

## **Support Material Agenda Item No. 4**

### **Board of Directors Meeting**

**July 12, 2017  
10:00 a.m.**

**Location:**

San Bernardino County Transportation Authority  
*First Floor Lobby Board Room*  
Santa Fe Depot, 1170 W. 3<sup>rd</sup> Street  
San Bernardino, CA 92410

### **CONSENT CALENDAR**

#### **Consent - Administrative Matters**

- 4. Measure I Local Pass-Through Compliance Audit and Transit Operators and Transportation Development Act Audit for Fiscal Year 2015/2016 for the City of Redlands**

Review and receive the Measure I Local Pass-Through Compliance Audit and Transit Operators and Transportation Development Act Audit Reports for Fiscal Year 2015/2016 for the City of Redlands.

*The full financial reports are attached.*

**CITY OF REDLANDS, CALIFORNIA**

**MEASURE I FUNDS**

**Financial Statements and  
Independent Auditors' Reports**

**For the year ended June 30, 2016**

**CITY OF REDLANDS, CALIFORNIA**

**San Bernardino Associated Governments  
Measure I Funds  
For the Year Ended June 30, 2016**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
San Bernardino Associated Governments  
San Bernardino, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Measure I 1990-2010 and the Measure I 2010-2040 Funds (Measure I Funds) of the City of Redlands, California (City), as of and for the year ended June 30, 2016, and the related notes to the 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.

### ***Auditors' 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 entity's internal control. 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 Measure I Funds of the City as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present only the Measure I Funds and do not purport to, and do not, present fairly the financial position of the City of Redlands, California, as of June 30, 2016, the changes in its financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 9 through 11 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 required supplementary information 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 information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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 the 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.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Measure I Funds of the City. The other information on pages 12 and 13 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 9, 2017, on our consideration of the City's internal control over financial reporting of the Measure I Funds 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Rancho Cucamonga, California  
February 9, 2017

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**BALANCE SHEET  
JUNE 30, 2016**

	Measure I 1990-2010	Measure I 2010-2040
	<u>                    </u>	<u>                    </u>
<b>ASSETS</b>		
Cash and Investments	\$ -	\$ 8,162,136
Receivables:		
Taxes	-	146,244
Prepaid	-	1
Total Assets	<u>\$ -</u>	<u>\$ 8,308,381</u>
 <b>LIABILITIES AND FUND BALANCE</b>		
Liabilities:		
Accrued Wages Payable	<u>-</u>	<u>7,034</u>
Total Liabilities	<u>-</u>	<u>7,034</u>
 Fund Balance:		
Restricted	<u>-</u>	<u>8,301,347</u>
Total Fund Balance	<u>-</u>	<u>8,301,347</u>
 Total Liabilities and Fund Balance	<u>\$ -</u>	<u>\$ 8,308,381</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Measure I 1990-2010</u>	<u>Measure I 2010-2040</u>
<b>REVENUES</b>		
Measure I Sales Tax	\$ -	\$ 1,111,845
Investment Income	-	113,147
Total Revenues	<u>-</u>	<u>1,224,992</u>
<b>EXPENDITURES</b>		
Capital:		
Construction	<u>-</u>	<u>424,681</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>-</u>	<u>800,311</u>
<b>OTHER FINANCING SOURCES (USES)</b>		
Transfers	<u>(1,442,366)</u>	<u>1,442,336</u>
Net Change in Fund Balance	(1,442,366)	2,242,647
Fund Balance Beginning of Year	<u>1,442,366</u>	<u>6,058,700</u>
Fund Balance End of Year	<u>\$ -</u>	<u>\$ 8,301,347</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 1 – GENERAL INFORMATION***

***Reporting Entity***

The financial statements are intended to reflect the financial position and changes in financial position of the Measure I Fund 1990-2010 and Measure I Fund 2010-2040 (Measure I Funds) of the City of Redlands, California (City) only. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City and changes in financial position thereof for the year then ended in conformity with generally accepted accounting principles in the United States of America.

Measure I

Measure I is the half-cent sales tax collected throughout San Bernardino County for transportation improvements. In 2004, San Bernardino County voters approved the extension of the Measure I sales tax through 2040. See Note 4 for a detailed description of the Measure.

***NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the Measure I Funds of the City conform to accounting policies generally accepted in the United States of America. The following is a summary of significant accounting policies.

***A. Basis of Accounting***

*Governmental Fund Financial Statements*

Fund Accounting

The accounts of the City are organized on the basis of funds. A fund is defined as an independent fiscal and accounting entity wherein operations of each fund are accounted for in a separate set of self-balancing accounts that record resources, related benefits, and equity, segregated for the purpose of carrying out specific activities. The City accounts for the Measure I activities within its Measure I 1990-2010 and Measure I 2010-2040 Special Revenue Funds.

Special Revenue Funds are used to account for the proceeds of revenue sources that are restricted or committed, to expenditure for specified purposes.

Measurement Focus and Basis of Accounting

The Special Revenue Funds of the City are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are available if they are collected within 60 days of the end of the fiscal period. Expenditures generally are recorded when a liability is incurred. Operating statements of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current resources.



**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)***

***B. Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

***C. Fund Balances***

Fund balance is reported according to the following classifications: nonspendable, restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Restricted fund balance represents 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.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first.

***D. Cash and Investments***

Cash and investments are pooled by the City to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds including the Measure I Funds based upon the average cash balance. The investment policies and the risks related to GASB Statement No. 40, *Deposits and Investment Risk Disclosures*, applicable to the Measure I Funds, are those of the City and are disclosed in the City's basic financial statements. The City's basic financial statements can be obtained at City Hall.

The Measure I Funds' cash and investments are reported at fair value. The fair value measurements are based on the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Measure I Funds' deposits and withdrawals in the City Investment Pool are made on the basis of \$1 and not fair value. Accordingly, the measurement of the Measure I Funds' investment in the City Investment Pool is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)***

***E. Maintenance of Effort***

In accordance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Local Street Program funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes. The maintenance of effort (MOE) base year level was determined based upon the discretionary General Fund expenditures for transportation-related construction and maintenance activities in Fiscal Year 2008/2009. The MOE base year level as approved by the San Bernardino Associated Governments Board of Directors shall remain in effect until the expiration of Measure I 2010-2040. General Fund expenditures in excess of the MOE base year level will carry over to subsequent fiscal years and can be applied in a future year to offset the amount the local agency may need to meet the MOE requirement. The City’s determined MOE base level is \$845,866.

***NOTE 3 – TAXES RECEIVABLE***

Taxes receivable represent the Measure I sales tax revenues for the fiscal year received from the San Bernardino County Transportation Authority after June 30, 2016.

***NOTE 4 – MEASURE I FUNDS***

The California State Legislature authorized county transportation authorities to enact local option sales tax measures for transportation improvements in the late 1980s, under provisions of Division 19 (commencing with Section 180000) of the Public Utilities Code. In November 1989, San Bernardino County voters approved passage of Measure I, authorizing the San Bernardino County Transportation Authority to impose a half cent retail transactions and use tax applicable in the incorporated and unincorporated areas of the County of San Bernardino for the 20-year period between April 1, 1990 and March 31, 2010. San Bernardino Associated Governments (SANBAG), acting as the Authority, was authorized to administer the programs described in the Measure.

Early in the second decade of Measure I, it became apparent that continuation of the half cent sales tax would be critical to maintaining funding for transportation in San Bernardino County. SANBAG member jurisdictions and transportation stakeholders worked to identify transportation needs, and an expenditure plan was developed to serve as a basis for the renewal of Measure I. Ordinance No. 04-01 was placed before voters in November 2004, and Measure I was renewed. The new Measure I extends the half cent sales tax for 30 years, from April 1, 2010 through March 31, 2040. The new Measure is referred to as Measure I 2010-2040 to distinguish it from the first Measure I. The City of Redlands accounted for these funding sources in separate Funds which are referred to as Measure I Funds 1990-2010 and Measure I Funds 2010-2040 in these Financial Statements.

