



**Metro**<sup>TM</sup>

**City of West Hollywood  
Annual Financial Report of its**

**Proposition A Local Return Fund  
Proposition C Local Return Fund  
Measure R Local Return Fund  
Transportation Development Act Article 3 Fund**

**As of and for the Years Ended June 30, 2017 and 2016  
with Report of Independent Auditors**

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**FINANCIAL SECTION**

## Report of Independent Auditors

### To the Honorable Members of the City Council of the City of West Hollywood, California and the Los Angeles County Metropolitan Transportation Authority

#### Report on the Financial Statements

We have audited the accompanying financial statements of the Proposition A Local Return Fund, the Proposition C Local Return Fund, the Measure R Local Return Fund and the Transportation Development Act Article 3 Fund (collectively, the Funds), of the City of West Hollywood, California (the City) which comprise the Funds' balance sheets as of June 30, 2017 and 2016, and the related statements of revenues, expenditures and changes in fund balances for the years then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

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

#### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits 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 audits 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 Proposition A Local Return Fund, the Proposition C Local Return Fund, the Measure R Local Return Fund and the Transportation Development Act Article 3 Fund of the City of West Hollywood, California, as of June 30, 2017 and 2016, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matters***

As discussed in Note 9 to the financial statements, the 2016 financial statements of the Measure R Local Return Fund have been restated to correct a misstatement. Our opinion is not modified with respect to this matter.

As discussed in Note 2, the financial statements present only the Proposition A Local Return Fund, the Proposition C Local Return Fund, the Measure R Local Return Fund and the Transportation Development Act Article 3 Fund of the City and do not purport to, and do not present fairly the financial position of the City as of June 30, 2017 and 2016 , and the changes in its financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Supplementary Information***

Our audits were conducted for the purpose of forming opinions on each of the Funds' financial statements as a whole. The supplementary information identified in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information identified in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the Funds' basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the Funds' basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the Funds' basic financial statements or to the Funds' basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to each of the Funds' basic financial statements as a whole.



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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2017 on our consideration of the City's internal control over the Funds' financial reporting 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 the Funds' 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 the Funds' 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 the Funds' financial reporting and compliance.

*Vasquez & Company LLP*

Los Angeles, California  
October 26, 2017

**City of West Hollywood  
Proposition A Local Return Fund  
Balance Sheets**

		June 30	
		2017	2016
<b>ASSETS</b>			
Cash and investments	\$	2,712,483	\$ 3,513,513
Due from LACMTA		96,814	165,731
Interest receivable		3,973	3,164
<b>Total assets</b>	<b>\$</b>	<b><u>2,813,270</u></b>	<b><u>\$ 3,682,408</u></b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accounts payable	\$	348,163	\$ 463,715
<b>Total liabilities</b>		<b><u>348,163</u></b>	<b><u>463,715</u></b>
<b>Fund balance</b>			
Restricted		<u>2,465,107</u>	<u>3,218,693</u>
<b>Total fund balance</b>		<b><u>2,465,107</u></b>	<b><u>3,218,693</u></b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b><u>2,813,270</u></b>	<b><u>\$ 3,682,408</u></b>

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Proposition A Local Return Fund**  
**Statements of Revenues, Expenditures and Changes in Fund Balance**

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	Years ended June 30	
	2017	2016
<b>Revenues</b>		
Proposition A	\$ 653,712	\$ 633,058
Proposition A fund exchange	1,500,000	2,830,000
Investment income	12,636	19,413
Proposition A Discretionary Incentive Grant	302,674	409,035
Bus pass sales	29,304	31,618
<b>Total revenues</b>	<b>2,498,326</b>	<b>3,923,124</b>
<b>Expenditures</b>		
Various projects	3,251,912	2,915,178
<b>Total expenditures</b>	<b>3,251,912</b>	<b>2,915,178</b>
Excess (deficiency) of revenues over expenditures	(753,586)	1,007,946
Fund balance at beginning of year	3,218,693	2,210,747
Fund balance at end of year	\$ 2,465,107	\$ 3,218,693

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Proposition A Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and LACMTA Approved Project Budget**  
**Year ended June 30, 2017**  
**(With Comparative Actuals for 2016)**

