



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, May 18, 2015
1:30 p.m.

The 300 Building
311 North 4th St, Ste 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside
John Hodkinson, Vice-Chair, Member-at-Large
Mike Leita, Commissioner, Yakima County
Micah Cawley, Mayor, City of Yakima
Dan Olson, Council Member, City of Union Gap – Area 1 Representative
Loren Belton, Mayor, City of Toppenish – Area 2 Representative
Mario Martinez, Mayor, City of Mabton – Area 3 Representative

- ❖ **CALL TO ORDER** – The May 18, 2015 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – April 20, 2015 *pp. 3-5*
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.*

OLD BUSINESS

NEW BUSINESS

1. Correspondence

Larry Mattson, Executive Director

- Personnel: additional Office Assistant
- Yakama Cares grant request denied
- Yakima Valley Community Foundation meeting, May 13
- Valley Police Chiefs' meeting, May 11
- Patrick Ibarra – July 15
- OIC grant-writing inquiry

Action: Information.

2. Contracts

Larry Mattson, Executive Director

Yakima County Technology Services ILA (handout)

Action: Approve and authorize Chair to sign.

3. Program Update

Shawn Conrad, Senior Planner, and Joseph Calhoun, Planner

Action: Information.

4. Approval Of Vouchers

Action: Review, approval and authorization of signatures.

5. Monthly Budget Report *pgs. 6-9*

Chris Wickenhagen, Deputy Director

- April 2015 Budget Report.
Action: Approval.
- April 2015 Cash Flow Statement.
Action: Information.

6. Homeless Program

Larry Mattson, Executive Director

- Discuss proposed contract and review budget for Homeless Program.
Action: Recommend General Membership approval of the proposed budget.

7. Budget Amendment #1 *pgs. 10-14*

Chris Wickenhagen, Deputy Director

Review proposed Budget Amendment #1, increasing 2015 revenue in the amount of \$314,400.

Action: Recommend General Membership approval of Budget Amendment #1.

8. May 20, 2015 General Membership Meeting

Larry Mattson, Executive Director

Location: Naches

Program and Business Items:

- Carmen Mendez and Anna Marie Dufault, Safe Yakima Valley
- Dave McFadden, New Vision

Action: Discussion.

❖ **OTHER BUSINESS**

❖ **PUBLIC COMMENT**

❖ **ADJOURN** at ____ p.m.

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
April 20, 2015

- CALL TO ORDER Mr. Restucci, Chairman, called the April 20, 2015 meeting of the YVCOG Executive Committee to order at 1:59 p.m.
- PUBLIC COMMENT POLICY It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.
- ROLL CALL & INTRODUCTIONS Members present: Jim Restucci, John Hodkinson, Mike Leita, Mario Martinez, and Dan Olson.
Members Absent: *Loren Belton and Micah Cawley.
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Shawn Conrad, Joseph Calhoun, and Tami Hayward.
Others present: Tim Sullivan
A quorum was present.
**Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Leita moved to approve the minutes* of the March 16th, 2015 meeting, pending a correction to the location of the May General Membership meeting, noted by Mr. Olson. Mr. Martinez seconded. The motion carried.
- NEW BUSINESS
Correspondence
- Mr. Mattson and Mr. Sullivan, and his staff, met last week with the Greenway and Yakima County Sheriff's representatives regarding bringing the Homeless program under the YVCOG umbrella and other issues regarding the homeless. Mr. Mattson is attempting to get on Yakima Valley Police Chief's monthly meeting agenda.
- Homeless program staff, and land use staff, are looking into regulations relating to establishing a temporary encampment location, and a longer-term solution.
- Mr. Mattson met last week with Linda Moore and AnnaMarie Dufault, of Yakima Valley Community Foundation – meeting was an outcome of the Toppenish recreation ILA discussion at Toppenish. He and Linda discussed with AnnaMarie how the COG could partner with the Foundation to aggregate resources to more effectively serve the citizens of the Lower Valley. The Foundation has extensive financial resources, but they need people. They would like to partner with organizations, like YVCOG, to work on the implementation side.
- Mr. Mattson attended New Vision's board meeting last week. He took this opportunity to explain what YVCOG is focusing on and the future direction. He spoke to them about the reality of our crumbling infrastructure and the Federal and State transportation funding shrinking. Mario Martinez, Mayor of Mabton, encouraged members of the group to contact Senator Honeyford regarding the Public Works Trust Fund, asking them to restore the funding to its original intent.
- Mr. Mattson had the opportunity to listen to Patrick Ibarra – speaker at an AWC event a couple of months ago – he was very engaging, humorous, and high energy. Mr. Mattson is attempting to schedule him for a speaking event on July 15th – it

