



## YVCOG EXECUTIVE COMMITTEE AGENDA

Wednesday, February 19, 2020  
1:30 p.m.

The 300 Building  
311 North 4<sup>th</sup> St, Suite 204, Yakima

### YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside  
Janice Gonzales, Council Member, City of Zillah  
Norm Childress, Yakima County  
Sherry Raymond, Member-at-Large, City of Selah

John Hodgkinson, Vice-Chair, City of Union Gap  
Brad Hill, Council Member, City of Yakima  
Bill Moore, Council Member, City of Grandview

**CALL TO ORDER** – The February 19, 2020 meeting of the YVCOG Executive Committee will come to order at \_\_\_\_ p.m.

### INTRODUCTIONS / ROLL CALL

**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*

### CONSENT AGENDA

*James Restucci, YVCOG Executive Committee Chair*

*“The items listed below may be acted upon by a single motion and second of the Executive Committee. By the simple request to the Chair, any Executive Committee Member may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.”*

1. Approval of Minutes: January 15, 2020 YVCOG Executive Committee Meeting pp. 3-4
2. Approval of Payroll: As of January 31, 2020, approve payroll voucher JAN-20-001 in the amount of \$62,341.52 through electronic fund transfers. p.5
3. Approval of Accounts Payable Vouchers: As of January 31, 2020, approve claim vouchers numbered JAN-01-002 through JAN-20-021 in the total amount of \$34,596.15. pp. 5-6

**Action:** *Discuss and approve*

**Motion:** *“I move to approve the Consent Agenda.”*

### OLD BUSINESS

None.

### NEW BUSINESS

1. Executive Director’s Correspondence  
*Chris Wickenhagen, Executive Director*
  - Interviews for Associate Planner position
  - Member contracts executed:  
Technical Assistance, Professional Service and Shoreline Master Program

**Action:** *Information*

2. Delegation of Signature Authority to Director – Proposed Policy p.7  
*Chris Wickenhagen, Executive Director*
  - Proposed policy to authorize Director to sign minor contracts up to \$25,000.
  - Resolution 2020-01  
*Action: Discussion and direction for action.*
  
3. HOME Consortium Professional Services Agreement pp.8-10  
*Chris Wickenhagen, Executive Director*
  - Professional Services Agreement for assistance with Yakima County for HOME Consortium technical services. Professional Services Agreement is for \$23,100.00 from date of execution February 25, 2020 to February 25, 2021.  
*Action: Approve and authorize Chair to sign. "I motion to approve the Professional Services Agreement with Yakima County HOME Consortium."*
  
4. 2020 Cost Allocation Plan pp. 11-20  
*Shane Andreas, Finance Intern*
  - Allocation methods and rates for staffing and compensation costs  
*Action: Approve and authorize Chair and Executive Director to certify and sign the 2020 Cost Allocation Plan.*
  
5. Staff Reports
  - Budget Report – *Shane Andreas, Finance Intern* pp. 21-24
  - Land Use & Regional Planning Program – *Mike Shuttleworth, Planning Manager* p. 25*Action: Information*
  
6. YVCOG General Membership Meeting  
*Jodi Smith, Communications Specialist*
  - February 19, 2020: **Moved from City of Toppenish to City of Selah, Nana Kate's**  
*Program: Cybersecurity for local governments, elections to Executive Committee*
  - March 18, 2020: **City of Zillah**  
*Program: MPO/RTPO education for members*
  - May 20, 2020: **Moved to City of Toppenish**  
*Program: Partnering with Commerce for funding opportunities*
  - September 16: **City of Grandview**  
*Program: Updates from state and federal elected officials.*
  - October 21: **City of Sunnyside**  
*Program: Homeless Services Update from Yakima County*  
*Action: Information*

## OTHER BUSINESS

Next Executive Committee meeting: Monday, March 16, 2020.

## 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  
January 15, 2020

CALL TO ORDER

Vice Chair John Hodkinson called the January 15, 2020 meeting of the YVCOG Executive Committee to order at 2:15 p.m.

ROLL CALL &  
INTRODUCTIONS

- Members present: John Hodkinson, Bill Moore, Norm Childress, Janice Gonzales
- Members present via teleconference: Brad Hill, Jim Restucci
- Members excused absent: Sherry Raymond
- YVCOG staff present: Chris Wickenhagen, Mike Shuttleworth, Jamey Ayling, Shane Andreas and Jodi Smith
- Others present: None,
- A quorum was present.

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

PUBLIC COMMENT  
POLICY

It is the policy of the Yakima Valley Conference of Governments 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.

*Consent Agenda\**

1. Approval of Minutes: December 16, 2019 YVCOG Executive Committee Meeting
2. Approval of Payroll: As of December 31, 2019, approve payroll voucher DEC-19-001 in the amount of \$50,910.08 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers: As of December 31, 2019, approve claim vouchers numbered DEC-19-002 through DEC-19-019 in the total amount of \$15,628.45.

**Action:** *Bill Moore moved to approve the Consent Agenda. Janice Gonzales seconded. The motion carried.*

OLD BUSINESS

*None.*

NEW BUSINESS

*Executive Director's  
Correspondence*

Chris Wickenhagen, Executive Director

- New Staff Introductions - Chris Wickenhagen introduced new Associate Planner Jamey Ayling and Finance Intern Shane Andreas. Washington Finance Officers Association has an intern program for government accounting principles.
- YVCOG marketing materials – information about who YVCOG is, what services we provide and possibilities for expanding professional services, e.g. Code Enforcement, Attorney, Building Inspector, or other possibilities.

**Action:** *Information*

*Staff Reports\**

**Budget Report** – Chris Wickenhagen reported on the budget for December 2019. Received revenues of \$124,981.67. Expenses totaled \$54,680.39. Revenue balance was -\$229,988.22 mainly due to revenues received in 2018. A budget amendment was approved by General Membership and will be reflected in the year-end report.