Project Code	Project Name	2017			2016 Actual
		LACMTA Budget	Actual	Variance Positive (Negative)	
110-01	City Line Fixed Route	\$ 1,785,630	\$ 1,703,138	\$ 82,492	\$ 1,648,474
110-02	PickUp Line Shuttle	613,000	578,664	34,336	484,107
130-01	Taxi Coupon and Lift Van Subsidy Program	250,000	300,236	(50,236)	200,065
140-01	Recreation Trips	20,000	17,398	2,602	14,587
140-02	Preschool Age Trips	25,000	17,662	7,338	20,971
140-03	Senior Recreation Trips	32,000	26,074	5,926	26,121
200-01	Vehicle Acquisition	320,225	41,771	278,454	-
230-01	Bus Pass Subsidy	100,000	76,829	23,171	81,259
280-01	Transit Publications	30,000	16,313	13,687	32,119
480-01	Direct Administration of Prop A and C Projects	480,000	473,827	6,173	407,475
	<b>Total expenditures</b>	<b>\$ 3,655,855</b>	<b>\$ 3,251,912</b>	<b>\$ 403,943</b>	<b>\$ 2,915,178</b>

*See report of independent auditors.*

**City of West Hollywood**  
**Proposition A Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2017**

<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2017</u>
Nov-93	5 Shuttle Buses	\$ 211,475	\$ -	\$ 211,475	\$ -
Dec-08	5 Dial-A-Ride Buses	201,819	-	-	201,819
Mar-10	5 Shuttle Buses	480,570	-	-	480,570
Jun-17	5 Mini Buses	-	27,771 <sup>a</sup>	-	27,771
Jun-17	1 Dial-A-Ride Bus	-	14,000 <sup>b</sup>	-	14,000
	<b>Total</b>	<b>\$ 893,864</b>	<b>\$ 41,771</b>	<b>\$ 211,475</b>	<b>\$ 724,160</b>

<sup>a</sup> PALRF partly funded the total cost of \$244,555.

<sup>b</sup> PALRF partly funded the total cost of \$139,216.

*See report of independent auditors.*

City of West Hollywood  
Proposition C Local Return Fund  
Balance Sheets

		June 30	
		2017	2016
<b>ASSETS</b>			
Cash and investments	\$	764,970	\$ 395,153
Interest receivable		1,200	356
<b>Total assets</b>	<b>\$</b>	<b>766,170</b>	<b>\$ 395,509</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accounts payable	\$	-	\$ -
<b>Total liabilities</b>		<b>-</b>	<b>-</b>
<b>Fund balance</b>			
Restricted		766,170	395,509
<b>Total fund balance</b>		<b>766,170</b>	<b>395,509</b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b>766,170</b>	<b>\$ 395,509</b>

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Proposition C Local Return Fund**  
**Statements of Revenues, Expenditures and Changes in Fund Balance**

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	Years ended June 30	
	2017	2016
<b>Revenues</b>		
Proposition C	\$ 544,283	\$ 527,465
Investment income	3,952	1,923
<b>Total revenues</b>	<b>548,235</b>	<b>529,388</b>
<b>Expenditures</b>		
Various projects	177,574	320,239
<b>Total expenditures</b>	<b>177,574</b>	<b>320,239</b>
Excess of revenues over expenditures	370,661	209,149
Fund balance at beginning of year	395,509	186,360
Fund balance at end of year	\$ 766,170	\$ 395,509

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Proposition C Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and LACMTA Approved Project Budget**  
**Year ended June 30, 2017**  
**(With Comparative Actuals for 2016)**

Project Code	Project Name	2017			2016 Actual
		LACMTA Budget	Actual	Variance Positive (Negative)	
310-01	Commuter Center	\$ 20,000	\$ 19,800	\$ 200	\$ 19,260
420-01	Transportation Planning for Congestion Management Process and Bikeway Projects Admin	123,000	129,774	(6,774)	237,479
480-01	Direct Administration of Prop A and C Projects	28,000	28,000	-	63,500
<b>Total expenditures</b>		<b>\$ 171,000</b>	<b>\$ 177,574</b>	<b>\$ (6,574)</b>	<b>\$ 320,239</b>

*See report of independent auditors.*

**City of West Hollywood**  
**Proposition C Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2017**

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<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2017</u>
Jun-03	5 Shuttle Buses	\$ 314,460	\$ -	\$ -	\$ 314,460
<b>Total</b>		<b>\$ 314,460</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 314,460</b>

