



**YVCOG EXECUTIVE COMMITTEE
AGENDA**

Monday, June 20, 2016
1:30 p.m.

The 300 Building
311 N. 4th St, Ste 204, Yakima, WA

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside,
John Hodkinson, Vice-Chair, Member-at-Large
Mike Leita, Commissioner, Yakima County
Maureen Adkison, Council Member, City of Yakima
Dan Olson, Council Member, City of Union Gap
Janice Gonzales, Council Member, City of Zillah
Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The June 20, 2016 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – *May 16, 2016* **(Pages 3-6)**
- ❖ **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

1. Urban Institute Pay for Success Feasibility Study
Larry Mattson, Executive Director
 - Preliminary results from June 7-8 site visit
 - Partnership Agreement*Action: Information & Discussion, Approve Agreement*

NEW BUSINESS

1. Executive Director's Report
Larry Mattson, Executive Director
 - RCDI (Rural Communities Development Initiative) grant update
 - Public Disclosure Request from Northwest Justice Project re: Homeless Program
 - State Auditor's Office: Accountability audit update
 - May 27th *Herald* story: 'Run-down Rural Jails are Outliving Their Time' – Role for YVCOG?
 - Grant Accountant position
 - Strategic Plan: Draft to you in July
 - City of Mabton - Technical Assistance Amendment **(Page 7)**
 - City of Wapato - Technical Assistance Amendment **(Page 8)**
 - City of Tieton – Professional Service Agreement **(Pages 9-16)***Action: Information, Discussion, Approve Amendments, & Agreement*

1. Employee Reclassification
Larry Mattson, Executive Director
 - Reclassify Joseph Calhoun from Planner to Senior Planner

Action: Information – Employee Reclassification

3. Approval of Vouchers

Chris Wickenhagen, Deputy Director

Action: Review, approval and authorization of signatures

4. Monthly Budget Report

Chris Wickenhagen, Deputy Director

- May 2016 Budget Report
Action: Approval
- May 2016 Cash Flow Statement.
Action: Information

(Pages 16-20)

5. Homeless Program Update

Tim Sullivan, Program Manager, and Avery Zogelman, Programs Coordinator

- Program Update
- PIT Stakeholder Report
- 5-Year Plan Status Update
- HP&PC – Downtown Yakima Recommendations
Action: Discussion, Review, and Approve

6. Homeless Program Contract

Larry Mattson, Executive Director

- HUD CoC Grant - \$18,000
- Contracts forwarded to BOCC
 - CHG/HEN
 - WFF
 - Filing Fee

Action: Approve and authorize Chair to sign contract when initiated

7. Program Update

Shawn Conrad, Senior Planner

- Community Planning Activities
Action: Information

8. September 21, 2016 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Sunnyside, WA
- Program & Business Items: Update from Area Legislators (T), and/or Greater Columbia Accountable Communities of Health update from Carol Moser, Executive Director, Benton Franklin Community Health Alliance

Action: Information

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

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
May 16, 2016

CALL TO ORDER

Mr. Hodkinson, Vice Chairman, called the April 18, 2016 meeting of the YVCOG Executive Committee to order at 2:00pm

ROLL CALL &
INTRODUCTIONS

Members present John Hodkinson, Mike Leita, Mario Martinez, Dan Olson, Maureen Adkison, and Janice Gonzales

Call in: Jim Restucci

Members Absent:

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Shawn Conrad, Avery Zoglman, Tim Sullivan, and Jessica Hansen

Others present: Raquel Crowley, Senator Murray's Office

A quorum was present.

**Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Martinez moved to approve the minutes from the April 18, 2016 minutes Mr. Leita seconded. The motion carried.

PUBLIC COMMENT POLICY

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OLD BUSINESS

Urban Institute Pay for Success Feasibility Study – Mr. Mattson reported that YVCOG held a webinar approximately 2 weeks ago. There were roughly 10 participants in the webinar. Everything has been moving forward primarily with non-profits that would be delivering the Pay For Success project should one ever come to the Yakima area. Urban Institute representatives will be in the YVCOG office on June 7th and 8th. YVCOG received a memorandum of understanding from the Urban Institute today. It will be on the agenda for the June 20th meeting.

NEW BUSINESS

Correspondence

Things are still transitioning with the Homeless Program and procedures between the HPPC (homeless planning and policy committee) YVCOG, and the County. Also under the transition, YVCOG switched over to the County tech services and that seems to be working well right now.

