Arroyo Verdugo Communities Joint Powers Authority

NOTICE AND AGENDA
REGULAR MEETING

POSTED
Thursday,
May 21, 2020

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
GOVERNING BOARD

Thursday, May 28, 2020 – 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

SPECIAL NOTE: *DUE TO CORONAVIRUS (COVID-19) THE PUBLIC MAY PARTICIPATE VIA PHONE AND HEAR THE GOVERNING BOARD MEETING LIVE AT 805-283-7993. REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING BY EMAILING* ***avpubliccomment@lcf.ca.gov***

TERRY WALKER, CHAIR
SHARON SPRINGER, VICE-CHAIR
DANIEL BROTMAN, MEMBER
MARINA KHUBESRIAN, MEMBER
MARGARET MCAUSTIN, MEMBER
DAVID PERRY, MEMBER

COMMENTS FROM THE PUBLIC

The public is encouraged to address the Arroyo Verdugo Communities Joint Powers Authority Governing Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Governing Board, you may do so during the ***COMMENTS FROM THE PUBLIC*** *period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Governing Board may direct staff to investigate and/or schedule certain matters for consideration at a future Governing Board meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ann Wilson at (818) 790-8880 no later than Friday prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: *Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City of La Cañada Flintridge City Hall, 2nd floor lobby area, during regular business hours. For further information regarding agenda items, please contact the Office of the Executive Director, Ann Wilson at (818) 790-8880, or by e-mail at awilson@lcf.ca.gov.*

SB 343: *Any writings relating to an agenda item distributed to a majority of the Governing Board less than 72 hours prior to the meeting will be available for public review in the Executive Director's Office during normal business hours.*

GOVERNOR'S EXECUTIVE ORDER N-25-20 *– In accordance with Executive Order N-25-20 the Arroyo Verdugo Joint Powers Authority is authorized to make public meetings accessible electronically for members of the public wishing to address Governing Board during the Public Comment portion of the meeting.*

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the La Cañada Flintridge City Hall bulletin board at One Civic Center Drive, La Cañada Flintridge not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: Thursday, May 21, 2020

Ann Wilson, Executive Director

REGULAR AVCJPA GOVERNING BOARD MEETING
Thursday, May 28, 2020

PRELIMINARY BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC *(for items not on the agenda)*

Please note: The Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) encourages the public to take steps to protect against the coronavirus COVID-19, including appropriate social distancing as outlined in the Governor's Executive Order and the Los Angeles County Department of Public Health's "Safer at Home" order. As such, AVCJPA Governing Board meetings are now exclusively conducted electronically to minimize the risk of exposure and opportunity for community spread. The City of La Cañada Flintridge City Hall Council Chambers will not be available for public attendance during Governing Board meetings. If you are interested in addressing the Governing Board, please submit your comment(s) via e-mail to avpubliccomment@lcf.ca.gov.

For any issue not on the agenda or regarding any item noted on the consent calendar, a copy of your email will be provided to each Governing Board member and it will be acknowledged as received during "COMMENTS FROM THE PUBLIC". If you wish your comment to be read into the record, please so indicate at the beginning of your comment(s). Comments received on all other indicated agenda items (other than consent calendar items), will be acknowledged and/or read into the record during the discussion of that particular item(s).

Public Comments received via e-mail and read into the record are limited to what can reasonably be read within 3 minutes per speaker for items on the Consent Calendar and items not on the Agenda within the subject matter jurisdiction of the AVCJPA Governing Board. Public comment at the beginning of the meeting is limited to a maximum of 20 minutes. Submitted emails not able to be read and entered into the record during the initial 20-minute time limit will be provided the opportunity to be included into the record at the end of the meeting. Emailed public comments will be read in the order that they are received.

IV. PRESENTATIONS (None)

V. CONSENT AGENDA

A. Approval of the Arroyo Verdugo Communities Joint Powers Authority Minutes for the Meeting of February 6, 2020
Staff Recommendation: To Approve Minutes of February 6, 2020

B. Warrant Resolution
By: Rebekka Hosken , Treasurer
Staff Recommendation: Approve Resolution

C. Treasurer's Report
By: Rebekka Hosken , Treasurer
Staff Recommendation: To Receive and File

D. Audit Report
By: Rebekka Hosken, Treasurer
Staff Recommendation: To Receive and File

VI. PUBLIC HEARINGS - None

VII. OTHER BUSINESS

A. Amendment #1 to Measure M Funding Agreement between Metro and the AVCJPA
By: Ann Wilson, Executive Director
Staff Recommendation: Approve the attached Agreement and authorize the Executive Director to sign it, subject to Approval as to Form by the AVCJPA Attorney.

B. Annual Budget - FY 2020-21
By: Ann Wilson, Executive Director
Staff Recommendation: Approve the Annual Budget for FY 2020-21, effective July 1, 2020

C. Special Meetings
Presenter: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board select an option and direct staff to schedule the meetings.

D. Appointment of Representative to the SCAG Energy and Environment Committee
Presenter: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board nominate and vote to appoint the AVCJPA Representative to the SCAG Energy and Environment Committee

VIII. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees (Oral)
Presenter: Members or Appointees
Staff Recommendation:
To Receive and File

B. Report from AVCJPA TAC Representative
Presenter: Yaz Emrani, AVCJPA Metro TAC Alternate
Staff Recommendation:
To Receive and File

C. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director
Staff Recommendation: To receive and file
To Receive and File

IX. COMMENTS FROM MEMBERS

X. ADJOURN

Next Regular Meeting:
Thursday, November 5, 2020 at 4:00 p.m.

This information is tentative, and the schedule, time and location are subject to change.

Arroyo Verdugo Communities Joint Powers Authority

UNOFFICIAL UNTIL APPROVED

REGULAR MEETING OF THE GOVERNING BOARD

MINUTES
ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY
Thursday, February 6, 2020 - 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair Walker called the meeting to order at 4:05 p.m.

II. ROLL CALL

Present: Terry Walker, Chair
Sharon Springer, Vice-Chair
Paula Devine, Member
Marina Khubesrian, Member
Margaret McAustin, Member (left meeting at 5:33 p.m.)
David Perry, Member

III. FLAG SALUTE

Chair Walker led the Pledge of Allegiance.

IV. COMMENTS FROM THE PUBLIC

None.

V. PRESENTATIONS

A. Introduction of Strategic Planning Team – Lee Andrews Group

Executive Director Wilson introduced the Lee Andrews Group.

Stephanie Grace, CEO of Lee Andrews Group, introduced herself, Ricardo Mendoza, and Melanie Wong. She explained that they would be assisting the JPA with its vision and creating its strategic plan.

B. Update from Metro Regarding Next Gen Bus System

Presenter: Robert Calix, Senior Manager, Transportation Planning, Metro
Staff Recommendation: **To Receive and File**

Stephen Tu, Deputy PM at LA Metro, presented an update from Metro regarding Next Gen Bus System including data driven approach, public input, lessons learned, consolidation of rapid service and local stop access, ridership, and next steps. He provided a tour of the NextGen website.

Member McAustin asked if the information would only be available on cell phones. Mr. Tu explained that the information would be posted at stops if available. He stated there were 14,000 bus stops and the top 8% of bus stops accounted for 60% of riders.

Member Devine stated Glendale was looking forward to bus rapid transit. She asked if electric buses were included. Mr. Tu discussed implementation of electric buses. Member Devine asked if Metro would install electric vehicle chargers in Glendale. Mr. Tu stated he would discuss with the electric vehicle acquisition manager.

Member Khubesrian expressed excitement that the majority of riders were identified as women with children and accommodations were being made for easier onboarding. She discussed her experience on the Pacific Surfliner to San Diego and suggested inclusion of outlets, wi-fi, and luggage and bike storage for buses. Mr. Tu stated the newest buses would have USB and wi-fi and existing buses had bike racks.

Chair Walker discussed the void in La Cañada Flintridge. Mr. Tu asked the particular location requested. Chair Walker suggested connectivity to the Gold Line or to Glendale. Mr. Tu discussed existing options from La Cañada.

Member Khubesrian discussed efforts to improve transit in South Pasadena. Mr. Tu discussed the Line 258 route and all-day frequent service on Fair Oaks.

Member McAustin reminded the Members that she had to leave at 4:45 p.m. and requested reordering the agenda to take XI.A next.

The Board reordered the agenda and moved to discuss item XI.A.

XI. OTHER BUSINESS

A. Recommendations for Procedures for Board Appointments to Metro Staff Positions
By: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board move to select Alternative 1, Alternative 2, return to the Previous Practice, or give direction to staff for another Alternative.

Executive Director Wilson referenced Attachment 2 outlining procedures for appointments to Metro Staff positions. She stated she surveyed the eight COGs and JPAs and none had specific qualifications. She recommended that seven years' experience might be excessive for this position. Member Khubesrian explained that was an aspirational requirement.

