

CITY OF ARCATA

**REPORT ON AUDIT OF THE ARCATA AND MAD RIVER/DIAL-A-RIDE
TRANSIT SYSTEMS**

For the Year Ended June 30, 2019

CITY OF ARCATA
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Humboldt County Association
of Governments
611 I Street, Suite B
Eureka, CA 95501

We have audited the accompanying financial statements of the Transit Fund of the City of Arcata as of and for the years ended June 30, 2019 and 2018, 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. 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 Transit Fund of the City of Arcata as of June 30, 2019 and 2018, and the changes in financial position and cash flows thereof for the years 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 Transit Fund, and do not purport to, and do not present fairly the financial position of the City of Arcata as of June 30, 2019 and 2018, the changes in its financial position, and, where applicable, its cash flows for the years 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

Our audit was also made for the purposes of determining compliance with the Transportation Development Act Sections 99234, 99400 (a), and 99260.7, the California Administrative Code and the rules and regulations of the Humboldt County Association of Governments. In our audit we performed to the extent applicable, the tasks contained in Sections 6666 and 6667 of the California Administrative Code.

In our opinion, except as discussed in Notes 7 and 11, the funds described above were expended in conformance with applicable laws, rules, and regulations of the Transportation Development Act and the allocation instructions of the Humboldt County Association of Governments.

Anderson, Lucas, Somerville, & Borges

December 9, 2020
Fortuna, California

CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM

COMPARATIVE STATEMENT OF NET ASSETS

Pertaining to Section 99260 of the Public Utilities Code

June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
<u>Current Assets</u>		
Cash - General	\$ 219,749	\$ 0
Cash - Greyhound account	35,702	38,453
Due from other governments	390,371	780,951
Receivable from HTA	<u>0</u>	<u>8,493</u>
<u>Total Current Assets</u>	<u>\$ 645,822</u>	<u>\$ 827,897</u>
<u>Property, Plant and Equipment</u>		
Vehicles	\$ 2,773,990	\$ 2,773,990
Building and structures	939,572	939,572
Other improvements	522,744	410,633
Furniture and equipment	<u>367,359</u>	<u>367,359</u>
	\$ 4,603,665	\$ 4,491,554
Less: Accumulated depreciation	<u>(2,873,902)</u>	<u>(2,694,972)</u>
<u>Total Property, Plant and Equipment</u>	<u>\$ 1,729,763</u>	<u>\$ 1,796,582</u>
<u>Deferred Outflows of Resources</u>		
Deferred Outflows Related to Pensions	<u>\$ 168,822</u>	<u>\$ 131,478</u>
TOTAL ASSETS	<u>\$ 2,544,407</u>	<u>\$ 2,755,957</u>
LIABILITIES AND NET ASSETS		
<u>Current Liabilities</u>		
Cash Overdraft	\$ 0	145,488
Payable to HTA	5,836	0
Accounts payable and other expenses	342,804	\$ 64,584
Accrued vacation	<u>10,856</u>	<u>10,362</u>
<u>Total Current Liabilities</u>	<u>\$ 359,496</u>	<u>\$ 220,434</u>
<u>Other Liabilities</u>		
Net Pension Liability	<u>\$ 488,477</u>	<u>\$ 429,816</u>
<u>Total Liabilities</u>	<u>\$ 847,973</u>	<u>\$ 650,250</u>
<u>Deferred Inflows of Resources</u>		
Deferred Inflows Related to Pensions	<u>\$ 70,774</u>	<u>\$ 72,785</u>
<u>Net Assets</u>		
Contributed capital:		
Contributions from other funds	<u>\$ 671,151</u>	<u>\$ 671,151</u>
	<u>\$ 671,151</u>	<u>\$ 671,151</u>
Retained earnings:		
Unreserved	\$ 680,207	\$ 990,588
Reserved for capital assets - City	250,736	347,617
LTF Capital Reserve	<u>23,566</u>	<u>23,566</u>
	<u>\$ 954,509</u>	<u>\$ 1,361,771</u>
<u>Total Net Assets</u>	<u>\$ 1,625,660</u>	<u>\$ 2,032,922</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,544,407</u>	<u>\$ 2,755,957</u>

See accompanying notes to financial statements.

