

RESOLUTION 2012 - 76(76)

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYSIDE, WASHINGTON, APPROVING
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS 2013 BUDGET**

WHEREAS, the City of Sunnyside is a member of the Yakima Valley Conference of Governments (YVCOG); and

WHEREAS, YVCOG has provided to all member jurisdictions a copy of the 2013 budget, attached hereto as Exhibit "A"; and

WHEREAS, the City Council has reviewed and determines that approval of the YVCOG 2013 budget is in the best interests of residents of the City of Sunnyside and will promote the general health, safety and welfare.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

SECTION 1. That the YVCOG 2013 budget, attached hereto as Exhibit "A" and incorporated herein by this reference is hereby approved.

SECTION 2. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 22th day of October, 2012.



MIKE FARMER, MAYOR

ATTEST:



DELILAH SAENZ, CITY CLERK

APPROVED AS TO FORM:



KERR LAW GROUP, LLP
Attorneys for the City of Sunnyside

2013 YVCOG BUDGET

January 1, 2013 through December 31, 2013

YVCOG EXECUTIVE COMMITTEE RECOMMENDATION
9/17/2012



Prepared by
Yakima Valley Conference of Governments
A Metropolitan and Regional Planning
Organization

On behalf of Member Jurisdictions:

City of Grandview
City of Granger
Town of Harrah
City of Mabton
City of Moxee
Town of Naches
City of Selah
City of Sunnyside
City of Tieton
City of Toppenish
City Union Gap
City of Wapato
City of Yakima
Yakima County
City of Zillah

ARTICLE II

Purpose

The Conference shall generally concern itself with the orderly growth and development of Yakima County and the cities, towns, communities and other governmental subdivisions within Yakima County, and shall serve as a liaison committee to develop and promote communication, understanding, and cooperation among the Conference participants on matters common to, and affecting the public served by the participants in the Conference so as to assure the coordination of plans and programs of participants in the Conference. In addition, the Conference will provide technical services to aid the administration of grants and programs and to provide other services to enable the coordination of multi-jurisdictional programs in a manner that provides greater expertise and lower costs to the member jurisdictions.

Among other things, the Conference shall specifically serve its participants with respect to the following subjects:

- a. To suggest and assist in establishing long range planning goals for Yakima County, the urbanizing area in and around the City of Yakima, and for other cities, towns, communities and other governmental subdivisions within Yakima County, and to engage in a continuing and cooperative planning effort and program in order to serve the best interests of the people of Yakima County.
- b. To assist in the preparation of plans relating to land use, transportation, sewer and water, parks and recreation, human services, housing and other community development activities in the urbanizing area in and around the City of Yakima, and for other cities, towns, communities and other governmental subdivisions within Yakima County.
- c. To assist in the planning and coordination of proposed projects, which may involve Federal or State financial participation, and to assist in the review of such project plans so as to assure compliance with areawide comprehensive plans.
- d. To contract or hire technical and administrative staff to perform the work program of the Conference, including planning, grant administration, and other services whereby the Conference as a whole or the individual members can receive increased expertise or reduced costs.

The Conference shall further consider other specific subjects of mutual concern to the various participants in the Conference when requested to do so from time to time by participants in the Conference or when, in the opinion of the representatives of the Conference, it appears that other plans and programs should be developed as being in the best interests of the public served by the participants in the Conference.

EXHIBIT "A"

"Excerpted from Articles of Association of the Yakima Valley Conference of Governments
Revised September 15, 2010"

ARTICLE VIII

Finances

The sources of funding for operation of the Conference shall be the following:

- Annual assessment to member agencies.
- Contracted fees.
- Grants, donations, or other sources.

The Executive Committee shall annually, prior to October 1, prepare a recommended balanced budget for the ensuing calendar year in the form provided for County budgets. The budget shall include income from recommended assessment of member agencies, anticipated contract fees, grants, donations and other sources.

The budget shall be submitted to each representative of the member jurisdictions within seven days of the Executive Committee's action for the purpose of preliminary review.

At the October General Membership meeting a balanced budget will be adopted, by Resolution, by the Conference and recommended back to the member jurisdictions within seven days. After reviewing the work program and the assessments, each member jurisdiction shall notify the Conference in writing by December 31 of their intent to continue participation in the Conference at the specified assessment or to terminate their participation.

