

**ORANGE COUNTY LOCAL  
TRANSPORTATION AUTHORITY**

**MEASURE M2 LOCAL FAIR SHARE**

**AGREED-UPON PROCEDURES REPORTS**

**Year Ended June 30, 2019**

**ORANGE COUNTY LOCAL  
TRANSPORTATION AUTHORITY**

**MEASURE M2 LOCAL FAIR SHARE**

**AGREED-UPON PROCEDURES REPORTS**

**Year Ended June 30, 2019**

The cities listed below were selected by the Audit Subcommittee of the Taxpayers Oversight Committee to perform agreed-upon procedures for the fiscal year ended June 30, 2019. Please refer to the individual divider tab for our report on each Agency.

City of Anaheim

City of Dana Point

City of Garden Grove

City of Huntington Beach

City of La Habra

City of Mission Viejo

City of San Clemente

City of Seal Beach

City of Westminster

Orange County

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
CITY OF ANAHEIM

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Anaheim's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$10,058,292 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: MOE expenditures were tracked and identified in the general ledger by fund and unit. The General Fund (Fund 101) and various units were used to distinguish MOE eligible expenditures from other types of General Fund expenditures. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$11,048,172 (see Schedule A), which exceeded the requirement. We agreed the total expenditures of \$11,048,172 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$3,593,794, which represented approximately 33% of total MOE expenditures for the fiscal year ended June 30, 2019. We identified 13 expenditures relating to transfers to the Anaheim Regional Transportation Intermodal Center (ARTIC), totaling \$2,468,620 that were not properly classified as local street and road expenditures, nor were they allowable per the Ordinance. After removing the unallowable amounts from total MOE expenditures, the City's MOE expenditures totaled was \$8,579,552, which is \$1,478,740 lower than the minimum MOE requirement of \$10,058,292. No other exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$988,735 of indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$140,264 representing 14% of the total MOE indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs included allocated management salaries for the Public Works department and quarterly information system connectivity. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$7,859,130 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We agreed the fund balance of \$295,758 to the City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: All expenditures relating to Measure M2 Local Fair Share monies were tracked in Fund 271 – Fair share. Fund 271 Measure M2 – Fair share was established exclusively for OCTA M2 – Fair share projects. Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$2,351,685 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: Compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. Measure M2 Local Fair Share expenditures selected totaled \$1,962,245, representing approximately 83% of total Measure M2 Local Fair Share expenditures of \$2,351,685 for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed \$140,426 as indirect cost per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 30 charges for inspection with a total amount of \$75,838 representing 54% of the total Local Fair Share indirect costs. We recomputed the selected indirect costs charges using City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated management salaries for involvement in Local Fair Share projects. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as Local Fair Share indirect costs and are allowable per the Ordinance and percentages allocated to Local Fair Share were justifiable. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited and the methodology is reasonable. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

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This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.



Crowe LLP

Costa Mesa, California  
April 1, 2020

CITY OF ANAHEIM, CALIFORNIA  
 SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
 Year ended June 30, 2019  
 (Unaudited)

	<b>SCHEDULE A</b>
Maintenance of Effort (MOE) Expenditures:	
Indirect and/ or Overhead – Schedule 3, line 1	\$ 988,735
Construction & Right-of-Way	
Signals, Safety Devices, & Street Lights	884,972
Maintenance	
Street Lights & Traffic Signals	3,960,275
Other Street Purpose Maintenance	2,745,570
ARTIC Operations	<u>2,468,620</u>
Total MOE Expenditures	\$ 11,048,172
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Capital Project Administration	\$ 140,426
General Agency Coordination	42,755
ARTIC	138,927
Blue Gum St & Miraloma Pavement Rehab	72,515
Lincoln Ave Pavement Rehab (State College to Sunkist)	376,188
Orangewood Ave Pavement Rehab (Haster to Lewis)	8,933
La Palma & Magnolia Pavement Rehab	92,138
Orangewood Ave Pavement Rehab (Harbor to Haster)	24,249
Orange Ave Pavement Rehab (Western to Dale)	471,784
Weir Canyon Road Pavement Rehab (Serrano-Parkglen)	25,313
Euclid St Pavement Rehab (GlenOak to 91 Freeway)	58,933
Lincoln & Rio Vista Pavement Rehab	467,126
Arterial Slurry Group 2	252,275
La Palma Pavement Rehab (East to Acacia)	94,035
State College Pavement Rehab (Kimberly to City Limits)	2,140
Central Anaheim Pavement Rehab at County Limits	14,244
Euclid Pavement Rehab (Orangewood to Broadway)	1,699
Orangethorpe Pavement Rehab (Lakeview to Imperial)	7,108
LA Palma Pavement Rehab (Lakeview to Imperial)	6,731
Broadway Pavement Rehab (Gilbert to Greenwich)	<u>54,166</u>
Total Measure M2 Local Fair Share Expenditures	\$ <u>2,351,685</u>
Total MOE and Measure M2 Local Fair Share Expenditures	\$ 13,399,857

Note: The above amounts were taken directly from the financial records of the City of Anaheim and were not audited.

City of Anaheim  
**DEPARTMENT OF PUBLIC WORKS**

**Exhibit 1**



March 26, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of Anaheim as of and for the fiscal year ended June 30, 2019.

**Procedure #4**

Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:

- a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
- b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$3,593,794, which represented approximately 33% of total MOE expenditures for the fiscal year ended June 30, 2019. We identified 13 expenditures relating to transfers to the Anaheim Regional Transportation Intermodal Center (ARTIC), totaling \$2,468,620 that were not properly classified as local street and road expenditures, nor were they allowable per the Ordinance. After removing the unallowable amounts from total MOE expenditures, the City's MOE expenditures totaled \$8,579,552, which is \$1,478,740 lower than the minimum MOE requirement of \$10,058,292. No other exceptions were found as a result of this procedure.

City's Response:

ARTIC is a joint project of regional significance involving OCTA and the City of Anaheim (Anaheim). Fair Share funds were used for the project land, construction and some operating costs. Anaheim counted a portion of the ARTIC operating cost towards the MOE requirement in the belief that this transportation purpose was an eligible MOE expense. In FY 2019, Anaheim also used Fairshare to pay for approximately \$2 million in MOE eligible street reconstruction expenditures, but could just have easily used the General Fund to pay these expenditures.



