



Financial Statements
June 30, 2019

Measure I Funds
City of Yucaipa, California

City of Yucaipa, California
San Bernardino County Transportation Authority
Measure I Funds
For the Year Ended June 30, 2019

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Independent Auditor's Report

To the Board of Directors
San Bernardino County Transportation Authority
San Bernardino, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure I 1990-2010 and the Measure I 2010-2040 Funds (Measure I Funds), of the City of Yucaipa, California (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Measure I Funds of the City of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure I Funds and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2019, and the changes in its financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 10 and 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis and the budgetary comparison schedule for the Measure I 1990-2010 Fund that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2019, on our consideration of the City's internal control over financial reporting of the Measure I Funds and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance, as it relates to the Measure I Funds.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
December 19, 2019

City of Yucaipa, California
Measure I Funds

Balance Sheet
June 30, 2019

	<u>Measure I</u> <u>1990-2010</u>	<u>Measure I</u> <u>2010-2040</u>
Assets		
Cash and investments	\$ 470,150	\$ 1,347,690
Interest receivable	384	1,372
Taxes receivable	-	251,156
Total assets	<u>\$ 470,534</u>	<u>\$ 1,600,218</u>
Fund Balance		
Restricted	<u>\$ 470,534</u>	<u>\$ 1,600,218</u>

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

City of Yucaipa, California
Measure I Funds

Statement of Revenues, Expenditures and Changes in
Fund Balance
Year Ended June 30, 2019

	Measure I 1990-2010	Measure I 2010-2040
Revenues		
Measure I sales tax	\$ -	\$ 1,022,627
Interest	16,088	50,915
Total revenues	<u>16,088</u>	<u>1,073,542</u>
Expenditures		
Capital		
Construction	<u>14,720</u>	<u>469,423</u>
Net change in fund balance	1,368	604,119
Fund balance, beginning of year	<u>469,166</u>	<u>996,099</u>
Fund balance, end of year	<u>\$ 470,534</u>	<u>\$ 1,600,218</u>

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

Note 1 – General Information

Reporting Entity

The financial statements are intended to reflect the financial position and changes in financial position of the Measure I 1990-2010 and the Measure I 2010-2040 Funds (Measure I Funds), of the City of Yucaipa, California (City) only. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City as of June 30, 2019, and the changes in financial position thereof for the year then ended in conformity with generally accepted accounting principles in the United States of America.

Measure I

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

Note 2 – Summary of Significant Accounting Policies

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

A. Basis of Accounting

Governmental Fund Financial Statements

Fund Accounting

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

Special revenue funds are used to account for the proceeds of revenue sources that are restricted and committed, to expenditure for specified purposes.

Measurement Focus and Basis of Accounting

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

Note 2 – Summary of Significant Accounting Policies, (Continued)

B. Use of Estimates

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

C. Fund Balances

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

Restricted fund balance represents amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

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

D. Cash and Investments

Cash and investments are pooled by the City to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds including the Measure I Funds based upon the average cash balance. The investment policies and the risks related to cash and investments, applicable to the Measure I Funds, are those of the City and are disclosed in the City's basic financial statements. The City's basic financial statements can be obtained at City Hall.

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

Note 2 – Summary of Significant Accounting Policies, (Continued)

E. Maintenance of Effort

In accordance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the San Bernardino County Transportation Authority (SBCTA), Local Street Program funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes. The maintenance of effort (MOE) base year level was determined based upon the discretionary General Fund expenditures for transportation-related construction and maintenance activities in fiscal year 2008/2009. The MOE base year level as approved by the SBCTA Board of Directors shall remain in effect until the expiration of Measure I 2010-2040. General Fund expenditures in excess of the MOE base year level will carry over to subsequent fiscal years and can be applied in a future year to offset the amount the local agency may need to meet the MOE requirement. The City's determined MOE base level is \$175,764.

Note 3 – Taxes Receivable

The taxes receivable represent the Measure I sales tax revenues for the fiscal year received from SBCTA after June 30, 2019.

Note 4 – Measure I Funds

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

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

Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plan.

Note 4 – Measure I Funds, (Continued)

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

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

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

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



REQUIRED SUPPLEMENTARY INFORMATION

City of Yucaipa, California
Measure I Funds

Schedule of Revenues, Expenditures and Changes
in Fund Balance – Budget and Actual
Measure I 2010-2040 Fund
Year Ended June 30, 2019

	Budget		Actual	Variance From
	Original	Final		Final Budget
				Positive
				(Negative)
Revenues				
Measure I sales tax	\$ 850,000	\$ 850,000	\$ 1,022,627	\$ 172,627
Interest	100	100	50,915	50,815
Total revenues	<u>850,100</u>	<u>850,100</u>	<u>1,073,542</u>	<u>223,442</u>
Expenditures				
Capital				
Construction	<u>850,000</u>	<u>850,000</u>	<u>469,423</u>	<u>380,577</u>
Net change in fund balance	100	100	604,119	604,019
Fund balance, beginning of year	<u>996,099</u>	<u>996,099</u>	<u>996,099</u>	<u>-</u>
Fund balance, end of year	<u>\$ 996,199</u>	<u>\$ 996,199</u>	<u>\$ 1,600,218</u>	<u>\$ 604,019</u>

See accompanying note to required supplementary information.

**City of Yucaipa, California
Measure I Funds**

**Note to Required Supplementary Information
Year Ended June 30, 2019**

Note 1 – Budgetary Data

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

The City did not adopt a budget for the Measure I 1990-2010 Fund.