would be sponsored by YVCOG and WCIA –he will work with WCIA to publicize the event.

Mr. Mattson will be attending the Washington/Oregon Executive Director’s retreat next week at Hood River.

Contracts

2016 ILA for Professional Services with Yakima County Auditor (Payroll and Accounts Payable) – this will require quite a lot more of Ms. Wickenhagen’s time. YVCOG would prefer to keep things as they are now, but it looks like this will be workable. It appears that individual agreements between service districts and County departments are the way things are progressing.

Ms. Wickenhagen will be scheduling time with the Treasurer’s office to talk about investing YVCOG funds into an investment pool. We have not invested in the past.

2016 ILA for Professional Services with Yakima County Tech Services – contracting with the County would enable John Rohrbaugh’s time to be more concentrated on GIS, rather than troubleshooting IT problems. The changes will be invisible to membership. Two year “pilot project.” Internet speed would substantially increase. Enormous cost savings. Discussed benefits of Office 365.

Program Updates

Shawn Conrad –

- HOME Consortium – currently working on an environmental review for new rehab project.
- A lot of Growth Management Act-related things are going on – reviewing the County’s proposed interlocal agreement they have for all of the cities. Will have comments for that by May 20th deadline.
- Grandview – working on comp plan updates.
- Selah requested an estimate for GMA update services contract – expecting to hear back from them on that soon. Working on estimate for Naches this week.
- Presenting on GMA Updates and Comprehensive Planning – at the Short Course in Local Planning – Thursday night in West Richland. Spaces still available.
- May 5th – GMA workshop. Department of Commerce and Yakima County will be presenting there. Deadline for GMA updates is June 30, 2017.

Joseph Calhoun –

- Harrah Comp Plan – drafted development regulations and several elements for the comp plan. Drafts have been delivered for review.
- Wapato – requested an estimate on updating their Parks and Recreation comprehensive plan. Estimate has been agreed to – awaiting signed agreement.
- Granger – providing general land-use training for city clerk tomorrow. Finishing up work on a short plat and a couple SEPA reviews for the school district.
- Grandview – received documents to assist with an annexation.

Approval of Vouchers

Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW

42.24.090, and have been recorded on a listing which has been made available to the Executive Committee.

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered APR-15-001 through APR-15-006 in the total amount of \$62,825.00, and claim vouchers numbered APR-15-007 through APR-15-033 in the total amount of \$14,632.97. Mr. Leita moved to approve the April Vouchers;* Mr. Hodkinson seconded this motion. The motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the Preliminary March 2015 Monthly Budget Report showing a revenue balance of \$42,197.19. Mr. Olson moved to approve the Preliminary March 2015 Monthly Budget Report, seconded by Mr. Leita. The motion carried.

2014 SAO Annual Report Review

Ms. Wickenhagen reviewed the 2014 SAO Annual Report, and requested approval and authorization for the Chair to sign Certification for submittal. The Report is due to State Auditor by the end of May.

All YVCOG funds are unreserved. Liabilities are strictly staff – no loans, no assets.

Mr. Olson moved to approve the 2014 SAO Annual Report and to authorize the Chair to sign the Certification for submittal. Mr. Hodkinson seconded. The motion carried.

