



## **AMBAG EXECUTIVE/FINANCE COMMITTEE AGENDA**

**DATE:** August 10, 2022

**TIME:** 5:00 pm

**LOCATION:** Conference Call  
**Dial-In Number: (605) 475-4700**  
**Access Code: 203466#**

On September 16, 2021, Governor Newsom signed AB 361 into law. The provisions enacted by AB 361 provide flexibility to meet remotely during a proclaimed emergency and will sunset on January 1, 2024. The AMBAG Executive/Finance Committee meeting will be conducted via Conference Call and will participate in the meeting from individual remote locations.

Members of the public will need to attend the meeting remotely via Conference Call. We apologize in advance for any technical difficulties.

Persons who wish to address the AMBAG Executive/Finance Committee on an item to be considered at this meeting are encouraged to submit comments in writing at [info@ambag](mailto:info@ambag) by Tuesday, August 9, 2022 at 5 pm. The subject line should read "Public Comment for the August 10, 2022 Executive/Finance Committee Meeting". The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via Conference Call, please use the conference call dial-in information provided.

If you have any questions, please contact Ana Flores, Clerk of the Board at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

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- 1. Call to Order**
  - 2. Roll Call**

**3. Resolution in accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom**

**Recommended Action: ADOPT**

- Maura F. Twomey, Executive Director

Adopt a Resolution 2022-7 in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom. (Page 3)

**4. Public Comment (A maximum of three minutes on any subject not on the agenda)**

**5. Consent Agenda**

**Recommended Action: APPROVE**

**Note:** Action listed for each item represents staff recommendation. The Executive/Finance Committee may, at its discretion, take any action on the items listed in the agenda.

**A. Draft Minutes of the May 11, 2022 Meeting**

Approve the draft minutes of the May 11, 2022 meeting. (Page 5)

**B. List of Warrants as of May 31, 2022**

Accept the list of warrants. (Page 7)

**C. Accounts Receivable as of May 31, 2022**

Accept the accounts receivable. (Page 9)

**6. Financial Update Report**

**Recommended Action: INFORMATION**

- Maura F. Twomey, Executive Director

Receive the financial update report which provides an update on AMBAG's current financial position and accompanying financial statements. (Page 11)

**7. Other Items**

**8. Adjournment**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email [aflores@ambag.org](mailto:aflores@ambag.org) at least 48 hours prior to the meeting date.

**A RESOLUTION**

**OF THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS EXECUTIVE/FINANCE COMMITTEE  
ADOPTING A RESOLUTION REGARDING THE RALPH M BROWN ACT AND FINDING OF IMMINENT RISK TO  
HEALTH AND SAFETY OF IN-PERSON MEETING AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC  
STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM**

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

**WHEREAS**, the proclaimed state of emergency remains in effect; and,

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and,

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risk to the health and safety of attendees, and further requires that certain findings be made by the legislative body every (30) days; and,

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta and Omicron variants of COVID-19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause severe illness, and that even fully vaccinated individuals can spread the virus (<https://cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

**WHEREAS**, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designated to reflect a community’s COVID-19 case rate and percent positivity; and,

**WHEREAS**, Monterey County and San Benito County currently have a Community Transmission metric of “high” and Santa Cruz County currently has a Community Transmission metric of “medium”; and,

**WHEREAS**, due to the current pandemic situation, the CDC recommends that all persons, regardless of vaccination status, wear a mask based on your personal preference, informed by your personal level of risk. The public may choose to wear a mask or respirator that offers greater protection in certain situations, such as when you are with people at higher risk for severe illness, or if you are at higher risk for severe illness; and

**WHEREAS**, the Executive/Finance Committee for the Association of Monterey Bay Area Governments (AMBAG) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

**WHEREAS**, AMBAG has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of AMBAG's various legislative bodies subject to the Brown Act; and,

**WHEREAS**, in the interest of the public health and safety, as affected by the emergency cause by the spread of COVID-19, the AMBAG Executive/Finance Committee deems it necessary to find that meeting in person for meetings of all AMBAG related legislative bodies as well as subcommittees of the board of Directors subject to the Ralph M. Brown Act, would present imminent risk to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivisions (e) of Government Code section 54953; and,