**Land Use Planning Program** – Mike Shuttleworth presented information.

**Community Assistance:**

- **Granger:** Continued work on multifamily design standards. After sending the recommendation to City Council, the Council requested the Planning Commission review parking standards. Met with PC and Council Member to resolve the issue.
- **Mabton:** Work on possibility of a mobile coffee shop and a short plat
- **Toppenish:** rewriting the Sign Codes, SEPA for a new high school gym and zoning codes where updates are needed

- **Union Gap:** City Council review of a draft ordinance for storage units and digital signs, Hearing Examiner on mini storage project, several SEPA reviews, Monday meetings with the Community Development Group about permits, several meetings with applicants.
- **Other Projects:** Shoreline Master Program Updates for Mabton, Grandview, Granger, Wapato, Toppenish, Union Gap and Naches. Looking at grant possibilities for Mabton to rebuild city hall, grants for cities to develop Housing Plans, CTR waiver, Kresge long range regional plan.

**Action: Information**

*General Membership Meetings*

Jodi Smith, Communications Specialist, presented information

- February 19, 2020 in Toppenish. Program - Cybersecurity for local governments
- March 18, 2020 in Zillah. Program will be MPO/RTPO education for members
- May 20, 2020 in Selah. Program – Partnering with Commerce for Funding
- September 16 in Grandview. Updates from state and federal elected officials
- October 21 in Sunnyside. Program TBD.
- December 9 hosted by YVCOG.

**Action: Information**

**OTHER BUSINESS**

Next Executive Committee meeting will be Wednesday, February 19, 2020

**PUBLIC COMMENT**

**ADJOURN**

With no other business, Vice Chair John Hodkinson adjourned the meeting at 2:35 p.m.

Respectfully submitted,

\_\_\_\_\_  
James A. Restucci, YVCOG Executive Committee Chair

\_\_\_\_\_  
Date signed

ATTEST:

\_\_\_\_\_  
Jodi Smith, Communications Specialist

P.4

**VOUCHER REGISTER AND APPROVAL**

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been paid, in the total amount of \$96,937.67, and approved this 19th day of February, 2020.

Norm Childress - Yakima County

Bradley Hill - Yakima

James A. Restucci - Sunnyside

John P. Hodkinson, Jr. - Area 1

Janice Gonzales - Area 2

Bill Moore - Area 3

Sherry Raymond - Member-at-Large

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
<b>Jan-20</b>				
JAN-20-001	YVCOG - Payroll; January 2020	Payroll; January 2020	\$62,341.52	ACH
JAN-20-002	Key Bank - Monthly banking services; January	Monthly Banking Services; January 2020	\$44.90	ACH
JAN-20-003	Association of Washington Cities	Outstanding Service Award - plaque and nameplate	\$855.63	2810
JAN-20-004	Graf Investments	Office Space Rental - Building Expenses (January)	\$6,893.51	2811
JAN-20-005	Vision Municipal Solutions, LLC	Software Assurance (Vision Software Technical Support - 2020)	\$2,595.80	2812
JAN-20-006	Washington Cities Insurance Authority	Liability and/or Program Assessment(s) for 2020	\$9,947.00	2813
JAN-20-007	Greater Yakima	2020 Annual Membership Dues - C. Wickenhagen	\$300.00	2814
JAN-20-008	LiftForward Inc	Surface Pro Computer Leases	\$350.01	2815
JAN-20-009	Macfarlane Estep Inc.	Jurassic Parliament - Robert's Rules Training - 12/18/19	\$2,238.75	2816
JAN-20-010	Yakima County Tech Services	Tech Support, Licenses, Bandwidth 100 x 100, Backups	\$908.63	2817
JAN-20-011	Yakima Herald Republic	Legal Publications	\$295.23	2818
JAN-20-012	Yakima Waste Systems, Inc	Recycling Service - 11/1-11/30/2020	\$15.27	2819
JAN-20-013	Alan Adolf	Travel and Registration reimbursement; January	\$108.68	2820
JAN-20-014	Graf Investments	Office Space Rental - Building Expenses (Febuary)	\$6,893.52	2821
JAN-20-015	James Ayling	Travel and Registration reimbursement; January	\$112.13	2822
JAN-20-016	Michael Shuttleworth	Travel and Registration reimbursement; January	\$156.17	2823
JAN-20-017	Nuestra Casa	Translation Services (English to Spanish)	\$48.25	2824
JAN-20-018	Office Depot Inc	Miscellaneous Office Supplies	\$167.77	2825
JAN-20-019	Xerox Corporation	Copier Lease and Maintenance	\$528.84	2826
JAN-20-020	Yakima County Treasurer's Office	Banking Charges and Admin Fees - 2019 4th Quarter	\$685.30	2827
JAN-20-021	Yakima Printing Company LLC	Poster calendar - Ayling business cards and pocket folder	\$1,450.96	2828
<b>GRAND TOTAL</b>			<b>\$96,937.67</b>	

