Scores are coupled with the following guidelines when selecting projects to fund:

1. The process should be simple.
2. It should recognize the special characteristics of our region.
3. The process should include geographical balance.
4. The process should consider transit, ITS, pedestrian/bike, as well as congestion relief for roads.
6. High priority should be given to projects that SAFETEA-LU federal law requires-recommends to be funded.
5. The outcome should not be completely dependent on scoring, but should also allow for each jurisdiction's own priorities.
6. MPO staff review the ranking-scoring questions with the MPO TAC Committee prior to the start of a selection cycle and make changes as deemed necessary by the committee.

### 3.2 | MPO Staff Project-Ranking Technical Score

The following categories are addressed in the Concept Report. MPO staff will score the responses in each ~~concept-Concept report-Report~~ and give a ranking-technical score for each project. ~~MPO staff's-Staff recommendations-Technical Scores~~ will be made available to the MPO TAC Committee for their use in making ~~the final draft P~~project Priority List selection recommendations. The MPO staff ranking-score is a tool to aid the MPO TAC Committee in their final selection. The committee is not required to pick projects solely on MPO staff ranksscores.

### 3.3 | Congestion Relief (25 Points)

- a) Provides alternate transportation facility that corrects identified congested problem.
- b) Reduces congestion by reducing the number of vehicles.
- c) Reduces need for additional highway lanes for peak hour capacity.
- d) Increases efficiency of transportation system through traffic management measures.
- e) Adds turning movements to relieve congested intersection.

### 3.4 | Mode Choice (25 points)

- a) Benefits multiple transportation systems (transit and highway, pedestrian and transit).
- b) Promotes alternative transportation solution to SOV use.

- c) Creates or improves linkages between transportation modes.
- d) Reduces physical, psychological, or economic barriers to carpool, bike, walk, or transit use.
- e) Provides incentives to carpool, bike, walk, or transit use.

### 3.5 | Environmental Quality (15 points)

- a) Provides cost effective emission reductions (~~amount of reduction justifies cost~~ air quality score).
- ~~b) Helps efforts to attain and maintain national air quality standards.~~
- ~~e)b~~ Minimizes environmental impacts or reduces existing impacts (e.g. air/water/noise pollution).
- ~~d)c~~ Enhances the natural, cultural, or historic environment.
- ~~e)d~~ Mitigates invasive impacts to existing neighborhoods/commercial areas (minimal relocations).

### 3.6 | Safety (20 points)

- a) Corrects/improves a verified or potential safety or accident problem.
- b) Improves information/communications for traffic operations and emergency responders.
- c) Reduces severity of crashes.
- d) Enhances safe movement of pedestrian, bicycle traffic.
- e) Provides an intermodal safety improvement (e.g. separation of vehicles-trains, vehicles-pedestrian).

### 3.7 | Other Considerations (15 points)

- a) Effectively distributes funding throughout the MPO area.
- b) Phases project in a manner that the MPO can use limited funds efficiently.
- c) ~~Cost effectiveness is appropriate for the amount of improvement made.~~ Additional funding above required match is pledged toward project (including any soft match).
- d) ~~Benefits transportation users from adjacent municipalities.~~ Project sponsor ranking of project.
- e) ~~Is supported by elected officials.~~ Project is a numbered project within the current RTP.

## Section Four | MPO / Utah County Joint Project Management Process

- 4.1 | Project Management Process - Overview of process
- 4.2 | Purpose - Defines purpose of this policy
- 4.3 | Funding - Describes funding sources under this policy
- 4.4 | Responsibility Agency - MPO, county, and sponsor relationships defined
- 4.5 | Process - Outlines start to finish process and policies

### **4.1 Project Management Process**

The following policies and procedures apply to all local government projects funded through the Mountainland Metropolitan Planning Organization (MPO) using state transportation funds exchanged for federal funds with the Utah Department of Transportation (UDOT) and Utah County Transportation Sales Tax funds. All project funds awarded to UDOT or the Utah Transit Authority (UTA) will be managed by their respective agencies with an inter-local agreement and a required statement of completion.

### **4.2 Purpose**

1. Help jurisdictions develop complete, efficiently delivered, lasting transportation projects.
2. Remain accountable to the MPO committees (Technical Advisory Committee (TAC) and the Regional Planning Committee (RPC) that awarded the funds.
  - a. Ensure approved projects are completed in a timely manner.
  - b. Help local jurisdictions overcome unforeseen project funding and or scoping issues.
  - c. Follow proven project delivery processes and standards.

### **4.3 Funding**

The MPO has multiple federal, state, and local transportation funds to program for regional transportation projects.

1. **MPO Funds** - The MPO has entered into agreement with UDOT to exchange Urban STP federal funds for state funds at an .85-cents to the dollar exchange rate. State funds are more flexible than federal funds when funding the smaller regional projects programmed through the MPO. They also have less regulations, projects typically are less expensive, and are completed in less time, all justifying the discounted exchange rate.
2. **Utah County Transportation Sales Tax Funds** - The MPO is tasked with developing and recommending a list of projects that utilize the two county transportation sales taxes. The county commission has the final approval of expending these funds, but by state law can only expend funds on MPO recommended projects.
3. **Funding Participation** - Both the MPO state funds and county sales tax funds require local or sponsor participation. The MPO/county will pay 93.23% of the total awarded project cost with the local jurisdiction or project sponsor required to pay 6.77% matching funds for each project.
4. **Soft Match** - A soft match that claims work done by the sponsor, Right-of-Way (ROW) acquisition, or other approved related incurred costs may be used toward the 6.77% matching funds if established within the inter-local agreement.

5. **Additional Funds**- The local jurisdiction can pledge additional funds above the required cash match to fund different aspects of the project including betterments. These funds add value to the total project, but do not require additional cash match.