A budget subcommittee needs to be formed again for the annual budget review. At the July Executive Committee, Mr. Mattson will be opening up the floor for nominations for that committee. Once the group is formed they would meet in July and bring back a recommendation in August to the Executive Committee.

Mr. Mattson and Mrs. Wickenhagen have started a preliminary budget. On that budget, they have started looking at employee needs over the first of the year and in the future beyond that. Currently, there are several offices that have two employees in an office made for one. Mr. Mattson has reached out to Graff Investments to see if YVCOG could lease the former YVCOG space.

YVCOG's three year audit has been scheduled. The auditor will be here from May 31st thru June 10th. They do like to speak to a board member or two so Mr. Mattson might be reaching out to board members for this. Mr. Mattson also stated that if anyone would like to participate in the audit to please let him know.

Downtown Yakima Public Restrooms 4-party agreement – Mr. Mattson met with Yakima Neighborhood Health Services, Joan Davenport with the City of Yakima and Verlynn Best with the Greater Yakima Chamber of Commerce to talk about the ongoing issue of public urination and defecation downtown on 6th and Chestnut. Currently, there isn't any solution in place to rectify the situation but all four agencies have been discussing solutions. More will be discussed within the next two weeks.

The Port of Grandview and the Port of Sunnyside will be meeting with YVCOG to discuss the potential RCDI grant. The Ports feel as though the RCDI grant may duplicate what they do.

Executive Session

Action: "The YVCOG Executive Committee will adjourn to executive session for the purpose of reviewing the performance of a public employee, per RCW 42.30.110(1)(g). The executive session will conclude at approximately 2:35 p.m."

For the record: Jim Restucci was present for the executive session via call in.

YVCOG Organization Chart

A new YVCOG Organization chart was present. A revised clean Organization chart will be presented at the next executive committee meeting.

National Association of Regional Councils (NARC)

Chairman Mr. Restucci has indicated his interest in being on the National Association of Regional council board. Mr. Olson moved to nominate Mr. Restucci as the representative for the NARC board. Mrs. Adkison seconded. Motion Carried.

Yakama Nation Membership Status

Mr. Mattson reported that the Yakama Nation currently is cited in the YVCOG Articles of Association. Yakama Nation Housing Authority and Pahto Public Passage are requesting our assistance but must be a member to receive YVCOG services. Mr. Mattson is seeking board approval to discuss membership fee with tribal administrator and/or Tribal Council. Mr. Olson moved to allow the YVCOG staff to meet and negotiate a membership fee with the Yakama Nation. Mr. Leita seconded. Motion carried.

Program Update

Mrs. Conrad offered the following updates:

- GMA activities – ongoing for Granger, Grandview, Selah, Naches, and Mabton. Working on Estimate for City of Tieton GMA update
- City of Wapato and City of Union Gap – was awarded CWBG Grants
- City of Wapato – finalizing the NEPA review for their sewer lift station
- Union Gap – just completed their safe routes to school grant.
- RCDI Grant – presenting to the City of Mabton tonight.
- Homeless Program – COC grant

Mr. Calhoun offered the following updates:

- RCO Grants – technical presentations today and tomorrow.
- DOH feasibility on water consolidation contract. First draft due June 15.
- Tieton – Completed the SEPA review
- Wapato – Received a SEPA review request for an elementary school
- City of Mabton – assisting an annexation.

Homeless Program Update

Mr. Sullivan introduced Lowel Krueger, Executive Director of Yakama and Kittitas Housing Authority and now the chair of the Homeless Planning and Policy Committee.

Mr. Sullivan reported that the HPPC met last week and one of the items that was talked about was the 5 year planning process. The HPPC has already gone thru a strategic planning retreat and have come up with a vision document. From that document, they are going to complete their 5 year plan. The first draft will be due to the Policy Council in

September and hope to have a final draft to be voted on for the membership December. The brand new 5 year plan would then be ready to implement in January of 2017.

Mr. Mattson reported that he and Mr. Sullivan had a meeting with Joan Davenport, City of Yakima, that morning. The City of Yakima currently has a large problem with an encampment that has setup on 6th and Chestnut. Approximately 35 people are living on the sidewalk and defecating in the neighbor's yards. Currently, there is no code violation restricting camping so the City of Yakima is unable to move them. The City has located a lot more appropriate for the encampment that can be leased to a religious organization. The current organization looking at running the encampment is Sunrise Outreach. The other organization interested in running an encampment is Justice Housing project.

