# REPORT ON AUDIT OF THE TRANSPORTATION DEVELOPMENT ACT FUNDS (ARTICLES 3, 4 & 8)

For the Year Ended June 30, 2019

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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 Senior Bus Fund, Transportation Fund and Transportation 2% Set-Aside Fund of the City of Fortuna 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.

Board of Directors Page 2

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 Senior Bus Fund, Transportation Fund and Transportation 2% Set-Aside Fund of the City of Fortuna 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 Senior Bus Fund, Transportation Fund and Transportation 2% Set-Aside Fund and do not purport to, and do not present fairly the financial position of the City of Fortuna 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 Note 6, 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

January 6, 2020 Fortuna, California

# TRANSPORTATION DEVELOPMENT ACT FUNDS COMPARATIVE STATEMENT OF NET ASSETS

### Pertaining to Section 99260 of the Public Utilities Code Recorded in the Senior Bus Fund

June 30, 2019 and 2018

	2019	2018
ASSETS Current Assets		
Cash (Overdraft) TDA funds receivable <u>Total Current Assets</u>	\$ 122,840 0 122,840	\$ (128,236) 276,886 148,650
<pre>Property, Plant and Equipment Property, plant and equipment Less: Accumulated depreciation</pre>	310,870 (132,612) 178,258	310,870 (104,361) 206,509
<u>Deferred Outflows of Resources</u> Deferred Outflows Related to Pensions (Net)	39,610	21,964
TOTAL ASSETS	\$ <u>340,708</u>	\$ <u>377,123</u>
LIABILITIES AND NET ASSETS Current Liabilities		
Accounts payable and accrued expenses Payroll payable	\$ 2,393 0	\$ 1,302 0
Vacation payable	1,219	1,613
<u>Total Current</u> <u>Liabilities</u>	\$ <u>3,612</u>	\$ 2,915
Other <u>Liabilities</u> Net Pension Liability	161,863	_141,403
Net Assets:		
Retained Earnings: Undesignated LTF capital reserve STAF capital reserve	\$ 92,457 77,072 5,704	\$ 122,369 104,732 5,704
Total Net Assets	\$ <u>175,233</u>	\$ <u>232,805</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>340,708</u>	\$ <u>377,123</u>

# TRANSPORTATION DEVELOPMENT ACT FUNDS COMPARATIVE BALANCE SHEET

## Pertaining to Section 99400(a) of the Public Utilities Code Recorded in the Transportation Fund

June 30, 2019 and 2018

		2019	2018
ASSETS			
Cash TDA funds receivable Accounts receivable loans-current Accounts receivable loans-non-current	\$	633,105 0 0 12,900	\$ 432,771 111,338 0 13,060
TOTAL ASSETS	\$_	646,005	\$ <u>557,169</u>
LIABILITIES AND FUND BALANCE			
Liabilities: Accrued expenses Vouchers payable Deferred revenues	\$	0 14,569 12,900	\$ 0 55,518 13,060
Total Liabilities	\$_	27,469	\$ 68,578
Fund Balance: Restricted: Streets Nonspendable: Reserved for non-current loans	\$	605,636	\$ 475,531 13,060
Total Fund Balance	\$_	618,536	\$ 488,591
TOTAL LIABILITIES AND FUND BALANCE	\$_	646,005	\$ <u>557,169</u>

# TRANSPORTATION DEVELOPMENT ACT FUNDS COMPARATIVE BALANCE SHEET

### Pertaining to Section 99234 of the Public Utilities Code Recorded in the Transportation 2% Set-Aside Fund

June 30, 2019 and 2018

	2019	2018
ASSETS		
Cash TDA funds receivable	\$137,031 0	\$115,076 
TOTAL ASSETS	\$ <u>137,031</u>	\$ <u>122,999</u>
,		
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$0	\$0
Total Liabilities	\$0	\$0
Fund Balance:		
Restricted: TDA 2% Set-Aside Projects	6127 021	¢100 000
IDA 2% Set-Aside Piojects	\$ <u>137,031</u>	\$ <u>122,999</u>
<u>Total</u> <u>Fund</u> <u>Balance</u>	\$ <u>137,031</u>	\$ <u>122,999</u>
TOTAL LIABILITIES AND FUND BALANCE	\$ <u>137,031</u>	\$ <u>122,999</u>