Each jurisdiction is required to maintain a minimum level of local streets and roads expenditures to conform to the MOE requirement and what is important is that Anaheim did meet this requirement.

On Schedule 3 of the M2 Expenditure Report for the FY June 30, 2019, Anaheim reported in Column Q (Fairshare) \$2,029,577 of Street Reconstruction expense. Anaheim also reported in the MOE column, \$2,468,620 of expense for ARTIC operating (as stated in the finding). If Anaheim is permitted to restate these expenditures by changing the column so that the Street Reconstruction expenditures are reported in the MOE column and an equal amount of ARTIC expenditures are reported in Column Q (Fairshare), then Anaheim is demonstrating that the MOE has been met. This minor change would not impact the total expenditures by fund but would clarify the types of expenditures by fund.

In addition, Anaheim has \$2 million in MOE eligible expenditures that were not reported on the MOE reporting form but, if allowed, Anaheim would update the expenditure report to show these expenditures.



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Rudy Emami, Director of Public Works



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Deborah Moreno, Finance Director/City Treasurer



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Chris Zapata, City Manager

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
CITY OF DANA POINT

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Dana Point's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$1,313,011 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: The MOE expenditures were tracked in the City's general ledger by fund and various program codes. The City recorded its MOE expenditures in its General Fund (01) under the Street Maintenance (2350), Street Sweeping (2490), and Storm Drains (2510) program codes. The City also used Capital Projects Fund (11) under the Slurry Seal (3110) and Arterial Roadways-Pavement Preservation (3110) program codes. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$6,030,795 (see Schedule A), which exceeded the requirement. We agreed the total expenditures of \$6,030,795 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 25 MOE expenditures totaling \$4,311,401, which represented approximately 72% of total MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, no indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$1,717,175 for the past three fiscal years ended June 30, 2017, 2018 and 2019. City of Dana Point reported Local Fair Share fund balance of \$718,967 as of June 30, 2019 on the Expenditure Report (Schedule 1, Line 20); however, from inspecting the general ledger detail, the fund balance amount was \$717,853, a difference of \$1,114. We determined funds were expended within three years of receipt, without any exception. No other exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: We inspected the general ledger detail of the total Local Fair Share expenditures of \$0 to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4) of \$0. No exceptions were found as a result of this procedure.

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven- Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: Since the City did not have any expenditures during the year for Local Fair Share projects, we did not select a sample of Measure M2 Local Fair Share expenditures. We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, no indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

  
Crowe LLP

Costa Mesa, California  
April 1, 2020

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CITY OF DANA POINT, CALIFORNIA  
SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
Year ended June 30, 2019  
(Unaudited)

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**SCHEDULE A**

Maintenance of Effort (MOE) Expenditures:

Maintenance	
Overlay and sealing	\$ 4,283,304
Street lights and traffic signals	109,907
Other street purpose maintenance	<u>1,637,584</u>
Total maintenance	6,030,795

Total MOE Expenditures \$ 6,030,795

Measure M2 Local Fair Share Expenditures (Schedule 4):

Total Measure M2 Local Fair Share Expenditures                   -

Total MOE and Measure M2 Local Fair Share Expenditures \$ 6,030,795

Note: The above amounts were taken directly from the financial records of the City of Dana Point and were not audited.



March 16, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of Dana Point as of and for the fiscal year ended June 30, 2019.

#### **Procedure #6**

Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$1,717,175 for the past three fiscal years ended June 30, 2017, 2018 and 2019. City of Dana Point reported Local Fair Share fund balance of \$718,967 as of June 30, 2019 on the Expenditure Report (Schedule 1, Line 20); however, from inspecting the general ledger detail, the fund balance amount was \$717,853, a difference of \$1,114. We determined funds were expended within three years of receipt, without any exception. No other exceptions were found as a result of this procedure.

#### City's Response:

The City processed a transfer of \$1,114 to cover eligible expenditures prior to closing the books at June 30, 2019. That eligible use of funds was not reflected on the Expenditure Report. The City agrees and has amended its reconciliation and review procedures for the M2 Expenditure Report. A revised Expenditure Report will be submitted to OCTA.



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Mark Denny, City Manager

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Michael Killebrew, Director of Finance

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Matt Sinacori, Director of Public Works & Engineering

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
CITY OF GARDEN GROVE

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Garden Grove's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$3,378,344 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: MOE expenditures were tracked in general ledger by fund and packages. The City recorded its MOE expenditures in its General Fund (111) and by various packages (cost centers). No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$5,389,909 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$5,389,909 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)



4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures for inspection totaling \$2,045,827, which represented approximately 38% of total MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1); Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$1,233,538 of indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$705,830 representing 57% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and did not identify any exceptions. The indirect costs inspected included allocated vehicle maintenance, personnel, and information system charges. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$7,577,028 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We reconciled the fund balance of \$1,547,170 from the general ledger detail to the City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: The Local Fair Share expenditures were tracked in general ledger by fund. The City recorded its Local Fair Share expenditures in its General Fund (111). Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$3,169,265 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

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(Continued)

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected 20 Measure M2 Local Fair Share expenditures for inspection totaling \$3,166,374, representing approximately 99% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, no indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.



Crowe LLP

Costa Mesa, California  
April 1, 2020

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CITY OF GARDEN GROVE, CALIFORNIA  
 SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
 Year ended June 30, 2019  
 (Unaudited)

**SCHEDULE A**

Maintenance of effort (MOE) Expenditures:	
Indirect and/ or overhead – Schedule 3, line 1	\$ 1,233,538
Maintenance	
Overlay and sealing	874,451
Street lights and traffic signals	146,089
Other street purpose maintenance	<u>3,135,831</u>
Total MOE Expenditures	\$ 5,389,909
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Ahpalt Mnt/ Overlay	20,567
9th/ GG Blvd/ Lft Trn	50,003
Magnlia/ Orngwd L TR	28,909
Ped Signl Head Hsip	15,568
Chapman Coordinatn	316,773
Westmnstr Coordinatn	45,184
Lewis Recnstr	646
Euclid Rehab	231,987
Brookhurst Rehab	12,741
Fairviw Slurry Seal	68,353
Euc Reh (Lamp-Chap)	5,100
19/20 Cdbg Local St	410
Magnolia St Reconst	204
Chapman Rehab	2,021,087
GG Rehab-Bkhrst-NLS	72,922
Euclid (Hzrd-Wstmst)	278,709
Wstmstr Rehab-Match	<u>102</u>
Total Measure M2 Local Fair Share Expenditures	\$ 3,169,265
Total MOE and Measure M2 Local Fair Share Expenditures	<u>\$ 8,559,174</u>

Note: The above amounts were taken directly from the financial records of the City of Garden Grove and were not audited.