**WHEREAS**, all teleconference meetings of the AMBAG Board of Directors, AMBAG Executive/Finance Committee, as well as all subcommittees of the Board of Directors shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

**NOW, THEREFORE, BE IT RESOLVED** that the AMBAG Executive/Finance Committee does hereby approve as follows:

1. The AMBAG Board of Directors finds that meeting in person for meeting of all AMBAG related legislative bodies subject to the Ralph M. Brown Act would present imminent risk to the health or safety of attendees.
2. This finding applies to all AMBAG related legislative bodies subject to the Brown Act, including but not limited to, the AMBAG Board of Directors meeting; the AMBAG Executive/Finance Committee; the RAPS, Inc. Board of Directors meeting, and any other standing committees.
3. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by next Board of Directors meeting (whichever comes first), with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. The AMBAG Executive Director and AMBAG Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of August 2022.

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Kristen Brown, President

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Maura F. Twomey, Executive Director

# DRAFT EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES

Conference Call

June 15, 2022

## 1. Call to Order

The meeting was called to order by President Brown at 5:00 p.m.

## 2. Roll Call

**Present:** Directors Brown, Freeman, McAdams, and McShane

**Absent:** Director Smith

**Others Present:** Maura Twomey, Executive Director

## 3. Public Comments

There were no written or oral comments from the public.

## 4. Consent Agenda

The following items were enclosed: 1) draft minutes of the May 11, 2022 meeting; 2) Resolution 2022-6 in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom; 3) warrants as of March 31, 2022; and 4) accounts receivable as of March 31, 2022.

**Motion made by Director McAdams seconded by Director McShane to approve the consent agenda. The motion passed unanimously.**

## 5. Financial Update Report

Maura Twomey, Executive Director, gave a report on AMBAG's current financial position. The accompanying financial statements were also discussed.

## 6. Other Items

None.

## 7. Adjournment

The meeting adjourned at 5:08 p.m.

**DRAFT**  
**AMBAG EXECUTIVE/FINANCE COMMITTEE MEETING**  
**ATTENDANCE & VOTING RECORD**

**MEETING DATE: June 15, 2022**

<b>Attendance (Y= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)</b>			
<b>MEMBER</b>	<b>AMBAG REP</b>	<b>Attendance</b>	<b>Item# 4 Consent</b>
Capitola	Kristen Brown	Y	Y
Monterey	Ed Smith	AB	n/a
Pacific Grove	Jenny McAdams	Y	Y
Salinas	Steve McShane	Y	Y
San Juan Bautista	John Freeman	Y	Y