#### **4.4 Responsible Agency**

The Project Management Process for MPO Exchange funds will be managed by the MPO with County sales tax funds managed by Utah County. A local jurisdiction or agency, known as the Project Sponsor, will work directly with the MPO or county, known as the Project Manager, based on which funding source a project is awarded. The Project Manager will manage each project as outlined below from the beginning of the Inter-Local Agreement, to approving and paying invoices, to project completion. Both the MPO and the county will collaboratively share information about the projects they manage to allow accountability to the MPO committees and the county commission on all approved projects. If a project is within multiple jurisdictions and/or agencies, one jurisdiction or agency will enter in to the interlocal agreement and interface with the Program Manager as the Project Sponsor. Multiple jurisdictions and/or agencies interactions will be outlined within a separate interlocal agreement between said jurisdictions and/or agencies. This agreement shall be referenced in such agreement as an Exhibit.

#### **4.5 Process**

The process to start, design, construct and fund a project is as follows:

1. **Inter-Local Agreement** - The Project Manager and Project Sponsor will enter into an inter-local agreement confirming the total project funds awarded by the MPO, matching funds, other pledged funds, soft match, project scope and adherence to the project management process herein. No project activities paid for by the Project Sponsor prior to an approved Interlocal Agreement shall be reimbursed by the Project Manager except as allowed for soft match purposes.
2. **Procurement** - The Project Sponsor will designate a qualified project engineer from its staff or hire a project engineer from the Project Sponsors consultant pool or the prequalified UDOT pool, who will be responsible for project delivery. The Project Sponsor shall follow Utah state code Section 63G-6a-101 or its own procurement/purchasing policy. Different project engineers can be designated or hired for different phases of the project.
3. **Project Development** - The Project Sponsor and the designated project engineer, will design, acquire the necessary ROW, bid out and manage the construction of the Approved Project.
  - a. Design Standard: The project design will adhere to American Association of State Highway and Transportation Officials (AASHTO), UDOT, American Public Works Association (APWA), or other applicable local/state/national standards.
    - 1) The local jurisdiction and the project engineer will acquire the appropriate clearances and permits through the design process.
  - b. Environmental Work: The Project Sponsor will acquire the appropriate clearances and permits through the design process. The Project Sponsor can follow their own adopted environmental process, or follow the Recommended Environmental Guidance / Mountainland & Utah County Programmed Projects document (including designating with the Program Manager the type of environmental work to be completed), or any

other stricter environmental process under local or federal law. The Project Sponsor must follow any National Environmental Policy Act (NEPA) requirements required (Endangered Species Act, Clean Water Act, etc.), and any other local or government agency requirements for the Approved Project.

- c. Design Work: The Project Sponsor will involve the Program Manager at the following design milestones:
- 1) Kickoff Meeting,
  - 2) 30% Scope and Schedule Review,
  - 3) 60% On Site Plan Review,
  - 4) 90% Plans, Specifications and Estimate,
- d. Final Design Approval: Once project design is complete the Project Sponsor will review the final design with the Program Manager. Both parties shall agree that the project is ready for the construction phase.
- e. ROW Acquisition: The Project Sponsor will be responsible to acquire all necessary ROW adhering to state and local laws. The Project Sponsor can follow their own adopted ROW acquisition process or follow the Recommended Right of Way Acquisition Guidance / Mountainland & Utah County Programmed Projects guidance document, or as required by Utah law.
- f. Construction Advertising - To advertise construction, the Project Sponsor shall follow Utah state code Section 63G-6a-101 or its own procurement/purchasing policy. All construction bids will include a 10% construction contingency. The Project Sponsor will provide a copy of the advertisement and the notice of award to the Program Manager.

#### **4. Project Signage/Contact Info**

It is recommended that the Project Sponsor install signage informing the public of the following:

- a. Project name.
- b. Project description.
- c. Start and completion dates (general).
- d. Contact name, phone number, website address, email.
- e. Use the sentence "This project funded with Mountainland Transportation Funding".
- f. List project sponsors and their logos (Project Sponsor, Mountainland, Utah County).
- g. Generally, one sign at each access point to the project shall be installed.
- h. Signs should be at least 4' x 6', or large enough for passing motorists to read.
- i. Signs should be installed prior to construction and stay in place through construction.

#### **5. Construction Process**

The Project Sponsor will manage the construction process. The Program Manager will be notified by the Project Sponsor of any changes that affect the scope of the project or costs that exceed the construction contingency.

#### **6. Project Completion**

Program Manager staff will be notified and allowed to attend the final inspection of the completed project.

#### **7. Project Hold**

The Program Manager has the authority to place a project on hold at any time during the project development process or withhold reimbursement of invoices during the construction process if the Program Manager deems that the Approved Project is not within the Approved Project scope or budget. The Program Manager shall notify the Project Sponsor of the hold in writing and will work with the Project Sponsor to rectify the issues promptly. If the Project Sponsor and Program Manager cannot bring the Approved Project back into scope or if additional funding is needed above what the Program Manager or the Project Sponsor can provide, the issues will be brought to the Mountainland MPO committees for their review, recommendations, resolutions, and approvals.

#### **8. Total Project Cost**

Both the Program Manager and Project Sponsor acknowledge that the Approved Project has been authorized by the Mountainland MPO Regional Planning Committee (Utah County Commission must also approve if county funds are used) to be funded at an amount not to exceed \$(enter Total Project Cost amount) (Total Project Cost) for the direct costs of the Approved Project.