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
CITY OF HUNTINGTON BEACH

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Huntington Beach's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$5,607,203 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: MOE expenditures were tracked and identified in the general ledger by fund and unit. The City's MOE expenditures were recorded in the General Fund (100), Infrastructure Fund (314), and various units. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$12,805,164 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$12,805,164 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$4,055,575, which represented approximately 32% of total MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$738,368 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$402,332 representing 54% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated personnel charges. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$9,155,187 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$1,788,766 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$1,819,187, identifying a difference of \$30,421. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: Expenditures relating to Measure M2 Local Fair Share were recorded in the General Fund (100) and Infrastructure Fund (314). Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$4,938,457 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

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(Continued)

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected 15 Measure M2 Local Fair Share expenditures for inspection totaling \$1,498,176, representing approximately 30% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, line 1), and discussion with the City's accounting personnel, the City did not classify Local Fair Share indirect costs correctly. The City had recorded expenditures totaling \$1,065,100 for allocated salaries as direct charges rather than indirect charges. We selected 4 employees' salaries for inspection with a total amount of \$425,751 representing 40% of the total Local Fair Share indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated senior civil engineers' salaries for the Public Works department. Upon inspecting the supporting documentation for the samples selected, we determined that the Local Fair Share indirect costs were allowable per the Ordinance and percentages allocated to Local Fair Share were justifiable. No other exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4), explaining any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

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(Continued)

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Crowe LLP*

Crowe LLP

Costa Mesa, California  
April 1 2020

CITY OF HUNTINGTON BEACH, CALIFORNIA  
SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
Year ended June 30, 2019  
(Unaudited)

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	<b>SCHEDULE A</b>
Maintenance of effort (MOE) Expenditures:	
Indirect and/ or overhead	\$ 738,368
Construction and right-of-way	
Street reconstruction	2,682,416
Signals, safety devices, and street sights	<u>617,106</u>
Total construction and right-of way	3,299,522
Maintenance	
Patching	1,969,482
Street lights and traffic signals	1,592,839
Other street purpose maintenance	<u>4,949,841</u>
Total maintenance	8,512,162
Other	<u>255,112</u>
Total MOE Expenditures	\$ 12,805,164
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Indirect and/ or overhead	1,065,100
Arterial Rehabilitation 16-17	3,368
Arterial Rehabilitation 17-18	1,627,500
Arterial Rehabilitation 18-19	1,377,982
Atlanta Avenue widening	500,000
General maintenance public works	<u>364,507</u>
Total Measure M2 Local Fair Share Expenditures	\$ <u>4,938,457</u>
Total MOE and Measure M2 Local Fair Share Expenditures	\$ <u>17,743,619</u>

Note: The above amounts were taken directly from the financial records of the City of Huntington Beach and were not audited.





# CITY OF HUNTINGTON BEACH

## Finance Department

March 11, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share Program for the City of Huntington Beach as of and for the fiscal year ended June 30, 2019.

### **Procedure #6**

Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt, explaining any differences.

Findings: The City received \$9,155,187.52 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$1,788,766 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$1,819,187, identifying a difference of \$30,421. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

### City's Response:

The difference of \$30,421 was carried forward from prior fiscal years. The City will review its current closing and financial reporting processes and implement procedures to ensure these variances do not occur in future reports.

### **Procedure #9**

Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the Expenditure Report (Schedule 3, line 1), the City reported \$0 as Indirect Cost for LFS for the fiscal year ended June 30, 2019. However, after inspecting the general ledger expenditure detail and discussion with the City's accounting personnel, we identified \$1,065,100 of charges for allocated salaries that should have been reported as indirect charges. Upon selection of the four employees' salaries for inspection with a total amount of \$425,751 representing 40% of the total LFS indirect costs, we recomputed the selected indirect costs charges using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated Senior Civil Engineers' and Contract Administrator's salaries for the Public Works department. Upon inspecting the supporting documentation for the samples selected, we determined that the LFS indirect costs were allowable per the Ordinance and percentages allocated to LFS were justifiable. No other exceptions were found as a result of this procedure.

City's Response:

The City will review its financial reporting processes and implement procedures to ensure that Local Fair Share expenditures are correctly classified in future reports.



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Dahle Bulosan, Acting Chief Financial Officer



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Tom Herbel, Acting Public Works Director

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
CITY OF LA HABRA

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of La Habra's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$1,529,313 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: The MOE expenditures were tracked in the City's general ledger by fund and various object codes. The City recorded its MOE expenditures in its General Fund (113) under Engineering (152101), Traffic Management (1522301), Street Maintenance (17311), and Storm Drain (174101) object codes. Various categories were also used to track the expenditures. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$2,011,124 (see Schedule A), which exceeded the requirement. We agreed the total expenditures of \$2,011,124 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$248,127, which represented approximately 13% of total MOE expenditures (and 17% of total *required* MOE expenditures) for the fiscal year ended June 30, 2019. We identified 13 expenditures, totaling \$1,951 that were not allowable per the Ordinance. However, after removing the amounts from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$592,537 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$83,106 representing 14% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated vehicle maintenance and fuel and information services charges. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20) and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$2,694,697 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We agreed the fund balance of \$2,167,540 to the City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: The expenditures relating to Measure M2 Local Fair Share monies were tracked in the City's general ledger by fund and program. The City recorded its expenditures relating to Measure M2 Local Fair Share monies in Measure M2-Fairshare Fund (138) and various programs. Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$645,858 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

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(Continued)