OTHER INFORMATION

City of Yucaipa, California
Measure I Funds

Program Status: Comparison of 5 Year Plan Project
Budget to Current Year Expenditures
Year Ended June 30, 2019

The Measure I Five Year Capital Improvement Plan for local streets was adopted by Council Resolution No. 2018-18. Of the funds allocated under the Measure I Five Year Capital Improvement Plan, the following programs were affected during the current fiscal year:

Local Projects	5-Year Plan Project Estimate	Current Fiscal Year Expenditures	Under/(Over) Estimate
4th Street - Pavement Change to Wildwood Canyon Road	\$ 19,094	\$ 12,904	\$ 6,190
Bryant Street - Yucaipa Blvd to Ave E	45,977	33,882	12,095
Alta Drive - West End to Bryant Street	7,475	5,507	1,968
Bayhill Circle - Bayhill Rd to Southwest end	2,408	1,775	633
Berkeley Drive - Ne end to Crestviw Dr	7,657	5,339	2,318
Cornell Lane - Rancho Rd to South End	6,693	4,664	2,029
Julie Lane - Oak Ridge Dr to Woodbriar Dr	3,377	2,354	1,023
Madison Street - Panorama Dr to Date Ave	12,165	8,487	3,678
Santa Rosa Drive - Bryant St to Douglas St	24,615	17,178	7,437
Annual Striping Program	40,000	24,822	15,178
Annual Concrete Program	70,000	49,565	20,435
Annual Traffic Calming Program	25,000	17,702	7,298
Yucaipa Blvd - 1th St. to I-10 Fwy	-	299,964	(299,964)
Totals		<u>\$ 484,143</u>	
Total expenditures reported in the Measure I 1990-2010 Fund		\$ 14,720	
Total expenditures reported in the Measure I 2010-2040 Fund		<u>469,423</u>	
Total expenditures for the year ending June 30, 2019		<u>\$ 484,143</u>	

City of Yucaipa, California
Measure I Funds

**Maintenance of Effort: Comparison of Base Level Amount
to Annual Expenditures
Year Ended June 30, 2019**

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

Fiscal Year Ending June 30,	General Fund Street and Highway Funds Utilized	Base Level Amount	Excess/(Deficiency)	Cumulative Excess/(Deficiency)
2010	\$ 400,000	\$ (175,764)	\$ 224,236	\$ 224,236
2011	600,000	(175,764)	424,236	648,472
2012	200,000	(175,764)	24,236	672,708
2013	600,000	(175,764)	424,236	1,096,944
2014	400,000	(175,764)	224,236	1,321,180
2015	400,000	(175,764)	224,236	1,545,416
2016	400,000	(175,764)	224,236	1,769,652
2017	400,000	(175,764)	224,236	1,993,888
2018	400,000	(175,764)	224,236	2,218,124



Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Measure I Compliance Requirements

To the Board of Directors
San Bernardino County Transportation Authority
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure I 1990-2010 and the Measure I 2010-2040 Funds (Measure I Funds) of the City of Yucaipa, California (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2019. Our report included an emphasis of matter stating that the financial statements of the Measure I Funds do not purport to, and do not, present fairly the financial position of the City as of June 30, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting of the Measure I Funds (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2019-001 and 2019-002, that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the Measure I Fund of the City are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including requirements of Measure I as specified in the agreement between the City and San Bernardino County Transportation Authority (SBCTA), noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards*, including the Measure I requirements as specified in the agreement between the City and SBCTA, which is described in the accompanying schedule of findings and responses as item 2019-002.

City's Responses to the Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The City's responses were not subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express not opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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Rancho Cucamonga, California
December 19, 2019

Finding 2019-001

BANK RECONCILIATION

Criteria

The review and approval of bank reconciliations should be performed by individuals other than those that prepared the reconciliation.

Condition:

We noted that the June 2019 bank reconciliation was prepared and reviewed by the Accounting Manager.

Context:

Turnover in the finance department required changes in the internal control process which led to segregation of duties challenges for a period of time during the fiscal year.

Effect:

The City's internal control environment is weakened.

Cause:

The condition above is caused by having only one individual involved in the City's bank reconciliation process.

Recommendation:

We recommend that the reviewer of the bank reconciliation is separate from the preparer.

View of Responsible Officials and Planned Corrective Action:

The City acknowledges the finding and is currently making improvements to strengthen the internal control environment, including but not limited to adding review and approval steps to the monthly bank reconciliation process.

Finding 2019-002

PROJECTS INCLUDED ON THE FIVE YEAR CAPITAL IMPROVEMENT PLAN

Criteria

The Measure I Strategic Plan states that the Five Year Capital Improvement Plan (CIP) shall be the basis for the annual audit. Jurisdictions will have flexibility in moving around in their Five Year CIP based on the necessities of the jurisdiction. However, in order for a project to be eligible for Measure I funds, the project must be included in the current CIP. A revised CIP must be submitted to SBCTA if the project list is changed during the year.

Condition:

The City utilized Measure I funds for a project that was not included in the current CIP.

Context:

The project was included in the 2013 CIP, but was not included in the current year.

Effect:

Measure I resources were utilized for project costs that were not included on the current approved Five Year CIP.

Cause:

The City did not submit a revised CIP to include the prior year project.

Recommendation:

We recommend the City enhance its procedures to ensure that projects that have activity are included in the CIP for the corresponding year. This can be achieved through submitting a revised CIP to SBCTA as applicable.

View of Responsible Officials and Planned Corrective Action:

The City acknowledges the finding and is currently making changes to processes to include submittal of revised CIP information to SBCTA as in-year adjustments are made to Capital Project planning and construction.