- a) Matching Funds: The Project Sponsor is required to pay a match or portion of the Total Project Cost. This amount is 6.77% of the Total Project Cost. The use of Project Sponsor equipment and/or Project Sponsor employee time for the project shall not be reimbursable, but can be claimed by the Project Sponsor as a soft match toward the required 6.77% matching funds required from the Project Sponsor. The Project Sponsor is required to pay the difference between the required match and the value of the soft match, if any.
- b) Multi-Year Funding - Some projects require funding across multiple fiscal years. Reimbursement for Approved Project activities can only be made up to the available amount identified in a single fiscal year. Any balance from a prior year where available funds have not been expended for the Approved Project are then advanced to the next fiscal year and are added to the funds available that fiscal year. Fiscal years for MAG Exchange Funds begin each year on October 1st or as otherwise designated in the Cooperative Agreement between MAG and UDOT, and for County Transportation Sales Tax Funds on January 1st.
- c) Funding Availability - MAG Exchange funds are distributed to the MPO generally in October each year through a cooperative agreement with UDOT. The exchange process requires that MPO federal funds be exchanged with UDOT for state funds on an annual basis. The federal funds are made available by congress, the release of funds can fluctuate yearly. County Transportation Sales Tax funds are generally available each January and are generated by sale tax revenue, which can fluctuate with the economy. MAG will not reimburse expenses on an Approved Project unless funding is made available by UDOT and Utah County. This could require the Approved Project to be placed on hold by the Program Manager or that the Project Sponsor advance their own funds toward the Approved Project with reimbursement to be made by the Program Manager upon receipt of available funding from UDOT and/or Utah County.
- d) Reimbursement - The Project Sponsor, if desiring reimbursement for the direct costs of the Approved Project, will provide the Program Manager with one monthly itemized invoice detailing actual costs for the ROW acquisition, design, utility relocation, construction, or other approved elements of the project. Appropriate backup materials shall also be supplied by the Project Sponsor to the Program Manager without requiring separate inquiry. The Program Manager agrees to reimburse the Project Sponsor within 30 days of receiving acceptable itemized invoices establishing the validity of the direct costs of the Approved Project. The

maximum amount of reimbursement from the Program Manager to the Project Sponsor for any fiscal year shall be the available funds actually received by the Program Manager for such fiscal year. The maximum amount of reimbursement from the Program Manager to the Project Sponsor shall not exceed the Total Project Cost less the matching funds. Any costs which exceed the Total Project Cost less the matching funds shall be the sole responsibility of the Project Sponsor. The Program Manager will review and approve monthly each itemized invoice and will reimburse the total invoice amount less the required matching funds.

- e) Cost Overruns: The Program Manager maintains a contingency account for cost overruns. The Project Sponsor may request additional funds above the approved Total Project Cost with supporting documentation demonstrating the need for additional funds. The Program Manager may approve up to 10% of the Total Project Cost up to a maximum of \$500,000. The MPO Regional Planning Committee can approve higher amounts (Utah County Commission must also approve if county funds are used). The addition of these contingency funds would require a modification to this Agreement. If no additional funds are awarded or the Approved Project still requires additional funds, the Project Sponsor will be responsible to fund the overrun.
- f) Surplus Funds: Any surplus funds remaining after the completion of the Approved Project will be returned to the Mountainland or Utah County fund balance to be reallocated to other projects selected through the MPO project selection process. Note that Mountainland and Utah County selects and funds projects, not project sponsors. Surplus funds cannot be moved to a new project not already approved through the MPO project selection process. Any surplus funds paid by the Project Sponsor shall be returned to the Project Sponsor.

9. **Liability, Ownership and Maintenance of Approved Project:** The Project sponsor bears all liability through all stages of project development and construction. The Project Sponsor shall own and be responsible for maintenance, repair and replacement of the completed project.
10. **Inspection of Approved Project:** The Program Manager and its designees, upon reasonable notice, reserve the right to enter upon the Approved Project to inspect the same to verify compliance with this Agreement.
11. **Other Expenses:** Except as otherwise expressly stated herein, all expenses not identified as a part of the Approved Project or executed prior to the Agreement shall be the sole responsibility of the Project Sponsor.
12. **Amendments:** The interlocal agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be one of the following: (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, and (c) filed in the official records of each party.
13. **Change Orders:** Changes can occur throughout a project. Changes that are outside the approved scope outlined in the interlocal agreement must be amended. Minor changes and adjustments that fall within the original project scope can be addressed with a change order. A change order is defined as that additional effort necessary by reason of changed conditions which are radical, unforeseen, and completely beyond the control of the Project Sponsor. The Project Sponsor shall create the change order and keep records of them. Any additional costs

incurred can be covered by the construction contingency or by added local funding and should be addressed in the change order. If additional costs are more than the construction contingency and available local funds, the Project Sponsor shall contact the Program Manager to review funding options.

14. **Extra Work:** Extra work shall be undertaken only when previously authorized in writing by the Program Manager, and is defined as additional work which is neither shown nor defined in this Agreement. Extra work includes additional improvements adjacent to the Approved Project or in other locations that the Project Sponsor desires to complete as a package of other approved projects. Extra work can be for utility projects, facilities that tie into the Approved Project, project betterments, or other work desired by the Project Sponsor. No costs incurred by extra work can be billed to the Approved Project. Any invoices submitted by the Project Sponsor shall clearly detail costs incurred by the Approved Project and list separately costs incurred by the extra work. Extra work shall be outlined in a new exhibit.

## AGENDA ITEM # 5

**DATE:** October 4, 2017

**SUBJECT:** MAG TIP UDOT's Modification Request-Orem State Street Environmental

**PREPARED BY:** Bob Allen

**BACKGROUND:** Region 3 previously requested funds for the \$5M obligation for the future SR-92 light rail bridge to be paid from the Provo Orem Transportation Improvement Project (\$4M) and the US-89 (300 S); 200 W to 700 E Provo (\$1M) projects. The Commission approved this funding at the meeting on June 9, 2017.

Since that time, the cost of right of way has increased on the Provo Orem TRIP. In order to keep the appropriate amount of contingency in the project budget, Region 3 requests to move \$1.2M from the SR-265 & US-89; University Parkway and Orem State Street Grade Separation Environmental to cover a portion of the future light rail bridge, instead of pulling it from the Provo Orem TRIP contingency.