Yakima County, through its Auditor and Treasurer, shall act as the fiscal agent for the Conference. All funds shall be deposited with the Treasurer and disbursed by warrants issued by the Auditor pursuant to vouchers approved by the Conference. The financial operation of the Conference shall be subject to all applicable State statutes governing budgeting and auditing procedures.



Yakima Valley Conference Of Governments Organizational Chart

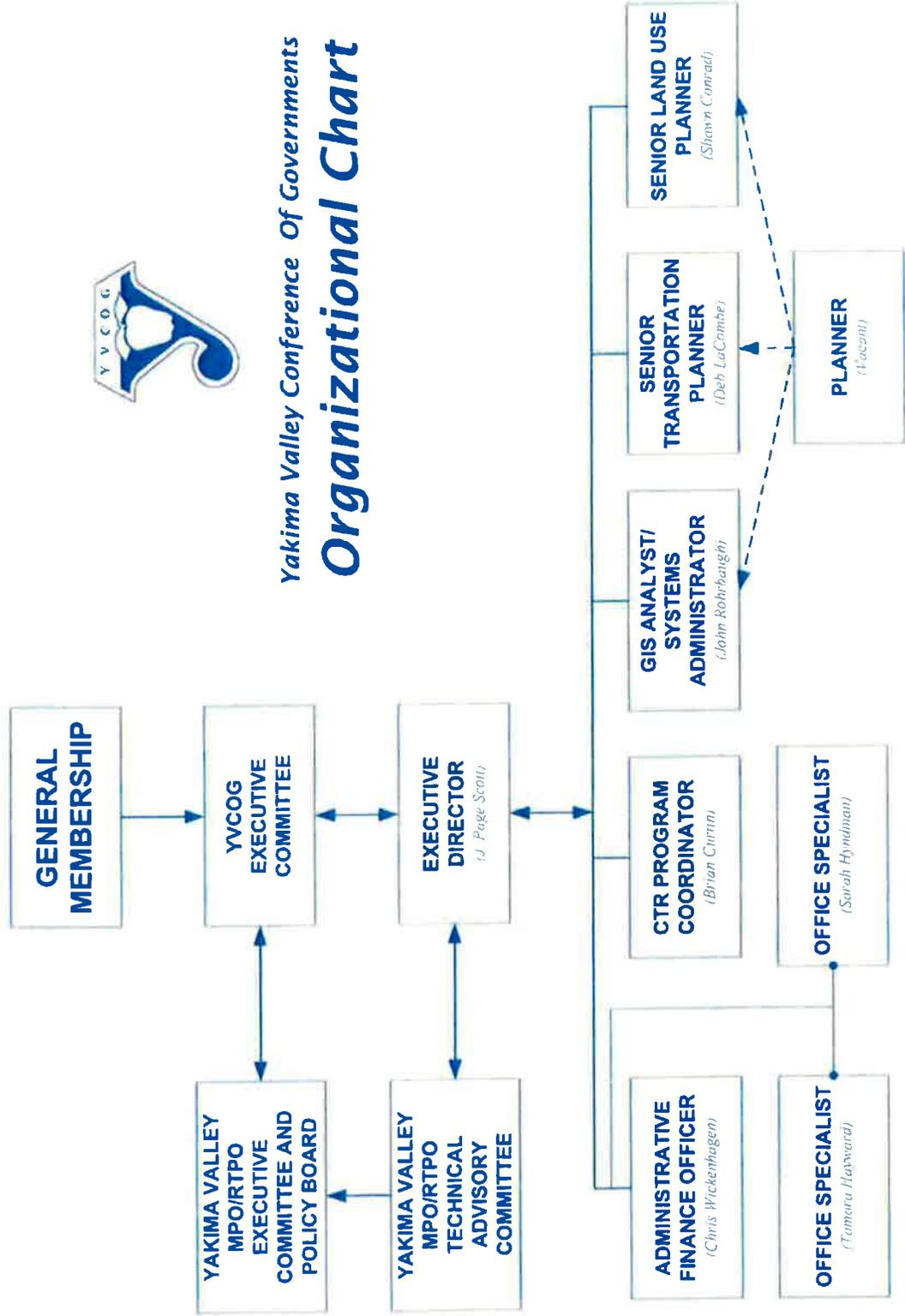


EXHIBIT "A"
2013 Preliminary Budget
Yakima Valley Conference of Governments
PRELIMINARY Budget - Revenue