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven- Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected 20 Measure M2 Local Fair Share expenditures for inspection totaling \$547,386, representing approximately 85% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspecting the Expenditure Report (Schedule 3, line 1), the City reported \$0 as Indirect Cost for Local Fair Share for the fiscal year ended June 30, 2019. However, after inspecting the general ledger expenditure detail and discussion with the City's accounting personnel, we identified \$113,357 of charges for allocated salaries that should have been reported as indirect charges. Upon selection of the two employees' salaries for inspection with a total amount of \$113,357 representing 100% of the total Local Fair Share indirect costs, we recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated senior civil engineers' salaries for the Public Works department. Upon inspecting the supporting documentation for the samples selected, we determined that the Local Fair Share indirect costs were allowable per the Ordinance and percentages allocated to Local Fair Share were justifiable. No other exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

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(Continued)

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Crowe LLP*

Crowe LLP

Costa Mesa, California  
April 1 2020

CITY OF LA HABRA, CALIFORNIA  
 SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
 Year ended June 30, 2019  
 (Unaudited)

**SCHEDULE A**

Maintenance of Effort (MOE) Expenditures:	
Indirect and/ or overhead	\$ 592,537
Maintenance	
Street lights and traffic signals	791,293
Storm damages	51,755
Other street purpose maintenance	<u>575,539</u>
Total maintenance	1,418,587
Total MOE Expenditures	\$ 2,011,124
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Lambert Road rehabilitation 2017-18	1,143
Alley improvement 2017-18	6,523
Residential street rehabilitation 2016-18	275,615
Alley improvement 2017-18	148,119
Environmental cleanup 2017-18	43,272
La Habra Boulevard pavement rehabilitation project	31,769
Residential street rehabilitation/slurry 2018-19	20,000
Union Pacific Railroad crossing improvement at Cypress	6,060
Measure M2 Fairshare administration	<u>113,357</u>
Total Measure M2 Local Fair Share Expenditures	\$ 645,858
Total Measure M2 MOE and Local Fair Share Expenditures	<u>\$ 2,656,982</u>

Note: The above amounts were taken directly from the financial records of the City of La Habra and were not audited.



## City of La Habra

*"A Caring Community"*

## FINANCE DEPARTMENT

110 E. La Habra Boulevard  
Post Office Box 785  
La Habra, CA 90633-0785  
Office: (562) 383-4050  
Fax: (562) 383-4478

March 16, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of La Habra as of and for the fiscal year ended June 30, 2019.

### Procedure #4

Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:

- a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
- b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures, which represented approximately 13% of total MOE expenditures (and 17% of total *required* MOE expenditures) for the fiscal year ended June 30, 2019. We identified 13 expenditures, totaling \$1,951 that were not allowable per the Ordinance. However, after removing the amounts from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

### City's Response:

The MOE expenditure findings listed above have been brought to our attention and explained why they are not allowable per the Ordinance. Staff will ensure that expenditures within these categories will be excluded from future reporting.



**Procedure #9**

Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

**Findings:** Based upon inspection of the Expenditure Report (Schedule 3, line 1), the City reported \$0 as Indirect Cost for LFS for the fiscal year ended June 30, 2019. However, after inspecting the general ledger expenditure detail and discussion with the City's accounting personnel, we identified \$113,357 of charges for allocated salaries that should have been reported as indirect charges. Upon selection of the two employees' salaries for inspection with a total amount of \$113,357 representing 100% of the total LFS indirect costs, we recomputed the selected indirect costs charges using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated Senior Civil Engineers' salaries for the Public Works department. Upon inspecting the supporting documentation for the samples selected, we determined that the LFS indirect costs were allowable per the Ordinance and percentages allocated to LFS were justifiable. No other exceptions were found as a result of this procedure.


City's Response:

The duties performed by the City's Public Works Senior Civil Engineer and later by the Principal Engineer were deemed to be administrative indirect costs which were allowable per the Ordinance and not direct costs. These charges have no effect on the total expenditures but the City acknowledges that they were reported on the wrong line item. The City will ensure that these charges are reported as such on future reports.



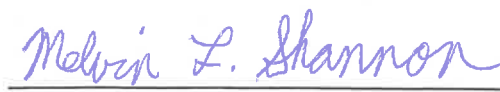
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James D. Sadro  
City Manager



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Elias Saykall  
Director of Public Works



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Melvin L. Shannon  
Director of Finance

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
CITY OF MISSION VIEJO

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Mission Viejo's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$2,538,900 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: MOE expenditures were tracked in the City's general ledger by fund and categories. The City recorded its MOE expenditures in its General Fund (101) and various categories. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$4,549,955 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$4,549,955 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$2,151,099, which represented approximately 47% of the total MOE expenditures for the fiscal year ended June 30, 2019. We identified six expenditures, totaling \$589 that were not allowable per the Ordinance. However, after removing the amounts from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$1,147,033 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$752,347 representing 66% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated utilities charges. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$4,769,169 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$934,676 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$874,713, noting a difference of \$59,963. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: The City recorded its expenditures relating to Measure M2 Local Fair Share monies in General Fund (101) and Measure M2 Fund (267). Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$1,443,319 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. M2 Local Fair Share expenditures selected totaled \$1,269,396 representing approximately 88% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed \$29,238 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$25,111 representing 86% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated personnel charges. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as Local Fair Share indirect costs and were allowable per the Ordinance and percentages allocated to Local Fair Share were justifiable. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Crowe LLP*

Crowe LLP

Costa Mesa, California

April 1, 2020

CITY OF MISSION VIEJO, CALIFORNIA  
 SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
 Year ended June 30, 2019  
 (Unaudited)

**SCHEDULE A**

Maintenance of effort (MOE) Expenditures:	
Indirect and/ or overhead – Schedule 3, line 1	\$ 1,147,033
Maintenance	
Patching	1,961,033
Street lights and traffic signals	932,111
Other street purpose maintenance	<u>509,778</u>
Total MOE Expenditures	\$ 4,549,955
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Measure M2 street related (541267-6599)	
Maintenance- other street purpose maintenance	30,000
Alicia/Marguerite intersection (CIP 17232)	
street reconstruction	74,919
Santa Margarita Parkway/Marguerite intersection (CIP 17233)	
street reconstruction	34,940
TRAP- south of Crown Valley (CIP 18239)	
Maintenance- other street purpose maintenance	188,195
Los Alisos traffic signal synchronization project (19240)	
Administration	36
Arterial highway resurfacing and slurry (CIP 19837)	
Administration	4,091
Residential resurfacing (CIP 19838)	
Maintenance - overlay and sealing	1,244,287
Administration	25,111
Adjustments	
Reduce prior year expenditures for reimbursements received from other agencies	
Arterial highway resurfacing and slurry (CIP 19837)	
Maintenance - overlay and sealing	(53,925)
Residential resurfacing (CIP 19838)	
Maintenance - overlay and sealing	<u>(104,335)</u>
Total Measure M2 Local Fair Share Expenditures	\$ 1,443,319
Total MOE, and Measure M2 Local Fair Share Expenditures	<u>\$ 5,993,274</u>

Note: The above amounts were taken directly from the financial records of the City of Mission Viejo and were not audited.