The SR-265 & US-89; University Parkway and Orem State Street Grade Separation Environmental was funded from TIF for \$2M during the 2016 STIP process. Since that time, Region 3 has done pre-NEPA planning work with city and property owners and while the group is supportive of the concept of grade separation, they have concluded that it is not the right time to start the environmental work. The group supports the grade separation concept still being part of the Long Range Transportation Plan. Region 3 requests that \$1.2M be moved from this project to the Provo Orem TRIP.

Fund Type: TIF

Fund Amount: \$1.2M from PIN 13933 to PIN 10266

Fund Year(s)? : 25016, 2017

**PROPOSAL:** Request to move funds from SR-265 & US-89; University Parkway and Orem State Street Grade Separation Environmental to the Provo Orem Transportation Improvement Project to provide partial funding for UDOT's obligation to UTA for the future light rail bridge over SR-92.

**STAFF**  
**RECOMMENDATION:** MPO Staff and TAC recommends a modification of the TIP to move \$1.2M from PIN 13933 to PIN 10266.

**SUGGESTED MOTION:** I move that the TIP be modified to move \$1.2M from PIN 13933 to PIN 10266.

**CONTACT PERSON:** Bob Allen  
[rallen@mountainland.org](mailto:rallen@mountainland.org)  
801-229-3813

**ATTACHMENTS:** Project Location Map

# Project Location Map



## **AGENDA ITEM # 6**

**DATE:** August 31, 2017

**SUBJECT:** Open and Public Meeting Act Training

**PREPARED BY:** Andrew Jackson

**BACKGROUND:** State Law requires an annual training on the Open and Public Meetings Act.  
  
This is our annual training

**STAFF RECOMMENDATION:** None. Information only

**SUGGESTED MOTION:** None

**CONTACT PERSON:** Andrew Jackson  
[ajackson@mountainland.org](mailto:ajackson@mountainland.org)  
801-367-0699

**ATTACHMENTS:** Utah Code Open and Public Meetings Act PDF

## Chapter 4 Open and Public Meetings Act

### Part 1 General Provisions

#### **52-4-101 Title.**

This chapter is known as the "Open and Public Meetings Act."

Enacted by Chapter 14, 2006 General Session

#### **52-4-102 Declaration of public policy.**

- (1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business.
- (2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions:
  - (a) take their actions openly; and
  - (b) conduct their deliberations openly.

Renumbered and Amended by Chapter 14, 2006 General Session

#### **52-4-103 Definitions.**

As used in this chapter:

- (1) "Anchor location" means the physical location from which:
  - (a) an electronic meeting originates; or
  - (b) the participants are connected.
- (2) "Capitol hill complex" means the grounds and buildings within the area bounded by 300 North Street, Columbus Street, 500 North Street, and East Capitol Boulevard in Salt Lake City.
- (3) "Convening" means the calling together of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.
- (4) "Electronic meeting" means a public meeting convened or conducted by means of a conference using electronic communications.
- (5) "Electronic message" means a communication transmitted electronically, including:
  - (a) electronic mail;
  - (b) instant messaging;
  - (c) electronic chat;
  - (d) text messaging as defined in Section 76-4-401; or
  - (e) any other method that conveys a message or facilitates communication electronically.
- (6)
  - (a) "Meeting" means the convening of a public body or a specified body, with a quorum present, including a workshop or an executive session, whether in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body or specific body has jurisdiction or advisory power.
  - (b) "Meeting" does not mean:
    - (i) a chance gathering or social gathering; or

- (ii) a convening of the State Tax Commission to consider a confidential tax matter in accordance with Section 59-1-405.
- (c) "Meeting" does not mean the convening of a public body that has both legislative and executive responsibilities if:
  - (i) no public funds are appropriated for expenditure during the time the public body is convened; and
  - (ii) the public body is convened solely for the discussion or implementation of administrative or operational matters:
    - (A) for which no formal action by the public body is required; or
    - (B) that would not come before the public body for discussion or action.
- (7) "Monitor" means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.
- (8) "Participate" means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.
- (9)
  - (a) "Public body" means:
    - (i) any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
      - (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
      - (B) consists of two or more persons;
      - (C) expends, disburses, or is supported in whole or in part by tax revenue; and
      - (D) is vested with the authority to make decisions regarding the public's business; or
    - (ii) any administrative, advisory, executive, or policymaking body of an association, as defined in Section 53A-1-1601, that:
      - (A) consists of two or more persons;
      - (B) expends, disburses, or is supported in whole or in part by dues paid by a public school or whose employees participate in a benefit or program described in Title 49, Utah State Retirement and Insurance Benefit Act; and
      - (C) is vested with authority to make decisions regarding the participation of a public school or student in an interscholastic activity as defined in Section 53A-1-1601.
  - (b) "Public body" includes:
    - (i) as defined in Section 11-13-103, an interlocal entity or joint or cooperative undertaking; and
    - (ii) as defined in Section 11-13a-102, a governmental nonprofit corporation.
  - (c) "Public body" does not include:
    - (i) a political party, a political group, or a political caucus;
    - (ii) a conference committee, a rules committee, or a sifting committee of the Legislature;
    - (iii) a school community council or charter trust land council as defined in Section 53A-1a-108.1; or
    - (iv) the Economic Development Legislative Liaison Committee created in Section 36-30-201.
- (10) "Public statement" means a statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.
- (11)
  - (a) "Quorum" means a simple majority of the membership of a public body, unless otherwise defined by applicable law.
  - (b) "Quorum" does not include a meeting of two elected officials by themselves when no action, either formal or informal, is taken on a subject over which these elected officials have advisory power.

