



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

**City of Calabasas  
Annual Financial Report of its**

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

**As of and for the Years Ended June 30, 2021 and 2020  
with Independent Auditor's Report**

	<u>PAGE</u>
<b>FINANCIAL SECTION</b>	
Independent Auditor’s Report	1
Proposition A Local Return Fund:	
Basic Financial Statements:	
Balance Sheets	4
Statements of Revenues, Expenditures and Changes in Fund Balance	5
Supplementary Information:	
Schedule of Expenditures – Actual and Metro Approved Project Budget	6
Schedule of Capital Assets	7
Proposition C Local Return Fund:	
Basic Financial Statements:	
Balance Sheets	8
Statements of Revenues, Expenditures and Changes in Fund Balance	9
Supplementary Information:	
Schedule of Expenditures – Actual and Metro Approved Project Budget	10
Schedule of Capital Assets	11
Measure R Local Return Fund:	
Basic Financial Statements:	
Balance Sheets	12
Statements of Revenues, Expenditures and Changes in Fund Balance	13
Supplementary Information:	
Schedule of Expenditures – Actual and Metro Approved Project Budget	14
Schedule of Capital Assets	15
Measure M Local Return Fund:	
Basic Financial Statements:	
Balance Sheets	16
Statements of Revenues, Expenditures and Changes in Fund Balance	17
Supplementary Information:	
Schedule of Expenditures – Actual and Metro Approved Project Budget	18
Schedule of Capital Assets	19
Transportation Development Act Article 3 Fund:	
Basic Financial Statements:	
Balance Sheets	20
Statements of Revenues, Expenditures and Changes in Fund Balance	21
Supplementary Information:	
Schedule of Transportation Development Act Allocation for Specific Projects	22
Notes to Funds Financial Statements	23
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 <i>Government Auditing Standards</i>	28

	<u>PAGE</u>
<b>COMPLIANCE SECTION</b>	
Independent Auditor's Report on Compliance	30
Compliance Matrix	33
<b>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</b>	40
<b>EXIT CONFERENCE</b>	45

**FINANCIAL SECTION**

## Independent Auditor's Report

**To the Honorable Members of the City Council of the  
City of Calabasas, 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, the Measure M Local Return Fund and the Transportation Development Act Article 3 Fund (collectively, the Funds) of the City of Calabasas, California (the City) which comprise the Funds' balance sheets as of June 30, 2021 and 2020, 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.

### Auditor's 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 City's preparation and fair presentation of the Funds' 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 City'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, the Measure M Local Return Fund and the Transportation Development Act Article 3 Fund of the City of Calabasas, California, as of June 30, 2021 and 2020, 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 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, the Measure M Local Return Fund and the Transportation Development Act Article 3 Fund of the City of Calabasas, California, and do not purport to, and do not present fairly the financial position of the City as of June 30, 2021 and 2020, 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 December 21, 2021 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.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP". The signature is written in a cursive, flowing style.

**Glendale, California  
December 21, 2021**

**City of Calabasas  
Proposition A Local Return Fund  
Balance Sheets**

		June 30	
		2021	2020
<b>ASSETS</b>			
Cash and investments	\$	962,787	\$ 692,294
Interest receivable		480	1,973
<b>Total assets</b>	<b>\$</b>	<b>963,267</b>	<b>\$ 694,267</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accrued payroll	\$	2,851	\$ -
<b>Total liabilities</b>		<b>2,851</b>	<b>-</b>
<b>Fund balance</b>			
Restricted		960,416	694,267
<b>Total fund balance</b>		<b>960,416</b>	<b>694,267</b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b>963,267</b>	<b>\$ 694,267</b>

*See notes to Funds financial statements.*



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

---

	<b>Years ended June 30</b>	
	<b>2021</b>	<b>2020</b>
<b>Revenues</b>		
Proposition A	\$ 487,691	\$ 469,633
Interest income	2,877	14,274
<b>Total revenues</b>	<b>490,568</b>	<b>483,907</b>
<b>Expenditures</b>		
Various projects	224,419	461,734
<b>Total expenditures</b>	<b>224,419</b>	<b>461,734</b>
Excess of revenues over expenditures	266,149	22,173
Fund balance at beginning of year	694,267	672,094
Fund balance at end of year	\$ 960,416	\$ 694,267

*See notes to Funds financial statements.*

**City of Calabasas**  
**Proposition A Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and Metro Approved Project Budget**  
**Year ended June 30, 2021**  
**(With Comparative Actuals for 2020)**