Executive Director Wilson stated several COGs expressed difficulty in obtaining volunteers for the PAC and TAC Representatives and Alternates. Currently, the Executive Director is the representative for the Policy Advisory Committees and recommended continuance of that Policy, since the Executive Director should be aware of all policies the Board more need to consider. She reviewed the proposed appointment process and discussed the need for balance between continuity and representations from other agencies. She discussed the TAC and PAC rules of attendance. She explained the current practice and that there had never been term limits or rotation. She reiterated the importance of continuity balanced with agency representation. She suggested a process for reappointment.

Member Devine asked if Executive Director Wilson had discussed the appointment process with the Metro TAC or PAC. Executive Director Wilson stated she had not as the policy was not Metro's decision.

Member Perry asked the current TAC members. Executive Director Wilson stated it was open to any transportation staff person representing that agency.

Chair Walker opened public comment. There being no speakers, Chair Walker closed public comment.

Member Khubesrian explained her proposal for making sure the process was open, thoughtful and provided more rotation. She discussed the importance of networking and relationships. She suggested limiting terms to two years. Executive Director Wilson explained that she was not proposing a term. Member Khubesrian suggested rotating the role through other cities to build relationships and bring varying expertise to the meetings. She suggested a two-year appointment, with reconsideration if additional interest was received. She that the Executive Director should represent the JPA at the PAC.

Chair Walker asked the number of PAC and TAC meetings each year. Executive Director Wilson estimated four PAC meetings and 10 TAC meetings.

Chair Walker asked David Kriske how long he had served as the Metro representative and how many meetings he had missed. David Kriske stated he had been the appointee for over 10 years and attended approximately three-quarters of

the meetings. Chair Walker stated she was trying to understand how much an alternate would be involved.

Member Khubesrian asked if the alternate could attend with the representative. Mr. Kriske stated there had not been an alternate and it would be helpful to have full representation. He stated the representative and alternate could both attend the meetings. Executive Director Wilson stated the PAC alternate was welcome as well and that the PAC was a high-level policy decision making body.

Member McAustin thanked Member Khubesrian for bringing the item forward. She discussed participation on the PAC and the important role of the TAC representative. She agreed with staff's recommendation but suggested, that if there was an alternate, they be brought along to build relationships. She indicated support for Alternative #2.

Member Perry discussed the makeup of the TAC and expectation of rotation although continuity was important. He discussed required qualifications but trusted in each City to appoint appropriate representatives.

Vice Chair Springer indicated the current process appeared to be working. She discussed the City of Burbank's term limits for Boards and Commissions.

Chair Walker agreed with retaining the current practice. She expressed concern with limiting terms to two years.

Member Devine concurred with maintaining the current practice.

Member McAustin stated she was opposed to term limits because of the length of Metro projects. She stated the cities and TAC were self-regulating.

Chair Walker indicated agreeance with the majority of the Board. She suggested the Alternates for both the PAC and the TAC should attend meetings so they were up to speed. She indicated preference for continuing the previous practice, encouraging the alternate to attend the meetings, and with conversation at the end of three years.

Executive Director Wilson recapped Chair Walker's suggestion to combine the previous practice with a three year check in with the incumbent.

Member Devine agreed and suggested maintaining a simple process.

Member Khubesrian suggested soliciting interest at the three-year point. Executive Director Wilson explained that she would contact the incumbent to determine

interest in continuing to serve, and bring the matter to the Board on the Consent Calendar. She stated the Board could then direct efforts for additional candidates.

Chair Walker stated appointees should not be solicited if the Board planned to reappoint the incumbent.

Member Khubesrian reiterated the City of Burbank's commission term process.

Member McAustin agreed that the rotation process worked for commissions and appointments but the TAC representative represented the six-municipality region and there should not be term limits. She indicated support for evaluation at three years.

Member Khubesrian agreed with the compromise of a three-year evaluation and asked about the proposed subcommittee and aspirational qualifications. Member McAustin stated she could not support that because it was disrespectful to the staff.

Vice Chair Springer suggested focusing on transportation rather than getting bogged down in the appointment process.

MOTION

Chair Walker moved and Member McAustin seconded a motion to continue with the previous practice including No. 1 from Alternative 2, with the three-year period starting July 1st. The motion carried unanimously.

Member McAustin left the meeting at 5:33 p.m.

Chair Walker reordered the agenda and moved to item VII.C.

C. Verdugo Workforce Reappointments

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

That the Members of the Governing Board of Burbank, Glendale and La Cañada (members of the Verdugo Workforce Joint Powers Agreement) Reappoint the following to the Workforce with new expiration dates:

- *Thomas Flavin (term to expire 2/14/23)*
- *BJ McGuire (term to expire 6/11/23)*
- *Julio Ruiz (term to expire 6/21/23*
- *Gavin Koon (term to expire 9/20/23)*
- *Onnig Bulanikian (term to expire 1/13/23)*
- *Cesar Valladares (term to expire 1/13/23)*

Judy Velasco explained Workforce funding, Board makeup, and request for reappointment of Board members.

Executive Director Wilson reminded the Board that the agreement was with the cities of Burbank, Glendale and La Cañada Flintridge.

MOTION

Member Perry moved and Vice Chair Springer seconded a motion that the Members of the Governing Board of Burbank, Glendale and La Cañada (members of the Verdugo Workforce Joint Powers Agreement) reappoint the following to the Workforce with new expiration dates:

- *Thomas Flavin (term to expire 2/14/23)*
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- *Gavin Koon (term to expire 9/20/23)*
- *Onnig Bulanikian (term to expire 1/13/23)*
- *Cesar Valladares (term to expire 1/13/23)*

The motion carried 4-1-0, Member Khubesrian abstaining and Member McAustin absent.

C. Metro Automated Bus Lane Enforcement (ABLE)
Presenter: Nolan Borgman – Manager, Transportation Planning, Metro
Staff Recommendation: **To Receive and File**

Nolan Borgman provided background on Metro's pursuit of legislation to capture video of bus lane parking violations and presented a PowerPoint summarizing efforts for countywide authorization; violations; San Francisco and New York City results; purpose; outreach; and requested support.

Vice Chair Springer asked about the proposed Bus Rapid Transit (BRT) in Burbank. Mr. Borgman explained that the buses would have cameras and evidence could be used to enforce the bus lane. He stated the purposed was to allow bus lanes to work as well as possible. He explained the allowance for some bus lane intrusion.

Chair Walker stated the legislation was to allow cameras. Mr. Borgman stated they were developing a tool and seeking legal use.

Member Devine stated she was impressed and supported the idea. She asked the cost per camera. Mr. Borgman estimated the cost per camera at $185 per camera, per month.

Member Devine stated it would reduce enforcement. Mr. Borgman explained that moving violations would remain and the proposal was to allow enforcement of parking violations based on evidence collection from on bus cameras.

Member Devine indicated support.

Vice Chair Springer stated it seemed to be an effective enforcement tool.

The Board received and filed the report.

VI. CONSENT AGENDA

A. Approval of the AVCJPA Governing Board Revised Minutes for the Meeting of August 1, 2019
Staff Recommendation: To Approve Revised Minutes of August 1, 2019

B. Approval of the AVCJPA Governing Board Action Minutes for the Meeting of December 19, 2019
Staff Recommendation: To Approve Action Minutes of December 19, 2019

C. Treasurer's Report
By: Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: To Receive and File

D. Warrant Resolution
By: Rebekka Hosken, Treasurer, AVCJPA
Staff Recommendation: Approve Resolution

MOTION

Member Khubesrian moved and Vice Chair Springer seconded a motion to approve the Consent Calendar. The motion carried 5-0-1. McAustin absent.

VII. PUBLIC HEARINGS – None

VIII. OTHER BUSINESS

B. Resolution 20-1 Establishing the Time, Place and Days of Regular Meetings and Rescinding Resolution 19-1
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
That the Governing Board adopt Resolution 20-1 Establishing the Time, Place and Days of Regular Meetings and Rescinding Resolution 19-1

Executive Director Wilson discussed the conflict in May and proposed the May meeting on the fourth Thursday.

Chair Walker stated the May meeting for 2020 would be May 28th.

MOTION

Member Khubesrian moved and Vice Chair Springer seconded a motion to adopt Resolution 20-1 Establishing the time, lace and days of regular meetings and rescinding Resolution 19-1. The motion carried 5-0-1, Member McAustin absent.

IX. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees (Oral)
Presenter: Members or Appointees (if present)
Staff Recommendation:
To receive and file any oral or written reports submitted

B. Report from AVCJPA TAC Representative
Presenter: David Kriske
Staff Recommendation:
To Receive and File

C. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
To Receive and File

Executive Director Wilson presented the written reports.