**INVOICE REGISTER AND APPROVAL**

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$96,937.67**

Auditing Officer

	<b>VENDOR</b>	<b>INVOICE #</b>	<b>AMOUNT</b>	<b>WARRANT #</b>
	<b>Jan-20</b>			
1	YVCOG - Payroll; January 2020	JAN-20-001	\$62,341.52	ACH
2	Key Bank - Monthly banking services; January	JAN-20-002	\$44.90	ACH
3	Association of Washington Cities - Annual Assessment Fee	JAN-20-003	\$555.63	2810
4	Association of Washington Cities - Associate Membership Fee	JAN-20-003	\$300.00	2810
5	Graf Investments - January Building Expense	JAN-20-004	\$2,329.12	2811
6	Graf Investments - January Office Space Rental	JAN-20-004	\$4,564.39	2811
7	Vision Municipal Solutions, LLC	JAN-20-005	\$2,595.60	2812
8	Washington Cities Insurance Authority - Liability and Program Assesments 2020	JAN-20-006	\$9,947.00	2813
9	Greater Yakima - Annual Membership dues - C. Wickenhagen	JAN-20-007	\$300.00	2814
10	LiftForward Inc - Surface Pro computer lease ending 2/28/2021	JAN-20-008	\$293.12	2815
11	LiftForward Inc - Surface Pro computer lease ending 5/23/2021	JAN-20-008	\$56.89	2815
12	Macfarlane Estep Inc.- Jurassic Parliament 12/18/2019	JAN-20-009	\$2,238.75	2816
13	Yakima County Tech Services - Tech support ect	JAN-20-010	\$908.63	2817
14	Yakima Herald Republic - January M/RTIP Amendment notice	JAN-20-011	\$195.18	2818
15	Yakima Herald Republic - January M/RTIP Amendment notice (Spanish)	JAN-20-011	\$100.05	2818
16	Yakima Waste Systems, Inc - Recycling Service	JAN-20-012	\$15.27	2819
17	Alan Adolf - Travel and Registration Reimbursement - January	JAN-20-013	\$108.68	2820
18	Graf Investments - Febuary Building Expense	JAN-20-014	\$2,329.13	2821
19	Graf Investments - Febuary Office Space Rental	JAN-20-014	\$4,564.39	2821
20	James Ayling - Travel and Registration Reimbursement - January	JAN-20-015	\$112.13	2822
21	Michael Shuttleworth - Travel and Registration Reimbursement - January	JAN-20-016	\$156.17	2823
22	Nuestra Casa - Survey Translation	JAN-20-017	\$48.25	2824
23	Office Depot Inc - Miscellaneous Office Supplies	JAN-20-018	\$153.55	2825
24	Office Depot Inc - Miscellaneous Office Supplies	JAN-20-018	\$14.22	2825
25	Xerox Corporation - Printer lease and Maintance	JAN-20-019	\$528.84	2826
26	Yakima County Treasurer's Office - Banking Charges and Admin Fees	JAN-20-020	\$685.30	2827
27	Yakima Printing Company LLC - Poster Calendar	JAN-20-021	\$703.30	2828
28	Yakima Printing Company LLC - Ayling Business cards and pocket folder	JAN-20-021	\$747.66	2828
	<b>January 2020 Grand Total</b>		<b>\$96,937.67</b>	

## YVCOG Executive Director Signature Authority

The Executive Committee permits the YVCOG Executive Director the authority to negotiate, enter into and execute contracts and agreements up to \$25,000.00 provided they are included in the approved budget. All contracts and agreements above \$25,000.00 or not in the approved budget require approval of the Executive Committee or General Membership during a regular or special meeting prior to execution.

The Executive Director is authorized to review and approve vouchers provided they are included in the approved budget and authorized work program. The Voucher Approval Form shall be signed by the Executive Committee during a regular Executive Committee Meeting.

### DEFINITIONS

**Signature Authority** – Approved and accepted agreements by the Executive Committee and General Membership of professional and technical assistance of YVCOG staff, service to members, associate members and payment of vouchers.

### PROCEDURE

YVCOG Executive Director will maintain an efficient and effective method for decisions of all authorized grants, technical assistance contracts and any other service YVCOG provides. The Executive Director is responsible for executing services and will authorize approval of work programs.

The Executive Director is responsible for authorized grants, technical assistance contracts and any other service of YVCOG's defining activities of the Conferences and the Conference's ability to conduct any activity on behalf of the member jurisdiction as the legal administrative entity described in RCW 39.34.030.

### EXCEPTION TO RULE

Requests for services or payment that are not approved within the budget or normal work program of YVCOG will require prior approval by the Executive Committee. Contracts and agreements above \$25,000.00 will require prior approval by the Executive Committee.

### RECORD KEEPING

Approved grants, technical assistance contracts, professional service contracts and any other service may be reviewed and approved by the Executive Committee retroactively.

Expenditures of YVCOG shall be voucher audited, verified and signed by the Executive Committee members and the Auditing Officer. The Executive Committee shall review and approve the Accumulated Voucher Approval Form Summary retroactively.

Last Updated  
2013  
2020

Approved  
2013

## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between YAKIMA COUNTY, Washington, hereinafter "County", whose address is 128 North 2<sup>nd</sup> Street, Yakima, Washington 98901, and "Consultant", more specifically identified as:

Name: Yakima Valley Conference of Governments  
Street: 311 North 4th Street  
City, State Zip: Yakima, WA 98901-2467  
Federal Tax I.D. #: 47-2455606  
U.B.I. #: 603556466

### RECITALS:

In consideration of the terms and conditions contained, the parties hereto agree as follows:

1. **Service and scope:** The Consultant will provide services to Yakima County for the following described work:  
Various tasks in relation to the written production of required HOME Investment Partnership Program federal requirements. Please see Attachment A- Scope of Work and Attachment B- Budget.

2. **Amendments.** This Agreement contains all terms and conditions agreed upon by the parties. No change or addition to this Agreement shall be valid or binding upon either party unless such change or addition is in writing and executed by both parties.

3. **Compensation.** The maximum aggregate compensation paid to the Consultant shall not exceed: \$23,100.00 for the total of all work over the term of this Agreement, as may be extended, and shall be full compensation for all costs and expenses. The County makes no guarantee that work issued under this contract will total the maximum aggregate compensation identified above. The Consultant shall maintain a written record of all expenses and submit monthly detailed invoices to:

Yakima County Public Services  
128 N 2<sup>nd</sup> Street, Fourth Floor Courthouse  
Yakima, Washington 98901

The County shall pay the Consultant within 30 days of acceptable invoice receipt. All billings must be submitted by the Consultant within 60 days of the completion of the services.

4. **Independent Consultant.** For the purposes of this contract, the Consultant acknowledges they are not an officer, employee, or agent of Yakima County. The Consultant shall not hold out itself or any of its employees as, nor claim for itself if its employees any rights, privileges, or benefits, which would accrue to an employee of the County. The Consultant shall indemnify and hold harmless the County from all obligations to pay or withhold federal or state taxes or contributions on behalf of the Consultants or its employees or assigns. The Consultant is solely responsible for payment of any statutory workers compensation or employer's liability insurance as required by state law.