*See report of independent auditors.*

**City of West Hollywood  
Measure R Local Return Fund  
Balance Sheets**

		<b>June 30</b>	
		<b>2017</b>	(as restated) 2016
<b>ASSETS</b>			
Cash and investments	\$	<b>621,405</b>	\$ 664,236
Interest receivable		<b>930</b>	589
<b>Total assets</b>	<b>\$</b>	<b><u>622,335</u></b>	<b><u>\$ 664,825</u></b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accounts payable	\$	<b>39,795</b>	\$ 90,684
<b>Total liabilities</b>		<b><u>39,795</u></b>	<b><u>90,684</u></b>
<b>Fund balance</b>			
Restricted		<b>582,540</b>	574,141
<b>Total fund balance</b>		<b><u>582,540</u></b>	<b><u>574,141</u></b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b><u>622,335</u></b>	<b><u>\$ 664,825</u></b>

*See notes to Funds financial statements.*

**City of West Hollywood  
Measure R Local Return Fund**

**Statements of Revenues, Expenditures and Changes in Fund Balance**

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	Years ended June 30	
	2017	(as restated) 2016
<b>Revenues</b>		
Measure R	\$ 406,776	\$ 394,067
Investment income	3,431	3,405
<b>Total revenues</b>	<b>410,207</b>	397,472
 <b>Expenditures</b>		
Various projects	401,808	264,753
<b>Total expenditures</b>	<b>401,808</b>	264,753
 Excess of revenues over expenditures	<b>8,399</b>	132,719
 Fund balance at beginning of year	<b>574,141</b>	441,422
 Fund balance at end of year	<b>\$ 582,540</b>	\$ 574,141

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Measure R Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and LACMTA Approved Project Budget**  
**Year ended June 30, 2017**  
**(With Comparative Actuals for 2016)**

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Project Code	Project Name	2017			(as restated) 2016 Actual
		LACMTA Budget	Actual	Variance Positive (Negative)	
01-001	Street Repair and Maintenance - Storm Drain Cleaning and Repair	\$ 36,500	\$ 32,715	\$ 3,785	\$ 29,309
01-002	Street Repair and Maintenance - Street and Alley Maintenance	173,834	174,725	(891)	144,123
03-001	TDA Pedestrian and Bike Improvements	125,000	146,272	(21,272)	68,425
03-001	Bike Sharing	145,585	11,401	134,184	-
07-001	Other Planning, Engineering or CMP Traffic Engineer Consultant	25,000	36,695	(11,695)	22,896
	<b>Total expenditures</b>	<b>\$ 505,919</b>	<b>\$ 401,808</b>	<b>\$ 104,111</b>	<b>\$ 264,753</b>

*See report of independent auditors.*

**City of West Hollywood**  
**Measure R Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2017**

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<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2017</u>
None		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*See report of independent auditors.*

City of West Hollywood  
Transportation Development Act Article 3 Fund  
Pursuant to Public Utilities Code Section 99234  
Balance Sheets

		June 30	
		2017	2016
<b>ASSETS</b>			
Cash		\$ -	\$ -
	<b>Total assets</b>	\$ -	\$ -
<b>LIABILITIES AND FUND BALANCE (DEFICIT)</b>			
<b>Liabilities</b>			
Accounts payable		\$ 4,337	\$ 1,313
Due to Gas Tax Fund		3,135	-
	<b>Total liabilities</b>	7,472	1,313
<b>Fund balance (deficit)</b>			
Restricted		(7,472)	(1,313)
	<b>Total fund balance (deficit)</b>	(7,472)	(1,313)
	<b>Total liabilities and fund balance</b>	\$ -	\$ -

*See notes to Funds financial statements.*

City of West Hollywood  
Transportation Development Act Article 3 Fund  
Pursuant to Public Utilities Code Section 99234  
**Statements of Revenues, Expenditures and Changes in Fund Balance**

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		Years ended June 30	
		2017	2016
<b>Revenues</b>			
Intergovernmental Allocations:			
Article 3	\$	54,089	\$ 38,459
<b>Total revenues</b>		<b>54,089</b>	38,459
 <b>Expenditures</b>			
Construction/Maintenance		60,248	37,882
<b>Total expenditures</b>		<b>60,248</b>	37,882
Excess (deficiency) of revenues over expenditures		(6,159)	577
Fund balance (deficit) at beginning of year		(1,313)	(1,890)
Fund balance (deficit) at end of year		\$ (7,472)	\$ (1,313)