**AMBAG**  
**Check Register - May 2022**

Date	Check Number	Name	Description	Amount
05/12/2022	1088	REAP - AMBAG ADMIN (WE 343)	REAP ADMIN - Q3 FY2021-22	6,546.42
05/12/2022	1089	REAP - AMBAG PROJECT (WE 344)	REAP PROJECT - Q3 FY2021-22	21,376.94
05/12/2022	1090	REAP - AMBAG PROJECT (WE 607)	REAP PROJECT - Q3 FY2021-22	9,319.78
05/12/2022	1091	REAP - City of Buellton (WE 344)	City of Buellton- REAP PROJECT - Q3 FY2021-22	690.00
05/12/2022	1092	REAP - City of Carpinteria (WE 344)	Carpinteria - REAP PROJECT - Q3 FY2021-22	8,481.60
05/12/2022	1093	REAP - City of Goleta (WE 344)	Goleta - REAP PROJECT - Q3 FY2021-22	45,925.00
05/12/2022	1094	REAP - City of Guadalupe (WE 344)	City of Guadalupe - REAP PROJECT - Q3 FY2021-22	7,935.00
05/12/2022	1095	REAP - City of Lompoc (WE 344)	Lompoc - REAP PROJECT - Q3 FY2021-22	4,842.20
05/12/2022	1096	REAP - City of Morro Bay (WE 344)	Morro Bay - REAP PROJECT - Q3 FY2021-22	1,165.50
05/12/2022	1097	REAP - City of Paso Robles (WE 344)	City of Paso Robles - REAP PROJECT - Q3 FY2021-22	15,391.25
05/12/2022	1098	REAP - City of Pismo Beach (WE 344)	City of Pismo Beach - REAP PROJECT - Q3 FY2021-22	22,223.00
05/12/2022	1099	REAP - City of Salinas (WE 344)	City of Salinas- REAP PROJECT - Q3 FY2021-22	11,309.36
05/12/2022	1100	REAP - City of San Luis Obispo (WE 344)	San Luis Obispo - REAP PROJECT - Q3 FY2021-22	36,857.90
05/12/2022	1101	REAP - City of Santa Maria (WE 344)	Santa Maria - REAP PROJECT - Q3 FY2021-22	27,610.43
05/12/2022	1102	REAP - County of San Luis Obispo (WE 344)	COSLO - REAP PROJECT - Q3 FY2021-22	18,106.25
05/12/2022	1103	REAP - SLOCOG (WE 344)	SLOCOG - REAP PROJECT - Q3 FY2021-22	11,979.35
05/31/2022	1104	REAP - City of Atascadero (WE 344)	Atascadero - REAP PROJECT - Q3 FY2021-22	33,578.68
05/31/2022	1105	REAP - City of Del Rey Oaks (WE 344)	Del Rey Oaks - REAP PROJECT - Q3 FY2021-22	6,083.50
05/31/2022	1106	REAP - City of Grover Beach (WE 344)	Grover Beach - REAP PROJECT - Q3 FY2021-22	50,511.76
05/31/2022	1107	REAP - City of Marina (WE 344)	Marina - REAP PROJECT - Q3 FY2021-22	23,062.00
05/31/2022	1108	REAP - City of Pacific Grove (WE 344)	City of Pacific Grove - REAP PROJECT - Q3 FY2021-22	9,165.00
05/31/2022	1109	REAP - City of San Juan Bautista (WE 344)	City of San Juan Bautista - REAP PROJECT - Q3 FY2021-22	20,839.02
05/31/2022	1110	REAP - City of Santa Cruz (WE 344)	City of Santa Cruz - REAP PROJECT - Q3 FY2021-22	30,589.21
05/31/2022	1111	REAP - City of Solvang (WE 344)	City of Solvang - REAP PROJECT - Q3 FY2021-22	18,742.85
05/31/2022	1112	REAP - County of San Benito (WE 344)	County of San Benito - REAP PROJECT - Q3 FY2021-22	4,000.00
05/31/2022	1113	REAP - County of Santa Barbara (WE 344)	County of Santa Barbara - REAP PROJECT - Q3 FY2021-22	27,979.25
05/31/2022	1114	REAP - County of Santa Cruz (WE 344)	County of Santa Cruz - REAP PROJECT - Q3 FY2021-22	424.04
05/31/2022	1115	REAP - SBtCOG (WE 344)	SBtCOG - REAP PROJECT - Q3 FY2021-22	2,857.07
05/12/2022	30069	AT&T (FAX Line)	Fax Line Billed in Advance From 5/02/22 - 6/01/22	142.02
05/12/2022	30070	BOD - Alan Haffa	BOD Meeting 5/11/22	50.00
05/12/2022	30071	BOD - Bea Gonzales	BOD Meeting 5/11/22	50.00
05/12/2022	30072	BOD - Carlos Victoria	BOD Meeting 5/11/22	50.00
05/12/2022	30073	BOD - Derek Timm	BOD Meeting 5/11/22	50.00
05/12/2022	30074	BOD - Eduardo Montesino	BOD Meeting 5/11/22	50.00
05/12/2022	30075	BOD - Greg Caput	BOD Meeting 5/11/22	50.00
05/12/2022	30076	BOD - John Freeman	BOD Meeting 5/11/22	50.00
05/12/2022	30077	BOD - John Phillips	BOD Meeting 5/11/22	50.00
05/12/2022	30078	BOD - Jon Wizard	BOD Meeting 5/11/22	50.00
05/12/2022	30079	BOD - Kim Shirley	BOD Meeting 5/11/22	50.00
05/12/2022	30080	BOD - Kristen Brown	BOD Meeting 5/11/22	50.00
05/12/2022	30081	BOD - Lance Walker	BOD Meeting 5/11/22	50.00
05/12/2022	30082	BOD - Lisa Berkley	BOD Meeting 5/11/22	50.00
05/12/2022	30083	BOD - Mary Adams	BOD Meeting 5/11/22	50.00
05/12/2022	30084	BOD - Rick Perez	BOD Meeting 5/11/22	50.00
05/12/2022	30085	BOD - Sandra Brown	BOD Meeting 5/11/22	50.00
05/12/2022	30086	BOD - Scott Funk	BOD Meeting 5/11/22	50.00