Executive Director Wilson reported on Measure M funds, the San Gabriel Valley COG's shortfall for Gold Line and access to early Metro funding. She discussed three other COGs applying for early funding. She explained that if the AVJPA wanted early access it could obtain $123 million. She discussed the first come first served aspect and potential of Metro running out of money. She suggested sending a letter to get in the queue. She explained the breakdown of funds by city. She stated the alternative was to wait until 2043.

Member Perry provided history on funding availability in 2043, Gold Line funding, subregions and requesting funds.

In response to Chair Walker, Member Perry stated San Gabriel had received funds. He recommended getting in the queue.

Executive Director Wilson confirmed that there was consensus for her to write a letter getting the JPA in the queue.

X. COMMENTS FROM MEMBERS

Member Devine stated she attended the recent SCAG meeting at which vehicle miles traveled, replacement of the Gas Tax and electrification were discussed.

Chair Walker thanked Member Devine and the City of Glendale for the wonderful Holiday Networking event.

XI. ADJOURN

Chair Walker adjourned the meeting at 6:12 p.m.

Arroyo Verdugo Communities Joint Powers Authority

WARRANT RESOLUTION NO. 20-03 (Informational)

The following payments have been issued by the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) since the report of its prior meeting on February 6, 2020. A total of $8,288.88 was expended.

Payments included cost of the Treasurer's bond (required by State law), cost of the annual financial audit, minutes preparation, and strategic plan consultant costs.

Check Warrant May 28, 2020

Checks issued 1/28/20 - 4/23/20

Check Date	Check Number	Payee	Description/Purpose	Amount
2/4/20	29	Arthur J. Gallagher & Co.	Treasurer's Bond	$378.00
3/2/20	30	Moss Levy & Hartzheim LLP	Annual Financial Audit for FY 2018-19	$2,990.00
3/17/20	31	Lisa Pope	Preparation of Minutes	$225.00
4/7/20	32	Lee Andrews Group Inc.	Strategic Plan Consultant	$2,145.00
4/23/20	33	Lee Andrews Group Inc.	Strategic Plan Consultant	$2,550.88
				$ 8,288.88

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 28, 2020

TO: Governing Board

FROM: Rebekka G. Hosken, Treasurer

SUBJECT: Treasurer's Report

BACKGROUND
Attached for your information is the latest Treasurer's Report with activity through May 20, 2020.

All membership dues for the year have now been received. Member cost shares for the Strategic plan have been received, with the exception of the County. To date, $4,695.88 has been spent on that project.

Few expenditures are occurring, with five checks issued since the last meeting in early February.

FISCAL IMPACT
None

OPTIONS

1. Receive and file

RECOMMENDATION
Staff recommends that the Board receive and file this report.

Attachments: 1. Treasurer's Report as of 5/20/2020

Arroyo Verdugo Communities Joint Powers Authority
TREASURER'S REPORT
FY 2019-20

as of 5/20/2020

REVENUES			**Budget**		**Actual**
4395	Membership Dues				
	City of Burbank	$	9,073.00	$	9,073.00
	City of Pasadena	$	10,771.00	$	10,771.00
	County of Los Angeles	$	4,803.00	$	4,803.00
	City of Glendale	$	12,426.00	$	12,426.00
	City of La Canada Flintridge	$	5,727.00	$	5,727.00
	City of South Pasadena	$	5,083.00	$	5,803.00
	Strategic Plan Cost Shares				
	City of Burbank	$	4,932.00	$	4,932.00
	City of Glendcale	$	6,756.00	$	6,756.00
	City of La Canada Flintridge	$	3,114.00	$	3,114.00
	City of Pasadena	$	5,856.00	$	5,856.00
	City of South Pasadena	$	2,763.00	$	2,763.00
	County of Los Angeles	$	2,611.00	$	-
4411	Subregional Measure M Funding (Metro Reimb.)	$	18,913.00	$	-
4610	Interest Income	$	-	$	21.36
	Total Revenues	$	92,828.00	$	72,045.36

EXPENSES			**Budget**		**Actual**
5003	Salaries - Other			$	-
	Executive Director (salary x 18%)	$	21,500.00		
	Management Analyst (30 hours)	$	1,050.00		
6031	Office Supplies	$	-	$	335.54
6041	Insurance Premiums	$	9,900.00	$	10,375.60
6054	Training	$	-	$	75.00
6061	Professional Services				
	Minutes Preparation	$	1,800.00	$	225.00
	Financial Audit	$	2,500.00	$	2,990.00
	Measure M Consultant	$	27,546.00	$	-
	Strategic Plan Consultant	$	26,032.00	$	4,695.88
	Tax Filing Fee and Attorney Time			$	89.99
	Bank Fees			$	18.50
	Set-Aside for Reserves	$	2,500.00	$	-
	Total Expenditures	$	92,828.00	$	18,805.51
REVENUES LESS EXPENSES:		$	-	$	53,239.85

NOTES:

FY 2019-20 revenues include $2,500 to set aside as a reserve for unanticipated expenses.

Arroyo Verdugo Communities Joint Powers Authority

V.D

DATE: May 28, 2020

TO: Governing Board

FROM: Rebekka G. Hosken, Treasurer

SUBJECT: Results of FY 2018-19 Audit

BACKGROUND

Attached for your information are the documents for the JPA's annual financial audit for FY 2018-19, which ended last June 30, 2019. The audit process was concluded at the end of January 2020, just prior to the last meeting of the Board. There were no findings.

As can be seen, the AVCJPA ended the year with a net positive position of $29,254 of which $5,316 was unrestricted. The entity expended $128,867 on transit-related expenditures, of which $92,360 was offset by grant revenue and the balance funded through a combination of member contributions and interest income.

Ending fund balance is reflected at a negative $5,366 which is offset by grants receivables of $10,682 to result in the positive unrestricted net position of $5,316; in summary, we ended in the negative because we were expecting a late Metro grant payment of $10,682 which would then take us positive.

FISCAL IMPACT

None

OPTIONS

1. Receive and file

RECOMMENDATION

Staff recommends that the Board receive and file this report.

Attachments:

1. Letter to Board FY19
2. AVCJPA FY19 FINAL AUDIT

ARROYO VERDUGO COMMUNITIES
JOINT POWERS AUTHORITY

AUDITOR'S COMMUNICATION LETTER

June 30, 2019

ARROYO VERDUGO COMMUNITIES
JOINT POWERS AUTHORITY
June 30, 2019

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Required Communication under Statement on Auditing Standards No. 114 1

MOSS, LEVY & HARTZHEIM LLP
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January 21, 2020

To the Board of Directors and Management
Arroyo Verdugo Communities
Joint Powers Authority
La Cañada Flintridge, California

We have audited the financial statements of the governmental activities, and the major fund of the Arroyo Verdugo Communities Joint Powers Authority (Authority) as of and for the fiscal year ended June 30, 2019. Professional standards require that we provide you with the information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit which we have previously communicated to you. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 of the notes to the basic financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the fiscal year ended June 30, 2019. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

> Management's estimates of the collectability of grants receivable. The estimate is based on management's review of subsequent receipts and expectations of amounts determined to be earned but not yet collected at year end. are based on management's review of subsequent collections and amounts determined to be earned but not collected at year end. We evaluated the key factors and assumptions used to develop the estimate above in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 21, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

Management has elected to omit the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We do not audit the management's discussion and analysis and our opinion on the basic financial statements was not affected by this missing information.

We applied certain limited procedures to the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget, which is required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Directors of the Authority and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

MOSS, LEVY & HARTZHEIM, LLP
Culver City, CA

ARROYO VERDUGO COMMUNITIES
JOINT POWERS AUTHORITY

BASIC FINANCIAL STATEMENTS

WITH REPORT ON AUDIT
BY INDEPENDENT
CERTIFIED PUBLIC ACCOUNTANTS

JUNE 30, 2019

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

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MOSS, LEVY & HARTZHEIM LLP
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INDEPENDENT AUDITOR'S REPORT

Board of Directors of the
Arroyo Verdugo Communities
Joint Powers Authority
La Cañada Flintridge, California

Report on the Financial Statement

We have audited the accompanying financial statements of the governmental activities and the major fund of the Arroyo Verdugo Communities Joint Powers Authority (the Authority) as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.

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Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Authority as of June 30, 2019 and the respective changes in its financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the schedule of revenues, expenditures, and changes in fund balance – budget and actual – general fund, identified as Required Supplementary Information (RSI) in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2020 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That

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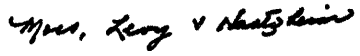
report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.



Moss, Levy & Hartzheim, LLP
Culver City, California
January 21, 2020

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BASIC FINANCIAL STATEMENTS

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

STATEMENT OF NET POSITION

JUNE 30, 2019

	Governmental Activity
Assets:	
Current Assets	
Cash and investments	$ 16,191
Grants receivable	10,682
Prepaid expense	2,381
Total Assets	29,254
Liabilities:	
Current Liabilities	
Accounts payable	23,938
Total Liabilities	23,938
Net Position:	
Unrestricted	5,316
Total Net Position	$ 29,254

See accompanying notes to the basic financial statements.

