**Budget Narrative: Updated April 21, 2020**

The 2020-2021 fiscal year Central Wasatch Commission budget reflects the great stress and severe unknowns placed upon their jurisdiction partners brought about by the current pandemic COVID-19 impact. Subsequently, the staff and jurisdiction partners have created a budget built with respect and appreciation for all entities and their individual challenges, while committed to continuing the mission, vision and principles established by Mountain Accord.

Following the April 13, 2020 CWC Budget/Finance Committee meeting, the projected revenue for the current 2019-2020 fiscal year was reviewed and reduced based upon actual monies collected from member jurisdictions.

On April 20, 2020 this updated budget request, plus updated projection for the current fiscal year, was presented and discussed with the CWC Executive Committee and now moves to the full Board of Commissioners on May 4, 2020 for tentative approval prior to the public posting and public hearing to be established the week of May 11, 2020.

The CWC Budget/Finance Committee will then meet again. tentatively scheduled for May 14th, to review public comments and prepare a final budget request for a June 1, 2020 Board action. Central Wasatch Commission’s budget is due to the state by July 1, 2020; preferably June 22, 2020.

**Central Wasatch Commission Income Projections:**

At the Budget/Finance Committee’s direction, projected member contributions are figured at a 10% decrease over their actual contribution for 2019-2020: there is continued conversation with Park City and Summit County regarding 2019 - 2020 fiscal year payment and anticipated contribution level for 2020-2021 fiscal year.

Interest income is projected to decline from the current year based upon the use of reserves from the Utah Public Investment Trust Fund for the current as well as the new budget request, plus the downward investment return based upon market fluctuation during the pandemic.

There is no anticipated miscellaneous income, nor in kind services for the 2020-2021 fiscal year. There is a funding commitment from Utah Transit Authority of $50,000.

**Central Wasatch Commission Salaries/Benefits:**

These totals reflect actual expenses for a full year, full staffing, no other adjustments or increases.

PEHP increases for 2020-2021 are reflected in benefits, along with Utah Retirement System. Employment agreements call for health/dental, and vision. Two employees have HSA’s paid annually - $800 each. Other employees carry their own supplemental insurance independent of CWC’s benefit package.

**Central Wasatch Commission Professional Services:**

The staff, in conjunction with legal counsel, has worked to create transparency and openness. However there continue to be some GRAMA requests on a fairly regular basis; we have however, decreased the attorney costs associated with this item as we look for other alternatives of communication with those individuals who regularly complete GRAMA requests.

Other attorney savings are reflected here based upon actuals for the last fiscal year and an excellent working relationship with contracted legal counsel. It is staff’s desire to research the potential for in-kind legal services which might be provided by a partner jurisdiction. In-kind legal services have been provided in the past.

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Staff continues the process of transitioning to electronic payment of accounts through Zions Bank Treasury Management Department. Current accountant and contracted auditor will complete the 2019 -2020 audit for presentation to the budget/finance committee and board of commissioners in July 2020. It is then anticipated the use of an outside accountant will be intended to maintain compliance with the state auditor’s directives.

There is increased cost of a transcriber in the budget; this occurs based upon the CWC Board of Commissioners establishment of committees and adherence to the Utah Open Meetings Act.

**Central Wasatch Commission Expenses Operational:**

Staff continues to look for new and creative ways to contain basic operational costs in areas like :office supplies (might we work with a jurisdiction who has a contract with a provider ; Staples or Office Depot and realize supply saving: currently office supplies are ordered primarily through Amazon).

Outreach and communications dollars have been decreased; however, staff continues to maximize use of social media and other electronic tools to tell the CWC story, priorities and actions. Those tools are included in the “software” line item of the budget; staff has recently reviewed and inventoried all software based upon what, how and benefit.

In contracting with SmartComments, a vehicle for taking and analyzing public comment, we realized significant savings over what had previously been a contracted outside service: the Langdon Group. SmartComments allows inhouse collection and analysis of public comments – most recently the Mountain Transit Study utilized this service which has been reported to the Transportation Committee and to the Board of Commissioners. We will use that software for Mountain Transportation System and other public comment summaries in 2020.

**Central Wasatch Commission Projects:**

Government Relations has been cut t0 a minimum as current priorities established at the 2019 – 2020 CWC Board Retreat set some new direction and new priorities: Transportation/Short Term Projects and Legislative/Land Tenure committees are in place and working.

The Short-Term Projects committee recently completed a “call for ideas” which is now working its way through the review and recommendation process. CWC is committed to implementation of these community partner projects.

The Board is committed to the ILA between CWC and the University of Utah. Staff is in the process of discussing the Environmental Dashboard with the University of Utah team, looking at an extension of the work plan. This budget request reflects an anticipated reduction for the next fiscal year as we discuss spreading the cost over a greater period of time and paying attention to the impact of the pandemic on the University of Utah.

**Central Wasatch Commission Board Retreat**

The Central Wasatch Commission Retreat has been a yearly effort for the Commission to establish direction for the next year. It has been invaluable as the Commission has evaluated past actions and future direction, particularly given the relatively new and unique jurisdictional status of the Commission.

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In 2019, the Retreat cost $8,185. There are several ways to reduce the costs: The Retreat was held at the Homestead, so there was lodging cost associated with hosting the Retreat. The decision to go to the Homestead was largely based on the benefit of having the Commission Members have some relatively uninterrupted time, including some non-business time, to establish stronger relationships and understandings – and be close enough (1 hour or less) to the venue. The Commission could move the retreat to a free location (e.g., the Cottonwood Heights City Hall) thereby saving a significant portion of the costs. Staff recommends the Board maintain the retreat in the 2020-2020 budget. The Central Wasatch Commission also paid for some Board Member costs associated with the Retreat.

**Central Wasatch Commission Mountain Transportation System Work**

The Central Wasatch Commission has prioritized seeking transportation solutions for the Central Wasatch Mountains for 2020. An approach has been devised to attempt to arrive at a consensus in this challenging arena.

Two essential elements of that approach involve collective expert information sharing through an expert panel and open house with experts as we move into a public comment phase on alternative transportation modes. A facilitated Summit later in the process is believed to be essential to try to bring the jurisdictions and stakeholders to a consensus for a transportation solution approach.

Central Wasatch Commission may want to use an outside facilitator or bring additional expertise to the table for the Summit exercise. While there may be savings associated with each of the activities, eliminating the activities altogether may jeopardize chances for a successful conclusion to the Mountain Transportation System effort by the Central Wasatch Commission.