Description	2012	2012	2013	2012 - 2013 Variance	
	Actual through 6/30/12	Budget	Prelim Budget	%	\$
Designated Operation Fund Balance **		195,000	195,000	**	
Fed Hwy Admin-WSDOT STP	-	50,000	50,000	0.00%	-
FHWA- DOT Metro PI Grant (PL)	116,616	294,085	320,030	8.82%	25,945.00
FIA - DOT Metro Plan Grant	28,986	49,510	40,242	-18.72%	(9,268.00)
RTPO- WSDOT	60,906	96,885	98,773	1.95%	1,888.00
CTR Plans & Progr - WSDOT	21,754	74,305	75,000	0.94%	695.00
CTR CMAQ Grant	29,906	103,750	103,750	0.00%	-
Intergov Serv-Exec Boards (TA Contr)	9,169	90,000	73,000	-18.89%	(17,000.00)
Intergov-County/City Share-gen'l assessm	62,694	97,880	98,400	0.53%	520.00
Intergov-Local Match	40,869	40,869	60,093	47.04%	19,224.00
Intergov -Local Transportation (Yakima Transit)	3,000	3,000	3,000	0.00%	-
Misc Revenue-copies, posters	-	500	500	0.00%	-
Associate Membership Fees	200	400	400	0.00%	-
YC Home Facilitation	2,250	2,500			
Governmental Scholarship	1,107	-	1,500		1,500.00
Total	377,458	903,684	924,688	2.32%	21,004.00
1/1/12 Beginning Cash Balance \$216,947.06					

** Designated funds; 3 months operation funds

EXHIBIT "A"
**2013 Budget
Revenue**

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.

REVENUE

Operation Fund Balance

- ❖ Designated—3 months operation fund

Surface Transportation Planning (STP)

- ❖ Federal Grant Funds
- ❖ Regional Transportation Planning Projects
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

Federal Highway Administration (FHWA) Grant

- ❖ Metropolitan Transportation Planning Funds
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

Federal Transportation Administration (FTA) – Department of Transportation (DOT)

Metro Plan Grant

- ❖ Metropolitan Planning Organization (MPO) Planning Funds
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

Regional Transportation Planning Organization (RTPO) Planning Grant

- ❖ Washington State RTPO Planning funds
- ❖ Approved UPWP estimate fiscal funds

Commute Trip Reduction (CTR) Plans & Programs

- ❖ Washington State CTR Program funds

Congestion Mitigation and Air Quality (CMAQ) Grant

- ❖ Federal Grant Funds
- ❖ Requires 13.5% non-fed match

Intergovernmental Service-Executive Boards Contracts

- ❖ Technical Assistance (TA)
- ❖ Professional Service (PS)
- ❖ Revenue we receive from our local jurisdictions for TA or PS contracts

EXHIBIT "A"

2013 Budget – Revenue

Page 2

Intergovernmental/County/City Share (General Assessments)

- ❖ Per capita \$0.40 (based on Office of Financial Management [OFM] report April 1, 2012)

Intergovernmental-Local Match

- ❖ Transportation assessment.
- ❖ Based on population rate, within Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO) and Surface Transportation Planning (STP) allocated funds

Intergovernmental Local Public Transportation Match

- ❖ Flat Fee – Yakima Transit

Other Miscellaneous Revenue

- ❖ Photocopies, posters, small miscellaneous revenue

Associate Membership Fees

- ❖ \$50 associate member fees (contracts for services with YVCOG)

Governmental Scholarships

- ❖ Reimbursement of conference/workshop fees received from other governmental entities for attending specific trainings or workshops

EXHIBIT "A"
2013 Preliminary Budget
Yakima Valley Conference of Governments
PRELIMINARY Budget - Expenses

