



Arroyo Verdugo Communities Joint Powers Authority

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**DATE:** June 2, 2022  
**TO:** Governing Board  
**FROM:** Alex Hernandez, Treasurer  
**SUBJECT:** Annual Budget FY2022-2023

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**RECOMMENDATION:**

Approve the attached Annual Budget for FY 2022-23, effective July 1, 2022.

**BACKGROUND:**

The Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) has a policy of assigning dues which assess each agency 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 2022 Department of Finance population estimates, along with the 2021 Assessed Valuations. The 2022-23 budget, presented for the Governing Board's consideration, also reflects figures for each AVCJPA agency based on that formula.

The proposed FY 2022-23 operating budget has expenses totaling \$89,293. Expenditures of \$62,816 include the staff time to be incurred by the City of Pasadena as it administers the AVCJPA (portion of costs for salaries, benefits, etc for Executive Director, Board Clerk, and Treasurer), as well as expenses for insurance, bank fees, auditor services, and website management. The Proposed Budget reflects six regular meetings per year and no charges for meals or mileage. Consultant services are also budgeted at \$26,477 to assist the JPA with submission of Measure M projects to Metro for approval. The cost of the consultant is fully reimbursable from Metro Measure M Planning (.05%) funds.

Revenues from member dues will total \$62,816, which is a 1.4% increase from FY22, and reimbursement from Metro for consultant services are estimated at \$26,477 for total revenues of \$89,293. Following Governing Board approval of the budget, all AVCJPA member agencies will be invoiced after July 1, 2022.

At this time, staff recommends adopting a balanced budget. Future consideration may be given to increasing reserves for the JPA which are estimated to be \$21,088 to end FY22.

**FISCAL IMPACT:**

None

Attachment:  
FY2022-2023 Budget

**ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)  
FY 2022-23 DRAFT BUDGET**

**REVENUES**

BUDGET ITEM	AMOUNT	DESCRIPTION
Member Dues - Operations	\$62,816	Dues charged to Member Agencies for expenditures that are not otherwise reimbursed and which are divided per Board Policy
Revenues from Measure M Planning Funds for Measure M Project Consultant	\$26,477	Reimbursement through Funding Agreement with Metro
<b>TOTAL REVENUES</b>	<b>\$89,293</b>	

**EXPENDITURES**

BUDGET ITEM	COST	DESCRIPTION
<b>Expenditures from Dues:</b>		
Reimbursement to City of Pasadena for staff services	\$ 47,615	Executive Director, Board Clerk, Treasurer (2.5% increase from FY22)
Bank Fees	\$ 500	Monthly checking fee and bank service fees
Lease Agreement	\$ 1	Lease Agreement with City of Pasadena for use of property
Communication/Recognition	\$ 200	Plaques, publications
Insurance	\$ 8,000	General Liability Insurance; Public Official Insurance; Treasurer Surety Bond
Professional Support Services	\$ 6,500	Website Management (\$2,500); Annual Auditor (\$4,000)
<b>Subtotal Operating Costs Charged to Dues:</b>	<b>\$ 62,816</b>	Includes expenditures reimbursed only from dues
<b>Expenditures from Special Funds:</b>		
Measure M Project Consultant	\$ 26,477	Expenditure to be reimbursed by Measure M Revenue - cost estimate based on extension of existing agreement with contractor for Measure M MSP project planning services
<b>Subtotal Operating Costs from Special Funds:</b>	<b>\$ 26,477</b>	
<b>FY 2022-23 TOTAL EXPENDITURES:</b>	<b>\$ 89,293</b>	

<b>UNDESIGNATED RESERVES est.</b>	<b>\$ 21,088</b>
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**ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA) FY 2022-23 ALLOCATION BY AGENCY**

**WEIGHTED SHARE (1/2 BUDGET)**

CITY	POPULATION (DEPARTMENT OF FINANCE POPULATION ESTIMATES FOR 1/1/22)		2021 ASSESSED VALUE (in billions)		LAND AREA		WEIGHTED FACTOR (average % of population, assessed value & land	Total Weighted Share Cost per City
Burbank	105,451	20.94%	\$26.74	22.91%	17,380	20.11%	21.32%	\$13,392.16
Glendale	193,116	38.36%	\$36.60	31.35%	30,453	35.23%	34.98%	\$21,973.43
La Cañada Flintridge	20,018	3.98%	\$9.16	7.85%	8,645	10.00%	7.27%	\$4,569.75
Pasadena	138,310	27.47%	\$36.08	30.91%	23,130	26.76%	28.38%	\$17,826.96
South Pasadena	26,580	5.28%	\$5.61	4.81%	3,405	3.94%	4.67%	\$2,936.54
County of Los Angeles 5th District (La Crescenta-Montrose)	19,997	3.97%	\$2.54	2.18%	3,426	3.96%	3.37%	\$2,117.17
Totals:	503,472	100%	\$ 116.73	100%	86,439	100%	100%	\$62,816.00

\*Assessed valuation for La Crescenta/Montrose is at the 2015 level - annual estimates are not available.

	Burbank	Glendale	La Cañada Flintridge	Pasadena	South Pasadena	Co. of L.A. 5th Dist. (La Crescenta- Montrose)	TOTAL
<b>FY 2022-23 PROPOSED TOTAL ANNUAL COST BY AGENCY:</b>							
Weighted Share	\$13,392.16	\$21,973.43	\$4,569.75	\$17,826.96	\$2,936.54	\$2,117.17	\$62,816
<b>(A) One-Half Weighted Share:</b>	<b>\$6,696.08</b>	<b>\$10,986.72</b>	<b>\$2,284.87</b>	<b>\$8,913.48</b>	<b>\$1,468.27</b>	<b>\$1,058.58</b>	<b>\$31,408</b>
Equal Share (\$62,816 / 6)	\$10,469.33	\$10,469.33	\$10,469.33	\$10,469.33	\$10,469.33	\$10,469.33	\$62,816
<b>(B) One-Half Equal Share:</b>	<b>\$5,234.67</b>	<b>\$5,234.67</b>	<b>\$5,234.67</b>	<b>\$5,234.67</b>	<b>\$5,234.67</b>	<b>\$5,234.67</b>	<b>\$31,408</b>
<b>TOTAL PROPOSED DUES BY AGENCY rounded (sum of A + B):</b>	<b>\$11,835</b>	<b>\$16,318</b>	<b>\$7,511</b>	<b>\$14,203</b>	<b>\$6,668</b>	<b>\$6,281</b>	<b>\$62,816</b>