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

STATEMENT OF ACTIVITIES

For the fiscal year ended June 30, 2019

Function/Program	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Contributions and Grants	Program Revenues: Capital Contributions and Grants	Net (Expense) Revenue and Changes in Net Position: Governmental Activity
Governmental Activity:					
Transit services	$ 128,867	$ -	$ 92,360	$ -	$ (36,507)
Total Governmental Activity	$ 128,867	$ -	$ 92,360	$ -	(36,507)
General Revenues:					
Member contributions					37,675
Interest income					48
Total General Revenues					37,723
Change in Net Position					1,216
Net Position, Beginning of Fiscal Year					4,100
Net Position, End of Fiscal Year					$ 5,316

See accompanying notes to the basic financial statements.

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

BALANCE SHEET - GOVERNMENTAL FUND

June 30, 2019

	General Fund
Assets:	
Cash and investments	$ 16,191
Grants receivable	10,682
Prepaid expenditures	2,381
Total Assets	29,254
Liabilities, Deferred Inflows of Resources and Fund Balance:	
Liabilities:	
Accounts payable	$ 23,938
Total Liabilities	23,938
Deferred Inflows of Resources:	
Unavailable revenue (grant revenue)	10,682
Total Deferred Inflows of Resources	10,682
Fund Balance (Deficit):	
Nonspendable	2,381
Unassigned	(7,747)
Total Fund Balance	(5,366)
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$ 29,254

See accompanying notes to the basic financial statements.

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION

June 30, 2019

Fund balance (deficit) of governmental Fund	$	(5,366)
Amounts reported for governmental activity in the Statement of Net Position are different because:		
Certain grants receivables are not available to pay for current period expenditures and, therefore, are offset by deferred inflows of resources in the governmental funds		10,682
Net position of governmental activities	$	5,316

See accompanying notes to the basic financial statements.

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND

For the fiscal year ended June 30, 2019

	General Fund
Revenues:	
Membership contributions	$ 37,675
Subregional Measure M funding	91,208
Interest income	48
Total Revenues	128,931
Expenditures:	
Current:	
Transit services	128,867
Total Expenditures	128,867
Excess of Revenues over Expenditures	64
Fund Balance, Beginning of Fiscal Year	(5,430)
Fund Balance (Deficit) , End of Fiscal Year	$ (5,366)

See accompanying notes to the basic financial statements.

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES

For the fiscal year ended June 30, 2019

Net change in fund balances of governmental fund	$	64
Amounts reported for governmental activities in the Statement of Activities are different because:		
Certain revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the governmental fund.		1,152
Change in net position of governmental activity	$	1,216

See accompanying notes to the basic financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

NOTE 1 REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES:

Financial Reporting Entity:

The Arroyo Verdugo Communities Joint Powers (Authority) is a public entity created in 2017 pursuant to a joint powers' agreement. Member agencies consist of the following entities: the City of Burbank, the County of Los Angeles, City of Glendale, City of La Cañada Flintridge, City of Pasadena, and the City of South Pasadena.

The Authority was created to provide a vehicle for the members to coordinate regional and cooperative planning, primarily in the area of transportation and determining how to prioritize regional transportation projects and the allocation of Measure M funds and other public monies, including building a more connective transportation system between the member agencies. It is the clear intent among the members that the Authority shall not possess the legal authority to compel any of its members to conduct any activities or implement any plans or strategies that they do not wish to undertake (except for the payment of dues). The goal and intent of the Authority is one of voluntary cooperation among members for the collective benefit of the cities within the Arroyo Verdugo subregion.

The Authority is financially accountable to the member cities and is governed by the Board of Directors. The Board of Directors consists of one person designated as a Director by each of the legislative body of each of the members. Each Member shall also appoint one Alternate Director. No member shall be limited to "ex officio" non-voting representation on the Governing Board; however, the Governing Board, at its sole discretion, may allow "ex officio" non-voting representation from public entities that are not members.

Basis of Presentation:

The accounting policies of the Authority conform to accounting principles generally accepted the United States of America as they are applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Government-Wide Financial Statements:

The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activity of the Authority. The governmental activities, which is supported by member contributions and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Authority's activity is governmental; no business-type activities are reported in the statements. The Authority also has no fiduciary activity.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are expenses that are clearly identifiable with a specific program, project, function or segment. Program revenues of the Authority include charges to customers: 1) or applicants who purchase, use, or directly benefit

NOTE 1 REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (Continued):

from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

Member contributions and other items that are properly not included among program revenues are reported instead as general revenues since there is no specific restriction on their usage.

Fund financial statements report detailed information about the Authority. The focus of governmental fund financial statements is on the major fund rather than reporting funds by type. The major governmental fund is presented in a separate column, and all non-major funds and aggregated into one column. There are no non-major funds.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the economic resources measurement focus, all assets, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with their activity are included on the statement of net position. Operating statements present increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expenditure. The Authority has no capital assets.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the current financial resources measurement focus, only current assets, current liabilities, and deferred inflows of resources are generally included on their balance sheets. The reported fund balance is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period. Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus.

Under the modified accrual basis of accounting, revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, except for principal and interest on long-term liabilities which are recognized as expenditures to the extent they have matured. Proceeds of long-term liabilities are reported as other financing sources.

NOTE 1 REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (Continued):

Intergovernmental revenues and member contributions are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the Authority.

The accounts of the Authority are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred inflows of resources, fund balances, revenues, and expenditures or expenses, as appropriate. Authority resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The Authority's accounts are organized into one major fund as follows:

Major Governmental Fund:

The General Fund is used to account for the accumulation of resources for, and the payment of, transit services.

Deferred Outflows/Inflows of Resources:

In addition to assets, the Statement of Net Position and the Governmental Fund Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Authority does not have any deferred outflows of resources to report.

In addition to liabilities, the Statement of Net Position and the Governmental Fund Balance Sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. The Authority has one item that qualifies for reporting in this category. It is unavailable revenues from grants receivable collections, which is reported only in the Governmental Fund Balance Sheet and will be recognized as an inflow of resources in the period that the amounts become available.

NOTE 1 REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (Continued):

Use of Estimates:

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from the estimates.

Cash:

Cash includes all demand accounts and savings accounts of the Authority.

Grant Receivables:

The member agency, the County of Los Angeles, has provided a grant to the Authority to be utilized for development of the Measure M Sub-Regional Plan for transit projects in the area. Grant receivables at June 30, 2019 were $10,682. The Authority has determined that all receivables are collectible and, therefore, there is no allowance for doubtful accounts.

Deferred Inflows of Resources:

At June 30, 2019, the Authority had Deferred Inflows of Resources from unavailable revenues totaling $10,682 resulting from grant receivables earned but not received until after the 60 day revenue recognition period of the Authority.

Equity Classifications:

Government-wide Statements:

Equity is classified as net position which can be further classified as net investment in capital assets, restricted, or unrestricted.

Net investment in capital assets - consists of net position represented by the current net book value of the Authority's capital assets, less the outstanding balance of any debt issued to finance these assets. The Authority has no capital assets or debt.

Restricted net position - consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The Authority has no restricted net position at June 30, 2019.

Unrestricted - consists of net position which is not restricted or invested in capital assets.

NOTE 1 REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (Continued):

Equity Classifications (Continued):

Government-wide Statements (Continued):

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's practice to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund Statements:

Governmental fund equity is classified as fund balance. The Authority has not adopted a fund balance policy. Fund balance is further classified as follows:

Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed - amounts that can be used only for specific purposes determined by a formal action of the governing board as the highest level of decision-making authority for the Authority. Commitments may be established, modified, or rescinded only through resolutions approved by the governing board.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Authority's adopted policy, only the governing board or director may assign amounts for specific purposes.

Unassigned - all other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Authority considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balance are available, the Authority considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Future/Pending Accounting Pronouncements:

GASB Statement No. 84 "*Fiduciary Activities*" – The provisions of this statement are effective for fiscal years beginning after December 15, 2018.

GASB Statement No. 87 "*Leases*" – The provisions of this statement are effective for fiscal years beginning after December 15, 2019.

GASB Statement No. 89 "*Accounting for Interest Cost incurred before the End of a Construction Period*" – The provisions of this statement are effective for fiscal years beginning after December 15, 2019.

GASB Statement No. 90 "*Majority Equity Interests*" – The provisions of this statement are effective for fiscal years beginning after December 15, 2018.

GASB Statement No. 91 "*Conduit Debt Obligations*" – The provisions of this statement are effective for fiscal years beginning after December 15, 2020.

NOTE 2 CASH AND INVESTMENTS:

As of June 30, 2019, the Authority had a bank balance of $140,778, outstanding checks of $124,587, and a book balance of $16,191. All deposits were fully covered by FDIC insurance. The Authority had no investments during the fiscal year or as of June 30, 2019.

