



DATE: June 11, 2020

TO: Westside Cities Council of Governments Board

FROM: Westside Cities Council of Governments Staff

SUBJECT: Determination of Dues to be assessed for FY 2020-21 and Adoption of Annual Budget for FY 2020-21

Recommended Action

1. That the Board waives the 60-day notice requirement to assess and adopt Member Dues for the FY 2020-21.
2. That the Board adopts the proposed Annual Budget for FY 2020-21.

Annual Member Dues

The WSCCOG By-Laws require that the COG members be advised sixty (60) days in advance of the date of a meeting at which dues are to be determined. The due amount has not changed, and the notice has passed the 60-day notice requirement. The WSCCOG staff requests that the Board approve to waive the 60-day notice requirement and keep the dues at \$23,000 paid by each member.

Proposed Annual Budget

The WSCCOG By-Laws also require the adoption of an Annual Budget by July 1 of each calendar year. The proposed FY 2020-21 Annual Budget corresponds to the work detailed in the proposed FY 2020-21 Annual Work Plan.

- WSCCOG anticipates approximately \$100,263 in total beginning assets in July 1, 2020.
- The FY 2020-21 revenue reflects an increase from the following grants and funding agreements from Metro and the County Homeless Initiative:
 - Based on a \$30,000 grant from the County Homeless Initiative for the WSCCOG to continue regional coordination with cities on homelessness.
 - Based on the Measure M Funding Agreement between Metro and the WSCCOG, which allocated \$45,000 for FY 2018-19, \$30,000 in FY 2019-20, and \$8,000 in FY 2020-21 for the Multi-Year Subregional Program.
- The estimated amount for the WSCCOG's ending assets at the end of June 30, 2020 is \$103,037.

Attachment

- A. Proposed FY 2020-21 Annual Budget
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**WSSCOG PROPOSED ANNUAL BUDGET
FISCAL YEAR 2021-2021**

	FY 2019-20 APPROVED	FY 2020-21 PROPOSED
BEGINNING NET ASSETS AS OF JULY 1st	100,263 ¹	103,037
REVENUES		
Member Dues	138,000 ²	138,000 ²
Investment Earnings	800 ³	800 ⁴
County Regional Homeless Coordination Grant	72,946 ⁴	715,827 ⁷
Metro Multi-Year Subregional Program Planning Funds	75,000 ⁵	8,000 ⁵
TOTAL REVENUES	286,752	862,633
TOTAL ASSETS AS OF JULY 1st	387,015	965,670
EXPENDITURES		
Contract for Executive Director Services	120,000 ⁶	120,000 ⁵
Travel and Conferences	1,400	1,000
Printing, Postage, and Supplies	1,700	1,700
Meeting Setup and Logistics	4,000	4,000
IT Services	2,000	2,000
Audit Services	5,100	8,000 ⁸
Metro Deputy Shared Salary	1,832	1,832
County Regional Homeless Coordination Grant	72,946	715,827
Metro Multi-Year Subregional Program Planning Funds	75,000	8,000
TOTAL EXPENDITURES	283,978	862,359
CHANGE TO FUND BALANCE	2,774	274
ENDING ASSETS AS OF JUNE 30th	103,037	103,311
Required Contingency Reserve	43,013	129,395
Net Assets in Excess of Reserve Requirement	60,024	(26,084)

¹ Based on WSSCOG FY 2019-20 approved budget.

² Based on annual WSSCOG membership dues at \$23,000 per WSSCOG member.

³ Estimated investment earnings based on net assets.

⁴ WSSCOG is programmed to receive an annual \$30,000 from the County Homeless Initiative for regional coordination. WSSCOG received \$42,946 in additional funding in April 2020 for COVID-19 Hygiene funding.

⁵ Based on the Measure M funding agreement between Metro and WSSCOG for the Multi-Year Subregional Program for funding allocated for FY 2018-19, FY 2019-20 and FY 2020-21.

⁶ Contract with Estolano Advisors for Executive Director Services at \$10,000/month.

⁷ WSSCOG is programmed to receive \$685,827 in Innovation Grant Funding from the County Homeless Initiative in August 2020.

⁸ Based on the new cost estimate for the FY 19-20 Audit.