

R2023-10-03

Resolution Adopting Revised Board Policies



Board Policy Revisions – October 2023

- Three policy revisions:
 - 1.1 Process for Establishing Board Policies
 - 3.1 Advertising and Naming
 - 4.2 Public Records
- Two new policies:
 - 1.3 Executive Relationships
 - 2.3 Budget
- Consulted with Local Advisory Council on September 27th

Revised Policies

- **1.1 Process for Establishing Board Policies**

- Adds requirement for policy and standard operating procedure (SOP) review at least every 3 years (or sooner if required by statute)

- **3.1 Advertising and Naming**

- Adds requirement for consultation with the Board on new or revised SOP's
- Adds requirement for Board approval on pricing and fees for advertising and sponsorship.
- Provides reference for key federal and state advertising statutes

- **4.2 Public Records**

- Clarification related to UTA's exclusion for statutory changes specific to the governor and lieutenant governor.

New Policy – 1.1 Executive Relationship & Meetings

Memorializes current practice into policy, specifically defining:

- Open and Public Meetings Act (OPMA) compliance
- Administrative Meetings authorized in OPMA:
 - Subject pertains only to day-to-day management and operations of the Authority.
 - Neither a tentative or final vote is made on the subject matter
- Executive Relationships
 - Board of Trustees
 - Local Advisory Council (LAC)
 - Executive Director

New Policy – 1.1 Executive Relationship & Meetings

Executive Relationships:

Board of Trustees – *is the governing body of the Authority*

- Determines policy
- Appoints District Officers, including the Executive Director
- Develops Strategic Plan
- Set compensation of all officers and employees (excluding Trustees)
- Approves the Organizational Structure of the Authority at the Chief Officer level

**And other duties as defined in Utah's Public Transit District Act and Board Policy*

New Policy – Executive Relationship & Meetings

Executive Relationships:

- **Local Advisory Council – is an advisory body to the Board**
 - Meet quarterly with the Board in a public meeting to advise the Board on the operations and management of the Authority
 - Statutory role to “consult” will be done in a public meeting
 - Statutory role to “approve and recommend” will be done by resolution in a public meeting
 - Set compensation package of the Board by resolution

**And other duties as defined in Utah’s Public Transit District Act and Board Policy*

New Policy – Executive Relationship & Meetings

Executive Relationships:

- **Executive Director – is the Authority’s highest-ranking administrative leader**
 - Serves at the pleasure of the Board
 - Responsible for the day-to-day administration of the Authority’s business affairs
 - Appoints the Executive Team and employees
 - Consults with the Board on information necessary for the Board to execute their powers in meetings allowed by OPMA

**And other duties as defined in Utah’s Public Transit District Act and Board Policy*

New Policy – 2.3 Budget

Memorializes current practice into policy

- Establishes a governing budget policy for the Agency
- Documents authority of the Board and role of the Local Advisory Council

Budget Development, Review & Approval

- Budget Development

- Compliant with Utah's Special Districts Act
- Alignment with Strategic Plan, Long-term Financial Plan, and 5-year Capital Plan
- Defines format Operating and Capital Budgets

- Transparency and Engagement (public and stakeholder)

- Tentative and Final Budget review in a public meeting prior to meeting for adoption
- Consultation with LAC, constituent entities and public hearing
- Public Engagement Report to be provided to Board prior to Final Budget adoption

- Establishes Lapse of Appropriation

- All unexpended and unencumbered appropriations lapse at the end of the year to the fund balance, except...
- Capital Carryforward may be authorized through a Technical Budget Adjustment for unexpended capital appropriations from the prior year budget

Adjusting & Amending the Budget

- Budget Amendment – increases the budget authority and requires LAC consultation
- Technical Budget Adjustment (TBA) – reallocates existing resources within the budget
- Contingency and Unallocated Resources – requires a TBA to authorize appropriation authority
- Administrative Adjustments – may be made by the Executive Director
 - Make Operating Budget adjustments within the same mode or Executive/Chief Office
 - Make Capital Budget adjustments within the same respective Capital Project
 - Reassign headcount among modes or Executive/Chief Offices as long as there is a net zero impact and the Board is notified.
 - Adjustments will not have significant policy impact or affect budgeted year-end fund balances

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Questions?