*See notes to Funds financial statements.*

**City of West Hollywood**  
**Transportation Development Act Article 3 Fund**  
**Pursuant to Public Utilities Code Section 99234**  
**Supplementary Information**  
**Schedule of Transportation Development Act Allocation for Specific Projects**  
**Year ended June 30, 2017**

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<b>Project Description</b>	Program Year	Totals to Date			Project Status
		Allocations	Expenditures	Unexpended Allocations	
<b>Local Allocations:</b>					
Bike and Pedestrian Plan Update	2017	\$ 54,089	\$ 60,248	\$ (6,159)	Completed
<b>Totals</b>		\$ 54,089	\$ 60,248	(6,159)	
Fund balance (deficit) at beginning of year				(1,313)	
Fund balance (deficit) at end of year				\$ (7,472)	

*See report of independent auditors.*

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Fund Accounting**

The operations of the Proposition A Local Return Fund (PALRF), the Proposition C Local Return Fund (PCLRF), the Measure R Local Return Fund (MRLRF) and the Transportation Development Act Article 3 Fund (TDAA3F) (collectively, the Funds) are accounted for in separate sets of self-balancing accounts that comprise their assets, liabilities, fund balance, revenues and expenditures.

PALRF and PCLRF represent 25% and 20%, respectively, of the ½ cent Proposition A and ½ cent Proposition C sales taxes which are distributed to the jurisdictions within Los Angeles County based on population and must be used exclusively for transportation related programs and projects.

MRLRF is derived from 15% of a county-wide ½ cent sales tax which is distributed to the jurisdictions within Los Angeles County based on a per capita basis and must be used exclusively for transportation purposes.

TDAA3F is a Special Revenue Fund that accounts for the City's share of the Transportation Development Act Article 3 allocations which are legally restricted for specific purposes.

**Basis of Accounting and Measurement Focus**

The PALRF, PCLRF, MRLRF, and TDAA3F are reported as Special Revenue Funds of the City and are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become "susceptible to accrual", that is, measurable and available to finance expenditures of the current period. Expenditures are recorded when the liability is incurred.

Special Revenue Funds are reported on a spending or "financial flow" measurement focus. This means that generally only current assets, current liabilities and deferred inflows and outflows of resources are included on their balance sheets. Statements of revenues, expenditures and changes in fund balances for Special Revenue Funds generally present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

**Budgets and Budgetary Accounting**

The budgeted amounts presented in this report for comparison to the actual amounts are presented in accordance with accounting principles generally accepted in the United States of America.

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fair Value Measurement**

In accordance with GASB Statement No. 72, *Fair Value Measurement and Application*, the City categorizes its fair value measurement within the fair value hierarchy that is based on the valuation inputs used to measure the fair value of the investment. Level 1 inputs are quoted prices in active markets for identical investments; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Accordingly, the City reports its investments at fair value and recognizes unrealized gain (loss) on investments.

Refer to the City's 2017 Comprehensive Annual Financial Report for detailed disclosures regarding the City's investments policy and fair value measurement disclosures.

**Fund Balance Reporting**

Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, establishes the fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The PALRF, PCLRF, MRLRF, and TDAA3F report the following fund balance classification as of June 30, 2017 and 2016:

- Restricted - Amounts that are constrained for specific purposes, which are externally imposed by providers, such as creditors, or amounts constrained due to constitutional provisions or enabling legislation. The use of the Funds' remaining fund balances are restricted for projects approved by LACMTA.

Information regarding the fund balance reporting policy adopted by the City is described in Note 1 to the City's Comprehensive Annual Financial Report.

**NOTE 2      ANNUAL FINANCIAL STATEMENTS**

The financial statements reflect only the financial position and results of operations of the PALRF, PCLRF, MRLRF and TDAA3F, and do not purport to, and do not, present fairly the City's financial position as of June 30, 2017 and 2016, and the changes in its financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**NOTE 3      PROPOSITION A AND PROPOSITION C LOCAL RETURN COMPLIANCE REQUIREMENTS**

The Proposition A Ordinance requires that Local Return (LR) funds be used exclusively to benefit public transit. Expenditures related to fixed route and paratransit services, Transportation Demand Management, Transportation Systems Management and fare subsidy programs that exclusively benefit transit are all eligible uses of Proposition A LR funds. Proposition A LR funds may also be traded with other Jurisdictions in exchange for general or other funds.