SANBAG, acting as the Authority, is authorized to administer the programs described in the Measure. The SANBAG Board serves as the Authority Board of Directors. Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plan.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 4 – MEASURE I FUNDS (CONTINUED)***

Measure I 2010-2040 has a return-to-source provision that states that funds shall be allocated to subareas in accordance with the actual revenue collected in each subarea. After deduction of required Board of Equalization fees and authorized administrative costs, revenues generated in each subarea are to be expended on projects of direct benefit to that subarea. Revenues are accounted for separately for each subarea and then allocated to specified project categories in each subarea. These project categories are termed “programs” in this Strategic Plan. Decisions on how revenues are expended within the subareas are made by the SANBAG Board of Directors, based upon recommendations of local subarea representatives. Other than the projects identified in the Cajon Pass Expenditure Plan, revenues generated within a subarea can be expended outside of that subarea only upon approval of two-thirds (2/3) of the jurisdictions within the affected subarea. A proportional share of projected State and federal transportation funds is to be reserved for use solely within the Valley Subarea and individual Mountain/Desert (Colorado River, Morongo Basin, Mountains, North Desert and Victor Valley) Subareas. In the San Bernardino Valley Subarea, Measure I 2010-2040 contains the following programs:

- Freeway Program
- Freeway Interchange Program
- Major Street Program
- Local Street Program
- Metrolink/Rail Program
- Express Bus/Bus Rapid Transit Program
- Senior and Disabled Transit Program
- Traffic Management Systems Program

In each of the Mountain/Desert Subareas, Measure I 2010-2040 contains the following programs:

- Local Street Program
- Major Local Highway Program
- Senior and Disabled Transit Program

***NOTE 5 – INTERFUND TRANSFERS***

Transfers of \$1,442,366 represent accumulated resources that were transferred from the Measure I 1990-2010 Fund to the 2010-2040 Measure I Fund.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
MEASURE I 1990-2010 FUND  
FOR THE YEAR ENDED JUNE 30, 2016**

	Budget		Actual	Variance From Final Budget Positive (Negative )
	Original	Final		
<b>REVENUES</b>				
Measure I Sales Tax Fund	\$ 6,650	\$ 6,650	\$ -	\$ (6,650)
<b>EXPENDITURES</b>				
Capital:				
Construction	1,449,016	1,449,016	-	1,449,016
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>(1,442,366)</u>	<u>(1,442,366)</u>	<u>-</u>	<u>1,442,366</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	-	-	(1,442,366)	(1,442,366)
Net Change in Fund Balance	<u>(1,442,366)</u>	<u>(1,442,366)</u>	<u>(1,442,366)</u>	<u>-</u>
Fund Balance Beginning of Year	<u>1,442,366</u>	<u>1,442,366</u>	<u>1,442,366</u>	<u>-</u>
Fund Balance End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying note to required supplementary information.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
MEASURE I 2010-2040 FUND  
FOR THE YEAR ENDED JUNE 30, 2016**

	Budget		Actual	Variance From Final Budget Positive (Negative )
	Original	Final		
<b>REVENUES</b>				
Measure I Sales Tax	\$ 1,048,566	\$ 1,048,566	\$ 1,111,845	\$ 63,279
Investment Income	55,912	55,912	113,147	57,235
Total Revenues	<u>1,104,478</u>	<u>1,104,478</u>	<u>1,224,992</u>	<u>120,514</u>
<b>EXPENDITURES</b>				
Capital:				
Construction	<u>311,653</u>	<u>311,653</u>	<u>424,681</u>	<u>(113,028)</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>792,825</u>	<u>792,825</u>	<u>800,311</u>	<u>7,486</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	<u>-</u>	<u>-</u>	<u>1,442,336</u>	<u>1,442,336</u>
Net Change in Fund Balance	<u>792,825</u>	<u>792,825</u>	<u>2,242,647</u>	<u>1,449,822</u>
Fund Balance Beginning of Year	<u>6,058,700</u>	<u>6,058,700</u>	<u>6,058,700</u>	<u>-</u>
Fund Balance End of Year	<u>\$ 6,851,525</u>	<u>\$ 6,851,525</u>	<u>\$ 8,301,347</u>	<u>\$ 1,449,822</u>

See accompanying note to required supplementary information.

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2016**

***NOTE 1 – BUDGETARY DATA***

The City adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States of America. Actual transfers out exceeded budget in the Measure I 1990-2010 Fund by \$1,442,366. Actual expenditures exceed budget in the Measure I 2010-2040 Fund by \$113,028. This was due to the Measure I 1990-2010 Fund being closed out and the expenditures being transferred to the Measure I 2010-2040 Fund. The corresponding budget amounts were not transferred.