Mr. Sullivan reported that he has the 2016 Point in Time Stakeholders report that he will be presenting to the community. Once the report goes out they will have spiral bound books available with the data, online, and information within the media. The Point in Time survey is a count of the homeless people in the area. The local shelters count their unsheltered every night, 4 project homeless connects take place where the homeless are interviewed, and homeless are counted at food banks. The study shows that there is a large lack of affordable housing in the area and until there is more availability homelessness will always be an issue in Yakima.

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 MAY-16-001 through MAY-16-006 in the total amount of \$89,075.00, and claim vouchers numbered MAY-16-007 through MAY-16-038 in the total amount of \$20,678.09. Mrs. Gonzales moved to approve the May Vouchers;* Mr. Leita seconded this motion. Motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the Preliminary April 2016 Monthly Budget Report* showing a revenue balance of \$43,200.95. Mr. Leita moved to approve the monthly budget report. Mrs. Gonzales seconded. Motion carried.

General Membership Meeting

Mr. Mattson reported that the General Membership meeting will be held in Zillah, WA at the Zillah Civic Center. The program will be YVCOG staff program updates.

OTHER BUSINESS

PUBLIC COMMENT

None.

ADJOURN

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With no other business, Mr. Hodkinson adjourned the meeting at 3:50p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jessica Hansen, Executive Committee Secretary

CITY OF MABTON
TECHNICAL ASSISTANCE CONTRACT
AMENDMENT #2

THIS AMENDMENT, entered into this 24 day of May, 2016 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, hereunto duly authorized, and the City of Mabton, a municipal corporation located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Mayor Mario Martinez, hereunto duly authorized;

WITNESSETH THAT;

WHEREAS, on December 8, 2015 the City contracted with the Conference for certain technical planning assistance; and,

WHEREAS, it is necessary to amend certain sections of the contract;

NOW, THEREFORE, the parties do mutually agree, to modify the contract to provide the following:

Compensation and Method of Payment:

The amount of the original contract will be increased by an additional \$ 5,000, bringing the total amount of the original contract to \$ 10,000.

All other provisions of said contract remain unchanged.

YAKIMA VALLEY CONFERENCE
OF GOVERNMENTS

James A. Restucci, Conference Chair

ATTEST: _____
Secretary

Date: _____

CITY OF MABTON
YAKIMA COUNTY

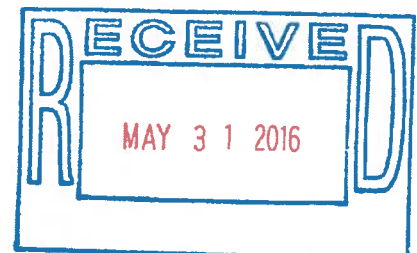
Mario Martinez

Mario Martinez, Mayor

ATTEST: Walt Bratton

Walt Bratton, City Administrator

Date: 5-24-2016



CITY OF WAPATO
TECHNICAL ASSISTANCE CONTRACT No. 010116WP
AMENDMENT #1

THIS AMENDMENT, entered into this 6th day of June, 2016 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, hereunto duly authorized, and the City of Wapato, a municipal corporation located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Mayor Tony Guzman, hereunto duly authorized;

WITNESSETH THAT;

WHEREAS, on January 4th, 2016 the City contracted with the Conference for certain technical planning assistance as documented in that certain Technical Assistance Contract No. 010116WP (the "Contract"); and,

WHEREAS, it is necessary to amend certain sections of the contract;

NOW, THEREFORE, the parties do mutually agree, to modify the contract to provide the following:

Compensation and Method of Payment:

The maximum amount of compensation and reimbursement to be paid by the City under the Contract will be increased by an additional \$5,000.00, bringing the total amount of the original contract to \$10,000.00.

All other provisions of said contract remain unchanged.

YAKIMA VALLEY CONFERENCE
OF GOVERNMENTS

CITY OF WAPATO
YAKIMA COUNTY

James A. Restucci, Conference Chair



Tony Guzman, Mayor

ATTEST: _____
Secretary

ATTEST: 
Gloria Acosta, Deputy Clerk-Treasurer

Date: _____

Date: 6/6/16

Tieton, WA
PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT made and entered into by and between the City of Tieton, hereinafter referred to as the "City", and the Yakima Valley Conference of Governments, hereinafter referred to as the "CONFERENCE",

WITNESSETH THAT:

WHEREAS, the City and the Conference are desirous of entering into a contract to formalize their relationship; and

WHEREAS, it would be beneficial to the City to utilize the Conference as an independent entity to accomplish the Scope of Work as set forth herein and such endeavor would tend to best accomplish the objectives of its local planning program.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and provisions contained herein, and the mutual benefits to be derived there from, the parties hereto agree as follows:

1. Services to be Provided by the Parties:

- a. The Conference shall complete in a satisfactory and proper manner as determined by the City the work activities described in the Scope of Work (Attachment #1 to the contract).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

2. Time of Performance:

The effective date of this contract shall be the date the parties sign and complete execution of the contract. The termination date of the contract shall be September 30, 2017.