Investments Authorized by the California Government Code and the Authority's Investment Policy:

Under provision of Section 53601 of the California Government Code, the Authority may invest in the following:

NOTE 2 CASH AND INVESTMENTS (Continued):

Investments Authorized by the California Government Code and the Authority's Investment Policy (Continued):

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Bankers' Acceptances	180 days	40%	30%
Certificates of Deposit	5 years	None	None
Negotiable Certificates of Deposit	5 years	30%	None
Commercial Paper, Prime Quality	270 days	25%	None
State if California Local Agency Investment Fund (LAIF)	N/A	None	$ 65,000,000
Medium Term Notes, Prime Quality	5 years	30%	None
Money Market Mutual Funds, Prime Quality	N/A	20%	10%
Mutual Funds, Prime Quality	N/A	20%	10%
Passbook Savings and Money Market Accounts (Insured)	None	None	None
United States Treasury Obligations	5 years	None	None
United States Government Sponsored Agency Securities	5 years	None	None

Custodial Credit Risk:

Custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits.

The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Authority deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At June 30, 2019, the Authority had a bank balance of $140,778.

NOTE 3 RISK MANAGEMENT:

The Authority has various insurance coverage as follows:

General Liability – The Authority is insured up to $1,000,000 aggregate limit with a $5,000 deductible.

Public Officials Liability – The Authority is insured up to $1,000,000 with a deductible of $5,000.

Non-monetary Coverage – Defense Only – The Authority is insured up to $50,000 for defense expense from such claims with a deductible of $5,000.

Policy Aggregate Limit of Liability – The Authority is insured for claims and all defense expenses up to $1,000,000 with a deductible of $5,000.

Public Officials Crisis Management – The Authority is insured up to $25,000 for all crisis management expenses with a deductible of $5,000.

Adequacy of Protection:

None of the above insurance policies had experienced settlements or judgments that exceeded insured coverage during the fiscal year.

NOTE 4 Deficit Fund Balance:

The Authority's General Fund had a deficit fund balance of $5,366 as of June 30, 2019. The Authority anticipates that future revenue will be sufficient to cover this deficit.

REQUIRED SUPPLEMENTARY INFORMATION

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

GENERAL FUND

For the fiscal year ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Member contributions	$ 37,275	$ 37,275	$ 37,675	$ 400
Subregional Measure M funding	120,800	120,800	91,208	(29,592)
Interest income			48	48
Total Revenues	158,075	158,075	128,931	(29,144)
EXPENDITURES				
Current:				
Transit services	140,477	140,477	128,867	11,610
Total Expenditures	140,477	140,477	128,867	11,610
Excess (Deficiency) of Revenues Over Expenditures	17,598	17,598	64	(17,534)
Fund Balance, Beginning of Fiscal year	(5,430)	(5,430)	(5,430)	
Fund Balance, End of the Fiscal Year	$ 12,168	$ 12,168	$ (5,366)	$ (17,534)

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

For the Fiscal Year Ended June 30, 2019

NOTE 1 BUDGETS AND BUDGETARY ACCOUNTING

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund. Prior year operating appropriations lapse unless they are re-appropriated through the Authority's Board approval. Prior to July 1, the budget is legally enacted through approval of the Board.

The budget is revised by the Authority's governing board and the Executive Director during the fiscal year, to give consideration to unanticipated income and expenditures. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the individual fund level.

MOSS, LEVY & HARTZHEIM LLP
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Arroyo Verdugo Communities
Joint Powers Authority
La Cañada, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activity and the major fund of the Arroyo Verdugo Communities Joint Powers Authority (the Authority) as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated January 21, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

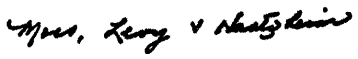
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Moss, Levy & Hartzheim, LLP
Culver City, California
January 21, 2020

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 28, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Amendment No. 1 to Funding Agreement Between Metro and the AVCJPA

BACKGROUND

On April 19, 2018, the AVCJPA entered into its first Funding Agreement for Measure M Planning Activities. The Planning Activities funds are available to COGs and JPAs for consultant and other planning expenses for Measure M projects. The Governing Board has chosen to use the funds to fund a consultant to assist the member agencies in planning projects, complying with Measure M requirements, presenting them to the AVCJPA Board and presenting them to Metro for Programming.

This year, the Governing Board chose to once again use these funds for the Measure M consultant services, and extended the contract of the original consultant to provide these services for the Measure M funds for the newly released fiscal years of 2022-23 and FY 2023-24. The funds per capita, pursuant to the Board's policy, are as follows:

Agency	Current DOF Population	Percentage	Measure M Funds FY 2022-24
Burbank	105,861	20.30%	$2,133,073
County of Los Angeles	19,658	3.77%	$396,104
Glendale	205,331	39.36%	$4,137,369
La Canada Flintridge	20,461	3.92%	$412,284
Pasadena	144,842	27.77%	$2,918,531
South Pasadena	25,458	4.88%	$512,972
	521,611	100.00%	$10,510,334

There is $10,510,334 in Measure M funding for capital projects for the AVCJPA for FY 2022-24. The staff TAC is currently working with the consultant to get them before the Governing Board and then programmed with Metro. The attached amended Funding Agreement has $52,816 in available funding, of which $24,043 will be committed to funding the Agreement with the consultant. The remainder will be used for future consultant agreements.

RECOMMENDATION

That the Board approve the attached Agreement and authorize the Executive Director to sign it, subject to Approval as to Form by the AVCJPA Attorney.

Attachments

AMENDMENT No. 1 TO FUNDING AGREEMENT BETWEEN ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Amendment No. 1 to Funding Agreement (this "Amendment"), is dated as of April 13, 2020, by and between the Arroyo Verdugo Communities Joint Powers Authority ("GRANTEE"), and the Los Angeles County Metropolitan Transportation Authority ("LACMTA").

RECITALS:

A. GRANTEE and LACMTA entered into that certain Funding Agreement No. 9200000000M101.01, dated April 27, 2018, (the "Existing FA"), which Existing FA provides for Planning Activities (0.5%) for the Measure M Multi-Year Subregional Programs (the "Project"); and

B. WHEREAS, additional $52,816 is made available to the GRANTEE for the Project; and

C. WHEREAS, the Funds are currently programmed as follows: $42,000 in Measure M Funds in Fiscal Year (FY) 2017-18; $78,802 in Measure M Funds in FY 2018-19; $6,130 in Measure M Funds in FY 2019-20; and $46,686 in Measure M Funds in FY 2021-22. The total designated for Planning Activities (0.5%) for the Measure M Multi-Year Subregional Programs is $173,618.

D. GRANTEE and LACMTA desire to amend the Existing FA as provided herein.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Part I, Paragraph 2.2 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "To the extent the Measure M Funds are available; LACMTA shall make to GRANTEE a grant of the Measure M funds in the amount of $173,618 (the "Fund") for the Project. LACMTA Board of Directors' action of June 22, 2017 granted the Measure M Funds for the Project. The Funds are programmed over four years for Fiscal Years (FY) FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21."

2. Part II, Paragraph 9.1 (iv) of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "All Funds programmed for FY 2017-18 are subject to lapse on June 30, 2020. All Funds programmed for FY 2018-19 are subject to lapse on June 30, 2021. All Funds programmed for FY 2019-20 are subject to lapse on June 30, 2022. All Funds programmed for FY 2021-22 are subject to lapse on June 20, 2024.

3. Part II, Paragraph 12 of Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"12. COMMUNICATIONS:

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available at http://metro.net/partners-civic. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project

Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein."

4. Attachment A of the Existing FA is hereby replaced by Attachment A-1, attached.

5. Attachment B of the Existing FA is hereby replaced by Attachment B-1, attached.

6. Attachment C of the Existing FA is hereby replaced by Attachment C-1, attached.

7. Except as expressly amended hereby, the Existing FA remains in full force and effect as originally executed. All rights and obligations of the parties under the Existing FA that are not expressly amended by this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to be duly executed and delivered as of the above date.