(Continued)



# City of Mission Viejo

## Administrative Services Department

**Brian Goodell**  
*Mayor*

**Trish Kelley**  
*Mayor Pro Tem*

**Wendy Bucknum**  
*Council Member*

**Greg Raths**  
*Council Member*

**Edward Sachs**  
*Council Member*

### Exhibit 1

March 17, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of Mission Viejo as of and for the fiscal year ended June 30, 2019.

#### Procedure #4

Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:

- a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
- b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$2,151,099, which represented approximately 47% of the total MOE expenditures for the fiscal year ended June 30, 2019. We identified six expenditures, totaling \$589 that were not allowable per the Ordinance. However, after removing the amounts from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

#### City's Response:

The City has consistently reported the same MOE expenditures on the Measure M2 report as what is reported on the annual street report. However, in conjunction with OCTA, Crowe has advised that only MOE expenditures that are in accordance with gas tax guidelines should be included as MOE expenditures on the Measure M2 report. The City will review MOE expenditures and remove expenditures related to training and memberships/dues in the future. The City has continued to meet the MOE requirement and exceeded this requirement by \$2M for 18/19.



# City of Mission Viejo

## Administrative Services Department

**Brian Goodell**  
Mayor

**Trish Kelley**  
Mayor Pro Tem

**Wendy Bucknum**  
Council Member

**Greg Raths**  
Council Member

**Edward Sachs**  
Council Member

### Procedure #6

Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$4,769,169 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$934,676 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$874,713, noting a difference of \$59,963. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

### City's Response:

The City has identified the fund balance discrepancies and has come up with a corrective plan as follows: \$29,732.69 in final Measure M1 revenue received from OCTA in 2016 will be recorded on the M2 report by adjusting the fund balance per direction received from OCTA. An additional \$40.05 was also identified as a reclassification of personnel costs that did not include the project string on our general ledger and will be removed from the 19/20 report fund balance. The remaining \$30,270.57 was moved from the Regional Capacity Program to Fairshare on the M2 Report for 16/17 at OCTA's instruction, but never corrected on the City's general ledger. This has now been reclassified on the City's general ledger.

Signature: \_\_\_\_\_

Title: City Manager

Signature: \_\_\_\_\_

Title: Director of Public Works

Signature: \_\_\_\_\_

Title: Director of Finance



INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
CITY OF SAN CLEMENTE

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of San Clemente's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$1,135,209 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: The MOE expenditures were tracked in the City's general ledger by fund and programs. The City recorded its MOE expenditures in its General Fund (001) and the following programs: Traffic Signals (611), Traffic Maintenance (612), Street Maintenance & Repair (614), Street Lighting (618), Major Street Maintenance (416), Public Works Admin (481), Overhead Charges (414), Traffic (413), and Street Engineering (415). No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$4,819,693 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$4,819,693 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 25 MOE expenditures totaling \$3,155,739, which represented approximately 65% of total MOE expenditures for the fiscal year ended June 30, 2019. Per inspection of MOE expenditures, we identified two vendor payments for Lyft Inc. and Butterfli Technologies, Inc. totaling \$429,089 that were not allowable per the Ordinance. However, after removing the amount from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect the supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$1,215,413 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection with a total amount of \$152,900 representing 13% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated personnel salaries. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as MOE indirect costs and were allowable per the Ordinance and percentages allocated to MOE were justifiable. No exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20) and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$2,916,804 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We reconciled the fund balance of \$1,062,205 from the general ledger detail to City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

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(Continued)

Findings: The City used specific projects in the Street Improvement Fund (042) to track Measure M2 Local Fair Share expenditures. The projects for FY 2018-19 were as follows: 18327 (FY 2018 Street Improvement Projects), 27306 (As Needed Pavement Repairs), 17343 (South La Esperanza), 17345 (Via Cascadita), 16352 (Avenida Navarro), and 17341 Avenida Presidio. Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$1,411,504 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven- Year CIP and were properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected four Measure M2 Local Fair Share expenditures for inspection totaling \$1,384,664 representing approximately 98% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, no indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited and the methodology is reasonable. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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(Continued)

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.



Crowe LLP

Costa Mesa, California  
April 1, 2020

CITY OF SAN CLEMENTE, CALIFORNIA  
SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
Year ended June 30, 2019  
(Unaudited)

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**SCHEDULE A**

Maintenance of Effort (MOE) Expenditures:	
Indirect and overhead	\$ 1,215,413
Street reconstruction	519,670
Maintenance	
Patching	376,830
Overlay and sealing	1,061,088
Street lights and traffic signals	<u>1,646,692</u>
Total maintenance	3,084,610
Total MOE Expenditures	\$ 4,819,693
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Street improvement projects	\$ 1,187,440
As needed pavement repairs	177,112
South La Esperanza	6,630
Via Cascadita	2,175
Avenida Navarro – Pico to Los Molinos	15,274
Avenida Presidio	<u>22,873</u>
Total Measure M2 Local Fair Share Expenditures	<u>\$ 1,411,504</u>
Total MOE and Measure M2 Local Fair Share Expenditures	<u>\$ 6,231,197</u>

Note: The above amounts were taken directly from the financial records of the City of San Clemente and were not audited.



March 5, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of San Clemente as of and for the fiscal year ended June 30, 2019.