Homeless Program Update

Mr. Mattson reported that he has been meeting weekly with Tim Sullivan and Chris Wickenhagen, preparing a draft professional services agreement for the Homeless Program. The agreement will be finalized by the May 18th Executive Committee meeting, and brought before the General Membership for approval at the May 20th meeting.

Mr. Sullivan explained the Five-Month Implementation Timeline handout, along with the Proposed TAC Members handout. Committee members recommended several additional TAC members to be added to the list.

May 20th General Membership Meeting

The May General Membership Meeting will be held at the Depot in Naches. Meeting program and business items were discussed.

OLD BUSINESS

None.

OTHER BUSINESS

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 2:48 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Tamara Hayward, Executive Committee Secretary

YVCOG Executive Committee Meeting Minutes
April 20, 2015

* Indicates documents included and available for meeting.
A verbatim recording of this meeting is available.

**YVCOG Executive Committee Meeting May 18, 2015
PRELIMINARY BUDGET REPORT
Apr-15**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2014	2015
January		136,397.75	139,242.72
February		16,271.78	8,458.67
March		96,237.46	122,787.20
April		68,817.66	88,696.32
May		53,265.46	
June		49,677.21	
July		62,434.49	
August		14,011.30	
September		56,655.80	
October		48,735.55	
November		52,712.46	
December		51,734.93	
Total Revenue MTD (through April)		\$317,724.65	\$359,184.91
Total Revenue YTD		\$706,951.85	\$359,184.91
EXPENDITURES:			
Salaries	January	\$36,171.80	\$44,902.46
	February	\$36,024.11	\$44,973.88
	March	\$36,142.51	\$45,466.69
	April	\$36,274.46	\$45,405.04
	May	\$36,866.00	
	June	\$29,060.27	
	July	\$29,949.67	
	August	\$29,725.34	
	September	\$29,586.90	
	October	\$29,740.24	
	November	\$35,221.53	
	December	\$34,265.93	
Total Salaries MTD (through April)		\$144,612.88	\$180,748.07
Total Salaries YTD		\$399,028.76	\$180,748.07
Vouchers	January	\$31,042.82	\$37,102.55
	February	\$25,676.82	\$27,281.15
	March	\$25,927.10	\$28,564.67
	April	\$23,260.02	\$25,014.46
	May	\$22,484.02	
	June	\$17,282.84	
	July	\$19,420.69	
	August	\$17,167.92	
	September	\$23,769.36	
	October	\$22,346.83	
	November	\$20,634.07	
	December	\$22,871.42	
Total Vouchers MTD (through April)		\$105,906.76	\$117,962.83
Total Vouchers YTD		\$271,883.91	\$117,962.83
TOTAL EXPENDITURES MTD (through April)		\$250,519.64	\$298,710.90
TOTAL EXPENDITURES YTD		\$670,912.67	\$298,710.90
Revenue Balance		\$36,039.18	\$60,474.01

MONTHLY CASH FLOW (estimate)

Salaries	\$45,405.04	REIMB (SAL)	\$38,805.79	ADMIN	\$6,599.25
Vouchers	\$25,014.46	REIMBURSED	\$18,071.30	ADMIN	\$6,943.16