Date	Check Number	Name	Description	Amount
05/12/2022	30087	BOD - Steve McShane	BOD Meeting 5/11/22	50.00
05/12/2022	30088	Caliper Corporation - RTDM	RTDM Technical Support Services for March and April 2022	1,260.00
05/12/2022	30089	Caltronics Business Systems, Inc	Copier Usage Bill for 3/22/22 - 4/21/22	163.30
05/12/2022	30090	Iron Mountain, Inc.	Offsite Document Storage for April 2022	144.86
05/12/2022	30091	Monterey Computer Corporation, Inc.	IT Support Services for May 2022	1,333.00
05/12/2022	30091	Monterey Computer Corporation, Inc.	MS Office 365 Software & License Subscription - May 2022	311.10
05/12/2022	30091	Monterey Computer Corporation, Inc.	Offsite Real-Time Dynamic Remote Server Services for May 2022	792.00
05/12/2022	30092	Planeteria Media	Website Development and Maintenance - April 2022	400.00
05/12/2022	30093	Population Reference Bureau (PRB)	Forecast Related Services Completed in April 2022	578.50
05/12/2022	30094	Rincon Consultants, Inc.	2045 MTP/SCS/RTP - EIR Services for Period 3/1/22 - 3/31/22	8,075.00
05/12/2022	30095	Santa Cruz Sentinel(MediaNews Group, Inc.	Public Notice - Partially Recirculated Draft EIR & RHNA Methodology Public Hearing	812.80
05/12/2022	30096	The Herald (MediaNews Group, Inc)(Ads)	Public Notice - Partially Recirculated Draft EIR & RHNA Methodology Public Hearing	1,082.21
05/12/2022	30097	VISA Mechanics Bank - 3667	Storage, Travel, Public Notices	7,116.24
05/12/2022	30098	Visa Mechanics Bank - 4089	Subscriptions, Training, Supplies	4,507.82
05/12/2022	EFT	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	235.29
05/15/2022	EFT	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 5/15/22	98,379.18
05/31/2022	30099	AT&T (Silver Cloud VoIP 2019)	Monthly Charges for VoIP Lines (Main Line, Staff Lines) and Fiber MIS - 5/11/22 - 6/10/22	530.63
05/31/2022	30100	Bay Mobile Services	Wash AMBAG Prius & Leaf Onsite - April 2021	80.00
05/31/2022	30101	BOD - Anna Velazquez	BOD Meeting 5/25/22	50.00
05/31/2022	30102	BOD - Bea Gonzales	BOD Meeting 5/25/22	50.00
05/31/2022	30103	BOD - Carlos Victoria	BOD Meeting 5/25/22	50.00
05/31/2022	30104	BOD - Derek Timm	BOD Meeting 5/25/22	50.00
05/31/2022	30105	BOD - Eduardo Montesino	BOD Meeting 5/25/22	50.00
05/31/2022	30106	BOD - Greg Caput	BOD Meeting 5/25/22	50.00
05/31/2022	30107	BOD - John Freeman	BOD Meeting 5/25/22	50.00
05/31/2022	30108	BOD - Jon Wizard	BOD Meeting 5/25/22	50.00
05/31/2022	30109	BOD - Karen Ferlito	BOD Meeting 5/25/22	50.00
05/31/2022	30110	BOD - Kim Shirley	BOD Meeting 5/25/22	50.00
05/31/2022	30111	BOD - Kristen Brown	BOD Meeting 5/25/22	50.00
05/31/2022	30112	BOD - Lance Walker	BOD Meeting 5/25/22	50.00
05/31/2022	30113	BOD - Manu Koenig	BOD Meeting 5/25/22	50.00
05/31/2022	30114	BOD - Sandra Brown	BOD Meeting 5/25/22	50.00
05/31/2022	30115	BOD - Scott Funk	BOD Meeting 5/25/22	50.00
05/31/2022	30116	Comcast - Monterey	High Speed Internet for 05/22/2022 - 06/21/2022	500.87
05/31/2022	30118	Fedex	Mail Package to Maura	66.25
05/31/2022	30119	Heather Adamson	Reimbursement for Expenses for May 2022	158.02
05/31/2022	30120	Maura Twomey.	Expenses for May 2022 - CTC Meeting May 17-19, 2022	65.09
05/31/2022	30122	Monterey Bay Air Resources District	June 2022 Rent	5,968.00
05/31/2022	30123	Perry and Freeman	Legal Services for June 2022	1,125.00
05/31/2022	30124	Pitney Bowes Inc. - Machine Rental	Lease Postage Meter from June 30, 2022 - Sep 29, 2022	350.67
05/31/2022	30125	Pitney Bowes, Inc. - Purchase Power	Postage Paid by Purchase Power Line of ...	500.00
05/31/2022	30126	Rayne Water, Inc.	Water for the Period of 06/01/2022 through 06/30/2022	64.09
05/31/2022	30127	The Sohagi Law Group	Legal Services through 4/30/22	6,042.25
05/31/2022	30128	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	235.29
05/31/2022	30129	VISA Mechanics Bank - 3667	Storage, Travel, Recruitment	1,159.41
05/31/2022	30130	Visa Mechanics Bank - 4089	Supplies, Public Notices	1,963.68
05/31/2022	EFT	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 5/31/22	75,220.26
<b>Total</b>				<b>\$ 698,605.19</b>