**Procedure #4**

Select a sample of MOE expenditures from the City's general ledger expenditure detail and describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:

- a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation.
- b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 25 MOE expenditures totaling \$3,155,739, which represented approximately 65% of total MOE expenditures for the fiscal year ended June 30, 2019. Per inspection of MOE expenditures, we identified two vendor payments for Lyft Inc. and Butterfli Technologies, Inc. with total amount of \$429,089.09 that were not allowable per the ordinance. However, after removing the amount from total MOE expenditures, San Clemente continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

City's response: The City's SCRides program costs were budgeted as a pilot program in the Traffic budget. The City mistakenly did not properly identify and remove those costs from the Maintenance of Effort reporting. The City is considering adding a separate program for transit related costs to breakout non-MOE eligible costs and better identify costs for reporting purposes.



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Robert Dunek, City Manager



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Erik Sund, Assistant City Manager/Director of  
Administrative Services



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Tom Bonigut, Public Works Director/ City Engineer

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
CITY OF SEAL BEACH

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Seal Beach's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$551,208 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: The MOE expenditures were tracked and identified in the general ledger by fund and object codes. The City of Seal Beach MOE expenditures were recorded in the General Fund (100) under object codes: Engineering (42), Storm Drains (43), Street Maintenance (44), and Landscape Maintenance (49). No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$1,321,124 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$1,321,124 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)



4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures totaling \$491,447, which represented approximately 37% of the total MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$567,714 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection totaling \$107,287 representing 19% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated management salaries, vehicle maintenance, project advertising, and information services charges. Upon inspecting the supporting documentation for the samples selected, we determined that one of the expenditures totaling \$9,566 should have been coded to direct cost; therefore, was not properly classified as MOE indirect costs, but it was allowable per the Ordinance. However, one other expenditure selected for testing totaling \$991 for a file cabinet was not allowable per the Ordinance. After removing the amount from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$1,310,883 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$841,764 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$1,545,089, identifying a difference of \$703,325. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: Expenditures relating to Measure M2 Local Fair Share were recorded in the Project X-Fund (80). Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$187,793 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

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(Continued)

8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. Measure M2 Local Fair Share expenditures selected totaled \$152,551 representing approximately 81% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, no indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4), explaining any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Crowe LLP*  
Crowe LLP

Costa Mesa, California  
April 1, 2020

CITY OF SEAL BEACH, CALIFORNIA  
 SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
 Year ended June 30, 2019  
 (Unaudited)

	<b>SCHEDULE A</b>
Maintenance of effort (MOE) Expenditures:	
Indirect and/ or overhead	\$ 567,714
Construction and right-of-way	
Pedestrian Ways & Bikepaths	3,863
Storm Drains	<u>112,963</u>
Total construction and right-of way	116,826
Maintenance	
Patching	22,496
Overlay & Sealing	500
Street lights and traffic signals	40,243
Storm Drainage	32,094
Other street purpose maintenance	<u>541,251</u>
Total maintenance	636,584
Total MOE Expenditures	\$ 1,321,124
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Westminster Avenue Median Improvement Project No. ST-1509	20,383
Local Street Resurfacing Program Project No. ST-1602	3,901
Local Street Resurfacing Program Project No. ST-1702	1,333
Annual Concrete Repair Program Project No. ST-1802	75,000
New Traffic Signal Battery Back Up Project No. ST-1808	81,996
Lampson Avenue ATP Bike Lane Grant Project No. ST-1811	3,846
Local Street Resurfacing Program Project No. ST-1902	<u>1,334</u>
Total Measure M2 Local Fair Share Expenditures	<u>\$ 187,793</u>
Total MOE and Measure M2 Local Fair Share Expenditures	<u>\$ 1,508,917</u>

Note: The above amounts were taken directly from the financial records of the City of Seal Beach and were not audited.

March 27, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share Program for the City of Seal Beach as of and for the fiscal year ended June 30, 2019.

#### **Procedure #5**

Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as MOE expenditures for the fiscal year ended June 30, 2019. We agreed \$567,714 in indirect costs per the Expenditure Report (Schedule 3, line 1) to the general ledger detail. We selected 25 charges for inspection totaling \$107,287 representing 19% of the total indirect costs. We recomputed the selected indirect costs charges using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated management salaries, vehicle maintenance, project advertising, and information services charges. Upon inspecting the supporting documentation for the samples selected, we determined that one of the expenditures totaling \$9,566 should have been coded to direct cost; therefore, was not properly classified as MOE indirect costs, but it was allowable per the Ordinance. However, one other expenditure selected for testing totaling \$991 for file cabinet was not allowable per the Ordinance. After removing the amount from total MOE expenditures, the City continued to meet the minimum MOE requirement. No other exceptions were found as a result of this procedure.

City's Response: The City concurs and will ensure that indirect charges are properly reported in the future

#### **Procedure #6**

Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

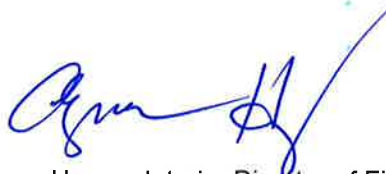
Findings: The City received \$1,310,883 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We compared the fund balance of \$841,764 from the general ledger to the fund balance reported in the City's Expenditure Report (Schedule 1, line 20) of \$1,545,089, identifying a difference of \$703,325. We determined funds were expended within three years of receipt. No other exceptions were found as a result of this procedure.

City's Response: The City concurs and will ensure that the expenses will be taking into account in the future when reporting the ending fund balance.



Jill R. Ingram, City Manager

\_\_\_\_\_  
Name and Title of Responsible Party



Alayna Hoang, Interim Director of Finance

\_\_\_\_\_  
Name and Title of Responsible Party



Steve Myrter, Public Works Director

\_\_\_\_\_  
Name and Title of Responsible Party

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
CITY OF WESTMINSTER

Board of Directors  
Orange County Local Transportation Authority and  
the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the City of Westminster's (City) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The City's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the City.

Findings: The City was required to spend \$1,548,761 in MOE expenditures during the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

2. Describe which funds the City used to track all street and road expenditures and inquire how the City identifies MOE expenditures in its general ledger.