# TRANSPORTATION DEVELOPMENT ACT FUNDS STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

## Pertaining to Sections 99260 of the Public Utilities Code Recorded in the Senior Bus Fund

For the Year Ended June 30, 2019

With Comparative Amounts for the Year Ended June 30, 2018

	*	2019		
OPERATING REVENUES	<u>Budget</u>	2019 <u>Actual</u>	Variance Favorable ( <u>Unfavorable</u> )	2018 <u>Actual</u>
Passenger fares Other income	\$ 15,000 0	\$ 16,195 0	\$ 1,195 0	\$ 16,639 751
Total Operating Revenues	\$ <u>15,000</u>	\$ <u>16,195</u>	\$ <u>1,195</u>	\$ <u>17,390</u>
OPERATING EXPENSES				
Personal services, salaries and benefits Supplies Vehicle fuel and oil Repairs and maintenance Depreciation Advertising and personnel Insurance Telephone and other	\$142,892 1,200 12,000 5,500 0 600 3,400 3,700	\$121,999 417 11,172 1,906 28,251 0 3,400 1,196	\$ 20,893 783 828 3,594 (28,251) 600 0 2,504	\$100,301 699 9,452 3,077 30,797 259 3,400 1,977
Total Operating Expenses	\$ <u>169,292</u>	\$ <u>168,341</u>	\$951	\$149,962
NON-OPERATING REVENUES				
Government allocations - Local Transportation Fund State Transit Assistance Fund Interest income  Total Non-Operating Revenues	\$247,807 0 400 \$248,207	\$247,807 0 3,191 \$250,998	\$ 0 0 2,791 \$ 2,791	\$276,886 0 307 \$277,193
NON-OPERATING EXPENSES				
HTA assessment Bus shelters GASB 68 pension liability	\$157,441 0 0	\$157,441 0 (10,751)	\$ 0 0 10,751	\$151,386 0 0
Total Non-Operating Expenses	\$ <u>157,441</u>	\$ <u>146,690</u>	\$ <u>10,751</u>	\$ <u>151,386</u>
INCOME (LOSS) BEFORE ADJUSTMENTS	\$ <u>(63,526</u> )	\$ <u>(47,838</u> )	\$ <u>15,688</u>	\$ <u>(6,765</u> )

(Continued on following page)

# TRANSPORTATION DEVELOPMENT ACT FUNDS STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

## Pertaining to Sections 99260 of the Public Utilities Code Recorded in the Senior Bus Fund

For the Year Ended June 30, 2019

With Comparative Amounts for the Year Ended June 30, 2018

		2019		
	<u>Budget</u>	2019 <u>Actual</u>	Variance Favorable ( <u>Unfavorable</u> )	2018 <u>Actual</u>
INCOME (LOSS) BEFORE ADJUSTMENTS Balances Forward	\$ (63,526)	\$ (47,838)	\$ 15,688	\$ (6,765)
FUND TRANSFERS - Measure E	15,000	<u>3,831</u>	(11,169)	10,000
INCREASE (DECREASE) IN NET ASSETS	\$ (48,526)	\$ (44,007)	\$ 4,519	\$ 3,235
RETAINED EARNINGS - BEGINNING OF YEAR	232,805	232,805	0	229,570
PRIOR PERIOD ADJUSTMENT PENSION LIABILITY	0	<u>(13,565</u> )	(13,565)	0
RETAINED EARNINGS - END OF YEAR	\$ <u>184,279</u>	\$ <u>175,233</u>	\$ <u>(9,046</u> )	\$ <u>232,805</u>

# TRANSPORTATION DEVELOPMENT ACT FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

## Pertaining to Sections 99400(a) of the Public Utilities Code Recorded in the Transportation Fund

For the Year Ended June 30, 2019

With Comparative Amounts for the Year Ended June 30, 2018

				2019				
	_Bud	<u>get</u>	į	2019 Actual	Fav	riance orable vorable)		2018 <u>Actual</u>
REVENUES								
<pre>Intergovernmental:    Allocations Miscellaneous:</pre>	\$ 22	2,640	\$	222,640	\$	0	\$	111,768
Interest Other		4,000 0	0	13,879 245		9,879 245	_	4,300 3,538
<u>Total</u>	\$ 22	6,640	\$_	236,764	\$_	10,124	\$_	119,606
EXPENDITURES AND TRANSFERS								
Street and road projects Interfund transfers out	\$ 43	3,000 <u>0</u>	\$	112 <b>,</b> 217 0	\$ _	320 <b>,</b> 783 0	\$	142,848 0
<u>Total</u>	\$ 43	3,000	\$_	112,217	\$_	320,783	\$_	142,848
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (20	6,360)	\$	124,547	\$	330,907	\$	(23,242)
FUND BALANCE - BEGINNING OF YEAR	48	8,591		488,591		0		511,833
PRIOR PERIOD ADJUSTMENTS	<u> </u>	0		5,398	_	5,398	<u></u>	0
FUND BALANCE - END OF YEAR	\$ <u>28</u>	2,231	\$_	618,536	\$_	336,305	\$_	488,591