Description	2012	2012	2013	2012-2013 Change	
	Actual	Budget		PRELIM Budget	%
Salaries					
Salaries and Wages	223,648.71	498,000.00	\$ 526,000	5.62%	\$ 28,000
Salaries-Overtime	653.06	3,000.00	\$ 3,000	0.00%	\$ -
Salaries-Extra Help	3,543.84	20,000.00	\$ 5,500	-72.50%	\$ (14,500)
Total Salaries	227,845.61	521,000.00	\$ 534,500	2.59%	\$ 13,500
Personnel Benefits					
Benefits-Direct	70,442.12	152,000.00	\$ 169,000	11.18%	\$ 17,000
Benefits-Bank Accruals	(20.55)	-	\$ -		\$ -
Total Personnel Benefits	70,421.57	152,000.00	\$ 169,000	11.18%	\$ 17,000
Supplies					
Office & Operating Supplies	2,867.36	12,000.00	\$ 12,000	0.00%	\$ -
Small Tools and Minor Equip	1,368.07	5,000.00	\$ 5,000	0.00%	\$ -
Computer Software	535.59	8,500.00	\$ 3,500	-58.82%	\$ (5,000)
Total Supplies	4,771.02	25,500.00	20,500	-19.61%	\$ (5,000)
Other Services-Charges					
Professional Services	12,895.32	77,000.00	\$ 57,474	-25.36%	\$ (19,526)
Prof Serv-Indirect Costs	2,718.00	5,436.00	\$ 5,206	-4.23%	\$ (230)
Prof Serv-Purchasing Serv	1,551.48	3,103.00	\$ 2,583	-16.76%	\$ (520)
Prof Serv-Tech Svc	280.50	625.00	\$ -	-100.00%	\$ (625)
Communications-Telephone	957.08	5,560.00	\$ 9,600	72.66%	\$ 4,040
Communication-Postage	407.93	1,000.00	\$ 1,000	0.00%	\$ -
Phone Charges - Allocated	2,220.00	4,440.00	\$ -	-100.00%	\$ (4,440)
Travel	15,022.46	25,000.00	\$ 32,000	28.00%	\$ 7,000
Advertising	4,448.11	5,000.00	\$ 7,000	40.00%	\$ 2,000
Operating Rentals and Leases	26,326.47	55,000.00	\$ 57,000	3.64%	\$ 2,000
Insurance	5,586.00	5,000.00	\$ 6,000	20.00%	\$ 1,000
Utility Services	61.74	120.00	\$ 125	4.17%	\$ 5
Repair and Maintenance	991.56	2,500.00	\$ 2,500	0.00%	\$ -
Misc. (registrations, dues, subscriptions)	7,118.89	10,000.00	\$ 15,000	50.00%	\$ 5,000
Total Other Services - Charges	80,585.54	199,784.00	\$ 195,488	-2.15%	\$ (4,296)
Capital Outlay					
Capital Expenditure	-	5,000.00	\$ 5,000	0.00%	\$ -
Total Capital Outlay	-	5,000.00	5,000	0.00%	\$ -
Debt Services-Interest					
Interest	-	400.00	\$ 200	-50.00%	\$ (200)
Total Debt Service - Interest	-	400.00	200	-50.00%	\$ (200)
Total	383,623.74	903,684.00 *	\$ 924,688	2.32%	\$ 21,004

EXHIBIT "A"
**2013 Budget
Expenditures**

Salaries and Wages

Based on YVCOG approved and adopted pay plan; includes step increases
Includes additional Junior Planner

Benefits – Rates provided by Yakima County

Personnel Benefits per salaried employee:

Benefits Admin Fee
Workers Comp
Retirement Contribution (employer)
Medical premiums (employer)
Unemployment Insurance

Supplies \$12,000

Daily office supplies
Paper, pens, printing, printer cartridges
CMAQ-CTR: Rideshare passes; wheel option prizes, bus passes, posters, brochures, maps

Small Tools and Minor Equipment \$5,000

Replace two computers
Computer hardware upgrades
Examples: Computer hardware, calculator, chairs, file cabinet, PC's, keyboard trays