**SCOPE OF WORK**

**PURPOSE:**

The purpose of this Agreement is to assist Yakima County in completing required Department for Housing and Urban Development (HUD) reports for the HOME Investment Partnership Program.

**The Contractor shall:**

**Task 1 – Technical Functions**

- 1. Conduct research and analyze data, draw conclusions, and prepare the preliminary and final versions of the following federal reports:**
  - a. 5 Year Consolidated Plan 2020-2024, which includes the 2020 Annual Action Plan(AAP)**
    - i. The sections of the HUD 5 Year Consolidated Plan template to be prepared include the following:
      1. Conducting a Needs Assessment
      2. Completing a Market Analysis
      3. Assisting Yakima County to develop a Strategic Plan
      4. Assisting Yakima County to develop the 2020 Annual Action Plan.
  - b. Analysis of Impediments to Fair Housing**
    - i. The Analysis of Impediments to Fair Housing report to be prepared includes the following:
      1. Conducting a Data Analysis
      2. Identifying Barriers to Housing choice
      3. Assisting Yakima County to develop a Fair Housing Plan: Current and New Strategies
  - c. Conduct technical and editorial reviews of HUD reports developed by Yakima County as follows:**
    - i. 5 Year Consolidated Plan- Executive Summary and the Citizen Participation Plan.
  - d. Printing and distributing drafts of the 5 Year Consolidated Plan and Analysis of Impediments to Fair Housing as requested.**

**DELIVERABLES**

- 1.1 The 5 Year Consolidated Plan preliminary draft is due by March 25<sup>th</sup>, 2020. Final draft is due by March 30<sup>th</sup>, 2020.**
- 1.2 The Analysis of Impediments to Fair Housing preliminary draft is due by March 25<sup>th</sup>, 2020. Final draft is due by March 30<sup>th</sup>, 2020.**

**EXHIBIT B**

**BUDGET**

<b>Description</b>	<b>Amount</b>
1. Technical Functions	<b>\$23,100</b>

See Scope of Work for detailed description of duties.

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**TOTAL CONTRACT AMOUNT    \$ 23,100**



2020

## Cost Allocation Plan

Yakima Valley Conference of Governments  
311 N 4<sup>th</sup> St, Suite 204  
Yakima WA 98901  
509-574-1550

Yakima Valley Conference of Governments  
Cost Allocation Plan

## CERTIFICATION OF INDIRECT COSTS

This is to certify that I have reviewed the indirect costs rate, cost allocation plan, submitted herewith and to the best of my knowledge and belief:

1. All costs included in this cost allocation plan dated February 19, 2020, to establish billing or final indirect cost rates for 2020 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Appendix VII, "**States and Local Government and Indian Tribe Indirect Cost Proposals.**" Unallowable costs have been adjusted in allocating costs as indirect in the cost allocation plan.
2. All costs included in this plan are allowable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and in accordance with applicable requirements. Further, the same costs that have been identified as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the Federal Government will be notified of any accounting changes that would affect the predetermined rates.

I declare under penalty of perjury that the foregoing is true and correct.

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James A Restucci, YVCOG Executive Committee Chair

Date

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Christina Wickenhagen, Executive Director

Date

Yakima Valley Conference of Governments

311 N 4<sup>th</sup> Street, Suite 204

Yakima WA 98901

## **INTRODUCTION**

Yakima Valley Conference of Governments (YVCOG) activity and staffing levels for 2020 are consistent with year ending December 31, 2019. The amended 2020 budget reflects current staffing and compensation levels.

The 2020 rates proposed by this plan are:

Indirect Cost Rate = 66%

Fringe Benefit Rate = 69%

## **ALLOCATION METHOD**

The Yakima Valley Conference of Governments has modified their allocation of Indirect Costs and Determination of Indirect Cost rates. YVCOG is a local government where all of its major functions benefit from the indirect costs to approximately the same degree. The allocation of indirect costs and computation of an indirect cost rate is accomplished through simplified method with direct wages as the single allocation base (2 CFR 200 Appendix VII C.2.).

YVCOG is a cash basis entity. An Indirect cost will be used to recover costs that benefit more than one cost objective that may not be captured in the month expense occurs. During the budgeting process rates are established by estimating indirect costs as a percentage of direct labor costs. After the close of each calendar year, the indirect costs recovered are reconciled to the actual costs to determine the amount to carry forward as an adjustment to the following year's rates. Although it may not be possible to list all expenditures that are covered by the indirect cost rate, the typical expenditures could be travel, insurance, membership dues, subscriptions, and audits.

Table 1: 2019 Income and Expenses

<b>INCOME</b>	
Member Dues	\$ 126,170.16
State Funding	\$ 1,113,380.76
Federal Funding	\$ 283,329.56
Local Grant Funding	\$ 150,165.78
Local Technical Assistance	\$ 686,812.86
Non-Governmental & Misc	\$ 476.77
<b>TOTAL INCOME</b>	<b>\$ 2,360,335.89</b>
<b>EXPENSES</b>	
Supplies	\$ 6,148.99
Small Tools/Mnr Equip	\$ 7,716.61
Professional Services	\$ 60,322.34
Prof Serv - Tech Serv	\$ 11,957.14
Phones	\$ 12,246.31
Postage	\$ 397.39
Travel	\$ 23,326.00
Payroll Salaries & Wages	\$ 646,941.23
Payroll Taxes & Benefits	\$ 214,301.57
Advertising	\$ 5,988.17
Oper Rentals	\$ 56,946.27
Insurance	\$ 9,990.00
Utility Services	\$ 172.85
Repair & Maintenance	\$ 2,252.28
Pass-through	\$ 1,492,419.96
Misc	\$ 39,197.01
<b>TOTAL EXPENSES</b>	<b>\$ 2,590,324.12</b>