3. Consideration:

The City shall reimburse the Conference in accordance with the Budget described in Attachment #1 of the contract for all allowable expenses agreed upon by the parties to complete the Scope of Work. In no event shall the total amount to be reimbursed by the City exceed the sum of \$23,750. Reimbursement under this contract shall be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of the agreement.

4. Records:

The Conference agrees to maintain such records and follow such procedures as may be required as the City may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Conference for a period of three years after final audit of the City's project, unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period of record retention.

The City and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records, and books of the Conference involving transactions related to this local program and contract.

5. Relationship:

The relationship of the Conference to the City shall be that of an independent consultant rendering professional services. The Conference shall have no authority to execute contracts or to make commitments on behalf of the City and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Conference.

6. Suspension, Termination, and Close Out:

If the Conference fails to comply with the terms and conditions of this contract, the City may pursue such remedies as are legally available, including, but not limited to, the suspension or termination of this contract in the manner specified herein:

a. Suspension - If the Conference fails to comply with the terms and conditions of this contract, or whenever the Conference is unable to substantiate full compliance with provisions of this contract, the City may suspend the contract pending corrective actions or investigation, effective not less than seven (7) days following written notification to the Conference or its authorized representative. The suspension will remain in full force and effect until the Conference has taken corrective action to the satisfaction of the City and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Conference or its authorized representative during the period of suspension will be allowable under the contract except:

- (1) Reasonable, proper, and otherwise allowable costs which the Conference could not avoid during the period of suspension;
- (2) If upon investigation, the Conference is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed; and
- (3) In the event all or any portion of the work prepared or partially prepared

by the Conference be suspended, abandoned, or otherwise terminated, the City shall pay the Conference for work performed to the satisfaction of the City, in accordance with the percentage of the work completed.

b. Termination for Cause - If the Conference fails to comply with the terms and conditions of this contract and any of the following conditions exist:

- (1) The lack of compliance with the provisions of this contract is of such scope and nature that the City deems continuation of the contract to be substantially detrimental to the interests of the City;
- (2) The Conference has failed to take satisfactory action as directed by the City or its authorized representative within the time period specified by same;
- (3) The Conference has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then,

The City may terminate this contract in whole or in part, and thereupon shall notify the Conference of the termination, the reasons therefore, and the effective date, provided such effective date shall not be prior to notification of the Conference. After this effective date, no charges incurred under any terminated portions of the Scope of Work are allowable.

c. Termination for Other Grounds - This contract may also be terminated in whole or in part:

- (1) By the City, with the consent of the Conference, or by the Conference with the consent of the City, in which case the two parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;
- (2) If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;
- (3) In the event the City fails to pay the Conference promptly or within sixty (60) days after invoices are rendered, the City agrees that the Conference shall have the right to consider said default a breach of this agreement and the duties of the Conference under this agreement terminated. In such event, the City shall then promptly pay the Conference for all services performed and all allowable expenses incurred; and
- (4) The City may terminate this contract at any time giving at least ten (10) days notice in writing to the Conference. If the contract is terminated for convenience of the City as provided herein, the Conference will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications:

The City may require changes or modifications in the Scope of Work to be performed hereunder. Such changes, including any decrease or increase in the amount of compensation therefore, which are mutually agreed upon by the City and the Conference shall be incorporated in written amendments to this contract.

8. Personnel:

The Conference represents that they have, or will secure at their own expense, all personnel required in order to perform under this contract. Such personnel shall not be employees of, or have a contractual relationship to the City.

All services required hereunder will be performed by the Conference or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified in written contract or agreement and shall be subject to each provision of this contract.

9. Assignability:

The Conference shall not assign any interest on this contract, and shall not transfer any interest on this contract (whether by assignment or novation), without prior written consent of the City thereto: provided, however, that claims for money by the Conference from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City by the Conference.