LOS ANGELES COUNTY
METROPOLITAN TRANSPORTATION AUTHORITY

By: _____ Date: _____
Phillip A. Washington
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____ Date: 5/8/2026
Deputy

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

By: _____ Date: _____
Ann Wilson
Executive Director

APPROVED AS TO FORM:

By: _____ Date: _____
Adrian R. Guerra
Interim City Attorney, City of La Canada Flintridge
For the Joint Powers Authority

ATTACHMENT A-1 -PROJECT FUNDING

Measure M MSP - Funding Agreement Projects - FA.9200000000M101.01

Program Title: Planning Activities for the Measure M Multi-Year Subregional Programs Project#: MM101.01

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2017-18	FY2018-19	FY2019-20	FY 2020-21	FY2021-22	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE M FUNDS	$ -	$ 42,000	$ 78,802	$ 6,130		$ 46,686	$ 173,618	100%
SUM PROG LACMTA FUNDS	$ -	$ 42,000	$ 78,802	$ 6,130	$ -	$ 46,686	$ 173,618	**100%**
OTHER NON LACMTA FUNDING:								
LOCAL:							$ -	
STATE:							$ -	
FEDERAL:							$ -	
PRIVATE OR OTHER:							$ -	
SUM NON-LACMTA FUNDS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0%**
TOTAL PROJECT FUNDS	$ -	$ 42,000	$ 78,802	$ 6,130	$ -	$ 46,686	$ 173,618	**100%**

Use Actual $$$

ATTACHMENT B1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure M MSP - Funding Agreement Projects - FA.9200000000M101.01
Project Title: Planning Activities for the Measure M Multi-Year Subregional Programs Project#: M101.01

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2018-19 Qtr 1	FY 2018-19 Qtr 2	FY 2018-19 Qtr 3	FY 2018-19 Qtr 4	FY 2019-20 Qtr 1	FY 2019-20 Qtr 2	FY 2019-20 Qtr 3	FY 2019-20 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE M MSP FUNDS:									
Planning Activities/Prog Dev	$21,476	$59,688	$10,043	$10,682		$13,000	$12,043		$126,932
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total Measure M	**$21,476**	**$59,688**	**$10,043**	**$10,682**	**$0**	**$13,000**	**$12,043**	**$0**	**$126,932**
SUM PROG LACMTA FUNDS:	**$21,476**	**$59,688**	**$10,043**	**$10,682**	**$0**	**$13,000**	**$12,043**	**$0**	**$126,932**
OTHER NON LACMTA FUNDING:									
LOCAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total LOCAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
STATE: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total STATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FEDERAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total FEDERAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PRIVATE: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total PRIVATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY2018-19 and FY2019-20	**$21,476**	**$59,688**	**$10,043**	**$10,682**	**$0**	**$13,000**	**$12,043**	**$0**	**$126,932**

ATTACHMENT B1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure M MSP - Funding Agreement Projects - FA.9200000000M101.01
Project Title: Planning Activities for the Measure M Multi-Year Subregional Programs Project#: M101.01

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2020-21 Qtr 1	FY 2020-21 Qtr 2	FY 2020-21 Qtr 3	FY 2020-21 Qtr 4	FY 2021-22 Qtr 1	FY 2021-22 Qtr 2	FY 2021-22 Qtr 3	FY 2021-22 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE M MSP FUNDS:									
Planning Activities/Prog Dev						$12,875	$12,875		$25,750
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total Measure M	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,875**	**$12,875**	**$0**	**$25,750**
SUM PROG LACMTA FUNDS:	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,875**	**$12,875**	**$0**	**$25,750**
OTHER NON LACMTA FUNDING:									
LOCAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total LOCAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
STATE: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total STATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FEDERAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total FEDERAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PRIVATE: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Total PRIVATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY2020-21 and FY2021-22	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,875**	**$12,875**	**$0**	**$25,750**

ATTACHMENT B1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure M MSP - Funding Agreement Projects - FA.9200000000M101.01
Project Title: Planning Activities for the Measure M Multi-Year Subregional Programs Project#: M101.01

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2022-23 Qtr 1	FY 2022-23 Qtr 2	FY 2022-23 Qtr 3	FY 2022-23 Qtr 4	FY 2023-24 Qtr 1	FY 2023-24 Qtr 2	FY 2023-24 Qtr 3	FY 2023-24 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE M MSP FUNDS:									
Planning Activities/Prog Dev						$10,468	$10,468		$20,936
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total MEASURE M	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,468**	**$10,468**	**$0**	**$20,936**
SUM PROG LACMTA FUNDS:	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,468**	**$10,468**	**$0**	**$20,936**
OTHER NON LACMTA FUNDING:									
LOCAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total LOCAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
STATE: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total STATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FEDERAL: [INSERT SOURCE]									
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									$0
Total FEDERAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PRIVATE: [INSERT SOURCE]									$0
Planning Activities/Prog Dev									$0
Environmental									$0
Design and PS&E									$0
Right-of-Way Acquisition									$0
Construction									$0
Vehicle Purchase									$0
Others									**$0**
Total PRIVATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY2022-23 and FY2023-24	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,468**	**$10,468**	**$0**	**$20,936**
TOTAL LACMTA FUNDS	**$21,476**	**$59,688**	**$10,043**	**$10,682**	**$0**	**$36,343**	**$35,386**	**$0**	**$173,618**
TOTAL NON-LACMTA FUNDS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL PROJECT FUNDING	**$21,476**	**$59,688**	**$10,043**	**$10,682**	**$0**	**$36,343**	**$35,386**	**$0**	**$173,618**

ATTACHMENT C-1
SCOPE OF WORK
PROGRAM DEVELOPMENT/PLANNING ACTIVITIES - 0.5% FUNDING

MEASURE M MULTI-YEAR SUBREGIONAL PROGRAM(S):

1. Modal Connectivity Program and Complete Streets Proj.
2. Transit Projects

During the development of the Five-year Programming Plan, the Grantee may identify priority projects in other Multi-Year Subregional Programs included in the Measure M Expenditure Plan within the subregion. Project Scope of work described in Attachment C is subject to be amended if those Multi-Year Subregional Programs are identified, and borrowing among the Programs is approved by both the Grantee and LACMTA's Governing Board.

DESCRIPTION

Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) procured Consultant Services to develop the first 5-Year Measure M Multi-Year Subregional Program (MSP) Plan. The consultant developed the first five-year Measure M MSP Plan for LACMTA Board adoption in May 2019. Of the total $120,802 originally allocated for this effort, $101,889 were expended for the first 5-Year MSP Plan effort.

In April 2020, additional $52,816 is amended into the Existing Funding Agreement. The AVCJPA will utilize the same consultant to update and further develop the MSP Plan to program MSP funds to two additional programming years (FY 2022-23 and FY 2023-24). The consultant will perform the annual update of the MSP Plan including the development of new projects for submission to LACMTA in July 2020. The AVCJPA is anticipated to expend $25,043 for this annual update work. The remaining balances will go towards future annual update of the MSP. There is no capital programs included.

Arroyo Verdugo Communities Joint Powers Authority will involve all entities within the Subregion eligible for the Measure M Multi-Year Subregional Program funding and consult regarding the composition of projects in the Plan, either directly, or through their participation in the Arroyo Verdugo Communities Joint Powers Authority or comparable subregional entity that represents the Subregion.

ESTIMATED COSTS:

Item Description	Estimated Cost
First Five-Year Programming Plan, including Public Participation Plan (completed)	$101,889

2020 - Annual Update (FY 2022-23 and FY 2023-24)	$25,043
Future Annual Update (Update or Amend)	$46,686
Total	$173,618

SCHEDULE:

Milestones	Begin	End	Duration (months)
Public Participation Plan Development (Implementation, and Stakeholder Development)	January 2018	April 2018	3
Performance Benefit Statement Development	August 2018	November 2018	4
Outreach	August 2018	October 2018	3
Five-Year Programming Plan Development	November 2018	April 2019	3
Subregion Entity Plan Submittal to LACMTA	January 2019 (initial)	April 2019 (final)	3
2020 – MSP Update	March 2020	October 2020 (Metro Board approval)	7
Future MSP Annual Update	TBD	TBD	

DELIVERABLES:

- Measure M – MSP Public Participation Element (Implementation and/or Amendment to Previously Submitted Plan)
- Five-Year Plan Programming Forecast and Annual Updates
- Scope of Work per Project
- Project Readiness per Project
- Project Financial Plan per Project

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 28, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Annual Budget FY 2020-21

BACKGROUND

The Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) has a policy of assigning dues which assess each city a total of 50% of the weighted share (weighted by the average of population, assessed valuation and land area) plus 50% of an equal share. The proposed budget reflects the 2020 Department of Finance Population estimates, along with the 2019 Assessed Valuations. The attached budget represents this method of calculation. The 2019-20 budget, presented for the Governing Board's consideration, reflects figures for each AVCJPA agency based on that formula. Estimated expenditures include the listed staff time to be incurred by the City of La Cañada Flintridge as it administers the AVCJPA, as well as and other expenses expected to be incurred by the AVCJPA during FY 2020-21.

For FY 2019-20, the agencies were charged up-front funding for the Measure M consultant agreement totaling $8,633. With the adoption of the revised Funding Agreement for Measure M Planning funds, these funds will be refunded back to the cities, following the receipt of reimbursement by the AVCJPA for the consultant services from Metro. The need to charge member agencies for Measure M consultant services, which are subsequently reimbursed from Metro, has been a cash flow issue. In future, with the establishment of the full $5,000 reserve, if this budget is approved, it is anticipated that the agencies will not need to provide up-front funds which will then be refunded, since there will then be an adequate cash reserve. Therefore, no consultant charges are contemplated in this year's proposed budget, therefore causing a decrease in the overall budget amount.