The Proposition C Ordinance directs that LR funds also be used to benefit public transit, as described above, but provides an expanded list of eligible project expenditures including Congestion Management Programs, bikeways and bike lanes, street improvements supporting public transit service, and Pavement Management System projects. Proposition C LR funds cannot be traded.

LR funds must be expended within three years of the last day of the fiscal year in which funds were originally allocated.

In accordance with *Proposition A and Proposition C Local Return Program Guidelines*, funds received pursuant to these guidelines may only be used for Proposition A and Proposition C Local Return approved programs. See accompanying Compliance Matrix.

**NOTE 4      MEASURE R LOCAL RETURN COMPLIANCE REQUIREMENTS**

The Measure R Ordinance specifies that LR funds be used exclusively for transportation purposes.

Measure R LR funds must be expended within five years of the first day of the fiscal year in which funds were originally allocated or received.

In accordance with *Measure R Local Return Program Guidelines*, funds received pursuant to these guidelines may only be used for Measure R Local Return approved programs. See accompanying Compliance Matrix.

**NOTE 5      TRANSPORTATION DEVELOPMENT ACT COMPLIANCE REQUIREMENTS**

In accordance with *Public Utilities Code Section 99234*, funds received pursuant to this Code's section may only be used for activities relating to pedestrians and bicycle facilities. See accompanying Compliance Matrix.

**NOTE 6      CASH AND INVESTMENTS**

The PALRF, PCLRF, MRLRF and TDAA3F cash balances were pooled with various other City funds for deposit and investment purposes. The share of each fund in the pooled cash account was separately maintained and interest income was apportioned to the participating funds based on the relationship of their average quarterly balances to the total of the pooled cash and investments.

Please refer to the City's Comprehensive Annual Financial Report (CAFR) for a full description of risks relating to cash and investments.

**NOTE 7      PROPOSITION A FUND EXCHANGE**

As permitted by the Local Return Guidelines and as approved by LACMTA, the City entered into agreements with various cities to exchange the City's general fund monies with other cities' uncommitted Proposition A monies. The amounts received were recorded under PALRF.

Those exchanges are listed below:

- In September 2016, the City entered into an agreement with the City of Lomita to exchange general fund monies amounting to \$325,000 for \$500,000 or \$0.65 general fund per \$1 of PALRF monies.
- In March 2017, the City entered into an agreement with the City of Lakewood to exchange general fund monies amounting to \$750,000 for \$1,000,000 or \$0.75 general fund per \$1 of PALRF monies.
- In August 2015, the City entered into an agreement with the City of West Covina to exchange general fund monies amounting to \$1,085,000 for \$1,550,000 or \$0.70 general fund per \$1 of PALRF monies.
- In October 2015, the City entered into an agreement with the City of La Verne to exchange general fund monies amounting to \$182,000 for \$280,000 or \$0.65 general fund per \$1 of PALRF monies.
- In February 2016, the City entered into an agreement with the City of Lakewood to exchange general fund monies amounting to \$750,000 for \$1,000,000 or \$0.75 general fund per \$1 of PALRF monies.

**NOTE 8      PROPOSITION A DISCRETIONARY INCENTIVE GRANTS**

Proposition A Discretionary Incentive Grants represent additional funds received from LACMTA for providing transportation services and participating in the Voluntary NTD Program.

Grants received for the years ended June 30, 2017 and 2016 were recorded under PALRF where the corresponding project expenditures were recorded.

	<b>2017</b>	2016
Sub-regional paratransit services – Taxi	\$ <b>52,917</b>	\$ 84,863
Sub-regional paratransit services – Dial-A-Ride	<b>259,097</b>	291,689
Voluntary NTD Program for FY 2014 and FY 2013 reporting year	<b>31,911</b>	32,483
Less: FY 2015 and 2016 overbilling	<b>(41,251)</b>	-
	<b>\$ 302,674</b>	\$ 409,035

**NOTE 9      RESTATEMENT OF MRLRF'S 2016 FINANCIAL STATEMENTS**

The 2016 financial statements of MRLRF were restated to reflect the adjustments on the reported expenditures for the City's Street and Alley Maintenance Project.