Computer Software \$3,500

Professional Services \$57,474

Software maintenance and licenses

- PTV America VISUM license (modeling software)
- ESRI renewal licenses (geographic information system [GIS])
- Trend Micro AntiVirus Renewal
- ESRI – Online subscription to Census Data (Partner with Yakima County)
- Sonicwall Firewall Support
- Symantec – backup software
- Tandem CMS – webpage software

Translation services

Graf Investment-janitorial service

Professional training for staff

CMAQ-CTR: Vanpool subsidy, bike maps printing/folding

3-year Audit – 2010 to 2012

Bob Shull – Modeling services

Printing

Professional Services Indirect Costs \$5,206

Indirect Costs (“Current Expense” for Administrative Services with Yakima County - Human Resources, Financial System and Treasurer’s Office)

Professional Services – Purchasing \$2,583

Yakima County contract

Technology Services \$0.00

Yakima County Technical Services - NA

Communications \$9,600

Integra – phone system allocation (local & long distance) and internet service
(1) Cell phone monthly service fee

Communication – Postage \$1,000

Travel \$32,000

Conferences, meetings, trainings
Executive Committee travel

Advertising \$7,000

Meeting notices in Spanish and English
Metropolitan / Regional Transportation Improvement Plan (M/RTIP) and amendments

Operating Rentals and Leases \$57,000

Facility lease; office, board room, common area
Photocopier lease
Central Washington State Fair booth rental

Insurance \$6,000

Washington Cities Insurance Authority (WCIA): Liability and property insurance

Utility Service \$125

Recycling

Repairs and Maintenance \$2,500

Includes photocopier and printer maintenance, and any other unforeseen repairs

Miscellaneous \$15,000

Subscriptions to local newspapers

Dues

Seminars, training conferences,

General Membership registration reimbursed

Capital Expenditure \$5,000

Emergency capital expenditures

Debt Services – Interest \$200

A safeguard in case the cash balance drops and we need to borrow money to cover warrants; we would be required to pay interest

EXHIBIT "A"