10. Reports and Information:

The Conference shall furnish the City such periodic reports as the City may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential:

All of the reports, information, data, etc., prepared or assembled by the Conference under this contract are confidential and the Conference agrees that they shall not be made available to any individual or organization without prior written approval of the City unless otherwise subject to public records laws.

12. Copyright:

No reports, maps, or other documents produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the Conference.

13. Compliance with Local Laws:

The Conference shall comply with all applicable laws, ordinances, and codes of the state and local government and the Conference shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.

14. Title VI of the Civil Rights Act of 1964:

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974:

No person in the United States shall on the grounds of race, color, creed, religion, sex, or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Interest of Members of the City:

No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct, or indirect, in this contract; and the Conference shall also take appropriate steps to assure compliance.

17. Interest of Other Public Officials:

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct or indirect, in this contract; and the Conference shall take appropriate steps to assure compliance.

18. Interest of Consultant and Employees:

The Conference covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Conference further covenants that in the performance of this contract, no person having such interest shall be employed.

19. Audits and Inspections:

The City and State Auditor or their delegates shall have the right to review and monitor

the financial and other components of the work and services provided and part of the project and this contract, by whatever legal and reasonable means are deemed expedient by the City and the State Auditor.

20. Hold Harmless:

The Conference agrees to indemnify and hold harmless the City, appointed and elective officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the City, its elected and appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Conference's and its agents' negligent performance of work associated with this agreement. The Conference shall not be liable for property and bodily injury that may result from the negligence of any construction contractor or construction subcontractor.

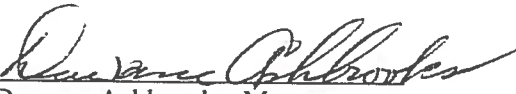
This agreement contains all terms and conditions agreed to by the City and the Conference. The Attachments to this agreement are identified as follows:

Attachment #1, Scope of Work, consisting of 1 page.

IN WITNESS WHEREOF, the City and the Conference have executed this contract agreement as of the date and year last written below.

CITY OF TIETON
WASHINGTON

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

by 
Dewane Ashbrooks, Mayor

by _____
YVCOG Chair

ATTEST:

ATTEST:

by 
City Clerk

by _____
Secretary

Date: 6-14-16

Date: _____

APPROVED AS TO LEGAL FORM:

by _____
Attorney for City of Tieton

Attachment #1
City of Tieton GMA Periodic Update
YVCOG Budget and Scope of Work

Tasks		Est. Cost
<i>Prep</i>		
	Kick-off staff meeting(s) and file setup	\$335
<i>Comprehensive Plan Update</i>		
	Administration Element	\$270
	Utilities Element	\$200
	Transportation Element	\$4,080
	Land Use Element	\$4,990
	Housing Element	\$3,865
	Natural Systems Element	\$3,050
	Capital Facilities Element	\$2,010
<i>Development Regulations Update</i>		\$1,270
<i>Critical Areas Ordinance Update</i>		\$1,070
<i>Planning Commission Meetings</i>		\$1,675
<i>Combined Adoption Process</i>		\$1,090
<i>Project Administration</i>		\$3,960
<i>Misc.</i>		\$300
SUBTOTAL		\$28,165
<i>Transportation Element Update/Presentation - CREDIT</i>		\$4,415
TOTAL		\$23,750

* Transportation Element to be completed at no charge using MPO funds.

NOTES:

1. Tieton's GMA Periodic Update is due June 30, 2017.
2. Time estimates assume interaction with city staff to gather data and review draft materials.

3. Timelines for completion of these tasks will be dependent upon availability of city staff for responses and Planning Commission/City Council schedules.
4. Hours to staff meetings include meeting preparation and travel to/from city.
5. Cost estimates per task include benefits and indirect costs.