	Balance, as previously reported	Adjustment	Balance, as adjusted
Cash and investments	\$ 654,236	\$ 10,000	\$ 664,236
Fund balance	564,141	10,000	574,141
Expenditures	274,753	(10,000)	264,753

**NOTE 10      TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUND REVENUE ALLOCATION**

The revenue allocations for the years ended June 30, 2017 and 2016 consisted of the following:

	<b>2017</b>	2016
FY 2011/12 reserve	\$ -	\$ 16,199
FY 2012/13 reserve	<b>4,648</b>	22,260
FY 2013/14 reserve	<b>28,250</b>	-
FY 2014/15 reserve	<b>21,191</b>	-
	<b>\$ 54,089</b>	\$ 38,459

**NOTE 11      TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUNDS RESERVED**

In accordance with TDA Article 3 (SB821) Guidelines, funds which will not be spent during the fiscal year have been placed on reserve in the Local Transportation Fund (LTF) account with the County Auditor-Controller to be drawn down whenever the funds become eligible for a specific project and an approved drawdown request is received by LACMTA. As of June 30, 2017 and 2016, the City has funds on reserve as follows:

	<b>2017</b>		2016
FY 2012/13 reserve	\$ -	\$	4,648
FY 2013/14 reserve	-		28,250
FY 2014/15 reserve	<b>1,820</b>		23,011
FY 2015/16 reserve	<b>22,358</b>		22,358
FY 2016/17 allocation	<b>23,746</b>		-
	<b>\$ 47,924</b>	\$	<b>78,267</b>

For FY 2016/17, any TDA Article 3 funds left on reserve for FY 2012/13 or prior, are subject to lapse if not claimed by the City by June 30, 2017. There were no funds that lapsed in FY 2016/17.

**NOTE 12      SUBSEQUENT EVENTS**

The City has evaluated subsequent events through October 26, 2017, the date the financial statements were available to be issued, and concluded no events have occurred that require disclosure or adjustments to the financial statements.

**Report of Independent Auditors 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***

**To the Honorable Members of the City Council of the  
City of West Hollywood, California and the  
Los Angeles County Metropolitan Transportation Authority**

We have audited, in accordance with the 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 Proposition A Local Return Fund, the Proposition C Local Return Fund, the Measure R Local Return Fund and the Transportation Development Act Article 3 Fund (collectively, the Funds) of the City of West Hollywood, California (the City) as of and for the years ended June 30, 2017 and 2016, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audits of the Funds' financial statements, we considered the City's internal control over the Funds' financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the Funds' 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 audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's Proposition A Local Return Fund, Proposition C Local Return Fund, Measure R Local Return Fund, and Transportation Development Act Article 3 Fund financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 audits, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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

**Los Angeles, California**  
**October 26, 2017**

**COMPLIANCE SECTION**

## Report of Independent Auditors on Compliance

**To the Honorable Members of the City Council of the  
City of West Hollywood, California and the  
Los Angeles County Metropolitan Transportation Authority**

### **Report on Compliance**

We have audited the compliance of the City of West Hollywood, California (the City) with the Proposition A and Proposition C Local Return Guidelines, Measure R Local Return Guidelines, Transportation Development Act Article 3, and the Los Angeles County Metropolitan Transportation Authority's Funding and Allocation Guidelines for Transportation Development Act Article 3 Bicycle and Pedestrian Funds (collectively, the Guidelines) for the year ended June 30, 2017.

### ***Management's Responsibility***

Management is responsible for the City's compliance with the Guidelines.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on the City's compliance based on our audit. We conducted our audit of compliance in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the Guidelines. Those standards and the Guidelines require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the Proposition A Local Return Program, Proposition C Local Return Program, Measure R Local Return Program, and Transportation Development Act Article 3 Program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with the Guidelines. However, our audit does not provide a legal determination of the City's compliance with the Guidelines.

### ***Opinion***

In our opinion, the City of West Hollywood, California complied, in all material respects, with the compliance requirements of the Guidelines for the year ended June 30, 2017.



### **Other Matters**

The results of our auditing procedures disclosed an instance of noncompliance with the requirements, which is described in the accompanying Schedule of Findings and Questioned Costs as Finding #2017-001. Our opinion is not modified with respect to this matter.

The City's response to the noncompliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The City's response was not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Guidelines. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Vaqueria &amp; Company LLP".