Table 2: 2019 Indirect Salaries & Benefits

2019	Indirect Salaries & Benefits		
POSITION	SALARIES	BENEFITS	TOTALS
ED, DD, STAFF	\$ 105,683.74	\$ 15,536.78	\$ 121,220.52

Table 3: Reconciliation of 2019 Indirect Cost Recovery

Reconciliation of 2019 Indirect Cost Recovery				
Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$ 567,665.66	\$ 105,683.74	\$ 17,888.93	\$ 444,092.99
Benefits (including paid leave)	\$ 293,577.12	\$ 15,536.78	\$ 79,275.55	\$ 198,764.79
Supplies	\$ 6,148.99	\$ 2,930.75		\$ 3,218.24
Small Tools/Mnr Equip	\$ 7,716.61	\$ 6,349.35		\$ 1,367.26
Professional Services	\$ 60,322.34	\$ 34,676.88		\$ 25,645.46
Prof Serv - Tech Serv	\$ 11,957.14	\$ 11,957.14		\$ -
Phones	\$ 12,246.31	\$ 12,115.21		\$ 131.10
Postage	\$ 397.39	\$ 199.16		\$ 198.23
Travel	\$ 23,326.00	\$ 3,280.32		\$ 20,045.68
Advertising	\$ 5,988.17	\$ 402.21		\$ 5,585.96
Oper Rentals	\$ 56,946.27	\$ 38,086.12		\$ 18,860.15
Insurance	\$ 9,990.00	\$ 9,990.00		\$ -
Utility Services	\$ 172.85	\$ 172.85		\$ -
Repair & Maintenance	\$ 2,252.28	\$ 1,911.38		\$ 340.90
Pass-through	\$ 1,492,419.96	\$ -		\$ 1,492,419.96
Misc	\$ 39,197.01	\$ 7,480.88		\$ 31,716.13
<b>TOTALS</b>	<b>\$ 2,590,324.10</b>	<b>\$ 250,772.77</b>	<b>\$ 97,164.48</b>	<b>\$ 2,242,386.85</b>
		\$ 250,772.77		Actual year 2019 indirect costs
		\$ 257.67		+ / - 2018 indirect cost carry-forward
		\$ 251,030.44		indirect eligible for recover in 2019
		\$ (156,813.80)		indirect cost recovered in 2019
		\$ 94,216.64		Under/(over) recovery in 2019 (carried forward into 2020 rate)

Table 4: Estimated 2020 Indirect Salaries & Benefits

2020 POSITION	Estimated Indirect Salaries & Benefits		
	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 33,000.00	\$ 13,860.00	\$ 46,860.00
Staff	\$ 63,000.00	\$ 26,460.00	\$ 89,460.00
	\$ 96,000.00	\$ 40,320.00	\$ 136,320.00

Table 5: Estimated 2020 Indirect, Excluded & Direct Costs

	Estimated Indirect, Excluded & Direct Costs			
	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$ 491,000.00	\$ 96,000.00		\$ 395,000.00
Benefits (including paid leave)	\$ 290,200.00	\$ 40,320.00		\$ 249,880.00
Supplies	\$ 10,000.00	\$ 200.00		\$ 9,800.00
Small Tools/Mnr Equip	\$ 5,000.00	\$ -		\$ 5,000.00
Professional Services	\$ 65,000.00	\$ 1,000.00		\$ 64,000.00
Prof Serv - Tech Serv	\$ 13,000.00	\$ 1,000.00		\$ 12,000.00
Phones	\$ 6,000.00	\$ 100.00		\$ 5,900.00
Postage	\$ 300.00	\$ 25.00		\$ 275.00
Travel	\$ 30,000.00	\$ 1,750.00		\$ 28,250.00
Advertising	\$ 11,000.00	\$ 100.00		\$ 10,900.00
Oper Rentals	\$ 70,000.00	\$ 25,000.00		\$ 45,000.00
Insurance	\$ 9,990.00	\$ -		\$ 9,990.00
Utility Services	\$ 275.00	\$ 25.00		\$ 250.00
Repairs & Maintenance	\$ 2,900.00	\$ 200.00		\$ 2,700.00
Misc	\$ 40,555.00	\$ 2,000.00		\$ 38,555.00
TOTALS	\$ 1,045,220.00	\$ 167,720.00	\$ -	\$ 877,500.00



Table 6: 2020 Indirect Cost Rate Calculation

CY 2020 Budgeted Indirect Cost	\$ 167,720.00
CY 2019 Indirect carry forward	\$ 94,216.64
	\$ 261,936.64
CY 2020 Budgeted Direct Salaries	\$ 395,000.00
Total Indirect Cost	\$ 261,936.64
Indirect Cost 2020	66%

Table 7: Reconciliation of 2019 Fringe Benefit Recover

2019 Actual Benefit Expenses		
2019 Actual Benefit Expenses	Total	
Holiday Leave	\$ 28,587.56	
Sick Leave	\$ 22,270.47	
Vacation Leave	\$ 27,038.06	
Other Paid Leave	\$ 1,379.47	
Subtotal	\$ 79,275.56	
Dental / Vision / Health Insurance	\$ 70,642.46	
Disability	\$ 1,972.07	
Life Insurance	\$ 956.90	
Medicare Tax	\$ 8,490.20	
Retirement Contributions	\$ 83,076.55	
Social Security	\$ 36,302.71	
Unemployment Tax	\$ 1,293.85	
Workers Compensation Insurance	\$ 3,567.00	
Subtotal	\$ 206,301.74	
Totals	\$ 285,577.30	Actual 2019 Fringe Benefit costs incurred
	\$ 176.00	+/- 2018 fringe benefit carry-forward
	\$ 285,753.30	Fringe benefits eligible for recovery in 2019
	\$ (194,467.61)	Fringe benefits recovered in 2019
	\$ 91,285.69	Under/(over) recovered for 2019 (carried forward into 2020 rate)