**YVCOG Executive Committee Meeting June 20, 2016
PRELIMINARY BUDGET REPORT
May 2016**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2015 TOTAL	2016
January		\$ 139,242.72	\$ 85,638.48
February		\$ 8,458.67	\$ 112,354.71
March		\$ 122,787.20	\$ 202,376.73
April		\$ 88,696.32	\$ 108,418.53
May		\$ 73,382.91	\$ 120,008.63
June		\$ 27,377.24	\$ -
July		\$ 153,299.59	\$ -
August		\$ 18,103.44	\$ -
September		\$ 111,391.18	\$ -
October		\$ 96,570.50	\$ -
November		\$ 141,987.62	\$ -
December		\$ 100,389.56	\$ -
Total Revenue MTD (through May)		\$ 432,567.82	\$ 628,797.08
Total Revenue YTD		\$ 1,081,686.95	\$ 628,797.08
EXPENDITURES:			
Salaries	January	\$ 44,902.46	\$ 64,453.00
	February	\$ 44,973.88	\$ 64,428.77
	March	\$ 45,466.69	\$ 65,621.22
	April	\$ 45,405.04	\$ 64,674.51
	May	\$ 45,262.88	\$ 64,962.08
	June	\$ 45,405.04	\$ -
	July	\$ 56,908.71	\$ -
	August	\$ 57,255.46	\$ -
	September	\$ 55,885.22	\$ -
	October	\$ 60,384.15	\$ -
	November	\$ 60,993.62	\$ -
	December	\$ 60,750.91	\$ -
Total Salaries MTD (through May)		\$ 226,010.95	\$ 324,139.58
Total Salaries YTD		\$ 623,594.06	\$ 324,139.58
Vouchers	January	\$ 37,102.55	\$ 58,972.77
	February	\$ 27,281.15	\$ 56,876.72
	March	\$ 28,564.67	\$ 45,097.15
	April	\$ 25,014.46	\$ 46,943.47
	May	\$ 37,301.64	\$ 34,790.03
	June	\$ 33,450.80	\$ -
	July	\$ 31,814.70	\$ -
	August	\$ 30,891.36	\$ -
	September	\$ 39,898.68	\$ -
	October	\$ 35,370.69	\$ -
	November	\$ 34,022.79	\$ -
	December	\$ 28,643.22	\$ -
Total Vouchers MTD (through May)		\$ 155,264.47	\$ 242,680.14
Total Vouchers YTD		\$ 389,356.71	\$ 242,680.14
TOTAL EXPENDITURES MTD (through May)		\$381,275.42	\$566,819.72
TOTAL EXPENDITURES YTD		\$1,012,950.77	\$566,819.72
Revenue Balance		\$68,736.18	\$61,977.36

2016
Yakima Valley Conference of Governments
REVENUE Budget

42%

GL Codes	Sub-Departments Grants/Contracts	May	YTD Actual Revenue	2016 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	-	73,769.00	114,986.00	41,217.00	64%
615 100 369.9	Admin-Misc Revenue (copies, posters)	18.76	115.20	300.00	184.80	38%
615 100 345.8	Admin-Assoc Membership Fees	50.00	100.00	300.00	200.00	33%
100 369 10 001	Sale of Scrap & Junk		386.55	400.00 *	13.45	97%
	Total Administration	68.76	74,370.75	115,986.00	41,615.25	64%
615 100 337.X	Intergov-Local Match WSDOT	-	39,412.00	39,412.00	0.00	100%
615 100 368.5	Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
	Total Intergov-Local	-	45,412.00	45,412.00	0.00	100%
615 210 333	STP - Fed Hwy Admin WSDOT	2,552.49	11,453.11	25,000.00	13,546.89	46%
	MPO/RTPO					
615 340 333	FHWA-DOT-Metro Plan (PL)	-	61,146.13	350,000.00	288,853.87	17%
615 340 333	FTA-DOT-Metro Plan Grant	21,359.06	80,978.81	70,000.00	-10,978.81	116%
615 340 334	RTPO-WSDOT	16,481.72	61,552.13	97,000.00	35,447.87	63%
	Total MPO/RTPO	37,820.78	203,677.07	517,000.00	313,322.93	39%
615 440 334	CTR - Plans & Progr WSDOT	6,081.09	41,920.95	75,000.00	33,079.05	56%
615 445 333	CMAQ Grant	10,130.68	44,676.77	103,750.00	59,073.23	43%
600 333 66 468	Dept of Health Grant N1557	3,311.43	3,311.43	30,000.00 *	26,688.57	11%
610 333 66 468	Dept of Health Grant N1558	4,053.82	4,053.82	30,000.00 *	25,946.18	14%
700 345 89 003	Homeless PSA	48,608.56	131,615.58	600,000.00	468,384.42	22%
615 100 337.1	Intergov-Scholarship	195.00	195.00	500.00	305.00	39%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			72,600.00 *		
	Member TA's 2015	-	1,909.96			
	Grandview TA 2016	88.33	88.33			
	Grandview GMA PSA	1,389.00	4,229.31			
	Granger TA 2016	-	598.37			
	Granger GMA PSA	997.03	3,922.83			
	Harrah PSA 2014	-	-			
	Mabton TA 2016	1,509.97	4,288.27			
	Mabton GMA PSA	-	3,230.54			
	Moxee TA 2016	-	-			
	Naches TA 2016	-	-			
	Naches GMA PSA	264.22	6,753.07			
	Selah TA 2016	-	-			
	Selah GMA PSA	1,036.90	3,721.51			
	Tieton TA 2016	95.78	95.78			
	Toppenish TA 2016	1,419.87	1,419.87			
	Union Gap TA 2016	323.42	1,412.87			
	Wapato TA 2016	-	2,157.53			
	Wapato Parks PSA	-	3,259.11			
	Wapato CDBG Grant PSA	-	1,960.08			
	YC HOME Cons PSA 15-19	61.50	140.17			
	Yakima Community Foundation	-	27,000.00			
		-	-			
	Total TA Contracts	7,186.02	66,187.60	72,600.00	6,412.40	91%
	Total Revenue	120,008.63	626,874.08	1,615,248.00	\$ 467,354.75	39%