Los Angeles, California  
October 26, 2017

**City of West Hollywood  
Compliance Matrix  
Year ended June 30, 2017**

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
<b>A. Proposition A and Proposition C Local Return Funds</b>					
1. Uses the State Controller's Uniform System of Accounts and Records.	X				
2. Timely use of funds.	X				
3. Funds expended were approved and have not been substituted for property tax.	X				
4. Expenditures that exceeded 25% of approved project budget have approved amended Project Description Form (Form A)	X				
5. Administrative expenses are within the 20% cap of the total annual Local Return Expenditures.	X				
6. All on-going and carryover projects were reported in Form B.	X				
7. Annual Project Summary Report (Form B) was submitted on time.	X				
8. Annual Expenditure Report (Form C) was submitted on time.	X				
9. Cash or cash equivalents are maintained.	X				
10. Accounting procedures, record keeping and documentation are adequate.	X				
11. Pavement Management System (PMS) in place and being used for Street Maintenance or Improvement Projects Expenditures.	X				
12. Local Return Account is credited for reimbursable expenditures.			X		
13. Self-Certification was completed and submitted for Intelligent Transportation Systems projects or elements.			X		
14. Assurances and Understandings form was on file.	X				
15. Recreational Transit Form was submitted on time.	X				

*See report of independent auditors report on compliance.*

**City of West Hollywood  
Compliance Matrix  
Year ended June 30, 2017**

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
<b>B. Measure R Local Return Fund</b>					
1. Funds were expended for transportation purposes.	X				
2. Funds were used to augment, not supplant, existing local revenues being used for transportation purposes unless there is a funding shortfall.	X				
3. Signed Assurances and Understandings on file.	X				
4. Separate Measure R Local Return Account was established.	X				
5. Revenues received including allocations, project generated revenues and interest income was properly credited to the Measure R Local Return Account.	X				
6. Funds were expended with LACMTA's approval.	X				
7. Expenditure Plan (Form One) was submitted on time.		X		None	Finding #2017-001
8. Expenditure Report (Form Two) was submitted on time.	X				
9. Timely use of funds.	X				
10. Administrative expenses are within the 20% cap.	X				
11. Fund exchanges were approved by LACMTA.			X		
12. A separate account was established for Capital reserve funds and Capital reserve was approved by LACMTA.			X		
13. Recreational transit form was submitted on time.			X		
<b>C. Transportation Development Act Article 3 Fund</b>					
1. Timely use of funds.	X				
2. Expenditures were incurred for activities relating to pedestrian and bicycle facilities and amenities.	X				

*See report of independent auditors report on compliance.*

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**City of West Hollywood  
Schedule of Findings and Questioned Costs  
Year ended June 30, 2017**

**MRLRF: Finding #2017-001**

<b>Compliance Reference</b>	Section B (II) (1) of the Measure R Local Return Program Guidelines states that, "To maintain eligibility and meet Measure R LR program compliance requirements, jurisdictions shall submit to LACMTA an Expenditure Plan (Form One) annually by August 1 <sup>st</sup> of each year".
<b>Condition</b>	The City submitted its Expenditure Plan (Form One) on August 8, 2016, which is beyond the due date set under the Guidelines.
<b>Cause</b>	The oversight was caused by City staff's confusion in regards to the actual due date to submit the Expenditure Plan (Form One) to LACMTA. Staff assumed it was due on the 15 <sup>th</sup> of August. Similar to Form II which is due on October 15 <sup>th</sup> .
<b>Effect</b>	The City's Expenditure Plan (Form One) was not submitted timely. The City was not in compliance with the Local Return Guidelines.
<b>Recommendation</b>	We recommend for the City to establish procedures and controls to ensure that Expenditure Plan (Form One) is submitted by August 1 as required by the Guidelines.
<b>Management's Response</b>	We have established reminder/calendar procedures to ensure that Form One is submitted no later than August 1 <sup>st</sup> each year as required by LACMTA guidelines.
<b>Finding Corrected During the Audit</b>	The City submitted the Form One on August 8, 2016. No follow up is required.

**EXIT CONFERENCE**

An exit conference was held on October 26, 2017 with the City of West Hollywood representative. Those in attendance were:

Vasquez and Company LLP representatives:  
    Marialyn Salvador – Audit Manager  
    Emer Fabro – Audit Supervisor

City of West Hollywood representative:  
    Claudia Duncan – Senior Financial Management Analyst

Matters discussed:

Results of the audit disclosed an instance of noncompliance with the Guidelines.

A copy of this report was forwarded to the following City of West Hollywood representatives for comments prior to the issuance of the final report:

    Claudia Duncan – Senior Financial Management Analyst  
    Perri Sloane Goodman – Transportation Program Administrator



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