



Arroyo Verdugo Communities Joint Powers Authority

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**DATE:** June 6, 2024  
**TO:** Governing Board  
**FROM:** Alex Hernandez, Treasurer  
**SUBJECT:** Annual Budget FY2024-2025

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**RECOMMENDATION:**

Approve the attached Annual Budget for FY 2024-25, effective July 1, 2024.

**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 January 2024 Department of Finance population estimates, along with the 2023 Assessed Valuations. The 2024-25 budget, presented for the Governing Board's consideration, also reflects dues for each AVCJPA agency based on that formula with dues decreasing next fiscal year.

The proposed FY 2024-25 operating budget has expenses totaling \$75,731. Expenditures of \$44,980 include the staff time to be incurred by the City of Pasadena as it administers the AVCJPA (portion of salaries 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. Consultant services are also budgeted at \$15,000 to assist the AVCJPA with submission of Measure M projects to Metro for approval. The consultant cost is fully reimbursable from Metro Measure M Planning (.05%) funds.

Revenues from member dues will total \$60,731, which is a \$2,175 decrease from FY24, and reimbursement from Metro for consultant services are estimated at \$15,000 for total revenues of \$75,731. Following Governing Board approval of the budget, all AVCJPA member agencies will be invoiced after July 1, 2024.

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 \$24,250 to end FY25.

**FISCAL IMPACT:**

The FY2024-25 budget will allow the JPA to assess and collect member dues to fund all needed operations.

Attachment:  
FY2024-2025 Budget

**ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)**  
**FY 2024-25 PROPOSED BUDGET**

**REVENUES**

BUDGET ITEM	Fy23 Actuals	FY24 Revised Budget	FY25 Proposed Budget	DESCRIPTION
Member Dues - Operations	\$62,816.00	\$62,906.00	\$ 60,731.00	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	\$11,629.00	\$18,500.00	\$ 15,000.00	Reimbursement through Funding Agreement with Metro
<b>TOTAL REVENUES</b>	<b>\$74,445.00</b>	<b>\$81,406.00</b>	<b>\$ 75,731.00</b>	

**EXPENDITURES**

BUDGET ITEM	Fy23 Actuals	FY24 Revised Budget	FY25 Proposed Budget	DESCRIPTION
<b>Expenditures from Dues:</b>				
Reimbursement to City of Pasadena for staff services	\$ 47,615.00	\$ 47,805.00	\$ 44,980.00	Executive Director, Board Clerk, Treasurer (10% of salaries)
Travel, Training, and Conferences	-	\$ 1,000.00	\$ 1,000.00	As needed expenses for travel, meals, mileage related to conferences, seminars, etc.
Bank Fees	\$ 116.65	\$ 500.00	\$ 250.00	Monthly checking fee and bank service fees
Lease Agreement	\$ 1.00	\$ 1.00	\$ 1.00	Lease Agreement with City of Pasadena for use of property
Insurance	\$ 8,043.00	\$ 8,000.00	\$ 8,500.00	General Liability Insurance; Public Official Insurance; Treasurer Surety Bond
Professional Support Services	\$ 6,382.30	\$ 5,600.00	\$ 6,000.00	Annual Auditor (\$4,000); website management (\$1,000); and meeting technology (\$1,000)
<b>Subtotal Operating Costs Charged to Dues:</b>	<b>\$ 62,157.95</b>	<b>\$ 62,906.00</b>	<b>\$ 60,731.00</b>	Includes expenditures reimbursed only from dues
<b>Expenditures from Special Funds:</b>				
Measure M Project Consultant	\$ 11,629.03	\$ 18,500.00	\$ 15,000.00	Cost estimate based on balance of existing agreement with Metro for project planning services
<b>FY 2024-25 TOTAL EXPENDITURES:</b>	<b>\$ 73,786.98</b>	<b>\$ 81,406.00</b>	<b>\$ 75,731.00</b>	

<b>UNDESIGNATED RESERVES est.</b>	<b>\$ 23,901.00</b>	<b>\$ 24,000.00</b>	<b>\$ 24,250.00</b>
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**ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA) FY 2024-25 ALLOCATION BY AGENCY**

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

CITY	POPULATION (DEPARTMENT OF FINANCE POPULATION ESTIMATES FOR JAN 2024)		2023 ASSESSED VALUE (LA County Assessor in billions)		LAND AREA		WEIGHTED FACTOR (average % of population, assessed value & land	Total Weighted Share Cost per City
Burbank	105,603	20.99%	\$31.83	24.26%	17,380	20.11%	21.79%	\$13,230.72
Glendale	191,586	38.08%	\$40.25	30.68%	30,453	35.23%	34.66%	\$21,051.02
La Cañada Flintridge	20,048	3.98%	\$10.28	7.84%	8,645	10.00%	7.27%	\$4,417.51
Pasadena	139,692	27.76%	\$39.60	30.19%	23,130	26.76%	28.24%	\$17,147.83
South Pasadena	26,270	5.22%	\$6.38	4.86%	3,405	3.94%	4.67%	\$2,838.85
County of Los Angeles 5th District (La Crescenta-Montrose)	19,957	3.97%	\$2.85	2.17%	3,426	3.96%	3.37%	\$2,045.07
Totals:	503,156	100%	\$ 131.19	100%	86,439	100%	100%	\$60,731.00

\*Assessed valuation for La Crescenta/Montrose is at the 2015 level \$2.54 (annual estimates are not available) with percentage increase of 5.5% applied for 2023 unincorporated LA County valuation increase.

	Burbank	Glendale	La Cañada Flintridge	Pasadena	South Pasadena	Co. of L.A. 5th Dist. (La Crescenta- Montrose)	TOTAL
<b>FY 2024-25 PROPOSED TOTAL ANNUAL COST BY AGENCY:</b>							
Weighted Share	\$13,230.72	\$21,051.02	\$4,417.51	\$17,147.83	\$2,838.85	\$2,045.07	\$60,731.00
<b>(A) One-Half Weighted Share:</b>	<b>\$6,615.36</b>	<b>\$10,525.51</b>	<b>\$2,208.75</b>	<b>\$8,573.92</b>	<b>\$1,419.43</b>	<b>\$1,022.54</b>	<b>\$30,365.50</b>
Equal Share (\$60,731 / 6)	\$10,121.83	\$10,121.83	\$10,121.83	\$10,121.83	\$10,121.83	\$10,121.83	\$60,731.00
<b>(B) One-Half Equal Share:</b>	<b>\$5,060.92</b>	<b>\$5,060.92</b>	<b>\$5,060.92</b>	<b>\$5,060.92</b>	<b>\$5,060.92</b>	<b>\$5,060.92</b>	<b>\$30,365.50</b>
Sum of A (weighted share) and B (equal share) =	\$11,676.27	\$15,586.43	\$7,269.67	\$13,634.83	\$6,480.34	\$6,083.45	\$60,731.00
<b>TOTAL PROPOSED DUES BY AGENCY (ROUNDED):</b>	<b>\$ 11,676</b>	<b>\$ 15,586</b>	<b>\$ 7,270</b>	<b>\$ 13,635</b>	<b>\$ 6,480</b>	<b>\$ 6,083</b>	<b>\$ 60,730</b>

FY24 Dues amount for reference \$ 12,000 \$ 16,214 \$ 7,531 \$ 14,139 \$ 6,719 \$ 6,303 \$ 62,906