**AMBAG  
A/R Aging Detail  
As of May 31, 2022**

Date	Num	Name	Memo	Due Date	Aging	Open Balance	Paid
05/31/2022	4223	Butte County Assoc of Govts (WE 259)	ALL AMBAG	05/31/2022		9,000.00	PAID
05/31/2022	4224	SLOCOG (WE 257):Land Use Model 259	ALL AMBAG	05/31/2022		9,000.00	PAID
05/31/2022	4225	Shasta RTPA 259	ALL AMBAG	05/31/2022		9,000.00	PAID
05/31/2022	4226	Tahoe Regional Planning Agency:Land Use Model 259	ALL AMBAG	05/31/2022		18,000.00	PAID
05/31/2022	4227	CA Department of Housing (HCD)	ACCRUAL ONLY - REAP WE 343	05/31/2022		21,086.27	
05/31/2022	4228	CA Department of Housing (HCD)	ACCRUAL ONLY - REAP WE 344	05/31/2022		11,619.75	
05/31/2022	4229	CA Department of Housing (HCD)	ACCRUAL ONLY - REAP WE 607	05/31/2022		6,584.01	
05/31/2022	4255	RAPS A/R	ALL AMBAG -RAPS WE 502	05/31/2022		509.08	PAID
05/31/2022	4256	RAPS A/R	ALL AMBAG -RAPS WE 530	05/31/2022		3,967.11	PAID
05/31/2022	4257	RAPS A/R	ALL AMBAG -RAPS WE 538	05/31/2022		1,079.20	PAID
05/31/2022	4165	GHG Inventories (WE 331):Central Coast Community Energy (3CE)	ALL AMBAG	06/30/2022		46,800.00	PAID
05/31/2022	4222	SJVCEO - CCEW (WE 332)	ALL AMBAG	06/30/2022		3,960.00	
05/31/2022	4252	Caltrans, D5	Caliper \$1,305, Rincon \$1,066.25	06/30/2022		164,090.73	PAID
04/30/2022	4214	Caltrans, D5	Rincon \$15,481.33	05/30/2022	1	395,512.94	PAID
04/30/2022	4215	SJVCEO - CCEW (WE 332)	ALL AMBAG	05/30/2022	1	3,300.00	PAID
03/31/2022	4210	SJVCEO - CCEW (WE 332)	ALL AMBAG	04/30/2022	31	1,980.00	PAID
04/30/2022	4219	RAPS A/R	ALL AMBAG -RAPS WE 530	04/30/2022	31	1,170.61	PAID
04/30/2022	4220	RAPS A/R	ALL AMBAG -RAPS WE 538	04/30/2022	31	944.48	PAID
04/30/2022	4221	San Benito Council of Governments	ALL AMBAG	04/30/2022	31	65.92	PAID
03/31/2022	4216	RAPS A/R	ALL AMBAG -RAPS WE 511	03/31/2022	61	4,285.63	PAID
03/31/2022	4217	RAPS A/R	ALL AMBAG -RAPS WE 530	03/31/2022	61	1,826.70	PAID
03/31/2022	4218	RAPS A/R	ALL AMBAG -RAPS WE 538	03/31/2022	61	1,003.23	PAID
						\$ 714,785.66	
Net AMBAG Receivables							

PAID Reflects payments received subsequent to May 31, 2022.