2015
Yakima Valley Conference of Governments
PRELIMINARY REVENUE Budget

33%

Grants	Sub-Departments Grants/Contracts	April	YTD Actual Revenue	2015 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
615 308 000 01	Beginning Fund Bal-Designated **			195,000.00 **	195,000.00	
	Administration					
615 100 368.5	Admin-Gen'l Assessment	10,471.50	71,800.50	111,960.00	40,159.50	64%
615 100 369.9	Admin-Misc Revenue (copies, posters)	-	18.38	500.00	481.62	4%
615 100 345.8	Admin-Assoc Membership Fees	50.00	100.00	300.00	200.00	33%
	Total Administration	10,521.50	71,918.88	112,760.00	40,841.12	64%
615 100 337.X	Intergov-Local Match WSDOT	-	40,741.00	41,642.00	901.00	98%
615 100 368.5	Intergov -Local Transit	-	3,000.00	3,000.00	0.00	100%
	Total Intergov-Local	-	43,741.00	44,642.00	901.00	98%
615 210 333	STP - Fed Hwy Admin WSDOT	-		50,000.00	50,000.00	0%
	MPO/RTPO					
615 340 333	FHWA-DOT-Metro Plan (PL)	28,876.01	99,074.55	350,000.00	250,925.45	28%
615 340 333	FTA-DOT-Metro Plan Grant	23,625.82	42,644.98	42,658.00	13.02	100%
615 340 334	RTPO-WSDOT	6,743.98	47,939.49	97,191.00	49,251.51	49%
	Total MPO/RTPO	59,245.81	189,659.02	489,849.00	300,189.98	39%
615 215 333	ACE - DOH	-	2,193.12	10,000.00	7,806.88	22%
615 440 334	CTR - Plans & Progr WSDOT	12,914.13	36,132.83	75,000.00	38,867.17	48%
615 445 333	CMAQ Grant	-	5,455.72	103,750.00	98,294.28	5%
615 100 337.1	Intergov-Scholarship			1,500.00	1,500.00	0%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			83,000.00		
	Member TA's 2014	-	1,141.82			
	Grandview GMA PSA 2015	181.53	181.53			
	Grandview TA 2015	-				
	Granger TA 2015	1,136.47	1,200.19			
	Harrah PSA 2014	355.27	1,016.86			
	Mabton TA 2015	-				
	Moxee TA 2015	-	-			
	Selah TA 2015	-	-			
	Tieton TA 2015	-	638.20			
	Toppenish TA 2015	-				
	Union Gap TA 2015	-				
	Wapato TA 2015	78.49	78.49			
	YC HOME Cons PSA 14-15	3,192.58	3,192.58			
	Yakima Health Dist PSA 2015	1,070.54	2,634.67			
		-	-			
	Total TA Contracts	6,014.88	10,084.34	83,000.00	72,915.66	12%
	Total Revenue	88,696.32	359,184.91	970,501.00	\$ 611,316.09	37%