In the future, the City shall operate on a balanced budget in accordance with its Fund Balance Policy, Resolution No.7346. Additionally, the City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or other options. Inappropriate expenditure deferrals into the following fiscal year, short-term inter-fund loans, or use of one-time revenue sources for other than one-time expenditures shall be avoided. Going forward, the City is developing standardized procedures and checklists for journal entries of this nature to account for all accounting effects of changes occurring during the budget cycle.

## **OTHER INFORMATION**



**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**PROGRAM STATUS: COMPARISON OF 5 YEAR PLAN PROJECT  
BUDGET TO CURRENT YEAR EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2016**

The Measure I Five Year Capital Improvement Plan for local streets was adopted by Council Resolution No. 7565. Of the funds allocated under the Measure I Five Year Capital Improvement Plan, the following programs were affected during the current fiscal year:

Local Projects	5-Year Plan Project Budget	Current Fiscal Year Expenditures	Unexpended Budget
<b>City of Redlands - PARIS PROGRAM</b>			
ALABAMA ST	\$ 395,560	\$ 67,041	\$ 328,519
ALTA VISTA DR	168,289	39,000	129,289
CALIFORNIA ST	446,567	23,782	422,785
MARIPOSA DR	45,200	7,736	37,464
PIONEER AVE	171,800	32,311	139,489
SUNSET DR	692,645	61,559	631,086
TERRACINA BLVD	65,900	193,252	(127,352)
		<u>\$ 424,681</u>	
	Total Expenditures as of June 30, 2016	<u>\$ 424,681</u>	
	Measure I 2010-2040 Fund expenditures	<u>\$ 424,681</u>	

**CITY OF REDLANDS, CALIFORNIA  
MEASURE I FUNDS**

**MAINTENANCE OF EFFORT: COMPARISON OF BASE LEVEL AMOUNT  
TO ANNUAL EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2016**

The maintenance of effort base level amount was determined based upon fiscal year 2008/09 spending levels. Excess/(deficient) amounts are carried forward in accordance with the Measure I Strategic Plan. Actual amounts expended in relation to the base level amount in each year subsequent to the base year are as follows:

Fiscal Year Ending June 30,	General Fund Street and Highway Funds Utilized	Base Level Amount	Excess/(Deficiency)	Cumulative Excess/(Deficiency)
2010	\$ 1,172,269	\$ (845,866)	\$ 326,403	\$ 326,403
2011	419,896	(845,866)	(425,970)	(99,567)
2012	584,399	(845,866)	(261,467)	(361,034)
2013	344,725	(845,866)	(501,141)	(862,175)
2014	60,326	(845,866)	(785,540)	(1,647,715)
2015	625,320	(845,866)	(220,546)	(1,868,261)



**INDEPENDENT AUDITORS' 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 AND MEASURE I COMPLIANCE REQUIREMENTS**

To the Board of Directors  
San Bernardino Associated Governments  
San Bernardino, California

We have audited, 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, the financial statements of the Measure I 1990-2010 and the Measure I 2010-2040 Funds (Measure I Funds) of the City of Redlands, California (City), as of and for the year ended June 30, 2016, and the related notes to the financial statements and have issued our report thereon dated February 9, 2017. Our report included an emphasis of matter stating that the financial statements of the Measure I Funds do not purport to, and do not, present fairly the financial position of the City as of June 30, 2016. In addition our report included an explanatory paragraph stating that the financial statements do not include management's discussion and analysis.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting over the Measure I Funds (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 City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the Measure I Funds of the City are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including requirements of Measure I as specified in the agreement between the City and San Bernardino Associated Governments (SANBAG), 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*, including the requirements of Measure I as specified in the agreement between the City and SANBAG.