Table 8: Estimated 2020 Fringe Benefit Costs

<b>2020 Estimated Fringe Benefit Costs</b>	
<b>2020 Estimates Fringe Benefit Costs</b>	<b>Total</b>
Holiday Leave	\$ 24,500.00
Sick Leave	\$ 15,000.00
Vacation Leave	\$ 28,000.00
Other Paid Leave	\$ -
Subtotal	\$ 67,500.00
Dental / Vision / Health Insurance	\$ 74,500.00
Disability	\$ 2,000.00
Life Insurance	\$ 900.00
FICA	\$ 35,000.00
Retirement Contributions	\$ 65,000.00
Unemployment Tax	\$ 1,000.00
Workers Compensation Insurance	\$ 1,750.00
Subtotal	\$ 180,150.00
<b>TOTAL</b>	<b>\$ 247,650.00</b>

Table 9: 2020 Estimated Benefit Rate Calculation

CY 2020 Budgeted Fringe Benefits		\$	247,650	
CY 2019 Fringe Benefit carry-forward			91,286	
CY 2020 Recoverable Fringe Benefits estimate		\$	338,936	
CY 2020 Budgeted Direct Salaries		\$	395,000	
CY 2020 Budgeted Indirect Salaries			96,000	
CY 2020 Budgeted Excluded Salaries			-	
<b>Total Salaries &amp; Wages (excluding paid leave)</b>		<b>\$</b>	<b>491,000</b>	
	Total Fringe Benefits		338,936	
		_____		<b>69.0%</b>
	Total Salaries (excluding paid leave)		491,000	

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YVCOG Executive Committee Meeting February 19, 2020  
**BUDGET REPORT**  
 Jan-20

Prepared By Shane Andreas, YVCOG Intern

<b>REVENUES RECEIVED:</b>		<b>2019</b>	<b>2020</b>
January		\$ 310,139.21	\$ 118,564.52
February		\$ 131,535.58	
March		\$ 294,165.22	
April		\$ 162,916.85	
May		\$ 403,207.93	
June		\$ 388,202.35	
July		\$ 367,487.12	
August		\$ 26,866.10	
September		\$ 6,048.55	
October		\$ 107,444.53	
November		\$ 37,340.78	
December		\$ 124,981.67	
<b>Monthly Revenue</b>		<b>\$ 310,139.21</b>	<b>\$ 118,564.52</b>
<b>Total Revenue YTD</b>		<b>\$ 2,360,335.89</b>	<b>\$ 118,564.52</b>
<b>EXPENDITURES:</b>			
<b>Salaries</b>	January	\$ 69,459.42	\$ 46,806.22
	February	\$ 69,459.42	
	March	\$ 70,123.82	
	April	\$ 63,785.42	
	May	\$ 63,785.42	
	June	\$ 64,026.93	
	July	\$ 59,873.31	
	August	\$ 36,468.58	
	September	\$ 37,245.87	
	October	\$ 37,486.84	
	November	\$ 37,613.10	
	December	\$ 37,613.10	
<b>Total Current Salaries</b>		<b>\$ 69,459.42</b>	<b>\$ 46,806.22</b>
<b>Total Salaries YTD</b>		<b>\$ 646,941.23</b>	<b>\$ 46,806.22</b>
<b>Vouchers</b>	January	\$ 328,232.62	\$ 50,131.45
	February	\$ 232,467.15	
	March	\$ 199,610.18	
	April	\$ 337,210.15	
	May	\$ 132,815.81	
	June	\$ 322,045.13	
	July	\$ 252,313.56	
	August	\$ 28,302.47	
	September	\$ 31,469.67	
	October	\$ 32,787.15	
	November	\$ 29,061.70	
	December	\$ 17,067.29	
<b>Monthly Vouchers</b>		<b>\$ 328,232.62</b>	<b>\$ 50,131.45</b>
<b>Total Vouchers YTD</b>		<b>\$ 1,943,382.88</b>	<b>\$ 50,131.45</b>
<b>TOTAL MONTHLY EXPENDITURES</b>		<b>\$ 397,692.04</b>	<b>\$ 96,937.67</b>
<b>TOTAL EXPENDITURES YTD</b>		<b>\$2,590,324.11</b>	<b>\$96,937.67</b>
<b>Revenue Balance</b>		<b>-\$229,988.22</b>	<b>\$21,626.85</b>