# TRANSPORTATION DEVELOPMENT ACT FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

### Pertaining to Sections 99234 of the Public Utilities Code Recorded in the Transportation 2% Set-Aside Fund

For the Year Ended June 30, 2019

With Comparative Amounts for the Year Ended June 30, 2018

		2019		
	Budget	2019 <u>Actual</u>	Variance Favorable ( <u>Unfavorable</u> )	2018 <u>Actual</u>
REVENUES				
<pre>Intergovernmental:     Allocations - TDA     County of Humboldt Miscellaneous:</pre>	\$ 10,624 0	\$ 10,624 0	\$ 0 0	\$ 7,923 47 022
Interest	0	3,408	3,408	738
<u>Total</u>	\$ <u>10,624</u>	\$ 14,032	\$ 3,408	\$ <u>55,683</u>
EXPENDITURES				
Street and road projects	\$0	\$0	\$0	\$ <u>32,041</u>
<u>Total</u>	\$0	\$0	\$0	\$ 32,041
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 10,624	\$ 14,032	\$ 3,408	\$ 23,642
FUND BALANCE - BEGINNING OF YEAR	122,999	122,999	0	99,357
PRIOR PERIOD ADJUSTMENT	0	0	0	0
FUND BALANCE - END OF YEAR	\$ <u>133,623</u>	\$ <u>137,031</u>	\$ <u>3,408</u>	\$ <u>122,999</u>

# TRANSPORTATION DEVELOPMENT ACT FUNDS STATEMENT OF CASH FLOWS

### Pertaining to Sections 99260 of the Public Utilities Code Recorded in the Senior Bus Fund

For the Year Ended June 30, 2019

With Comparative Amounts for the Year Ended June 30, 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received for services Cash received from other income Cash disbursed for operating activities	\$ 16,195 0 (296,834)	750
NET CASH PROVIDED (USED) BY OPERATING2	<u>(290,034</u> )	<u>(314,835</u> )
ACTIVITIES  ACTIVITIES	\$ <u>(280,639</u> )	\$ <u>(297,446</u> )
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Cash received from transfers Cash received from other governments	\$ 3,831 0	\$ 10,000 0
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	\$ 3,831	\$ 10,000
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest received (expense)	\$ <u>3,191</u>	\$308
NET CASH PROVIDED BY INVESTING ACTIVITIES	\$ <u>3,191</u>	\$308
CASH FLOWS FROM CAPITAL AND RELATING FINANCING ACTIVITIES:		
Capital grants received Purchase of property and equipment Proceeds from sale of equipment	\$ 524,693 0 0	\$ 0 (2,007)
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES:	\$ 524,693	\$ <u>(2,007</u> )
NET (DECREASE) INCREASE IN CASH	\$ 251,076	\$ (289,145)
CASH BALANCE - BEGINNING OF YEAR	(128,236)	160,909
CASH BALANCE (OVERDRAFT) - END OF YEAR	\$ <u>122,840</u>	\$ <u>(128,236</u> )

# TRANSPORTATION DEVELOPMENT ACT FUNDS NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

#### NOTE 1 - REPORTING ENTITY:

These financial statements consist only of the Senior Bus Fund, Transportation Fund and Transportation 2% Set-Aside Fund of the City of Fortuna. The Senior Bus Fund, as an Enterprise Fund, accounts for the various transit activities provided by the City, and is financed with Transportation Development Act monies. The Transportation Fund and Transportation 2% Set-Aside Fund, as governmental-type Special Revenue Funds, account for various street related activities and bicycle and pedestrian pathway projects provided by the City, and are also financed with Transportation Development Act monies.

### NOTE 2 - BASIS OF ACCOUNTING:

The Senior Citizen Bus Fund, an Enterprise Fund, is accounted for using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they are incurred. Funds claimed and paid to the Humboldt Transit Authority are also accounted for in the Senior Bus Fund. This portion of the Senior Bus Fund uses the modified accrual basis of accounting whereby revenues are recognized when they become both measurable and available to finance expenditures of the current period and expenditures are generally recognized when the related fund liabilities are incurred.

The Transportation Fund and the Transportation 2% Set-Aside Fund of the City of Fortuna are accounted for using the modified accrual basis of accounting whereby revenues are recognized when they become both measurable and available to finance expenditures of the current period and expenditures are generally recognized when the related fund liabilities are incurred.

### NOTE 3 - DESCRIPTION OF SERVICE:

The City of Fortuna supports specialized transportation to senior and handicapped citizens within the City of Fortuna. The service was provided by the Senior Citizen Center until April 1984 and directly by the City thereafter. The City also contributes funds for the operation of the Redwood Transit System, a county-wide operated service for the general public use, operated by the Humboldt Transit Authority.

The Transportation Fund is used to account for the City's ongoing street and road maintenance program funded in part by Transportation Development Act monies. During the years ended June 30, 2019 and 2018, this program included the various sidewalk and street reconstruction projects.

