

**ROPS ADMINISTRATIVE COSTS  
FY 2024-25**

**ADMINISTRATIVE BUDGET FY: 2024-25**

**SUCCESSOR AGENCY OF THE CITY OF SAN BUENAVENTURA (VENTURA)**

	Detailed Explanation of Costs:	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	VARIANCE		Detailed Explanation for Variance: <b>FY24-25 Proposed Budget to FY23-24 Budget</b>
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET			
						PROPOSED	\$	%	
<u>Direct Costs:</u>									
Staffing*	Budget for FY 24-25 less in anticipation of Last & Final ROPS process.	56,613	20,796	25,203	25,140	13,066	(12,075)	-48.0%	Reduction in hours for the 23/24 year to finalize two items before final wind down request.
<u>Indirect Costs:</u>									
Legal Expenses	Outside atty familiar with RDA shut down to assist with remaining ROPS line item issue and Last & Final ROPS process	-	1,311	-	2,000	1,000	(1,000)	-50.0%	Expect little outside attorney need for FY 24/25
Finance and Debt Administration	Internal Services Fee for Administration (based on last approved ISF calculation)	8,528	8,528	8,528	8,528	8,528	-	0.0%	
Accounting and Audit Services	For FY 19-20 only - FY 20-21 City started covering audi costs	-	-	-			-	0.0%	
Information Technology	Internal Services Fee for Info Technology (based on last approved ISF calculation)	3,754	3,754	2,096	2,254	2,254	-	0.0%	
Other Professional Services	Outside consultant to assist with ROPS last item and possible amended LRPMP to handle last LRPMP site.		-		5,000	2,000	(3,000)	-60.0%	Reduce this budget in anticipation that FY 24/25 will be our final year and we will need outside guidance.
Administrative Expenses	Office expense, records storage, scanning	524	601	827	1,312	800	(512)	-39.0%	
Miscellaneous/Other	Internal Services Fee for Facilities (based on last approved ISF calculation)	3,008	3,334	3,334	3,334	3,334	-	0.0%	
Total Indirect Costs		15,814	17,528	14,785	22,428	17,916	(4,512)	-20.1%	
<b>TOTAL COSTS</b>		<b>72,427</b>	<b>38,324</b>	<b>39,988</b>	<b>47,568</b>	<b>30,982</b>	<b>(16,587)</b>	<b>-34.9%</b>	

* STAFFING COSTS	Description of Duties and Responsibilities	FY23-24 BUDGET			FY24-25 PROPOSED BUDGET			VARIANCE	Detailed Explanation for Variance: <b>FY24-25 Proposed Budget to FY23-24 Budget</b>
		RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	\$	
Classifications:									
Sr Management Analyst	ROPS & DoF/County reporting, contract administration, budgeting and year end audit work, records maintenance and historical information	\$ 71.83	350	\$ 25,140.50	\$ 74.66	175	\$ 13,065.50	\$ (12,075.00)	Less hours budgeted for FY 24/25 than for FY 23/24. Also, staff merit increases and a promotion from Management Analyst II to Sr. Management Analyst (Sept 2022) for one staff person from FY 22/23 Actual, FY 23/24 Budget and Proposed FY 24/25 Budget. Actual may be lower if different staff person trained for FY 24/25.
				\$ -			\$ -	\$ -	
				\$ -			\$ -	\$ -	
			<b>TOTAL</b>	<b>\$ 25,140.50</b>		<b>TOTAL</b>	<b>\$ 13,065.50</b>	<b>\$ (12,075.00)</b>	

**ROPS ADMINISTRATIVE COSTS  
FY 2024-25**

**ADMINISTRATIVE BUDGET VARIANCE REPORT FY: 2022-23**

**SUCCESSOR AGENCY OF THE CITY OF SAN BUENAVENTURA (VENTURA)**

Direct Costs:

Staffing\*

Indirect Costs:

Legal Expenses

Finance and Debt Administration

Accounting and Audit Services

Information Technology

Other Professional Services

Administrative Expenses

Miscellaneous/Other

Total Indirect Costs

TOTAL COSTS

	FY19-20	FY20-21	FY21-22	FY22-23			Detailed Explanation for Variance:
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	VARIANCE	
						\$ %	
Staffing*	64,391	56,613	20,796	25,203	21,302	3,901 18.3%	Less staff time spent than budgeted
Legal Expenses	648	-	1,311	-	5,000	(5,000) -100.0%	Did not utilize outside attorney during FY 22-23
Finance and Debt Administration	8,528	8,528	8,528	8,528	8,528	- 0.0%	
Accounting and Audit Services	2,287	-			-	- 0.0%	
Information Technology	8,072	3,754	3,754	2,096	8,072	(5,976) -74.0%	Info Technology expenses were less
Other Professional Services			-		-	- 0.0%	
Administrative Expenses	960	524	601	827	800	27 3.4%	Records storage costs were slightly higher as we handle records management.
Miscellaneous/Other	3,008	3,008	3,334	3,334	3,008	326 10.8%	Internal Services Fee - Facilities expenses were slightly higher than budgeted
Total Indirect Costs	23,503	15,814	17,528	14,785	25,408	(10,623) -71.9%	
TOTAL COSTS	87,894	72,427	38,324	39,988	46,710	(6,722) -16.8%	

* STAFFING COSTS	FY22-23 ACTUAL			FY22-23 BUDGET			VARIANCE	Detailed Explanation for Variance:
	Rate	Hours	Total	Rate	Hours	Total	\$	
Classifications:								
Manament Analyst II	\$ 73.78	35	\$ 2,582.30	\$ 67.41	316	\$ 21,301.56	\$ (18,719.26)	One staff person with merit increases and position change resulted in an increase of \$4,574 over budget amount.
Senior Management Analyst	\$ 74.66	312	\$ 23,293.92			\$ -	\$ 23,293.92	Same staff person - promotion.
			\$ -			\$ -	\$ -	
		TOTAL	\$ 25,876.22		TOTAL	\$ 21,301.56	\$ 4,574.66	