Attached is an FY 2020-21 operating budget of $66,123. Less Metro revenues, the AVCJPA agencies will be invoiced for $41,080 pursuant to the formula described above, with the specific amount to be charged to each agency indicated in the budget for your consideration.

The items in the budget are made up of estimated staff time for the Executive Director, the Management Intern, contract minutes preparation, Liability/Public Official Insurance, Annual Audit, establishment of reserve (1/2) and Measure M MSP Consultant costs (Year 2). The budget reflects 18% of the La Cañada Flintridge Division Manager's time spent as the AVCJPA Executive Director at her current salary and 30 hours of the Management Intern's time.

For Special Fund expenditure, the cost of the Measure M Project consultant is $25,043. This is the consultant cost to analyze the AVCJPA Measure M projects for FY 22-24 and get them to Metro for programming. This contract is an extension of the original bid awarded by the Governing Board in 2018.

Following Governing Board approval of the budget, all AVCJPA agencies will be billed after July 1, 2020, for their share as listed for the 2020-21 fiscal year.

The budget is once again a "bare bones" budget, in that the AVCJPA member agencies are being assessed for the cost of salaries only. No employee benefit costs are charged. Additionally, there is no charge for the Treasurer or her staff (no salaries and no benefits). Also, there are no charges for office supplies, mileage or any other charges beyond the cost of salaries. It should also be noted that the Executive Director devoted far more than 18% of her time to the AVCJPA due to both consultants, writing RFPs, responding to bidders, opening bids, etc. this past fiscal year. However, for FY 2020-21, it is expected that this time will go back to approximately 18%. All of these costs represent a substantial cost savings for all member agencies and the expenses are a subsidy by the City of La Cañada Flintridge to the AVCJPA.

In the upcoming fiscal year, staff will be asking other member agencies to devote resources, such as legal services, to the AVCJPA.

The Proposed Budget reflects four regular meetings per year and an estimated two special meetings.

RECOMMENDATION
Approve the attached Annual Budget for FY 2020-21, effective July 1, 2020.

Attachment

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
FY 2020-21 PROPOSED BUDGET

REVENUES:

	TOTAL
Member Dues - Operations	$41,080.00
Revenues from Measure M Planning Funds for Measure M Project Consultant	$25,043.00
TOTAL REVENUES	**$66,123.00**

EXPENDITURES

Estimated Budget Item	Cost
Expenditures from Dues	
Executive Director (Salary X 18%)	$21,500.00
Management Intern (Board Clerk) (30 hrs.)	$580.00
Minutes Preparation	$1,800.00
Audit of FY 2019-20	$3,200.00
Treasurer Surety Bond	$450.00
Insurance - General Liability	$4,750.00
Insurance - Public Officals	$6,300.00
Establishment of Reserve (one-half) - second half	$2,500.00
Subtotal Operating Costs from Dues:	**$41,080.00**
Expenditures from Special Funds	
Measure M Project Consultant	$25,043.00
Subtotal Operating Costs from Special Funds:	**$25,043.00**
FY 20-21 TOTAL EXPENDITURES:	**$66,123.00**

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
FY 2020-21 ALLOCATION BY AGENCY

WEIGHTED SHARE (1/2 BUDGET)

CITY	POPULATION (DEPARTMENT OF FINANCE POPULATION ESTIMATES AS OF 1/1/19)		2019 ASSESSED VALUE (in billions)*		LAND AREA		WEIGHTED FACTOR (average % of population, assessed value & land	Total Weighted Share Cost per City
Burbank	105,861	20.26%	$25.00	23.17%	17.380	20.11%	21.18%	$8,699.67
Glendale	206,283	39.48%	$33.96	31.47%	30.453	35.23%	35.39%	$14,539.11
La Cañada Flintridge	20,461	3.92%	$8.45	7.83%	8.645	10.00%	7.25%	$2,977.94
Pasadena	144,842	27.72%	$32.83	30.42%	23.130	26.76%	28.30%	$11,625.62
South Pasadena	25,458	4.87%	$5.13	4.75%	3.405	3.94%	4.52%	$1,857.49
County of Los Angeles 5th District (La Crescenta-Montrose)	19,658	3.76%	$2.54	2.35%	3.426	3.96%	3.36%	$1,380.17
Totals:	522,563	100.00%	$107.91	100.00%	86.439	100.00%	100.00%	$41,080.00

**Assessed valuations are only available in July of each year. Therefore, the Assessed Valutions shown are for the previous year. Assessed valuation for La Crescenta/Montrose is at the 2015 level - annual estimates are not available.*

FY 2019-20 PROPOSED TOTAL ANNUAL COST BY AGENCY:	Burbank	Glendale	La Cañada Flintridge	Pasadena	South Pasadena	Co. of L.A. 5th Dist. (La Crescenta-Montrose)	TOTAL
Weighted Share	$8,699.67	$14,539.11	$2,977.94	$11,625.62	$1,857.49	$1,380.17	$41,080.00
One-Half Weighted Share:	**$4,349.83**	**$7,269.55**	**$1,488.97**	**$5,812.81**	**$928.74**	**$690.09**	$20,540.00
Equal Share ($40,650 / 6)	$6,846.67	$6,846.67	$6,846.67	$6,846.67	$6,846.67	$6,846.67	$41,080.00
One-Half Equal Share:	**$3,423.33**	**$3,423.33**	**$3,423.33**	**$3,423.33**	**$3,423.33**	**$3,423.33**	$20,540.00
DUES (unrounded):	**$7,773.17**	**$10,692.89**	**$4,912.30**	**$9,236.14**	**$4,352.08**	**$4,113.42**	**$41,080.00**
TOTAL PROPOSED DUES BY AGENCY (Rounded):	**$7,773.00**	**$10,693.00**	**$4,912.00**	**$9,236.00**	**$4,352.00**	**$4,114.00**	**$41,080.00**

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 28, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Special Meetings

BACKGROUND

The Governing Board and certain staff members have been asked to come to a virtual Special Meeting for the Strategic Plan currently scheduled for June 24, 2020 at 4:00pm. Additionally, some cities have yet to present their Measure M project designations to their respective Commissions and City Councils (as required by Metro) thus resulting in a delay of the presentation of the Measure M projects to the Governing Board. Therefore, it had been planned that the presentation of these projects would also occur in June with the Strategic Plan meeting to avoid having an additional Special meeting or waiting until the meeting of August 6th.

There has been a request by a Governing Board Member to delay the Strategic Plan meeting in part because the meeting in June will be a virtual meeting, and the Governing Board member believes it is important to hold this meeting in person.

The original date of completion of the Strategic Plan had been August 6th. This is part of the written contract which the Governing Board approved. Therefore, staff asked the consultant whether they would be willing to delay the project, in case the Board voted to do so. The consultant has indicated they would be willing to delay until no later than December 31st for the final submission. Therefore, the Board does have the option to delay if it so desires. The consultant needs two Board meetings – one to have the 4-6 hour meeting and a final one for presentation of the final Strategic Plan.

The meetings currently scheduled are:

- Special Meeting: - June 24th
- Regular Meeting – August 6th
- Regular Meeting – November 5th.

The Board can also consider having an additional or different Special meeting, noting that available dates for the group are limited to two or three possible dates per month (because of conflicts), depending upon the beginning and ending time of the meeting.

OPTIONS

The Governing Board has the following options:

1. Make no changes to the current plan (hold the Strategic Plan meeting and the Measure M consultant meeting on June 24th).
2. Move the date of the Strategic Plan meeting to August 6th and hold a brief Special Meeting in June for the Measure M consultant, with the final Strategic Plan presentation on November 5th.
3. Move the date of the Strategic Plan meeting to November 5th and hold a brief Special Meeting in June for the Measure M consultant, with the final Strategic Plan presentation being held at a Special meeting sometime in December.
4. Hold a Special Meeting on a date to be identified by the Governing Board for the Strategic Plan with a brief Special Meeting in June for the Measure M consultant, and another date designated by the Board for the Strategic Plan final presentation.
5. Other option as designated by Governing Board.

Melanie Wong, the Strategic Plan consultant representative from Lee Andrews Group will be calling into the meeting if you should have questions of her.