- (12) "Recording" means an audio, or an audio and video, record of the proceedings of a meeting that can be used to review the proceedings of the meeting.
- (13) "Specified body":
- (a) means an administrative, advisory, executive, or legislative body that:
    - (i) is not a public body;
    - (ii) consists of three or more members; and
    - (iii) includes at least one member who is:
      - (A) a legislator; and
      - (B) officially appointed to the body by the president of the Senate, speaker of the House of Representatives, or governor; and
  - (b) does not include a body listed in Subsection (9)(c)(ii).
- (14) "Transmit" means to send, convey, or communicate an electronic message by electronic means.

Amended by Chapter 196, 2017 General Session

Amended by Chapter 277, 2017 General Session

Amended by Chapter 441, 2017 General Session

#### **52-4-104 Training.**

The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.

Enacted by Chapter 263, 2006 General Session

## **Part 2 Meetings**

#### **52-4-201 Meetings open to the public -- Exceptions.**

(1) A meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206.

(2)

- (a) A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with this chapter.
- (b) A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless:
  - (i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;
  - (ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given;
  - (iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or
  - (iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.

Renumbered and Amended by Chapter 14, 2006 General Session  
Amended by Chapter 263, 2006 General Session

**52-4-202 Public notice of meetings -- Emergency meetings.**

- (1)
  - (a)
    - (i) A public body shall give not less than 24 hours' public notice of each meeting.
    - (ii) A specified body shall give not less than 24 hours' public notice of each meeting that the specified body holds on the capitol hill complex.
  - (b) The public notice required under Subsection (1)(a) shall include the meeting:
    - (i) agenda;
    - (ii) date;
    - (iii) time; and
    - (iv) place.
- (2)
  - (a) In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section.
  - (b) The public notice under Subsection (2)(a) shall specify the date, time, and place of the scheduled meetings.
- (3)
  - (a) A public body or specified body satisfies a requirement for public notice by:
    - (i) posting written notice:
      - (A) at the principal office of the public body or specified body, or if no principal office exists, at the building where the meeting is to be held; and
      - (B) on the Utah Public Notice Website created under Section 63F-1-701; and
    - (ii) providing notice to:
      - (A) at least one newspaper of general circulation within the geographic jurisdiction of the public body; or
      - (B) a local media correspondent.
  - (b) A public body or specified body is in compliance with the provisions of Subsection (3)(a)(ii) by providing notice to a newspaper or local media correspondent under the provisions of Subsection 63F-1-701(4)(d).
  - (c) A public body whose limited resources make compliance with Subsection (3)(a)(i)(B) difficult may request the Division of Archives and Records Service, created in Section 63A-12-101, to provide technical assistance to help the public body in its effort to comply.
- (4) A public body and a specified body are encouraged to develop and use additional electronic means to provide notice of their meetings under Subsection (3).
- (5)
  - (a) The notice requirement of Subsection (1) may be disregarded if:
    - (i) because of unforeseen circumstances it is necessary for a public body or specified body to hold an emergency meeting to consider matters of an emergency or urgent nature; and
    - (ii) the public body or specified body gives the best notice practicable of:
      - (A) the time and place of the emergency meeting; and
      - (B) the topics to be considered at the emergency meeting.
  - (b) An emergency meeting of a public body may not be held unless:
    - (i) an attempt has been made to notify all the members of the public body; and
    - (ii) a majority of the members of the public body approve the meeting.

- (6)
  - (a) A public notice that is required to include an agenda under Subsection (1) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.
  - (b) Subject to the provisions of Subsection (6)(c), and at the discretion of the presiding member of the public body, a topic raised by the public may be discussed during an open meeting, even if the topic raised by the public was not included in the agenda or advance public notice for the meeting.
  - (c) Except as provided in Subsection (5), relating to emergency meetings, a public body may not take final action on a topic in an open meeting unless the topic is:
    - (i) listed under an agenda item as required by Subsection (6)(a); and
    - (ii) included with the advance public notice required by this section.
- (7) Except as provided in this section, this chapter does not apply to a specified body.

Amended by Chapter 77, 2016 General Session

**52-4-203 Written minutes of open meetings -- Public records -- Recording of meetings.**

- (1) Except as provided under Subsection (7), written minutes and a recording shall be kept of all open meetings.
- (2)
  - (a) Written minutes of an open meeting shall include:
    - (i) the date, time, and place of the meeting;
    - (ii) the names of members present and absent;
    - (iii) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
    - (iv) a record, by individual member, of each vote taken by the public body;
    - (v) the name of each person who:
      - (A) is not a member of the public body; and
      - (B) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
    - (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(a)(v); and
    - (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.
  - (b) A public body may satisfy the requirement under Subsection (2)(a)(iii) or (vi) that minutes include the substance of matters proposed, discussed, or decided or the substance of testimony or comments by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.
- (3) A recording of an open meeting shall:
  - (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
  - (b) be properly labeled or identified with the date, time, and place of the meeting.
- (4)
  - (a) As used in this Subsection (4):
    - (i) "Approved minutes" means written minutes:
      - (A) of an open meeting; and
      - (B) that have been approved by the public body that held the open meeting.

- (ii) "Electronic information" means information presented or provided in an electronic format.
- (iii) "Pending minutes" means written minutes:
  - (A) of an open meeting; and
  - (B) that have been prepared in draft form and are subject to change before being approved by the public body that held the open meeting.
- (iv) "Specified local public body" means a legislative body of a county, city, town, or metro township.
- (v) "State public body" means a public body that is an administrative, advisory, executive, or legislative body of the state.
- (vi) "Website" means the Utah Public Notice Website created under Section 63F-1-701.
- (b) Pending minutes, approved minutes, and a recording of a public meeting are public records under Title 63G, Chapter 2, Government Records Access and Management Act.
- (c) Pending minutes shall contain a clear indication that the public body has not yet approved the minutes or that the minutes are subject to change until the public body approves them.
- (d) A state public body and a specified local public body shall require an individual who, at an open meeting of the public body, publicly presents or provides electronic information, relating to an item on the public body's meeting agenda, to provide the public body, at the time of the meeting, an electronic or hard copy of the electronic information for inclusion in the public record.
- (e) A state public body shall:
  - (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
  - (ii) within three business days after approving written minutes of an open meeting:
    - (A) post to the website a copy of the approved minutes and any public materials distributed at the meeting;
    - (B) make the approved minutes and public materials available to the public at the public body's primary office; and
    - (C) if the public body provides online minutes under Subsection (2)(b), post approved minutes that comply with Subsection (2)(b) and the public materials on the public body's website; and
  - (iii) within three business days after holding an open meeting, post on the website an audio recording of the open meeting, or a link to the recording.
- (f) A specified local public body shall:
  - (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
  - (ii) within three business days after approving written minutes of an open meeting, post and make available a copy of the approved minutes and any public materials distributed at the meeting, as provided in Subsection (4)(e)(ii); and
  - (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- (g) A public body that is not a state public body or a specified local public body shall:
  - (i) make pending minutes available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes;
  - (ii) within three business days after approving written minutes, make the approved minutes available to the public; and
  - (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.