2020  
Yakima Valley Conference of Governments  
Revenue Budget

8.00%

Grants/Contracts	January	YTD Actual Revenue	2020 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
<b>Beginning Fund Bal-Designated **</b>			205,000 **		
<b>Administration</b>					
Admin-Gen'l Assessment	45,737.50	45,737.50	124,136	78,398.50	37%
Admin-Misc Revenue (copies, posters)	-	-	300	300.00	0%
Admin-Assoc Membership Fees	-	-	2,000	2,000.00	0%
Admin-Gen'l Ala Carte	-	-	50,000	50,000.00	0%
Other Income (Rebates)	-	-	3,000	3,000.00	0%
Community Services	1,050.00	1,050.00	3,000	1,950.00	35%
Sale of Scrap & Junk	-	-	400	400.00	0%
<b>Total Administration</b>	<b>46,787.50</b>	<b>46,787.50</b>	<b>182,836</b>	<b>136,048.50</b>	<b>26%</b>
<b>Intergov-Local Match WSDOT</b>	<b>21,913.00</b>	<b>21,913.00</b>	<b>64,490</b>	<b>42,577.00</b>	<b>34%</b>
Intergov -Local Transit	6,500.00	6,500.00	6,500	0.00	100%
<b>Total Intergov-Local</b>	<b>28,413.00</b>	<b>28,413.00</b>	<b>70,990</b>	<b>42,577.00</b>	<b>40%</b>
<b>CTR - Plans &amp; Progr WSDOT</b>	<b>6,100.00</b>	<b>6,100.00</b>	<b>75,000</b>	<b>68,900.00</b>	<b>8%</b>
CMAQ Grant	3,025.61	3,025.61	100,000	96,974.39	3%
Human Services Transp Plan	-	-	7,000	7,000.00	0%
Transit Feasibility Study	-	-	33,000	33,000.00	0%
FHWA-DOT-Metro Plan (PL)	30,026.58	30,026.58	300,000	269,973.42	10%
FTA-DOT-Metro Plan Grant	-	-	50,000	50,000.00	0%
RTPO-WSDOT	-	-	100,894	100,894.00	0%
<b>Total TRANSPORTATION</b>	<b>39,152.19</b>	<b>39,152.19</b>	<b>665,894</b>	<b>626,741.81</b>	<b>6%</b>
<b>Intergov-Scholarship</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500.00</b>	<b>0%</b>
<b>Member TA's 2019</b>	<b>-</b>	<b>-</b>			
Grandview	-	-			
Granger	403.91	403.91			
Harrah	-	-			
Mabton	-	-			
Moxee	-	-			
Naches	-	-			
Selah	-	-			
Sunnyside	-	-			
Tieton	-	-			
Toppenish	1,096.94	1,096.94			
Union Gap	2,710.98	2,710.98			
Wapato	-	-			
Zillah	-	-			
Yakima	-	-			
Sparks NW -	-	-			
Sparks NW - City of Yakima	-	-			
<b>Intergov Serv-Exec Boards (TA Contr)</b>	<b>4,211.83</b>	<b>4,211.83</b>	<b>125,000</b>	<b>120,788.17</b>	<b>3%</b>
<b>Total Revenue</b>	<b>118,564.52</b>	<b>118,564.52</b>	<b>1,045,220</b>	<b>926,655.48</b>	<b>0.75</b>

2020  
Yakima Valley Conference of Governments  
*EXPENDITURE Budget*

8.00%

	January	YTD Actual	2020 Budget	Annual \$ Variance	YTD % Variance
<b>Salaries</b>					
Salaries and Wages	\$ 46,806.22	\$ 46,806.22	\$ 562,000	8%	\$ 515,194
Salaries-Overtime	\$ -	\$ -	\$ 4,000	0%	\$ 4,000
<b>Total Salaries and Wages</b>	<b>\$ 46,806.22</b>	<b>\$ 46,806.22</b>	<b>\$ 566,000</b>	<b>8%</b>	<b>\$ 519,194</b>
<b>Personnel Benefits</b>					
Benefits-Direct	\$ 15,535.30	\$ 15,535.30	\$ 215,000	7%	\$ 199,465
<b>Total Benefits</b>	<b>\$ 15,535.30</b>	<b>\$ 15,535.30</b>	<b>\$ 215,000</b>	<b>7%</b>	<b>\$ 199,465</b>
<b>Supplies</b>					
Office & Operating Supplies	\$ 1,618.73	\$ 1,618.73	\$ 10,000	16%	\$ 8,381
Small Tools and Minor Equip	\$ 350.01	\$ 350.01	\$ 5,000	7%	\$ 4,650
<b>Total Supplies</b>	<b>\$ 1,968.74</b>	<b>\$ 1,968.74</b>	<b>\$ 15,000</b>	<b>13%</b>	<b>\$ 13,031</b>
<b>Other Services-Charges</b>					
Professional Services	\$ 10,226.15	\$ 10,226.15	\$ 65,000	16%	\$ 54,774
Prof Serv-Tech Services	\$ 908.63	\$ 908.63	\$ 13,000	7%	\$ 12,091
Communications-Telephone	\$ -	\$ -	\$ 6,000	0%	\$ 6,000
Communication-Postage	\$ -	\$ -	\$ 300	0%	\$ 300
Travel	\$ 376.98	\$ 376.98	\$ 30,000	1%	\$ 29,623
Advertising	\$ 295.23	\$ 295.23	\$ 11,000	3%	\$ 10,705
Operating Rentals and Leases	\$ 9,394.73	\$ 9,394.73	\$ 70,000	13%	\$ 60,605
Insurance	\$ 9,947.00	\$ 9,947.00	\$ 9,990	100%	\$ 43
Utility Services	\$ 15.27	\$ 15.27	\$ 275	6%	\$ 260
Repair and Maintenance/Copies	\$ 262.89	\$ 262.89	\$ 2,900	9%	\$ 2,637
Misc. (registrations, dues, subscriptions)	\$ 1,200.53	\$ 1,200.53	\$ 40,555	3%	\$ 39,354
<b>Total Services</b>	<b>\$ 32,627.41</b>	<b>\$ 32,627.41</b>	<b>\$ 249,020</b>	<b>13%</b>	<b>\$ 216,393</b>
<b>Debt Services-Interest</b>					
Interest	\$ -	\$ -	\$ 200		\$ 200
	\$ -	\$ -	\$ 200		\$ 200
<b>Total Expenditures</b>	<b>\$ 96,937.67</b>	<b>\$ 96,937.67</b>	<b>\$ 1,045,220</b>	<b>9%</b>	<b>\$ 948,282</b>

2019-20' Cash Flow Statement  
Yakima Valley Conference of Governments

January 2020

For the Mo Ended:

(Cash Basis Accounting)