Findings: The MOE expenditures were tracked in the City's general ledger by fund and various object codes. The City recorded its MOE expenditures in its General Fund (100) and various object codes. No exceptions were found as a result of this procedure.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the City met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the City's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The City's MOE expenditures for the fiscal year ended June 30, 2019 were \$4,049,921 (see Schedule A), which exceeded the minimum MOE requirement. We agreed the total expenditures of \$4,049,921 to the amount reported on the City's Expenditure Report (Schedule 3, line 18), with no differences. No exceptions were found as a result of this procedure.

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(Continued)

4. Select a sample of MOE expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: We selected 40 MOE expenditures for inspection totaling \$1,366,202, which represented approximately 33% of total MOE expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the Expenditure Report (Schedule 3, line 1), the City reported \$686,773 in indirect costs for MOE for the fiscal year ended June 30, 2019. However, after inspecting the general ledger expenditure detail and discussion with the City's accounting personnel, we identified an additional \$120,911 in indirect charges for Public Works Administration allocated salaries. We selected 25 indirect costs for inspection with a total amount of \$538,728 representing 67% of the total MOE indirect costs, we recomputed the selected indirect costs charges using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated personnel salaries, vehicle maintenance and fuel, and information services charges. Upon inspecting the supporting documentation for the samples selected, we determined that the MOE indirect costs were allowable per the Ordinance and percentages allocated to MOE were justifiable. No other exceptions were found as a result of this procedure.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the City and calculate the amount the City received for the past three fiscal years. Obtain the fund balance of the City's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the City's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The City received \$4,406,532 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We agreed the fund balance of \$1,550,764 from the general ledger detail to the City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No exceptions were found as a result of this procedure.

7. Describe which fund the City used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the City's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: The City's Measure M2 Local Fair Share expenditures were recorded in Fund 211 and 400, Measure M Capital Projects (55026) and Measure M Admin (55027) object codes. Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$1,182,752 (see Schedule A), which agreed to the City's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

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(Continued)



8. Obtain the City's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the City's general ledger expenditure detail. Describe the percentage of total expenditures selected for inspection. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the City's Seven- Year CIP and are properly classified as Measure M2 Local Fair Share projects.

Findings: We compared the projects listed on the City's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected four Measure M2 Local Fair Share expenditures for inspection totaling \$900,811 representing approximately 76% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the City's accounting personnel, indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. The City reported \$51,251 in indirect costs on the Expenditure Report. We selected 12 charges for inspection with a total amount of \$45,588 representing 89% of the total indirect costs. We recomputed the selected indirect costs using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated management salaries. Upon inspecting the supporting documentation for the samples selected, we determined that the expenditures were properly classified as Local Fair Share indirect costs and were allowable per the Ordinance and percentages allocated to Local Fair Share were justifiable. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to ensure the proper amount of interest was credited and the methodology is reasonable. Agree the amount reflected to the amount of interest listed on the City's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the request of OCLTA, the City's responses to certain findings are included in Exhibit 1. The responses are included for the purpose of additional information and were not subjected to the procedures described above. Accordingly, we did not perform any procedures on the City's responses and express no assurance or opinion on them.

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(Continued)

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

  
Crowe LLP

Costa Mesa, California  
April 1, 2020

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(Continued)

CITY OF WESTMINSTER, CALIFORNIA  
SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
Year ended June 30, 2019  
(Unaudited)

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**SCHEDULE A**

Maintenance of Effort (MOE) Expenditures:	
Indirect and Overhead	\$ 807,684
Street Reconstruction	1,461,540
Maintenance	783,745
Direct Engineering Administrative Salaries	<u>996,952</u>
Total MOE Expenditures	\$ 4,049,921
Measure M2 Local Fair Share Expenditures (Schedule 4):	
Indirect and Overhead	51,251
City-wide Street improvements	854,110
Debt Service and Administration	220,773
Electricity charges for the City traffic signals	<u>56,618</u>
Total Measure M2 Local Fair Share Expenditures	\$ <u>1,182,752</u>
Total MOE and Measure M2 Local Fair Share Expenditures	\$ <u>5,232,673</u>

Note: The above amounts were taken directly from the financial records of the City of Westminster and were not audited.

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(Continued)



# City of Westminster

8200 Westminster Boulevard, Westminster, CA 92683 714.898.3311  
www.westminster-ca.gov

March 16, 2020

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

TRI TA  
Mayor

KIMBERLY HO  
Vice Mayor

SERGIO CONTRERAS  
Council Member

TAI DO  
Council Member

CHI CHARLIE NGUYEN  
Council Member

SHERRY JOHNSON  
Interim City Manager

The following response is being submitted to address results from the agreed upon procedures performed for the Measure M2 Local Fair Share program for the City of Westminster as of and for the fiscal year ended June 30, 2019.

## Procedure #5

Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged, and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the Expenditure Report (Schedule 3, line 1), the City reported \$686,773 in indirect costs for MOE for the fiscal year ended June 30, 2019. However, after inspecting the general ledger expenditure detail and discussion with the City's accounting personnel, we identified an additional \$120,911 in indirect charges for Public Works Administration allocated salaries. We selected 25 indirect costs for inspection with a total amount of \$538,728 representing 67% of the total MOE indirect costs, we recomputed the selected indirect costs charges using the City's allocation methodology and identified no exceptions. The indirect costs inspected included allocated personnel salaries, vehicle maintenance and fuel, and information services charges. Upon inspecting the supporting documentation for the samples selected, we determined that the MOE indirect costs were allowable per the Ordinance and percentages allocated to MOE were justifiable. No other exceptions were found as a result of this procedure.

City's Response: The City will move Public Works Administration salaries to the indirect line on future reports.



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Sherry Johnson, Interim City Manager



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Marwan Youssef, Public Works Director



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Erin Backs, Acting Finance Director

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
COUNTY OF ORANGE

Board of Directors  
Orange County Local Transportation Authority  
and the Taxpayers' Oversight Committee of the  
Orange County Local Transportation Authority  
Orange, California

We have performed the procedures enumerated below, which were agreed to by the Taxpayers Oversight Committee of the Orange County Local Transportation Authority (OCLTA) (the specified party), on the County of Orange's (County) compliance with certain provisions of the Measure M2 Local Transportation Ordinance (Ordinance) as of and for the fiscal year ended June 30, 2019. The County's management is responsible for compliance with the Ordinance and for its cash, revenue and expenditure records. The sufficiency of these procedures is solely the responsibility of the Taxpayers Oversight Committee of the OCLTA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings were as follows:

1. Obtain the OCLTA Maintenance of Effort (MOE) Calculation Report and identify the required minimum amount to be spent on MOE expenditures by the County.