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

Pertaining to Section 99260 of the Public Utilities Code

For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
OPERATING REVENUES		
Passenger fares	\$ 207,482	\$ 233,777
Charter service	4,956	4,158
Dial-A-Ride/Dial-A-Lift ticket sales	2,295	3,992
Other revenue	1,243	1,748
Greyhound program (Net)	<u>(46,308)</u>	<u>(7,168)</u>
<u>Total</u>	<u>\$ 169,668</u>	<u>\$ 236,507</u>
OPERATING EXPENSES		
Labor and benefits	\$ 286,183	\$ 326,467
Services and overhead	89,823	87,370
Materials and supplies	2,547	4,137
Insurance	60,866	55,485
Repairs and maintenance	6,328	6,477
Vehicle maintenance & fuel	166,192	141,029
Depreciation	178,930	195,745
Dial-A-Lift expenses	<u>36,070</u>	<u>32,366</u>
<u>Total</u>	<u>\$ 826,939</u>	<u>\$ 849,076</u>
NON-OPERATING REVENUES		
Operating grant (LTF)	\$ 72,944	\$ 415,802
CalOES and other capital grants	39,582	62,147
Other operating grants	171,146	140,000
DAR/DAL allocation	96,327	65,418
2% Bike & Pedestrian Funds	0	10,000
STAF operating grants	0	66,743
HTA/RTS allocation	221,000	220,000
Interest income	<u>116</u>	<u>1,132</u>
<u>Total</u>	<u>\$ 601,115</u>	<u>\$ 981,242</u>
NON-OPERATING EXPENSES		
HTA/RTS assessment	\$ 227,444	\$ 218,696
DAR/DAL operating assessment	53,815	65,815
Capital outlay - Bus stop improvements	<u>53,005</u>	<u>0</u>
<u>Total</u>	<u>\$ 334,264</u>	<u>\$ 284,511</u>
INCOME (LOSS) BEFORE ADJUSTMENTS	<u>\$ (390,420)</u>	<u>\$ 84,162</u>

See accompanying notes to financial statements.

CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS

Pertaining to Section 99260 of the Public Utilities Code

For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
INCOME (LOSS) BEFORE TRANSFERS AND ADJUSTMENTS	\$ (390,420)	\$ 84,162
Operating Transfers (Note 5)	0	(36,000)
Prior Period Adjustment of Pension Liability and other	<u>(16,842)</u>	<u>43,540</u>
INCREASE (DECREASE) IN NET ASSETS	\$ (407,262)	\$ 91,702
RETAINED EARNINGS - BEGINNING OF YEAR	<u>1,361,771</u>	<u>1,270,069</u>
RETAINED EARNINGS - END OF YEAR	<u>\$ 954,509</u>	<u>\$1,361,771</u>

See accompanying notes to financial statements.

CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM

STATEMENTS OF CASH FLOWS

For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received for services	\$ 256,634	\$ 288,206
Cash paid for operations	(710,304)	(955,233)
Cash paid for operating transfers (net)	0	(36,000)
Cash from prior year adjustment	<u>2,464</u>	<u>0</u>
NET CASH (USED) BY OPERATING ACTIVITIES	\$ <u>(451,206)</u>	\$ <u>(703,027)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Cash received from other governments	\$ 939,110	\$ 207,563
Operating grants received	<u>0</u>	<u>0</u>
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	\$ <u>939,110</u>	\$ <u>207,563</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received	\$ <u>116</u>	\$ <u>1,132</u>
NET CASH PROVIDED BY INVESTING ACTIVITIES	\$ <u>116</u>	\$ <u>1,132</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital grants received	\$ 39,582	\$ 62,147
Purchase of property and equipment	(112,111)	(197,812)
Capital outlay	<u>(53,005)</u>	<u>0</u>
NET CASH (USED) BY FINANCING ACTIVITIES	\$ <u>(125,534)</u>	\$ <u>(135,665)</u>
NET INCREASE (DECREASE) IN CASH	\$ 362,486	\$ (629,997)
CASH AT BEGINNING OF YEAR	<u>(107,035)</u>	<u>522,962</u>
CASH AT END OF YEAR	\$ <u><u>255,451</u></u>	\$ <u><u>(107,035)</u></u>

See accompanying notes to financial statements.

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 1 - REPORTING ENTITY:

These financial statements consist only of the Transit Fund of the City of Arcata. This Fund accounts for the various transit activities provided by the City, and is financed with Transportation Development Act monies.

NOTE 2 - BASIS OF ACCOUNTING:

The Transit Fund of the City of Arcata is accounted for as an Enterprise Fund, using the accrual basis of accounting whereby revenues are recognized when earned and expenditures are recognized when incurred regardless of the timing of the related cash flows.