* Denotes budget amendment

2016

Yakima Valley Conference of Governments
EXPENDITURE Budget

42%

GL Code & Description	May	YTD Actual	2016 Budget	Annual \$ Variance	YTD % Variance
Salaries	\$ -	\$ -	\$ -		
10-001 Salaries and Wages	\$ 64,962.08	\$ 324,139.58	\$ 831,000.00 *	39%	\$ 506,860.42
10-002 Salaries-Overtime	\$ -	\$ -	\$ 8,000.00	0%	\$ 8,000.00
10-003 Salaries-Extra Help	\$ -	\$ -	\$ -	0%	\$ -
Salaries	\$ 64,962.08	\$ 324,139.58	\$ 839,000.00	39%	\$ 514,860.42
Personnel Benefits					
20-002 Benefits-Direct	\$ 21,412.82	\$ 107,031.44	\$ 290,000.00 *	37%	\$ 182,968.56
Personnel Benefits	\$ 21,412.82	\$ 107,031.44	\$ 290,000.00	37%	\$ 182,968.56
Supplies					
31-001 Office & Operating Supplies	\$ 3,076.00	\$ 15,142.98	\$ 44,000.00	34%	\$ 28,857.02
35-001 Small Tools and Minor Equip	\$ -	\$ 10,411.49	\$ 19,000.00	55%	\$ 8,588.51
35-002 Computer Software	\$ -	\$ -	\$ 8,000.00	0%	\$ 8,000.00
35-090 Small & Attractive Items	\$ -	\$ -	\$ 5,000.00	0%	\$ 5,000.00
Supplies	\$ 3,076.00	\$ 25,554.47	\$ 76,000.00	34%	\$ 50,445.53
Other Services-Charges					
41-001 Professional Services	\$ 331.42	\$ 24,245.82	\$ 99,866.00 *	24%	\$ 75,620.18
Prof Serv-Purchasing	\$ -	\$ 2,292.27	\$ -	#DIV/0!	\$ (2,292.27)
41-092 Prof Serv-Tech Services	\$ 1,200.65	\$ 4,802.60	\$ 14,500.00 *	33%	\$ 9,697.40
42-001 Communications-Telephone	\$ -	\$ 3,904.98	\$ 10,800.00	36%	\$ 6,895.02
42-002 Communication-Postage	\$ 100.00	\$ 351.58	\$ 3,500.00	10%	\$ 3,148.42
43-001 Travel	\$ 3,451.19	\$ 10,003.50	\$ 80,000.00	13%	\$ 69,996.50
44-001 Advertising	\$ 446.60	\$ 2,782.54	\$ 12,000.00	23%	\$ 9,217.46
45-001 Operating Rentals and Leases	\$ 4,671.35	\$ 28,783.85	\$ 97,000.00 *	30%	\$ 68,216.15
46-001 Insurance	\$ -	\$ 5,317.00	\$ 6,100.00	87%	\$ 783.00
47-001 Utility Services	\$ -	\$ 56.79	\$ 250.00 *	23%	\$ 193.21
48-001 Repair and Maintenance	\$ -	\$ 1,772.50	\$ 5,500.00 *	32%	\$ 3,727.50
49-001 Misc. (registrations, dues, subscriptions)	\$ 100.00	\$ 20,045.30	\$ 80,500.00	25%	\$ 60,454.70
Other Services - Charges	\$ 10,301.21	\$ 104,358.73	\$ 410,016.00	25%	\$ 305,657.27
Debt Services-Interest					
81-001 Interest	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Total Expenditure	\$ 99,752.11	\$ 561,084.22	\$ 1,615,216.00 \$ -	35%	\$ 1,054,131.78