- (h) A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting.
- (i) Approved minutes of an open meeting are the official record of the meeting.
- (5) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
- (6) The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- (7) Notwithstanding Subsection (1), a recording is not required to be kept of:
  - (a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; or
  - (b) an open meeting of a local district under Title 17B, Limited Purpose Local Government Entities - Local Districts, or special service district under Title 17D, Chapter 1, Special Service District Act, if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are \$50,000 or less.

Amended by Chapter 12, 2017 General Session  
Amended by Chapter 13, 2017 General Session

**52-4-204 Closed meeting held upon vote of members -- Business -- Reasons for meeting recorded.**

(1) A closed meeting may be held if:

(a)

(i) a quorum is present;

(ii) the meeting is an open meeting for which notice has been given under Section 52-4-202; and

(iii)

(A) two-thirds of the members of the public body present at the open meeting vote to approve closing the meeting;

(B) for a meeting that is required to be closed under Section 52-4-205, if a majority of the members of the public body present at an open meeting vote to approve closing the meeting;

(C) for an ethics committee of the Legislature that is conducting an open meeting for the purpose of reviewing an ethics complaint, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or

(D) for the Political Subdivisions Ethics Review Commission established in Section 11-49-201 that is conducting an open meeting for the purpose of reviewing an ethics complaint in accordance with Section 11-49-701, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or

(b)

(i) for the Independent Legislative Ethics Commission, the closed meeting is convened for the purpose of conducting business relating to the receipt or review of an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the

- agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the receipt or review of ethics complaints";
- (ii) for the Political Subdivisions Ethics Review Commission established in Section 11-49-201, the closed meeting is convened for the purpose of conducting business relating to the preliminary review of an ethics complaint in accordance with Section 11-49-602, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the review of ethics complaints"; or
- (iii) for the Independent Executive Branch Ethics Commission created in Section 63A-14-202, the closed meeting is convened for the purpose of conducting business relating to an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to an ethics complaint."
- (2) A closed meeting is not allowed unless each matter discussed in the closed meeting is permitted under Section 52-4-205.
- (3) An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting.
- (4) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
- (a) the reason or reasons for holding the closed meeting;
- (b) the location where the closed meeting will be held; and
- (c) the vote by name, of each member of the public body, either for or against the motion to hold the closed meeting.
- (5) Except as provided in Subsection 52-4-205(2), nothing in this chapter shall be construed to require any meeting to be closed to the public.

Amended by Chapter 426, 2013 General Session

**52-4-205 Purposes of closed meetings -- Certain issues prohibited in closed meetings.**

- (1) A closed meeting described under Section 52-4-204 may only be held for:
- (a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual;
- (b) strategy sessions to discuss collective bargaining;
- (c) strategy sessions to discuss pending or reasonably imminent litigation;
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
- (i) disclose the appraisal or estimated value of the property under consideration; or
- (ii) prevent the public body from completing the transaction on the best possible terms;
- (e) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
- (i) public discussion of the transaction would:
- (A) disclose the appraisal or estimated value of the property under consideration; or
- (B) prevent the public body from completing the transaction on the best possible terms;
- (ii) the public body previously gave public notice that the property would be offered for sale; and
- (iii) the terms of the sale are publicly disclosed before the public body approves the sale;
- (f) discussion regarding deployment of security personnel, devices, or systems;
- (g) investigative proceedings regarding allegations of criminal misconduct;

- (h) as relates to the Independent Legislative Ethics Commission, conducting business relating to the receipt or review of ethics complaints;
  - (i) as relates to an ethics committee of the Legislature, a purpose permitted under Subsection 52-4-204(1)(a)(iii)(C);
  - (j) as relates to the Independent Executive Branch Ethics Commission created in Section 63A-14-202, conducting business relating to an ethics complaint;
  - (k) as relates to a county legislative body, discussing commercial information as defined in Section 59-1-404;
  - (l) as relates to the Utah Higher Education Assistance Authority and its appointed board of directors, discussing fiduciary or commercial information as defined in Section 53B-12-102;
  - (m) deliberations, not including any information gathering activities, of a public body acting in the capacity of:
    - (i) an evaluation committee under Title 63G, Chapter 6a, Utah Procurement Code, during the process of evaluating responses to a solicitation, as defined in Section 63G-6a-103;
    - (ii) a protest officer, defined in Section 63G-6a-103, during the process of making a decision on a protest under Title 63G, Chapter 6a, Part 16, Controversies and Protests; or
    - (iii) a procurement appeals panel under Title 63G, Chapter 6a, Utah Procurement Code, during the process of deciding an appeal under Title 63G, Chapter 6a, Part 17, Procurement Appeals Board;
  - (n) the purpose of considering information that is designated as a trade secret, as defined in Section 13-24-2, if the public body's consideration of the information is necessary in order to properly conduct a procurement under Title 63G, Chapter 6a, Utah Procurement Code;
  - (o) the purpose of discussing information provided to the public body during the procurement process under Title 63G, Chapter 6a, Utah Procurement Code, if, at the time of the meeting:
    - (i) the information may not, under Title 63G, Chapter 6a, Utah Procurement Code, be disclosed to a member of the public or to a participant in the procurement process; and
    - (ii) the public body needs to review or discuss the information in order to properly fulfill its role and responsibilities in the procurement process; or
  - (p) a purpose for which a meeting is required to be closed under Subsection (2).
- (2) The following meetings shall be closed:
- (a) a meeting of the Health and Human Services Interim Committee to review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4);
  - (b) a meeting of the Child Welfare Legislative Oversight Panel to:
    - (i) review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4); or
    - (ii) review and discuss an individual case, as described in Subsection 62A-4a-207(5); and
  - (c) a meeting of a conservation district as defined in Section 17D-3-102 for the purpose of advising the Natural Resource Conservation Service of the United States Department of Agriculture on a farm improvement project if the discussed information is protected information under federal law.
- (3) In a closed meeting, a public body may not:
- (a) interview a person applying to fill an elected position;
  - (b) discuss filling a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office; or
  - (c) discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence

governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office.

Amended by Chapter 196, 2014 General Session

**52-4-206 Record of closed meetings.**

- (1) Except as provided under Subsection (6), if a public body closes a meeting under Subsection 52-4-205(1), the public body:
  - (a) shall make a recording of the closed portion of the meeting; and
  - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
- (2) A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
- (3) The recording and any minutes of a closed meeting shall include:
  - (a) the date, time, and place of the meeting;
  - (b) the names of members present and absent; and
  - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
- (4) Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- (5) Both a recording and written minutes of closed meetings are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section 52-4-304.
- (6) If a public body closes a meeting exclusively for the purposes described under Subsection 52-4-205(1)(a), (1)(f), or (2):
  - (a) the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described under Subsection 52-4-205(1)(a),(1)(f), or (2); and
  - (b) the provisions of Subsection (1) of this section do not apply.

Amended by Chapter 239, 2010 General Session

**52-4-207 Electronic meetings -- Authorization -- Requirements.**

- (1) Except as otherwise provided for a charter school in Section 52-4-209, a public body may convene and conduct an electronic meeting in accordance with this section.
- (2)
  - (a) A public body may not hold an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings.
  - (b) The resolution, rule, or ordinance may:
    - (i) prohibit or limit electronic meetings based on budget, public policy, or logistical considerations;
    - (ii) require a quorum of the public body to:
      - (A) be present at a single anchor location for the meeting; and
      - (B) vote to approve establishment of an electronic meeting in order to include other members of the public body through an electronic connection;
    - (iii) require a request for an electronic meeting to be made by a member of a public body up to three days prior to the meeting to allow for arrangements to be made for the electronic meeting;

- (iv) restrict the number of separate connections for members of the public body that are allowed for an electronic meeting based on available equipment capability; or
  - (v) establish other procedures, limitations, or conditions governing electronic meetings not in conflict with this section.
- (3) A public body that convenes or conducts an electronic meeting shall:
- (a) give public notice of the meeting:
    - (i) in accordance with Section 52-4-202; and
    - (ii) post written notice at the anchor location;
  - (b) in addition to giving public notice required by Subsection (3)(a), provide:
    - (i) notice of the electronic meeting to the members of the public body at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and
    - (ii) a description of how the members will be connected to the electronic meeting;
  - (c) establish one or more anchor locations for the public meeting, at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting;
  - (d) provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting; and
  - (e) if comments from the public will be accepted during the electronic meeting, provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.
- (4) Compliance with the provisions of this section by a public body constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 31, 2011 General Session

**52-4-208 Chance or social meetings.**

- (1) This chapter does not apply to any chance meeting or a social meeting.
- (2) A chance meeting or social meeting may not be used to circumvent the provisions of this chapter.

Enacted by Chapter 14, 2006 General Session

**52-4-209 Electronic meetings for charter school board.**

- (1) Notwithstanding the definitions provided in Section 52-4-103 for this chapter, as used in this section:
  - (a) "Anchor location" means a physical location where:
    - (i) the charter school board would normally meet if the charter school board were not holding an electronic meeting; and
    - (ii) space, a facility, and technology are provided to the public to monitor and, if public comment is allowed, to participate in an electronic meeting during regular business hours.
  - (b) "Charter school board" means the governing board of a school created under Title 53A, Chapter 1a, Part 5, The Utah Charter Schools Act.
  - (c) "Meeting" means the convening of a charter school board:
    - (i) with a quorum who:
      - (A) monitors a website at least once during the electronic meeting; and
      - (B) casts a vote on a website, if a vote is taken; and

- (ii) for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the charter school board has jurisdiction or advisory power.
  - (d) "Monitor" means to:
    - (i) read all the content added to a website by the public or a charter school board member; and
    - (ii) view a vote cast by a charter school board member on a website.
  - (e) "Participate" means to add content to a website.
- (2)
- (a) A charter school board may convene and conduct an electronic meeting in accordance with Section 52-4-207.
  - (b) A charter school board may convene and conduct an electronic meeting in accordance with this section that is in writing on a website if:
    - (i) the chair verifies that a quorum monitors the website;
    - (ii) the content of the website is available to the public;
    - (iii) the chair controls the times in which a charter school board member or the public participates; and
    - (iv) the chair requires a person to identify himself or herself if the person:
      - (A) participates; or
      - (B) casts a vote as a charter school board member.
  - (3) A charter school that conducts an electronic meeting under this section shall:
    - (a) give public notice of the electronic meeting:
      - (i) in accordance with Section 52-4-202; and
      - (ii) by posting written notice at the anchor location as required under Section 52-4-207;
    - (b) in addition to giving public notice required by Subsection (3)(a), provide:
      - (i) notice of the electronic meeting to the members of the charter school board at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present;
      - (ii) a description of how the members and the public may be connected to the electronic meeting;
      - (iii) a start and end time for the meeting, which shall be no longer than 5 days; and
      - (iv) a start and end time for when a vote will be taken in an electronic meeting, which shall be no longer than four hours; and
    - (c) provide an anchor location.
  - (4) The chair shall:
    - (a) not allow anyone to participate from the time the notice described in Subsection (3)(b)(iv) is given until the end time for when a vote will be taken; and
    - (b) allow a charter school board member to change a vote until the end time for when a vote will be taken.
  - (5) During the time in which a vote may be taken, a charter school board member may not communicate in any way with any person regarding an issue over which the charter school board has jurisdiction.
  - (6) A charter school conducting an electronic meeting under this section may not close a meeting as otherwise allowed under this part.
- (7)
- (a) Written minutes shall be kept of an electronic meeting conducted as required in Section 52-4-203.
  - (b)
    - (i) Notwithstanding Section 52-4-203, a recording is not required of an electronic meeting described in Subsection (2)(b).