NOTE 3 - DESCRIPTION OF SERVICES:

The Arcata and Mad River Transit System was initiated by the Arcata City Council to provide an alternative form of transportation within the City limits for all citizens, with the objectives of saving energy and serving groups such as senior citizens, young people, and others without automobile transportation.

To accomplish these objectives, a variety of services are provided as follows:

1. Fixed-route bus service provided by the Arcata and Mad River Transit Service;
2. Demand-responsive Dial-a-Lift service for handicapped passengers provided by the Arcata and Mad River Transit System (until September, 1999) and through a contract with Humboldt Transit Authority thereafter.
3. Demand-responsive Dial-a-Ride service provided through a contract with Humboldt Transit Authority, who in turn contracts for actual services with Yellow Cab.
4. The City also contributes funds for the operation of the Redwood Transit System, a regional system operated by the Humboldt Transit Authority for general public use.

NOTE 4 - USE OF ESTIMATES:

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

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 5 - OPERATING TRANSFERS:

The following prior period adjustments and transfers were made during the indicated years:

	<u>2019</u>	<u>2018</u>
a. Transfers - Streets allocation	\$ 0	\$ (36,000)
b. Transfers - Other	<u>0</u>	<u>0</u>
	<u>\$ 0</u>	<u>\$ (36,000)</u>

NOTE 6 - PROPERTY, PLANT AND EQUIPMENT:

The changes in property, plant and equipment for the years ended June 30, 2019 and 2018 were as follows:

	<u>Balance June 30, 2018</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance June 30, 2019</u>
Vehicles	\$ 2,773,990	\$ 0	\$ 0	\$ 2,773,990
Buildings and structures	939,572	0	0	939,572
Other improvements	410,633	112,111	0	522,744
Furniture and equipment	367,359	0	0	367,359
Accumulated depreciation	<u>(2,694,972)</u>	<u>(178,930)</u>	<u>0</u>	<u>(2,873,902)</u>
Net property, plant and equipment	<u>\$ 1,796,582</u>	<u>\$ (66,819)</u>	<u>\$ 0</u>	<u>\$ 1,729,763</u>
	<u>Balance June 30, 2017</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance June 30, 2018</u>
Vehicles	\$ 2,773,990	\$ 0	\$ 0	\$ 2,773,990
Buildings and structures	939,572	0	0	939,572
Other improvements	212,821	197,812	0	410,633
Furniture and equipment	367,359	0	0	367,359
Accumulated depreciation	<u>(2,499,227)</u>	<u>(195,745)</u>	<u>0</u>	<u>(2,694,972)</u>
Net property, plant and equipment	<u>\$ 1,794,515</u>	<u>\$ 2,067</u>	<u>\$ 0</u>	<u>\$ 1,796,582</u>

Property, plant and equipment is recorded at cost and depreciated using the straight-line method over useful lives of five to forty years. Depreciation expense charged to operations for the years ended June 30, 2019 and 2018 was \$178,930 and \$195,745 respectively.

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 7 - ELIGIBILITY FOR FUNDS:

Pursuant to Section 6634 of the California Administrative Code, a transit claimant is eligible to receive monies from the Local Transportation Fund in an amount which does not exceed the claimant's operating costs, less actual fare revenues received. For the fiscal years ended June 30, 2019 and 2018, the City of Arcata's calculation of any excess Transportation Development Act funds, as determined under Section 6634, is calculated as follows:

	<u>General Services</u>	
	<u>2019</u>	<u>2018</u>
Operating costs	\$ 611,939	\$ 656,965
Less: Fare revenues	(207,482)	(233,777)
Less: Federal and other Operating assistance	<u>(171,147)</u>	<u>(140,000)</u>
Maximum fund eligibility	\$ 233,310	\$ 283,188
STA funds received	0	46,743
TDA funds received	<u>252,897</u>	<u>416,398</u>
Excess funds received	<u>\$ 19,587</u>	<u>\$ 179,953</u>
	<u>Specialized Services</u>	
	<u>2019</u>	<u>2018</u>
Operating costs	\$ 89,885	\$ 98,181
Less: Fare revenues	<u>(2,295)</u>	<u>(3,992)</u>
Maximum fund eligibility	\$ 87,590	\$ 94,189
TDA & STA funds received	<u>96,327</u>	<u>85,418</u>
Excess funds received	<u>\$ 8,737</u>	<u>\$ 0</u>

In accordance with the rules and regulations of the Transportation Planning Agency, these items are required to be adjusted on a succeeding year's TDA claim. They can also be re-identified as monies claimed for capital purchases if sufficient reserves have been used to help purchase new capital assets.