## 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California  
February 9, 2017

**CITY OF REDLANDS, CALIFORNIA**  
**TRANSPORTATION DEVELOPMENT ACT FUND**  
**Financial Statements and**  
**Independent Auditors' Report**  
**For the Year Ended June 30, 2016**

**CITY OF REDLANDS, CALIFORNIA**  
**TRANSPORTATION DEVELOPMENT ACT FUND**  
**Financial Statements**  
**For the Year Ended June 30, 2016**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
San Bernardino Associated Governments  
San Bernardino, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the Transportation Development Act Article 3 Fund (TDA Fund) of the City of Redlands, California (City), as of and for the year ended June 30, 2016, and the related notes to the 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.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion 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 entity's internal control. 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 opinion.

#### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the TDA Fund of the City as of June 30, 2016, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present only the TDA Fund and do not purport to, and do not, present fairly the financial position of the City of Redlands, California, as of June 30, 2016, the changes in its financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Management has omitted the Management's Discussion and Analysis for the TDA Fund that accounting principles generally accepted in the United States of America requires 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.

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements of the TDA Funds' basic financial statements. The budgetary comparison schedule and schedule of allocations on pages 7 and 8 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The budgetary comparison schedule and the schedule of allocations are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying budgetary comparison schedule and the schedule of allocations are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2017, on our consideration of the City's internal control over financial reporting of the TDA Fund 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Rancho Cucamonga, California  
March 30, 2017



**CITY OF REDLANDS, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUND**

**BALANCE SHEET  
JUNE 30, 2016**

	<u>Article 3</u>
<b>ASSETS</b>	
Due from other Governments	<u>\$ 18,422</u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Due to the City of Redlands	<u>\$ 18,422</u>
Fund Balance:	
Unassigned	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 18,422</u>

See accompanying notes to financial statements.

**CITY OF REDLANDS, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Article 3</u>
<b>REVENUES</b>	
TDA Allocation	<u>\$ 464,938</u>
<b>EXPENDITURES</b>	
Current:	
TDA Expenditures	<u>299,158</u>
Net Change in Fund Balance	165,780
Fund Balance/(Deficit) at Beginning of Year	<u>(165,780)</u>
Fund Balance at End of Year	<u><u>\$ -</u></u>

See accompanying notes to financial statements.

**CITY OF REDLANDS, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 1 – GENERAL INFORMATION***

The financial statements are intended to reflect the financial position and changes in financial position of the Transportation Development Act Article 3 Fund (TDA Fund) only. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City of Redlands (City) and changes in financial position thereof for the year then ended in conformity with generally accepted accounting principles in the United States of America.

Article 3

The City has entered into a Cooperative Agreement (TDA 3 Agreement) with San Bernardino Associated Governments (SANBAG) to enhance bicycle and pedestrian facilities in accordance with Section 99234 of the California Public Utilities Code (Code). According to the Code, Article 3 monies may only be used for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenditures of those facilities, the maintenance of bicycle trails (that are closed to motorized traffic) and bicycle safety education programs. TDA Article 3 Fund may also be used for transportation-related projects that enhance quality of life through the design of pedestrian walkways and bicycle facilities. TDA Article 3 projects may be stand-alone projects, such as projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots and transit terminals where other funds are available. TDA Article 3 projects may also be add-ons to normal transportation projects, such as additional sidewalk and bike lanes on a bridge, enhanced pedestrian lighting, and median refuge islands for pedestrians.

When an approved project is ready for construction, as evidenced by a contract award or commitment of the participating agency's resources, the participating agency submits a claim to SANBAG for disbursement of TDA Funds. The participating agency may submit the claim, either prior or subsequent to, incurring project expenditures. After review and approval of the claim, SANBAG issues the allocation disbursement instructions to the County Auditor-Controller. Following instruction from SANBAG, funds are disbursed from the County Local Transportation Fund to the participating agency. In accordance with the agreement, the City is required to provide matching funds equal to 15% of the project costs.

***NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the TDA Fund of the City conform to accounting principles generally accepted in the United States of America. The following is a summary of significant accounting policies.

Fund Accounting

The Article 3 TDA Fund is accounted for as a separate capital improvement project within the City's General Capital Improvement Fund, which is a Capital Projects Fund.

The accounts of the City are organized on the basis of funds. A fund is defined as an independent fiscal and accounting entity wherein operations of each fund are accounted for in a separate set of self-balancing accounts that record resources, related benefits, and equity, segregated for the purpose of carrying out specific activities. The City accounts for the TDA activities in separate general ledger accounts within its General Capital Improvement Fund.

