



**WESTSIDE CITIES**

- BEVERLY HILLS
- CULVER CITY
- LOS ANGELES
- SANTA MONICA
- WEST HOLLYWOOD
- COUNTY OF LOS ANGELES

**Date:** May 15, 2008

**To:** Westside Cities Council of Governments

**From:** Jody Hall Esser, Executive Director  
Scott Miller, Beverly Hills Chief Financial Officer and  
Treasurer to the COG

**SUBJECT: Adoption of Annual Budget and Determination of Dues to be Assessed Member Jurisdictions for the 2008-09 Fiscal Year**

The By-laws require adoption of an annual Budget by July 1 of each calendar year. A draft Annual Budget was prepared and distributed by the Executive Director on March 12<sup>th</sup> 2008, with the March Board meeting agenda packet. A copy of the proposed Budget, reformatted by the COG Treasurer, is attached.

The By-laws also require that the members be advised sixty (60) days in advance of the date of a meeting at which dues are to be determined. On March 20, 2008, the members were formally advised that annual dues would be determined at the COG Governing Board meeting of May 15<sup>th</sup>, and that the Annual Dues for FY 2008-09 are proposed to be \$20,000 per member jurisdiction.

Consideration of adoption of the budget as presented or revised by the Board at the meeting and assessment of dues for FY 2008-09 should be made by a roll call vote.

**Recommended Action (ROLL CALL VOTE):**

**That the Members Adopt the Proposed Annual Budget for FY 2008-09 and assess dues for FY 2008-09 of \$20,000 per member city.**



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**WESTSIDE CITIES COUNCIL OF GOVERNMENTS  
 BUDGET  
 FISCAL YEAR 2008 - 2009**

	Historical 2006-2007	Revised Budget 2007-2008	Estimated 2007-2008	Proposed 2008-2009
<b>REVENUES</b>				
Beginning Available Balance as of July 1st	-	37,593	37,593	34,788
Dues (including County of Los Angeles)	75,000	90,000	90,000	120,000 <sup>1</sup>
<b>TOTAL REVENUES</b>	<b>75,000</b>	<b>127,593</b>	<b>127,593</b>	<b>154,788</b>
<b>EXPENDITURES</b>				
Contract for Executive Director Services	36,907	65,000	51,277 <sup>6</sup>	93,000 <sup>2</sup>
Contract for Facilitation Services	-	16,500	12,493	-
Executive Director Recruitment Expense	-	500	500	-
Travel <sup>3</sup>	-	7,500	5,000 <sup>8</sup>	7,500
Westside Cities COG Annual Issues				
Conference Expenses	-	10,000	10,000	10,000
Miscellaneous Printing and Binding	-	2,000	2,000 <sup>7</sup>	5,000
Audit Services <sup>4</sup>	-	3,200	3,200	4,200
Surety Bond	500	750	750	750
Metro Deputy Share of Compensation				
Increase	-	5,585	5,585	-
Metro Deputy Shared Salary				
Augmentation and Travel Expense	-	2,000	2,000	3,182 <sup>5</sup>
<b>TOTAL EXPENDITURES</b>	<b>37,407</b>	<b>113,035</b>	<b>92,805</b>	<b>123,632</b>
Ending Available Balance as of June 30th	<u>37,593</u>	<u>14,558</u>	<u>34,788</u>	<u>31,156</u>

<sup>1</sup> During Fiscal Year 2008-2009, dues increase to \$20,000 per member from previous amount of \$15,000 per member.

<sup>2</sup> Current contract with JHE services effective through November 2008. Budget estimate anticipates extension of contract through November 2009 and includes a 5% increase for negotiation purposes (\$84k X 1.05% = \$88k) + allowance for reimbursables (\$5k) = \$93k.

<sup>3</sup> For Board advocacy and for Exec. Dir. to attend League of CA Cities Annual Conference or other Board approved travel

<sup>4</sup> Audit firm Mayer Hoffman McCann has increased their audit fee by \$1,000 due to increase in audit standards

<sup>5</sup> WSCCOG's share of contract enhancement: \$1350 for travel expenses + \$1832 salary augmentation = \$3182

<sup>6</sup> Actual expenses thru March + 3 mos. @\$7400 (\$7000 fee + \$400 per month expenses)= \$44,060

<sup>7</sup> \$2000 for advocacy packet folders. Budget Amendment scheduled for March 20 Board meeting.

<sup>8</sup> Reduced from \$7500 to \$5000 as Exec Dir did not go to League Annual Conference and the Chair/Board have not expended any funds for travel as of 3/8/08