The Transportation 2% Set-Aside Fund is used to account for the City's bicycle and pedestrian pathway projects funded in part by Transportation Development Act monies.

# TRANSPORTATION DEVELOPMENT ACT FUNDS NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

### NOTE 4 - CAPITAL GRANT ASSETS:

The acquisition, disposal and depreciation of fixed assets acquired through grants or City contributions is offset against the appropriate contributed capital accounts. The statement of revenues, expenditures and changes in retained earnings is increased by the asset depreciation and decreased by the Capital Grant revenue.

### NOTE 5 - PROPERTY, PLANT AND EQUIPMENT:

The change in property, plant and equipment for the year ended June 30, 2019 and 2018 was as follows:

	Balance June 30, 2018	<u>Additions</u>	<u>Deletions</u>	Balance June 30, 2019
Vehicles Other improvements Accumulated depreciation	\$ 179,117 131,753 (104,361)	\$ 0 0 (28,251)	\$ 0 0	\$ 179,117 131,753 (132,612)
Net property, plant and equipment	\$ <u>206,509</u>	\$ <u>(28,251</u> )	\$0	\$ <u>178,258</u>
	Balance June 30, 2017	<u>Additions</u>	<u>Deletions</u>	Balance June 30, 2018
Vehicles Other improvements Accumulated depreciation	\$ 227,431 129,746 (121,879)	\$ 0 2,007 (30,797)	\$ (48,314) 0 (48,314)	\$ 179,117 131,753 (104,361)
Net property, plant and equipment	\$ <u>235,298</u>	\$ <u>(28,790</u> )	\$0	\$ <u>206,509</u>

Property, plant and equipment is recorded at cost and depreciated using the straight-line method over useful lives of five to seven years. Depreciation expense charged to operations for the years ended June 30, 2019 and 2018 was \$28,251 and \$30,797 respectively.

# TRANSPORTATION DEVELOPMENT ACT FUNDS NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

### NOTE 6 - ELIGIBILITY FOR FUNDS:

Pursuant to Section 6634 of the California Administrative Code relating to the Transportation Development Act, 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 calculations are as follows:

Operating Costs:	2019	2018
Salary Benefits Supplies Vehicle fuel & oil Vehicle repair & maintenance Advertising & personnel Insurance Telephone & other	\$ 95,742 26,257 417 11,172 1,906 0 3,400 1,196	\$ 80,973 19,328 699 9,452 3,077 259 3,400 1,977
Net operating costs Less: DAR Fares received	\$140,090 (16,195)	\$119,165 (16,639)
Maximum TDA Fund Eligibility TDA Funds received	\$123,895 140,000	\$102,526 125,000
Excess TDA Allocation	\$ <u>16,105</u>	\$ <u>22,474</u>

In accordance with the rules and regulations of the Transportation Planning Agency, any excess amounts 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.

# TRANSPORTATION DEVELOPMENT ACT FUNDS NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

### NOTE 7 - FARE BOX RECOVERY RATIO:

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

	Section 6633.5		
	2019	2018	
Total operating costs Less: Insurance premiums per Section 99268.17	\$140,090	\$119,165	
	0	0	
Net operating costs	\$ <u>140,090</u>	\$ <u>119,165</u>	
Required fare box recovery ratio %	10.00%	10.00%	
Required minimum fares Actual fares collected Actual fare box recovery ratio achieved	\$ 14,009 \$ 16,195 11.6%	\$ 11,917 \$ 16,639 13.9%	

### NOTE 8 - STATEMENT OF CASH FLOWS:

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

	2019	2018
<pre>Income (loss) from operations Add (deduct):</pre>	\$ (47,838)	\$ (6,765)
Depreciation	28,251	30,797
Operating grants received Interest (income) expense	(247,807) (3,191)	(276 <b>,</b> 886) (307)
Capital grants received Sale of property	0	0
GASB 68 pension (Decrease) Increase in accounts	(10,751)	0
payable and other accrued expenses	697	<u>(44,285</u> )
Net cash provided (used) by operating activities	\$(280,639)	\$ 1207 1161
accivicio	7 (200, 639)	\$ <u>(297,446</u> )

# TRANSPORTATION DEVELOPMENT ACT FUNDS NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2019

### NOTE 9 - 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 disclosures 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.

### NOTE 10 - 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.

### NOTE 11 - GRANT REVENUES

#### **PTMISEA**

In November 2006, California voters passes a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

During the fiscal years ended June 30, 2016, the City applied for and received proceeds of \$171,281 from the State's PTMISEA account for the procurement of a new bus and other capital expenditures. As of June 30, 2019, qualifying expenditures were incurred as follows:

Proceeds received:

PMTISEA: 2015-2016 \$ 171,281

Expenditures incurred:

Bus and other capital improvements (171,281)

Unexpended proceeds at June 30, 2019 \$\_\_\_\_\_0