Findings: The County did not have an MOE requirement for the fiscal year ended June 30, 2019. As a result, this procedure was not applicable.

2. Describe which funds the County used to track all street and road expenditures and inquire how the County identifies MOE expenditures in its general ledger.

Findings: The County did not have an MOE requirement for the fiscal year ended June 30, 2019. As a result, this procedure was not applicable.

3. Obtain the detail of MOE expenditures for the fiscal year ended June 30, 2019 and determine whether the County met the minimum MOE requirement. Agree the total MOE expenditures to the amount reported on the County's Expenditure Report (Schedule 3, line 18). Explain any differences.

Findings: The County did not have an MOE requirement for the fiscal year ended June 30, 2019. As a result, this procedure was not applicable.

4. Select a sample of MOE expenditures from the County's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal voucher or other appropriate supporting documentation; and
  - b. Determine whether the expenditure was properly classified as a local street and road expenditure and is allowable per the Ordinance.

Findings: The County did not have an MOE requirement for the fiscal year ended June 30, 2019. As a result, this procedure was not applicable.

5. Identify whether or not indirect costs were charged as MOE expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, obtain detail of indirect costs charged and select a sample of charges for inspection. Inspect supporting documentation for reasonableness and appropriate methodology.

Findings: The County did not have an MOE requirement for the fiscal year ended June 30, 2019. As a result, this procedure was not applicable.

6. Obtain a listing of Measure M2 Local Fair Share payments made from OCLTA to the County and calculate the amount the County received for the past three fiscal years. Obtain the fund balance of the County's Measure M2 Local Fair Share Fund as of June 30, 2019, agree to the balance as listed on the County's Expenditure Report (Schedule 1, line 20), and determine whether funds were expended within three years of receipt. Explain any differences.

Findings: The County received \$10,075,343 for the past three fiscal years ended June 30, 2017, 2018 and 2019. We reconciled the fund balance of \$0 as of June 30, 2019 from the general ledger detail to the City's Expenditure Report (Schedule 1, line 20), with no differences. We determined funds were expended within three years of receipt. No exceptions were found as a result of this procedure.

7. Describe which fund the County used to track expenditures relating to Measure M2 Local Fair Share monies in its general ledger and the amount spent during the fiscal year ended June 30, 2019. Agree the total Local Fair Share expenditures per the general ledger to the amounts reflected on the County's Expenditure Report (Schedule 2, line 17, and detail listed at Schedule 4). Explain any differences.

Findings: The County's Measure M2 Local Fair Share expenditures were recorded in Fund 115, OC Road Fund, under cost category 4, Services & Supplies. Total Measure M2 Local Fair Share expenditures per the general ledger during the fiscal year ended June 30, 2019 were \$3,596,067 (see Schedule A), which agreed to the County's Expenditure Report. (Schedule 2, line 17, and detail listed at Schedule 4). No exceptions were found as a result of this procedure.

8. Obtain the County's Seven-Year Capital Improvement Program (CIP). Compare the projects listed on the County's Expenditure Report (Schedule 4) to the Seven-Year CIP, explaining any differences. Select a sample of Measure M2 Local Fair Share expenditures from the County's general ledger expenditure detail. Describe the percentage of total expenditures selected. For each item selected, perform the following:
  - a. Agree the dollar amount listed on the general ledger to supporting documentation, which may include a check copy or wire transfer, vendor invoice, payroll registers and timecards, journal vouchers or other appropriate supporting documentation; and
  - b. Determine that the expenditures selected in (a) above were related to projects included in the County's Seven-Year CIP and are properly classified as Measure M2 Local Fair Share projects.

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(Continued)

Findings: We compared the projects listed on the County's Expenditure Report (Schedule 4) to the Seven-Year CIP, without any exception. We selected 25 Measure M2 Local Fair Share expenditures totaling \$1,938,497, representing approximately 54% of total Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. We agreed the dollar amount to supporting documentation and determined that the expenditures selected were related to projects included in the City's Seven-Year CIP and were properly classified as Measure M2 Local Fair Share projects. No exceptions were found as a result of this procedure.

9. Identify whether or not indirect costs were charged as Measure M2 Local Fair Share expenditures. If applicable, compare indirect costs identified to the amount reported on the Eligible Jurisdiction's Expenditure Report (Schedule 3, line 1). Explain any differences. If applicable, select a sample of charges for inspection. Identify the amounts charged and inspect supporting documentation for reasonableness and appropriate methodology.

Findings: Based upon inspection of the general ledger detail, the Expenditure Report (Schedule 3, Line 1), and discussion with the County's accounting personnel, no indirect costs were identified as Measure M2 Local Fair Share expenditures for the fiscal year ended June 30, 2019. No exceptions were found as a result of this procedure.

10. Inspect the amount of interest allocated to the Measure M2 Local Fair Share Fund to determine whether the proper amount of interest was credited. Agree the amount reflected to the amount of interest listed on the County's Expenditure Report (Schedule 2, line 4). Explain any differences.

Findings: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, any indirect cost allocation plans, and compliance with the provisions of the Measure M2 Local Transportation Ordinance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors of the Orange County Local Transportation Authority and the Taxpayers' Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.



Crowe LLP

Costa Mesa, California  
April 1, 2020



COUNTY OF ORANGE, CALIFORNIA  
SCHEDULE OF MEASURE M2 LOCAL FAIR SHARE EXPENDITURES  
Year ended June 30, 2019  
(Unaudited)

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**SCHEDULE A**

Measure M2 Local Fair Share Expenditures (Schedule 4)	
Pavement Management (Overlay/Sealing Various Sites)	\$ 21,424
Pavement Management & Other Maintenance (Various Sites)	<u>3,574,643</u>
Total Measure M2 Local Fair Share Expenditures	<u>\$ 3,596,067</u>

Note: The above amounts were taken directly from the financial records of the County of Orange and were not audited.