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**MEMORANDUM**

**TO:** Executive/Finance Committee

**FROM:** Maura F. Twomey, Executive Director

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** August 10, 2022

**RECOMMENDATION:**

Staff recommends that the Executive/Finance Committee receive the Financial Update Report.

**BACKGROUND/ DISCUSSION:**

The enclosed financial reports are for the 2021-2022 Fiscal Year (FY) and are presented as a consent item. The attached reports contain the cumulative effect of operations through May 31, 2022, as well as a budget-to-actual comparison. Amounts in the Financial Update Report are unaudited.

**FINANCIAL IMPACT:**

The Balance Sheet for May 31, 2022, reflects a cash balance of \$2,201,726.22. The accounts receivable balance is \$714,785.66, while the current liabilities balance is \$170,906.84. AMBAG has sufficient current assets on hand to pay all known current obligations.

AMBAG's Balance Sheet as of May 31, 2022, reflects a deficit Net Position in the amount of \$1,334.58. Although ABAG's Balance Sheet reflects a deficit Net Position, AMBAG's Profit and Loss Statement reflects an excess of revenue over expense of \$153,349.33. Changes in Net Position are to be expected throughout the fiscal year (FY), particularly

*Planning Excellence!*

at the beginning due to collection of member dues which are received in July and the timing of various year-end adjustments required after our financial audit.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights**  
**For Period July 1, 2021 through May 31, 2022**

<b>Expenditures</b>	<b>Budget Through May 2022</b>	<b>Actual Through May 2022</b>	<b>Difference</b>
Salaries & Fringe Benefits	\$ 2,521,525.00	\$ 2,009,069.87	\$ 512,455.13
Professional Services	\$ 6,981,390.00	\$ 1,741,246.17	\$ 5,240,143.83
Lease/Rentals	\$ 83,417.00	\$ 74,206.07	\$ 9,210.93
Communications	\$ 22,733.00	\$ 16,616.39	\$ 6,116.61
Supplies	\$ 107,617.00	\$ 29,089.63	\$ 78,527.37
Printing	\$ 15,308.00	\$ 3,122.84	\$ 12,185.16
Travel	\$ 59,767.00	\$ 2,252.90	\$ 57,514.10
Other Charges	\$ 317,415.00	\$ 357,355.77	\$ (39,940.77)
<b>Total</b>	<b>\$ 10,109,172.00</b>	<b>\$ 4,232,959.64</b>	<b>\$ 5,876,212.36</b>
<b>Revenue</b>			
Federal/State/Local Revenue	\$ 10,147,802.00	\$ 4,386,308.97	\$ 5,761,493.03

Note: AMBAG is projecting a surplus, therefore budgeted revenues do not equal expenses.

**Revenues/Expenses (Budget to Actual Comparison):**

The budget reflects a linear programming of funds while actual work is contingent on various factors. Therefore, during the fiscal year there will be fluctuations from budget-to-actual.

Professional Services are under budget primarily due to the timing of work on projects performed by contractors. Work is progressing on the 2045 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). This work is not performed in a linear fashion while the budget reflects linear programming. In addition, the Regional Early Action Planning Housing Program (REAP) provides \$7,931,311 in funding of which a large portion will pass through to partner agencies. It is in its early stages.

Since AMBAG funding is primarily on a reimbursement basis, any deviation in expenditure also results in a corresponding deviation in revenue. Budget-to-actual revenue and expenditures are monitored regularly to analyze fiscal operations and propose amendments to the budget if needed.