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 8 - FARE BOX RECOVERY RATIO:

The City met its required Fare Box Recovery Ratio for general and specialized transit services as calculated under Sections 6633.2 and 6633.5 of the TDA code for the years ended June 30, 2019 and 2018. The calculation of this compliance was as follows:

	<u>Section 6633.2</u>	
	<u>2019</u>	<u>2018</u>
Total operating costs	\$611,939	\$656,965
Less: Insurance premiums per Section 99268.17	<u>0</u>	<u>0</u>
Net operating costs	<u>\$611,939</u>	<u>\$656,965</u>
Prior required fare box recovery ratio %	18.8%	18.8%
Required fare box recovery ratio % (7/1/16)	10.0%	10.0%
Required minimum fares	\$ 61,194	\$ 65,966
Actual fares collected	\$207,482	\$233,777
Actual fare box recovery ratio % achieved	33.91%	35.58%

NOTE 9 - ACCRUED VACATION AND SICK LEAVE:

The City of Arcata does not accrue sick leave. Since this form of compensated absence does not meet all four requirements of GASB 16 for mandatory accrual, it is only necessary to be disclosed in the footnotes.

	<u>2019</u>	<u>2018</u>
Accrued vacation and comp	\$10,856	\$10,362
Accrued sick leave	<u>13,017</u>	<u>9,660</u>
<u>Total</u>	<u>\$23,873</u>	<u>\$20,022</u>

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 10 - STATEMENT OF CASH FLOWS:

To comply with GASB Statement 9, Cash Flows Statement, the following reconciliation of income (loss) from operations to net cash (used) by operations is presented:

	<u>2019</u>	<u>2018</u>
Income (loss) from operations	\$ (390,420)	\$ 84,162
Add (deduct):		
Pension liability adjustment	0	0
Depreciation	178,930	195,745
Interest income	(116)	(1,132)
Operating transfer out	0	(36,000)
Capital grants received	(39,582)	(62,147)
Capital outlay	53,005	0
Operating grants received	(939,110)	(207,563)
(Increase) decrease in accounts receivable	390,580	(718,492)
Increase (decrease) in accounts payable and other liabilities, including prior year adjustment	<u>295,507</u>	<u>42,400</u>
<u>Net cash (used) by operating activities</u>	<u>\$ (451,206)</u>	<u>\$ (703,027)</u>

NOTE 11 - GREYHOUND BUS PROGRAM:

During the years ended June 30, 2002 through 2005, and 2009 through 2015, the Greyhound program operated at a loss. In order to ensure that TDA funds have not been used to subsidize this program, the City has established the portion of the fund balance which related to prior year surpluses generated by the Greyhound program, as well as other non-TDA revenue sources. As of June 30, 2015, such surpluses were in excess of accumulated losses in the amount of \$12,190.

During the years ended June 30, 2016 through June 30, 2019, the program once again operated at a deficit, in the amount of \$46,308, \$7,168, 33,496 and \$39,251 respectively. After accounting for current year additional revenue sources, there is an overall deficit for the program of \$92,346 as of June 30, 2019.

The City will need to evaluate and review their expenditure allocation to this program, as well as consider requesting an increase in the commission rate paid by Greyhound in order to fully cover their ongoing expected program costs. Or, alternatively, they would need to consider subsidies from other funds or sources in order to offset the higher costs. They need to establish a plan for generating sufficient additional revenues to offset the current deficit balance.

NOTE 12 - CAPITAL GRANTS:

During the years ended June 30, 2019 and 2018, the City received the following capital grants:

	<u>2019</u>	<u>2018</u>
State of Good Repair funds	\$ 25,552	\$ 0
State Transit Assistance funds	14,030	0
CalOES Capital Grant	<u>0</u>	<u>62,147</u>
Total Capital Grants	<u>\$ 39,582</u>	<u>\$ 62,147</u>

**CITY OF ARCATA
ARCATA AND MAD RIVER/DIAL-A-RIDE TRANSIT SYSTEM**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

NOTE 13 - TRANSIT OPERATOR VEHICLE CODE COMPLIANCE:

Section 99251 of the Transportation Development Act requires operators submitting claims for TDA funds to provide evidence of compliance with Section 1808-1 of the Vehicle code, regarding participation in the Department of Motor Vehicles Pull Notice Program. Such compliance is generally provided by the routine inspections performed by the California Highway Patrol on transit operator vehicles.

The City currently participates in the Pull Notice Program and is otherwise deemed compliant in this area.