YVCOG 2013 BUDGET REVENUE BREAKDOWN

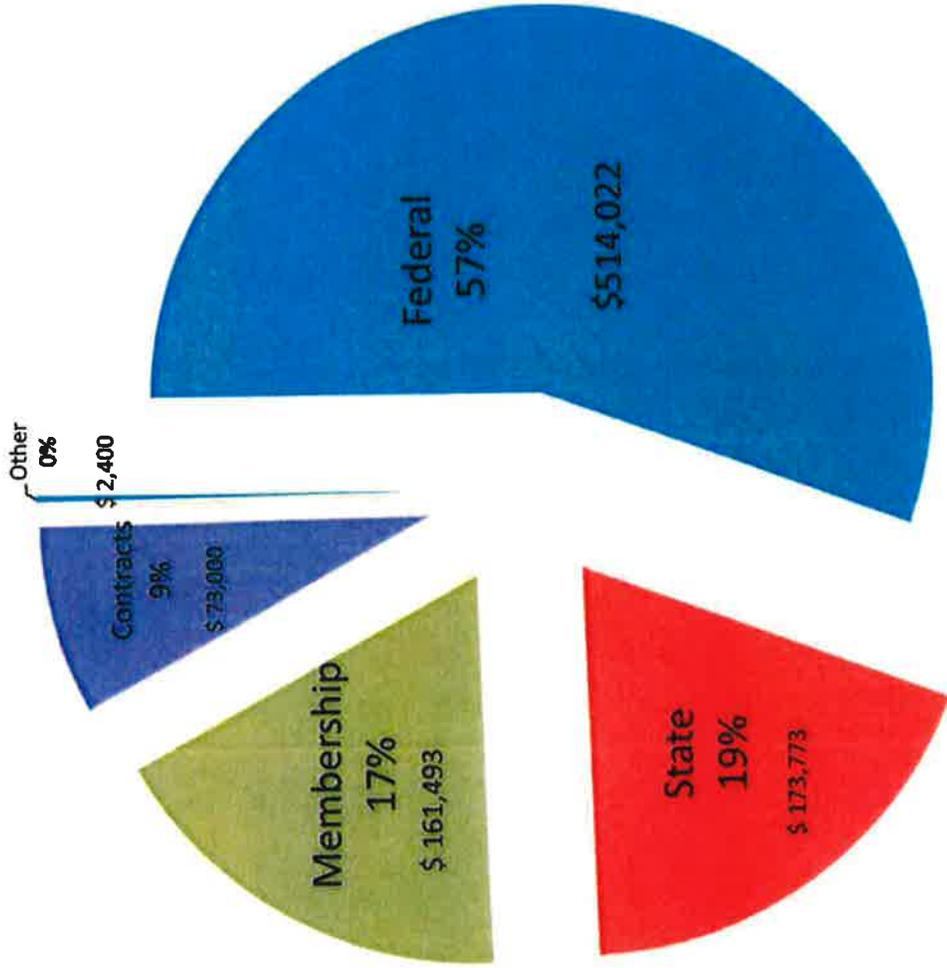


EXHIBIT "A"



YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
MEMBERSHIP ASSESSMENTS FOR 2013

Members	OFM		General		MPO/RTPO		Total		2012-2013 Change		STP REGIONAL FUNDING AWARDED
	Population	Assessment*	Assessment*	Assessment ¹	Assessment	Assessment	%	\$	%	\$	
	2011	2012	2013	2012	2013	2012	2013				
GRANDVIEW	10,920	\$ 11,000	\$ 4,368	\$ 2,821	\$ 6,280	\$ 7,189	\$ 10,680	48.6%	3,491		\$ 1,204,177
GRANGER	3,270	\$ 3,285	\$ 1,308	\$ 500	\$ 500	\$ 1,808	\$ 1,814	0.3%	6		
HARRAH	630	\$ 650	\$ 252	\$ 500	\$ 500	\$ 752	\$ 760	1.1%	8		
MABTON	2,290	\$ 2,290	\$ 916	\$ 500	\$ 500	\$ 1,416	\$ 1,416	0.0%	-		
MOXEE	3,415	\$ 3,505	\$ 1,366	\$ 4,515	\$ 2,096	\$ 5,881	\$ 3,498	-40.5%	(2,383)		\$ 250,000
NACHES	805	\$ 805	\$ 322	\$ 3,164	\$ 685	\$ 3,486	\$ 1,007	-71.1%	(2,479)		\$ 42,200
SELAH	7,205	\$ 7,290	\$ 2,882	\$ 2,000	\$ 2,527	\$ 4,882	\$ 5,443	11.5%	561		\$ 120,235
SUNNYSIDE	16,010	\$ 16,130	\$ 6,404	\$ 1,000	\$ 2,096	\$ 7,404	\$ 8,548	15.5%	1,144		\$ 250,000
TIETON	1,195	\$ 1,195	\$ 478	\$ 500	\$ 500	\$ 978	\$ 978	0.0%	-		
TOPPENISH	8,950	\$ 8,950	\$ 3,580	\$ 3,213	\$ 1,872	\$ 6,793	\$ 5,452	-19.7%	(1,341)		\$ 198,900
UNION GAP	6,055	\$ 6,105	\$ 2,422	\$ 2,000	\$ 2,789	\$ 4,422	\$ 5,231	18.3%	809		\$ 179,928
WAPATO	5,025	\$ 5,030	\$ 2,010	\$ 1,000	\$ 1,000	\$ 3,010	\$ 3,012	0.1%	2		
YAKIMA	91,630	\$ 91,930	\$ 36,652	\$ 6,611	\$ 27,211	\$ 43,263	\$ 63,983	47.9%	20,720		\$ 5,750,000
YAKIMA CO.	84,300	\$ 84,800	\$ 33,720	\$ 11,042	\$ 10,510	\$ 44,762	\$ 44,430	-0.7%	(332)		\$ 1,941,000
ZILLAHA	3,000	\$ 3,035	\$ 1,200	\$ 1,503	\$ 1,026	\$ 2,703	\$ 2,240	-17.1%	(463)		\$ 120,000
TOTALS	244,700	\$ 246,000	\$ 97,880	\$ 40,869	\$ 60,093	\$ 138,749	\$ 158,493	14.2%	19,744		\$ 10,056,440

¹ Yakima Transit Total Trans Assessment 3,000

*\$0.40 per capita

** M/R assessment assumes 13.5% non-federal match