* Denotes budget amendment

2015
Yakima Valley Conference of Governments
PRELIMINARY EXPENDITURE Budget

33%

GL Code & Description	April	YTD Actual	2015 Budget	Annual \$ Variance	YTD % Variance
Salaries					
615 1001 Salaries and Wages	\$ 45,405.04	\$ 180,136.13	\$ 580,000.00	31%	\$ 399,863.87
615 1002 Salaries-Overtime	\$ -	\$ 611.94	\$ 6,000.00	10%	\$ 5,388.06
615 1003 Salaries-Extra Help	\$ -	\$ -	\$ -	0%	\$ -
Salaries	\$ 45,405.04	\$ 180,748.07	\$ 586,000.00	31%	\$ 405,251.93
Personnel Benefits					
615 2002 Benefits-Direct	\$ 14,170.51	\$ 56,297.68	\$ 195,000.00	29%	\$ 138,702.32
615 2004 Benefits-Bank Accruals	\$ -	\$ 4.75	\$ -		
Personnel Benefits	\$ 14,170.51	\$ 56,302.43	\$ 195,000.00	29%	\$ 138,697.57
Supplies					
615 3101 Office & Operating Supplies	\$ 89.44	\$ 1,777.58	\$ 11,500.00	15%	\$ 9,722.42
615 3501 Small Tools and Minor Equip	\$ 1,999.60	\$ 2,486.11	\$ 2,500.00	99%	\$ 13.89
615 3502 Computer Software	\$ -	\$ -	\$ 2,000.00	0%	\$ 2,000.00
615 3590 Small & Attractive Items	\$ -	\$ -	\$ -	0%	\$ -
Supplies	\$ 2,089.04	\$ 4,263.69	\$ 16,000.00	27%	\$ 11,736.31
Other Services-Charges					
615 4101 Professional Services	\$ 321.44	\$ 8,921.82	\$ 34,559.00	26%	\$ 25,637.18
615 4125 Prof Serv-Indirect Costs	\$ 405.58	\$ 1,622.32	\$ 4,867.00	33%	\$ 3,244.68
615 4191 Prof Serv-Purch Services	\$ 232.50	\$ 870.00	\$ 2,790.00	31%	\$ 1,920.00
615 4192 Prof Serv-Tech Services	\$ 25.00	\$ 100.00	\$ 300.00		
615 4201 Communications-Telephone	\$ 787.98	\$ 3,150.92	\$ 9,550.00	33%	\$ 6,399.08
615 4202 Communication-Postage	\$ 58.57	\$ 229.85	\$ 1,000.00	23%	\$ 770.15
615 4301 Travel	\$ 1,170.26	\$ 4,935.96	\$ 32,000.00	15%	\$ 27,064.04
615 4401 Advertising	\$ 693.08	\$ 1,806.15	\$ 4,500.00	40%	\$ 2,693.85
615 4501 Operating Rentals and Leases	\$ 4,259.59	\$ 22,116.10	\$ 59,000.00	37%	\$ 36,883.90
615 4601 Insurance	\$ -	\$ 5,608.00	\$ 6,100.00	92%	\$ 492.00
615 4701 Utility Services	\$ 10.91	\$ 43.28	\$ 135.00	32%	\$ 91.72
615 4801 Repair and Maintenance	\$ -	\$ 323.80	\$ 2,500.00	13%	\$ 2,176.20
615 4901 Misc. (registrations, dues, subscriptions)	\$ 790.00	\$ 7,668.51	\$ 16,000.00	48%	\$ 8,331.49
Other Services - Charges	\$ 8,754.91	\$ 57,396.71	\$ 173,301.00	33%	\$ 115,904.29
Capital Outlay					
615 6401 Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Services-Interest					
615 8101 Interest	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
Total Expenditure	\$ 70,419.50	\$ 298,710.90	\$ 970,501.00	31%	\$ 671,790.10

2014- '15 Cash Flow Statement
Yakima Valley Conference of Governments
FINAL

April 2015

(Cash Basis Accounting)	For the Mo Ended:												
	April	May	June	July	August	September	October	November	December	January	February	March	April
Beginning cash	\$290,056.40	\$299,626.38	\$293,255.02	\$296,589.12	\$309,688.25	\$277,086.10	\$280,070.83	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46	\$261,615.10	\$310,370.94
Fed Hwy Admin-WSDOT STP					3,900.87								
FHWA DOT-Metro Plan Grant			25,376.69	22,826.92		33,188.28		17,645.31	27,398.05	23,317.89		46,880.65	28,876.01
FTA-DOT-Metro Plan Grant	35,729.60	6,922.29										19,019.16	23,625.82
DOT-RTPO & RTPO Long Range	4,589.55	30,105.20	3,259.69			12,767.55	23,269.32	8,742.52		8,985.70		32,209.81	6,743.98
CMAQ Plans & Programs	7,830.42	7,879.17	7,352.39	6,622.98	6,545.31	6,912.11		17,851.72	6,386.57	5,455.72			
DOT - CTR	6,252.27		6,377.18	3,033.64			10,732.91	4,153.48	1,996.75		2,851.47	20,367.23	12,914.13
Active Communities Grant	403.03	1,963.94	1,398.95			930.07	346.20		1,042.50	623.13		1,569.99	
Intergov Serv-Exec Boards (TA Co	4,645.35	6,344.86	5,912.31	3,656.95	3,515.12	2,857.79	5,108.48	4,311.53	14,876.06	682.28	665.20	2,721.98	6,014.88
Intergov-County/City Share-gen as	9,262.00			15,101.00			9,262.00			58,901.00	2,428.00		10,471.50
Intergov-Local Match WSDOT				11,143.00						38,277.00	2,464.00		
Intergov -Local FTA (Yakima Transit)										3,000.00			
Intergov -Scholarship							16.64	7.90	35.00				
Misc Revenue-copies, posters	5.44											18.38	
Associate Membership Fees	100.00	50.00		50.00	50.00						50.00		50.00
Expense Revenue Netted Back			450.00										
Total Receipts	\$68,817.66	\$53,265.46	\$50,127.21	\$62,434.49	\$14,011.30	\$56,655.80	\$48,735.55	\$52,712.46	\$51,734.93	\$139,242.72	\$8,458.67	\$122,787.20	\$88,696.32
Available Cash	\$358,874.06	\$352,891.84	\$343,382.23	\$359,023.61	\$323,699.55	\$333,741.90	\$328,806.38	\$329,431.77	\$325,311.10	\$458,223.96	\$333,870.13	\$384,402.30	\$399,067.26
Use of Funds													
Salaries	36,274.46	36,866.00	29,060.27	29,949.67	29,760.34	29,586.90	29,740.24	35,221.53	0.00	81,074.26	44,973.88	45,466.69	45,405.04
Personnel Benefits	12,067.98	11,172.42	10,131.98	9,636.62	9,222.71	9,352.47	9,300.73	10,986.22	0.00	24,277.94	14,088.09	14,178.90	14,170.51
Supplies	326.19	1,339.02	135.71	407.12	326.61	5,320.40	3,692.28	355.20	868.82	69.25	1,221.96	883.44	2,089.04
Other Services	10,579.05	10,259.38	7,465.15	9,341.95	7,303.79	9,411.30	9,353.82	9,292.65	5,461.04	27,391.05	11,971.10	13,502.33	8,754.91
Capital Outlay													
Debt Service - Interest													
Total Cash Out	59,247.68	59,636.82	46,793.11	49,335.36	46,613.45	53,671.07	52,087.07	55,855.60	6,329.86	132,812.50	72,255.03	74,031.36	70,419.50
Net Cash Flow	\$299,626.38	\$293,255.02	\$296,589.12	\$309,688.25	\$277,086.10	\$280,070.83	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46	\$261,615.10	\$310,370.94	\$328,647.76