	January	February	March	April	May	June	July	August	September	October	November	December	Jan-20
Beginning cash	\$722,117.85	\$721,375.91	\$550,984.92	\$575,416.14	\$337,841.16	\$544,447.85	\$572,346.56	\$627,815.35	\$591,707.85	\$593,696.05	\$475,453.66	\$437,390.41	\$506,788.78
CTR - Grant	13,200.00		6,600.00	6,600.00		18,200.00	2,830.60					6,100.00	6,100.00
CMAQ Plans & Programs	10,212.37	1,021.45	2,811.47	0.00	1,019.91	11,260.70	18,957.44	6,602.04	4,367.53	11,215.77	874.59	2,580.88	3,025.61
Human Sys Trasp Plan Grant			159.45			870.56			57.72	874.50		1,180.73	
FHWA DOT-Metro Plan Grant						29,765.33	12,323.97	16,757.06		44,450.03	36,840.78		30,026.58
FTA-DOT-Metro Plan Grant			6,424.36	16,136.25	24,486.34	-1,880.66	13,005.49	11,828.00					
DOT-RTPO & RTPO Long Range	29,339.74		29,707.94	18,654.63	10,615.46	-6,135.49	9,760.91	24,148.79		17,187.72			
Homeless 2163 Local Fees			130,946.24	0.00	288,353.69	101,623.88	87,489.86			9,835.36			
STATE FUNDS - Homeless Grant	112,987.47	117,613.07	103,506.70	92,764.79	73,532.53	228,157.60	198,008.30						
Traffic Counts						1,434.70							
Intergov-Ala Carte			2,000.00	0.00	5,200.00	1,800.00							
Technical Assistance Members	5,232.51	3,203.76	11,283.32	14,665.18	3,933.83	6,759.98	9,572.21	928.06	928.06	9,785.06		14,428.00	4,211.83
Intergov-County/City Share-gen ass	101,305.50	5,589.00		14,098.00		15,219.00	-42,542.00			11,420.50			45,737.50
Intergov-Local Match WSDOT	29,238.50	5,007.00				902.00				2,675.50			21,913.00
Intergov -Local FTA (Yakima Transi	6,000.00												6,500.00
Kresge Foundation Grant						794.87			195.24			692.06	1,050.00
Misc Revenue-copies, posters	1,601.67	142.75	225.74	0.00	106.60	500.00			500.00		500.00		
Associate Membership Fees			500.00	0.00									
Scrap & Junk													
Scholarship													
Expense Revenue Netted Back													
<b>Total Receipts</b>	<b>\$310,139.21</b>	<b>\$131,535.58</b>	<b>\$294,165.22</b>	<b>\$162,916.85</b>	<b>\$403,207.93</b>	<b>\$398,202.35</b>	<b>\$367,487.12</b>	<b>\$26,866.10</b>	<b>\$6,048.55</b>	<b>\$107,444.53</b>	<b>\$37,340.78</b>	<b>\$124,981.67</b>	<b>\$118,564.52</b>
<b>Available Cash</b>	<b>\$1,032,256.86</b>	<b>\$852,911.49</b>	<b>\$845,150.14</b>	<b>\$736,332.99</b>	<b>\$741,049.09</b>	<b>\$932,650.20</b>	<b>\$939,833.68</b>	<b>\$654,681.45</b>	<b>\$597,756.40</b>	<b>\$611,140.58</b>	<b>\$512,794.44</b>	<b>\$562,372.08</b>	<b>\$625,353.30</b>
<b>Use of Funds</b>													
Salaries	69,459.42	69,459.42	70,123.82	63,785.42	63,785.42	64,026.93	59,873.31	36,468.58	37,245.87	37,486.84	37,613.10	37,613.10	46,806.22
Personnel Benefits	23,661.40	23,600.46	22,898.11	21,557.18	21,558.49	19,034.05	17,170.34	12,730.43	12,890.90	12,955.58	12,949.65	13,296.98	15,535.30
Supplies	1,010.79	955.66	1,064.35	5,013.34	1,285.49	749.04	651.47	379.85	628.42	411.98	373.30	1,258.68	1,968.74
Other Services	303,560.43	207,911.03	175,629.72	332,144.63	109,971.83	302,262.04	234,491.75	15,192.19	17,950.35	19,419.59	15,738.75	2,511.63	32,627.41
<b>Total Cash Out</b>	<b>397,682.04</b>	<b>301,926.57</b>	<b>289,734.00</b>	<b>422,500.57</b>	<b>196,601.23</b>	<b>386,072.06</b>	<b>312,186.87</b>	<b>64,771.05</b>	<b>68,715.54</b>	<b>70,273.99</b>	<b>68,674.80</b>	<b>54,680.39</b>	<b>96,937.67</b>
<b>Net Cash Flow</b>	<b>\$721,375.91</b>	<b>\$550,984.92</b>	<b>\$575,416.14</b>	<b>\$337,841.16</b>	<b>\$544,447.85</b>	<b>\$572,346.56</b>	<b>\$627,815.35</b>	<b>\$591,707.85</b>	<b>\$503,696.05</b>	<b>\$475,453.66</b>	<b>\$437,390.41</b>	<b>\$506,788.78</b>	<b>\$603,112.76</b>

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**2/19/2020 EXECUTIVE COMMITTEE MEETING  
PLANNING PROGRAM UPDATES**

***Program Update:***

**COMMUNITY ASSISTANCE**

- Grandview-Prepared staff report for 227 lot subdivision.
- Granger-Discussion of possible conditional use permit.
- Granger-responding to questions.
- Toppenish-Sign Code.
- Toppenish-Fence Ordinance
- Toppenish-Bi-weekly staff meeting to discuss project pending.
- Toppenish-working on zoning code where needed.
- Toppenish-Processing applications as needed.
- Toppenish-responding to questions.
- Union Gap- SEPA reviews and meetings with applicants.
- Union Gap-weekly meetings with Community Development group to talk about permits.
- Union Gap-Hearing Examiner public hearing on Mini Storage project.
- Union Gap- Presented Council and Planning Commission of possible change to zoning code related to hotels and motels.

**OTHER PROJECTS**

- Working on Shoreline Master Program Updates PSA's for cities of Mabton, Grandview, Granger, Wapato, Toppenish, Union Gap, Naches and maybe Zillah. Receive PSA's from Granger and Naches.
- Met with staff member from Heritage University about conducting interviews for Kresge Grant.
- Met with Yakima Health Department on the possibility of working together on the Kresge grant we have and the one they have.
- Looking at possible grants for City of Mabton to rebuild city hall.
- Looking at grants for Cities to develop Housing plans.
- Working with state on CTR process.

**FUTURE PROJECTS**

Working with Yakima County on Home Consortium Consolidated plan.

**TRAININGS**

**VACATION**

Out of Office March 14-March 23