**CITY OF REDLANDS, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016**

***NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)***

Capital Projects Funds are used to account for the proceeds of revenue sources that are restricted, committed, or assigned for capital projects.

Measurement Focus and Basis of Accounting

The Capital Projects Funds of the City are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are available if they are collected within 60 days of the end of the fiscal period. Expenditures generally are recorded when a liability is incurred.

Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***NOTE 3 – DUE FROM OTHER GOVERNMENTS***

Due from other governments represents the Transportation Development Act Local Transportation Fund revenues for the fiscal year received from San Bernardino County Transportation Authority after June 30, 2016.

***NOTE 4 – DUE TO THE CITY OF REDLANDS***

Due to the City of Redlands in the amount of \$18,422 represents the amount borrowed from the City's Gas Tax Fund to fund the Orange Blossom Trail project pending the reimbursement of Article 3 Funding.

**SUPPLEMENTARY INFORMATION**

**CITY OF REDLANDS, CALIFORNIA  
 TRANSPORTATION DEVELOPMENT ACT FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE – BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2016**

<b>Article 3</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance From Final Budget Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
TDA Allocation	\$ -	\$ -	\$ 464,938	\$ 464,938
<b>EXPENDITURES</b>				
Current:				
TDA Expenditures	475,749	475,749	299,158	176,591
Net Change in Fund Balance	(475,749)	(475,749)	165,780	641,529
Fund Balance/(Deficit) at Beginning of Year	(165,780)	(165,780)	(165,780)	-
Fund Balance/(Deficit) at End of Year	\$ (641,529)	\$ (641,529)	\$ -	\$ 641,529

Note:

The City adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States of America.

**CITY OF REDLANDS, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUND**

**SCHEDULE OF ARTICLE 3 ALLOCATIONS RECEIVED AND EXPENDED, BY PROJECT YEAR  
FOR THE YEAR ENDED JUNE 30, 2016**

<u>Project Description</u>	<u>Project Type</u>	<u>Year Allocated</u>	<u>Allocation Amount</u>	<u>Unspent Allocations at 06/30/2015</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Unspent Allocations at 06/30/2016</u>	<u>Project Status</u>
Orange Blossom Trail Project	Local	2011-12 **	\$ 746,045	\$ 263,394	\$ 429,174	\$ 263,394	\$ -	Closed
Orange Blossom Trail Project	Local	2013-14 **	918,722	918,722	17,342	35,764	882,958	Open
Totals			<u>\$ 1,664,767</u>	<u>\$ 1,182,116</u>	<u>\$ 446,516</u>	<u>\$ 299,158</u>	<u>\$ 882,958</u>	

\*\* This is a multi-year project.

The schedule above reflects the original allocation of funds and the City’s expenditure activity against the allocated funds. The receipts reflect the annual timing of cash flow of the reimbursed amounts. Unspent allocations reflect the remaining amount of the allocation for which the City has not yet incurred expenditures.

**Match Requirements:**

The project requires a local match. The City has utilized Capital Improvement funds for the match. The City’s match was \$76,488 during the fiscal year.



**INDEPENDENT AUDITORS' 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 AND TRANSPORTATION DEVELOPMENT ACT COMPLIANCE REQUIREMENTS**

To the Board of Directors  
San Bernardino Associated Governments  
San Bernardino, California

We have audited, 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, the financial statements of the Transportation Development Act Article 3 Fund (TDA Fund) of the City of Redlands, California (City), as of and for the year ended June 30, 2016 and the related notes to the financial statements, and have issued our report thereon dated March 30, 2017. Our report included an emphasis of matter stating that the financial statements of the TDA Funds do not purport to, and do not, present fairly the financial position of the City as of June 30, 2016. In addition our report included an explanatory paragraph stating that the financial statements do not include Management's Discussion and Analysis.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the financial statements of the TDA Fund of the City is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including Section 6666 of Part 21 of the California Code of Regulations and the allocation instructions of the San Bernardino Associated Governments, 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*, including the requirements of Section 6666 of Part 21 of the California Code of Regulations and the allocation instructions of the San Bernardino Associated Governments.

## **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California  
March 30, 2017