RECOMMENDATION

1. That the Governing Board select an option and direct staff to schedule the meetings.

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 28, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Appointment of Representative to the SCAG Energy & Environment Committee

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BACKGROUND

The AVCJPA Governing Board has a total of four elected representatives to other agencies. One of the appointments is to the SCAG Energy and Environment Committee. Former Member Devine, who has stepped down from the Governing Board, has been serving as representative to the SCAG Energy and Environment Committee. She has indicated she will also be stepping down from this Committee. Therefore, a vacancy exists for that Committee and, if the Board so desires, they may appoint a new representative to that Committee. The current representatives are as follows:

AVCJPA ELECTED OFFICIAL APPOINTMENTS

AVCJPA Elected Appointee	Agency	Term of Office
Robert Joe (South Pasadena)	SCAG (Community, Economic and Human Committee (CEHDC))	Indefinite
Emily Gabel-Luddy (Burbank)	SCAG (Transportation Committee (TC) Representative	Indefinite
	SCAG (Energy & Environment Committee (EEC))- Representative	Indefinite
Diana Mahmud (South Pasadena)	League of California Cities	Indefinite

The following is information regarding the Energy and Environment Committee (EEC):
The Energy & Environment Committee considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis.

The meetings are generally once per month on the 1st Thursday of the month at 10:00am, but the schedule can vary.

The Governing Board may choose to appoint from among its own members to this position or may choose to appoint another elected official to the position.

OPTIONS

1. That the Governing Board nominate and vote to appoint the AVCJPA Representative to the SCAG Energy and Environment Committee.
2. The Governing Board can defer the appointment to a later date.
3. The Governing Board can decline to fill this position.

RECOMMENDATION

1. That the Governing Board nominate and vote to appoint the AVCJPA Representative to the SCAG Energy and Environment Committee.

DATE: May 21, 2020

TO: Arroyo Verdugo Communities Joint Powers Authority Governing Board

FROM: Emily Gabel-Luddy, SCAG Transportation Committee Member

SUBJECT: Summary of SCAG Transportation Committee meetings from May, 2020

The following is a summary of SCAG Transportation Committee meetings from May.

MAY 7, 2020 – COMMITTEE MEETING

1. This meeting was held through Zoom.

The focus was the Connect SoCal Regional Transportation Plan and its adoption process.

2. Planning horizon: 2020-2045

Examining the impact of the pandemic on recommendations in the Plan: COVID-19 affects the proposal and how we build and recover. The committee is proposing a pause on the Plan to engage stakeholders and inform them of where we are in the pandemic.

The recommendation was to delay the plan for 120 days due to the pandemic and reconsider the recommendations in light of the pandemic with a focus on recovery. COVID-19 is a game changer for transit. The impact will be substantial at least in the short term. More thought is needed to chart ridership recovery and the impact on agencies' budgets.

The Plan targets higher greenhouse gas reductions and as a result there will be higher costs. Under COVID-19, this will likely be reconsidered or at a minimum accounted for in a more appropriate manner.

The Plan CORE VISION:
1. Complete Streets
2. Sustainable development
3. Demand management
4. System preservation
5. Goods movement
6. Transit backbone

For emerging "smart cities" local governments, virtual access gets more emphasis.

There are 4,000 transportation projects including toll lanes and street cars, as well as more subway/passenger rail.

From the draft to the final version, there were 1,800 public comments through 81 agencies and organizations. The changes were mostly technical corrections.

Other information significant to local government:

The Plan confirms local control and the authority of general plans. It also reinforces the role of housing as a supportive piece of infrastructure.

The Plan will result in the direct creation of 168,400 transportation and construction jobs.

3. Metrolink Report from Art Brown:

According to the latest report, ridership is down 90% and cars are down 30% in service.

MAY 20, 2020 - ELECTION OF OFFICERS

1. The SCAG Transportation Committee held an election for their Chair and Vice Chair positions.

Officers elected will begin their roles on July 1st, 2020.

Chair: Cheryl Viegas-Walker, Mayor of El Centro (re-elected to Chair).
Vice Chair: Steve Hoffbauer, Mayor of Palmdale

It was a great competition with a lot of excellent candidates.

Congratulations to all!

CITY OF SOUTH PASADENA

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Date: May 20, 2020
To: Arroyo Verdugo Subregion Steering Committee
From: Robert S. Joe, South Pasadena Mayor
Subject: SCAG Community, Economic and Human Development Committee Update

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Since January, the Community, Economic and Human Development (CEHD) Committee has met four times.

The following items were discussed by the CEHD to the Regional Council for action:

- Final Regional Housing Needs Assessment (RHNA) Methodology for the 6th Housing Element Cycle
- 6th RHNA Cycle Appeals Procedures
- Final Connect SoCal Program Environmental Impact Report (PEIR)

The following items have been Received and Filed by the CEHD:

- State Housing and Community Development Review Findings of SCAG's Draft RHNA Methodology
- Go Human Outlook - Safety Strategies and Resources
- 31st Annual Demographic Workshop
- Regional Early Action Planning Grant Subregional Partnership Program and Funding Allocation
- Building Sector Decarbonization
- Permitting Electrical Vehicle Supply Equipment
- Status Update on Final Federal Safer, Affordable, Fuel-Efficient Vehicles Rules
- Status Update on the Connect SoCal Final PEIR
- Resolution regarding Preserving Naturally Occurring Affordable Housing Project Regulatory Agreement
- COVID-19: Leading and Learning in Uncertain Times
- Housing Legislative Update

The following items were presented to the CEHD as information items:

- Financial Tools to Preserve Affordable Housing
- Resolution Regarding Funding for Housing
- Advancement of the Growth Vision for Connect SoCal
- Overview of Draft Connect SoCal Comments and Revision Approach

The next meeting will be held on July 2, 2020.

Arroyo Verdugo Communities Joint Powers Authority

DATE: May 6, 2020

TO: Governing Board

FROM: Yazdan T. Emrani, P.E., AVCJPA Representative, Metro Technical Advisory Committee

SUBJECT: Metro Technical Advisory Committee (TAC) Update

BACKGROUND

The Metro TAC meets monthly to provide input on Metro programs and projects, and to hear updates on various Metro programs that affect the cities, subregions, and Councils of Government in Los Angeles County. The following summarizes the major projects or programs discussed at TAC since the AVCJPA Governing Board met in October.

DISCUSSION

LTSS Prop. A Incentive Funds

The staff discussed the Suspension of Performance Recommendation letter dated April 7, 2020 submitted by Pomona Valley Transportation Authority (PVTA) pertaining to the impact of the COVID-19 crisis on all the County's transit operators as well as the O&M financial hardship. The PVTA recommendation letter addressed the following:

1- Metro suspend the Subregional Paratransit operating performance standards for FY 2020
2- All the program's participants be given the full 25% award for FY2022; and
3- FY2019 date be used in lieu of FY 2020 as the basis for calculating the programs' net cost.

All members unanimously approved and supported all the recommendations.

Legislative Update

Federal

- Proposal for reauthorizing federal Surface Transportation Act has circulated but it is unlikely that the bill will be reauthorized
- Metro's focus is to secure FFGA for Purple Line Extension Section 3

State

- Metro working to refine and simplify agency's procurement process for design-build contracts process
- Metro seeking authority to potentially be an administrative entity that may create Enhanced Infrastructure Financing Districts (EIFDs)
- Metro looking within CEQA and other ways to accelerate major pillar capital projects
- Currently, state has three "free transit" proposals: 1) free transit to anyone 18 years of age or younger, 2) free transit to anyone 18 years of age or younger and college students, and 3) free transit for seniors

o Transit agencies will be required to provide free transit to receive state funding such as the State Transit Assistance (STA), Transportation Development Act (TDA), and Low Carbon Transit Operations Program (LCTOP) funds

ATP & CTC Update

Due to the Pandemic COVID-19 crisis, the ATP Grant Statewide Cycle 5 project application deadline has been extended to July 15th for Quick-build projects and September 15th for all other project types.

ATP Cycle 5

- $445M across FY22-FY25
- Schedule
    - o Spring 2020- Ongoing guidelines/application development workshops
    - o March 25th-26th- Call for Projects
    - o June 15th- Applications due
    - o December 2nd-3rd- CTC adopts Statewide projects
    - o May 2021- CTC adopts MPO projects

- Changes to guidelines/applications
    - Scoring rubric change resulting in increase in points depending on the categories
    - 2 instead of 5 hard copies of application required
    - Changes to MPO component to consider projects that did not apply to Statewide component (Metro will only consider projects applied to Statewide component)

- Takeaways from webinar are having consistency in scope plan and making sure all elements of the application are included

Metro ATP Grant Assistance

o Timeline

- Feb 5th- Project selection
- Feb 10th-24th- Project sponsor submits existing project data/information
- March 2nd-26th- Consultants and project sponsors meet
- March 26th-June 15th- Metro consultant prepares application and project sponsor reviews drafts

Local Streets and Roads Deadlines

o Initial project lists must be submitted by May 1st, 2020 on CalSMART. Cities must adopt project lists through resolution before May 1st, 2020

o Needs Assessment Survey deadline is April 17th, 2020

FISCAL IMPACT

There is no Fiscal Impact to receive this TAC update.

RECOMMENDATION

Note and File.