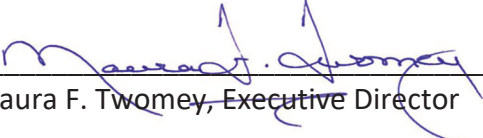
**COORDINATION:**

N/A

**ATTACHMENTS:**

1. Balance Sheet as of May 31, 2022
2. Profit and Loss: July 1, 2021 – May 31, 2022
3. Cash Activity for June 2022

**APPROVED BY:**

  
\_\_\_\_\_  
Maura F. Twomey, Executive Director

**AMBAG**  
**Balance Sheet - Attachment 1**  
As of May 31, 2022

	<b>May 31, 2022</b>			<b>May 31, 2022</b>
<b>Assets</b>		<b>Liabilities &amp; Net Position</b>		
<b>Current Assets</b>		<b>Liabilities</b>		
<b>Cash and Cash Equivalents</b>		<b>Current Liabilities</b>		
Mechanics Bank - Special Reserve	300,669.46	Accounts Payable		27,599.49
Mechanics Bank - Checking	261,424.79	Employee Benefits		143,307.35
Mechanics Bank - REAP Checking	1,635,441.97	Mechanics Bank - Line of Credit		0.00
Petty Cash	500.00	<b>Total Current Liabilities</b>		170,906.84
LAIF Account	3,690.00			
<b>Total Cash and Cash Equivalents</b>	2,201,726.22	<b>Long-Term Liabilities</b>		
<b>Accounts Receivable</b>		Deferred Inflows - Actuarial		258,986.95
Accounts Receivable	714,785.66	Net Pension Liability (GASB 68)		1,888,153.69
<b>Total Accounts Receivable</b>	714,785.66	OPEB Liability		3,615.64
		Deferred Revenue		1,688,605.33
<b>Other Current Assets</b>		<b>Total Long-Term Liabilities</b>		3,839,361.61
Due from PRWFPA/RAPS	270.00			
Prepaid Items	3,737.45	<b>Total Liabilities</b>		4,010,268.45
<b>Total Other Current Assets</b>	4,007.45			
<b>Total Current Assets</b>	2,920,519.33			
<b>Long-Term Assets</b>				
Net OPEB Asset	96,473.00			
FY 2002-2003 Housing Mandate Receivable	82,186.00			
Allowance for Doubtful Accounts	(16,437.20)			
Deferred Outflows - Actuarial	533,833.49			
Deferred Outflows - PERS Contribution	272,963.59			
<b>Total Long-Term Assets</b>	969,018.88			
<b>Capital Assets</b>		<b>Net Position</b>		
Capital Assets	319,089.93	Beginning Net Position		(154,683.91)
Accumulated Depreciation	(199,694.27)	Net Income/(Loss)		153,349.33
<b>Total Capital Assets</b>	119,395.66	<b>Total Ending Net Position</b>		(1,334.58)
<b>Total Assets</b>	<b>4,008,933.87</b>	<b>Total Liabilities &amp; Net Position</b>		<b>4,008,933.87</b>

**AMBAG**  
**Profit & Loss - Attachment 2**  
 July - May 2022

	<u>July - May 2022</u>	<u>July - May 2022</u>
<b>Income</b>		
<b>AMBAG Revenue</b>		174,542.80
<b>Cash Contributions</b>		298,635.47
<b>Grant Revenue</b>		3,708,879.32
<b>Non-Federal Local Match</b>		204,251.38
<b>Total Income</b>		<u>4,386,308.97</u>
<b>Expense</b>		
<b>Salaries</b>		1,282,612.78
<b>Fringe Benefits</b>		726,457.09
<b>Professional Services</b>		1,741,246.17
<b>Lease/Rentals</b>		74,206.07
<b>Communications</b>		16,616.39
<b>Supplies</b>		29,089.63
<b>Printing</b>		3,122.84
<b>Travel</b>		2,252.90
<b>Other Charges:</b>		
BOD Allowances	12,700.00	
Workshops/Training	1,259.97	
GIS Licensing/CCJDC Support	15,108.00	
Energy Watch Travel/Classes/Events/Recruitment/Other	224.02	
REAP Travel/Classes/Events	3,560.69	
SB1/MTIP/MTP/SCS/OWP/Public Participation Expenses	27,746.80	
Recruiting	784.95	
Model Expenses	217.12	
Dues & Subscriptions	18,554.10	
Depreciation Expense	30,769.24	
Maintenance/Utilities	704.99	
Insurance	33,553.78	
Interest/Fees/Tax Expense	7,920.73	
<b>Total Other Charges</b>		<u>153,104.39</u>
<b>Non-Federal Local Match</b>		<u>204,251.38</u>
<b>Total Expense</b>		<u>4,232,959.64</u>
<b>Net Income/(Loss)</b>		<u><u>153,349.33</u></u>