- (ii) All of the content of the website shall be kept for an electronic meeting conducted under this section.
- (c) Written minutes are the official record of action taken at an electronic meeting as required in Section 52-4-203.
- (8)
  - (a) A charter school board shall ensure that the website used to conduct an electronic meeting:
    - (i) is secure; and
    - (ii) provides with reasonably certainty the identity of a charter school board member who logs on, adds content, or casts a vote on the website.
  - (b) A person is guilty of a class B misdemeanor if the person falsely identifies himself or herself as required by Subsection (2)(b)(iv).
- (9) Compliance with the provisions of this section by a charter school constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 363, 2014 General Session

**52-4-210 Electronic message transmissions.**

Nothing in this chapter shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting.

Enacted by Chapter 25, 2011 General Session

### **Part 3 Enforcement**

**52-4-301 Disruption of meetings.**

This chapter does not prohibit the removal of any person from a meeting, if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

Enacted by Chapter 14, 2006 General Session

**52-4-302 Suit to void final action -- Limitation -- Exceptions.**

- (1)
  - (a) Any final action taken in violation of Section 52-4-201, 52-4-202, 52-4-207, or 52-4-209 is voidable by a court of competent jurisdiction.
  - (b) A court may not void a final action taken by a public body for failure to comply with the posting written notice requirements under Subsection 52-4-202(3)(a)(i)(B) if:
    - (i) the posting is made for a meeting that is held before April 1, 2009; or
    - (ii)
      - (A) the public body otherwise complies with the provisions of Section 52-4-202; and
      - (B) the failure was a result of unforeseen Internet hosting or communication technology failure.
- (2) Except as provided under Subsection (3), a suit to void final action shall be commenced within 90 days after the date of the action.

- (3) A suit to void final action concerning the issuance of bonds, notes, or other evidences of indebtedness shall be commenced within 30 days after the date of the action.

Amended by Chapter 403, 2012 General Session

**52-4-303 Enforcement of chapter -- Suit to compel compliance.**

- (1) The attorney general and county attorneys of the state shall enforce this chapter.
- (2) The attorney general shall, on at least a yearly basis, provide notice to all public bodies that are subject to this chapter of any material changes to the requirements for the conduct of meetings under this chapter.
- (3) A person denied any right under this chapter may commence suit in a court of competent jurisdiction to:
  - (a) compel compliance with or enjoin violations of this chapter; or
  - (b) determine the chapter's applicability to discussions or decisions of a public body.
- (4) The court may award reasonable attorney fees and court costs to a successful plaintiff.

Renumbered and Amended by Chapter 14, 2006 General Session

Amended by Chapter 263, 2006 General Session

**52-4-304 Action challenging closed meeting.**

- (1) Notwithstanding the procedure established under Subsection 63G-2-202(7), in any action brought under the authority of this chapter to challenge the legality of a closed meeting held by a public body, the court shall:
  - (a) review the recording or written minutes of the closed meeting in camera; and
  - (b) decide the legality of the closed meeting.
- (2)
  - (a) If the judge determines that the public body did not violate Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall dismiss the case without disclosing or revealing any information from the recording or minutes of the closed meeting.
  - (b) If the judge determines that the public body violated Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall publicly disclose or reveal from the recording or minutes of the closed meeting all information about the portion of the meeting that was illegally closed.

Amended by Chapter 382, 2008 General Session

**52-4-305 Criminal penalty for closed meeting violation.**

In addition to any other penalty under this chapter, a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of any of the closed meeting provisions of this chapter is guilty of a class B misdemeanor.

Enacted by Chapter 263, 2006 General Session

## **AGENDA ITEM # 7**

**DATE:** October 5, 2017

**SUBJECT:** Annual Transportation and Community Planning Open House

**PREPARED BY:** Chad Eccles

**BACKGROUND:** Utah County Transportation Open House will be held Wednesday, October 25, 2017 at the Orem Senior Friendship Center.

**STAFF**

**RECOMMENDATION:**

**SUGGESTED MOTION:** None. Information only.

**CONTACT PERSON:** None

**ATTACHMENTS:** Chad Eccles  
[ceccles@mountainland.org](mailto:ceccles@mountainland.org)  
801-229-3824

Annual Utah County Transportation Planning Open House Flier

# UTAH COUNTY TRANSPORTATION OPEN HOUSE

View Local and Regional Plans for Today and the Future

Community Planning  
Roads Trains Trails Buses



**EXCHANGING IDEAS**

[www.mountainland.org/openhouse](http://www.mountainland.org/openhouse)

**Wednesday, October 25, 2017**

4:00 p.m. to 6:30 p.m.

Orem Senior Friendship Senior Center

93 North 400 East, Orem

UTA Bus Route #850



Virtual Open House



For information or special accommodations, please call 801-229-3834  
48 hours prior to open house. Event is wheelchair accessible.