



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 4, 2024
TO: Governing Board
FROM: Alex Hernandez, Treasurer
SUBJECT: Amendment to FY24 Budget of \$1,000 for Travel, Training, and Conferences

RECOMMENDATION:

Approve an amendment to the FY24 budget of \$1,000 for expenses for travel, training, and conferences and reduce payment for staff expenses by \$1,000.

BACKGROUND:

The Governing Board adopted Financial Policies and Procedures in April 2021 to provide staff with clarity and consistency in managing the financial operations of the AVCJPA. While the policies and procedures direct staff to prepare an annual budget for adoption before July 1 of each year, there is no mechanism or process to follow to amend the budget during the fiscal year.

The Executive Director has been invited by the Southern California Association of Governments (SCAG) to attend their 59th Annual Regional Conference and General Assembly from May 2-3 in Palm Desert. The conference serves as a venue to collaborate with elected officials and policy makers on matters ranging from transportation to mobility. SCAG is offering a complimentary registration however other travel related costs such as hotel, meals, and mileage are not covered.

The AVCJPA FY24 adopted budget does not have expenses approved for travel, training, and conferences. To keep the FY24 operating expenses budgeted at \$62,906, staff recommends to reduce payment for staff expenses by \$1,000 and create a new line item for Travel, Training, and Conferences to be funded with a budget of \$1,000. Staff will also review the Financial Policies and Procedures from April 2021 for other revisions and updates to bring to the Governing Board for consideration at a future meeting.

FISCAL IMPACT:

The recommended action will maintain a balanced budget and allow for tracking of these line item expenses when developing future year budgets.

Attachment:
Amended FY2023-2024 Budget

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
FY 2023-24 AMENDED BUDGET

REVENUES

BUDGET ITEM	Fy24	Amended Budget	DESCRIPTION
Member Dues - Operations	\$62,906.00	\$ 62,906.00	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	\$18,500.00	\$ 18,500.00	Reimbursement through Funding Agreement with Metro
TOTAL REVENUES	\$81,406.00	\$ 81,406.00	

EXPENDITURES

BUDGET ITEM	Fy24	Amended Budget	DESCRIPTION
Expenditures from Dues:			
Reimbursement to City of Pasadena for staff services	\$ 48,805.00	\$ 47,805.00	Executive Director, Board Clerk, Treasurer (2.5% increase from FY23)
Travel, Training, and Conferences	-	\$ 1,000.00	As needed expenses for travel, meals, mileage related to conferences, seminars, etc.
Bank Fees	\$ 500.00	\$ 500.00	Monthly checking fee and bank service fees
Lease Agreement	\$ 1.00	\$ 1.00	Lease Agreement with City of Pasadena for use of property
Insurance	\$ 8,000.00	\$ 8,000.00	General Liability Insurance; Public Official Insurance; Treasurer Surety Bond
Professional Support Services	\$ 5,600.00	\$ 5,600.00	Annual Auditor (\$4,000); meeting technology (\$600), and website management (\$1,000)
Subtotal Operating Costs Charged to Dues:	\$ 62,906.00	\$ 62,906.00	Includes expenditures reimbursed only from dues
Expenditures from Special Funds:			
Measure M Project Consultant	\$ 18,500.00	\$ 18,500.00	Cost estimate based on balance of existing agreement with Metro for project planning services
FY 2023-24 TOTAL EXPENDITURES:	\$ 81,406.00	\$ 81,406.00	
UNDESIGNATED RESERVES est.	\$ 23,500.00	\$ 23,500.00	