2015-16 Cash Flow Statement
Yakima Valley Conference of Governments
Final

May 2016

Cash Basis Accounting)	For the Mo End:													
	May	June	July	August	September	October	November	December	January	February	March	April	May	
Yakima County Treasurer Key Bank Custodial Account														
Beginning cash	\$328,647.76	\$319,466.15	\$267,987.55	\$332,563.73	\$262,761.99	\$278,127.63	\$278,943.29	\$325,914.50	\$414.84	\$259,820.08	\$296,112.97	\$395,846.66	\$393,112.48	
Fed Hwy Admin-WSDOT STP						10,144.07	11,434.21	6,328.76	4,966.76	1,256.97	828.89	1,828.00	2,552.49	
FWWA DOT-Metro Plan Grant	36,673.59		81,302.12		57,006.97	23,074.41	19,587.73		13,450.38		47,695.75		0.00	
FTA-DOT-Metro Plan Grant											31,059.44	28,550.31	21,359.06	
DOT-RTPO & RTPO Long Range	13,462.08		21,522.41		4,802.47	5,298.24	18,527.51		15,549.58		29,540.83		16,461.72	
CMAQ Plans & Programs		3,824.62	6,616.76	9,559.83	7,495.45		19,863.49	9,454.29	9,055.81	7,710.42	8,343.17	9,436.69	10,130.68	
DOT - CTR	17,568.67		9,106.42			12,361.81		6,277.33	17,761.61	6,003.36	6,102.11	5,972.78	6,081.09	
Dept Health Grant													7,365.25	
Active Communities Grant														
Intergov Serv-Exec Boards (TAC	5,628.57	10,905.71	4,904.92	8,493.61	42,086.29	35,220.47	72,544.22	78,329.18	1,458.37	9,929.91	78,782.22	51,838.10	55,794.58	
Intergov-County/City Share-gen assess						10,471.50			15,376.00	48,735.75	-1,063.00	10,720.25		
Intergov-Local Match WSDOT									7,593.00	38,679.00	-860.00			
Intergov-Local FTA (Yakima Transli)														
Intergov-Scholarship													195.00	
Misc Revenue-copies, posters			24.38						20.42	39.30	14.32		18.76	
Associate Membership Fees	50.00	50.00	50.00	50.00					366.55	56,409.93			50.00	
Scrap & Junk									280,000.00				22.40	
Non-revenue			1,756.99					12,181.98	12,681.98					
Expense Revenue Netted Back														
Total Receipts	\$73,382.91	\$27,377.24	\$155,056.58	\$18,103.44	\$111,391.18	\$96,570.50	\$141,987.62	\$112,571.54	\$378,320.46	\$168,764.64	\$200,453.73	\$108,418.53	\$120,008.63	
Available Cash	\$402,030.67	\$346,843.39	\$423,044.13	\$350,667.17	\$374,153.17	\$374,698.13	\$420,930.91	\$438,486.04	\$378,735.30	\$428,584.72	\$496,566.70	\$494,265.19	\$503,121.11	
Use of Funds														
Salaries	45,262.88	45,405.04	56,908.71	57,255.46	55,705.23	60,792.26	60,993.62	0.00	64,453.00	64,428.77	65,621.22	64,674.51	64,962.08	
Personnel Benefits	14,059.39	14,125.08	18,416.00	17,719.09	19,430.49	23,272.46	20,117.30	0.00	19,538.08	34,884.63	21,581.89	21,357.02	21,412.82	
Su. Piles	1,253.70	1,116.88	1,784.89	2,012.65	4,380.39	1,749.55	1,388.34	1,219.24	1,296.25	1,803.38	8,190.63	11,188.21	3,076.00	
Other Services	21,988.55	18,208.84	13,370.80	10,917.98	16,529.43	9,940.17	12,537.15	7,169.38	33,102.94	31,231.71	15,324.63	14,398.24	10,301.21	
Custodial Account								280,000.00	500.00					
Debt Service - Interest									24.95	123.26	1.67	-465.27	701.47	
Total Cash Out	82,564.52	78,855.84	90,480.40	87,905.18	96,025.54	95,754.84	95,016.41	288,388.62	118,915.22	132,471.75	110,720.04	111,152.71	100,453.58	
Net Cash Flow	\$319,466.15	\$267,987.55	\$332,563.73	\$262,761.99	\$278,127.63	\$278,943.29	\$325,914.50	\$150,097.42	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	