**2015
Yakima Valley Conference of Governments
Budget - Revenue
Budget Amendment #1 - 5/18/15**

GL Code	Description	2015 Budget	2015 Budget Line item Revision #1
REVENUE			
615 100 308 000 03	Beginning Fund Balance - Unreserved	195,000	195,000
615 210 333 20 205	Fed Hwy Admin-WSDOT STP	50,000	50,000
615 215 333 93 945	HCFA Active Community	10,000	10,000
615 340 333 20 205	FHWA- DOT Metro PI Grant (PL) 14/15	350,000	350,000
615 340 333 20 505	FTA - DOT Metro Plan Grant 14/15	42,658	42,658
#1 615 340 334 03 601	RTPO-RTPO LR - DOT 14/15	97,191	** 75,435
#2 615 350 334 03 601	RTPO-RTPO LR - DOT 15/16		** 35,756
615 440 334 03 606	CTR FY 14/15 WSDOT Pilot Program	75,000	75,000
615 445 333 20 205	CMAQ FY14/15 Fed Grant	103,750	103,750
#3 615 700 345 89 003	Homeless Assistance & Prevention		** 295,400
615 500 345 89 003	Intergov Serv-Exec Boards (TA Contr)	83,000	83,000
615 100 368 52 001	Intergov-County/City Share-gen'l assessm	111,960	111,960
615 100 337 03 001	Intergov-Local Match WSDOT	41,642	41,642
615 100 337 07 001	Intergov -Local FTA (Yakima Transit)	3,000	3,000
615 100 337 03 100	Intergov -Scholarship	1,500	1,500
615 100 369 90 001	Misc Revenue-copies, posters (ESD 105)	500	500
#4 615 615 369 10 001	Sale of Scrap & Junk		** 5,000
615 100 345 89 004	Associate Membership Fees	<u>300</u>	<u>300</u>
	Total	\$ 970,501	\$ 1,284,901