**AMBAG**  
**Cash Activity - Attachment 3**  
**For June 2022**

Monthly Cash Activity	July-21	August-21	September-21	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22	TOTAL
<b>1. CASH ON HAND</b>													
[Beginning of month]	4,140,366.44	4,161,723.11	3,647,705.41	3,625,765.50	3,443,520.63	3,425,278.73	3,135,121.91	3,380,246.29	3,007,758.00	2,849,903.05	2,826,441.44	2,201,726.22	
<b>2. CASH RECEIPTS</b>													
(a) AMBAG Revenue	108,597.78	107,565.48	14,000.18	61,432.23	707,415.96	6,068.12	41,911.38	56,039.07	7,427.28	6,665.50	36,646.83	29,520.57	1,183,290.38
(b) Grant Revenue	180,907.52	21,585.44	193,707.79	0.00	0.00	0.00	378,169.08	309,021.44	198,259.93	234,123.72	37,243.14	395,512.94	1,948,531.00
(c) REAP Advance Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(d) Borrowing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. TOTAL CASH RECEIPTS</b>	289,505.30	129,150.92	207,707.97	61,432.23	707,415.96	6,068.12	420,080.46	365,060.51	205,687.21	240,789.22	73,889.97	425,033.51	3,131,821.38
<b>4. TOTAL CASH AVAILABLE</b>	4,429,871.74	4,290,874.03	3,855,413.38	3,687,197.73	4,150,936.59	3,431,346.85	3,555,202.37	3,745,306.80	3,213,445.21	3,090,692.27	2,900,331.41	2,626,759.73	
<b>5. CASH PAID OUT</b>													
(a) Payroll & Related *	185,064.62	189,829.59	172,248.66	197,590.98	179,470.13	213,078.25	161,573.75	188,552.45	188,530.41	174,395.73	173,599.44	174,824.48	2,198,758.49
(b) Professional Services	18,658.78	334,934.61	32,380.92	30,636.83	531,139.86	65,623.12	5,800.19	518,521.81	157,896.98	57,051.60	497,198.11	42,312.48	2,292,155.29
(c) Capital Outlay	0.00	77,185.31	10,389.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,574.44
(d) Lease/Rentals	12,500.53	6,550.66	6,942.40	7,112.08	6,642.99	6,326.00	979.73	12,913.50	6,663.78	6,382.00	7,454.83	942.90	81,411.40
(e) Communications	1,922.95	1,378.55	1,376.91	1,610.99	1,389.15	1,170.80	1,608.83	2,145.52	1,410.09	1,172.49	2,210.35	1,526.85	18,923.48
(f) Supplies	145.65	881.31	4,507.02	4,732.31	435.45	1,158.52	986.17	1,647.37	855.91	13,116.04	548.48	556.47	29,570.70
(g) Printing	0.00	0.00	0.00	0.00	0.00	1,191.20	0.00	0.00	683.98	0.00	0.00	1,247.66	3,122.84
(h) Travel	38.04	0.00	138.80	289.85	0.00	66.94	50.17	80.00	815.72	524.65	1,456.48	2,412.85	5,873.50
(i) Other Charges	49,818.06	32,408.59	1,664.04	1,704.06	6,580.28	7,610.11	3,957.24	13,688.15	6,685.29	11,608.32	16,137.50	3,562.62	155,424.26
(j) Loan Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>6. TOTAL CASH PAID OUT</b>	268,148.63	643,168.62	229,647.88	243,677.10	725,657.86	296,224.94	174,956.08	737,548.80	363,542.16	264,250.83	698,605.19	227,386.31	4,872,814.40
<b>7. CASH POSITION</b>	4,161,723.11	3,647,705.41	3,625,765.50	3,443,520.63	3,425,278.73	3,135,121.91	3,380,246.29	3,007,758.00	2,849,903.05	2,826,441.44	2,201,726.22	2,399,373.42	