1 Additional RTPO State Funds for Training \$14,000

2 State Fiscal Year budget 15/16

3 Homeless Assistance and Prevention Program Administered by YVCOG beginning 7/1/15 \$295,400

4 Surplus

** Denotes line item revision; Budg Amend #1

2015
Yakima Valley Conference of Governments
Budget - Expenditure
Budget Amendment #1 May 18, 2015

	GL Code	Description	2015 Budget		2015 Budget Revision #1
EXPENDITURE					
#1	615 1001	Salaries and Wages	580,000	**	690,000
#2	615 1002	Salaries -Overtime	6,000	**	7,200
	615 1003	Salaries-Extra Help	0		0
#3	615 2002	Benefits-Direct	195,000	**	238,000
	615 2004	Benefits-Bank Accruals	0		0
#4	615 3101	Office & Operating Supplies	11,500	**	36,400
#5	615 3501	Small Tools and Minor Equipment	2,500	**	7,500
#6	615 3502	Computer Software	2,000	**	3,000
#7	615 4101	Professional Services	34,559	**	74,199
	615 4125	Prof Serv-Indirect Costs	4,867		4,867
#8	615 4191	Prof Serv-Purch Services	2,790	**	2,250
#9	615 4198	Prof Serv-GIS	300	**	8,000
	615 4201	Communications-Telephone	9,550		9,550
#10	615 4202	Communications-Postage	1,000	**	2,000
#11	615 4301	Travel	32,000	**	60,000
#12	615 4401	Advertising	4,500	**	6,000
#13	615 4501	Operating Rentals and Leases	59,000	**	86,000
	615 4601	Insurance	6,100		6,100
	615 4701	Utility Services	135		135
	615 4801	Repairs and Maintenance	2,500		2,500
#14	615 4901	Misc. (registrations, dues, subscriptions)	16,000	**	41,000
	615 8101	Interest	200		200
Total			\$ 970,501		1,284,901

Detail Sheet attached

** Denotes line item revision; Budg Amend #1

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**2015 Draft Budget
Homeless Assistance & Prevention Program
Revenue**

700 345 809 003 –Homeless Assistance & Prevention Program

❖ Local Funds – Yakima County

2015

\$ 295,400

- Salaries & Benefits based on 6 months
- Indirect Cost Rate 87%
- Direct Costs:
 - Supplies
 - Travel
 - Professional Services
 - Registrations / Dues / Subscriptions
 - Advertising
 - Minor Equipment

The Unified Planning Work Program (UPWP) is based on state and federal transportation planning requirements and regional priorities. The work program provides an estimate for the fiscal year budget.

Interpretation

- ↑ Based on:
 - Program Manager 1.0
 - System Analyst 1.0
 - Office Specialist .75
 - GIS Analyst .25
 - Planner I .10
 - Planner II .10
 - Executive Director .25
 - Deputy Director/
Senior Accountant .25
 - Indirect Costs
 - Direct Costs

**2015 Draft Budget
Homeless Assistance & Prevention Program
Expenditures**

1001 - Salaries and Wages

Based on YVCOG approved organization chart and adopted pay plan (July 1 – December 31, 2015)

2002 - Benefits

Benefits Admin Fee (July 1 – December 31, 2015)
Workers Comp
Retirement Contribution (employer)
Medical premiums (employer)
Unemployment Insurance

3101 - Supplies

Daily office supplies
Paper, pens, printing, printer cartridges

3501 - Small Tools and Minor Equipment

Purchase Surface Slate
Examples: Computer hardware, office furniture

4101 - Professional Services

Software maintenance and licenses
o Tech Services
o Sonicwall Firewall Support
o Symantec – backup software
Translation services
Professional training for staff

Printing

4192 - Prof Services - Tech Services

- o Financial Application and VPN
- o Microsoft EA
- o Email

4202 - Communication – Postage

4301 - Travel

- Air fare, mileage, car rental
- Lodging
- Meals
- Executive Committee travel

4401 - Advertising

- Meeting notices in Spanish and English
- Staffing opportunities

4901 - Miscellaneous

- Subscriptions to local newspapers
- Dues
- Seminars, training conferences
- General Membership registration reimbursed

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