Project Code	Project Name	2021			2020 Actual
		Metro Budget	Actual	Variance Positive (Negative)	
110	Flexible Route Shuttle	\$ 102,000	\$ -	\$ 102,000	\$ 68,866
110	Old Town Calabasas/Commons Trolley	14,100	-	14,100	13,827
110	Public Transit Fueling	37,500	5,249	32,251	33,767
110	JARC Grant Local Match Funding	82,500	47,639	34,861	93,652
130	Dial-A-Ride	55,500	96,010 *	(40,510)	92,601
140	Summer Beach Bus	10,600	-	10,600	6,752
140	Youth Excursion	1,500	-	1,500	1,819
140	Calabasas Pumpkin Festival	4,000	-	4,000	3,222
155	Senior Trips	900	-	900	937
180	Vehicle and Miscellaneous Equipment	3,000	-	3,000	-
180	Vehicle Purchase Program	-	-	-	78,869
180	Title VI Update	5,500	-	5,500	5,000
210	Camp Calabasas Program	73,000	-	73,000	11,195
280	Transit Marketing for Calabasas Trolley	600	250	350	108
610	Direct Administration	95,312	75,271 *	20,041	51,119
<b>Total expenditures</b>		<b>\$ 486,012</b>	<b>\$ 224,419</b>	<b>\$ 261,593</b>	<b>\$ 461,734</b>

\* See Compliance Matrix and Schedule of Findings and Questioned Costs.

*See independent auditor's report.*

**City of Calabasas  
Proposition A Local Return Fund  
Supplementary Information  
Schedule of Capital Assets  
Year ended June 30, 2021**

---

<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2021</u>
3/30/2017	2016 30-Pass Glaval Entourage Van (VIN#...8798)	\$ 98,252 *	\$ -	\$ -	\$ 98,252
3/30/2017	2016 30-Pass Glaval Entourage Van (VIN#...4817)	98,252 *	-	-	98,252
<b>Total</b>		<b>\$ 196,504</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 196,504</b>

\* The City conducted a review of the City's capital assets during FY 2021. Acquisition of these assets were funded by the Proposition A Local Return Fund (PALRF); however, these were erroneously included in the Proposition C Local Return Fund (PCLRF) in prior years.

*See independent auditor's report.*

**City of Calabasas  
Proposition C Local Return Fund  
Balance Sheets**

		June 30	
		2021	2020
<b>ASSETS</b>			
Cash and investments	\$	591,180	\$ 459,435
Interest receivable		368	1,390
<b>Total assets</b>	<b>\$</b>	<b>591,548</b>	<b>\$ 460,825</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accounts payable	\$	2,471	\$ -
<b>Total liabilities</b>		<b>2,471</b>	<b>-</b>
<b>Fund balance</b>			
Restricted		589,077	460,825
<b>Total fund balance</b>		<b>589,077</b>	<b>460,825</b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b>591,548</b>	<b>\$ 460,825</b>

*See notes to Funds financial statements.*

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

---

		<b>Years ended June 30</b>	
		<b>2021</b>	<b>2020</b>
<b>Revenues</b>			
Proposition C	\$	<b>404,523</b>	\$ 389,562
Interest income		<b>2,098</b>	9,156
<b>Total revenues</b>		<b>406,621</b>	<b>398,718</b>
<b>Expenditures</b>			
Various projects		<b>278,369</b>	330,526
<b>Total expenditures</b>		<b>278,369</b>	<b>330,526</b>
Excess of revenues over expenditures		<b>128,252</b>	68,192
Fund balance at beginning of year		<b>460,825</b>	392,633
Fund balance at end of year	\$	<b>589,077</b>	\$ 460,825

*See notes to Funds financial statements.*

**City of Calabasas**  
**Proposition C Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and Metro Approved Project Budget**  
**Year ended June 30, 2021**  
**(With Comparative Actuals for 2020)**

Project Code	Project Name	2021		Variance Positive (Negative)	2020 Actual
		Metro Budget	Actual		
110	Flexible Route Shuttle	\$ 84,000	\$ -	\$ 84,000	\$ 60,097
110	Old Town Calabasas/Commons Trolley	11,800	-	11,800	12,164
110	Public Transit Fueling	31,300	4,324	26,976	29,287
110	JARC Grant Local Match Funding	68,800	39,173	29,627	80,026
130	Dial-A-Ride	46,400	79,030 *	(32,630)	79,750
140	Summer Beach Bus	8,900	-	8,900	5,914
140	Youth Excursion	3,400	-	3,400	1,536
140	Calabasas Pumpkin Festival	1,400	-	1,400	2,828
155	Senior Trips	8,700	-	8,700	829
180	Vehicle and Miscellaneous Equipment	2,000	-	2,000	-
180	Title VI Update	4,500	-	4,500	4,700
210	Camp Calabasas Program	730	-	730	9,780
280	Transit Marketing for Calabasas Trolley	400	250	150	70
620	Direct Administration	31,000	155,592 *	(124,592)	43,545
<b>Total expenditures</b>		<b>\$ 303,330</b>	<b>\$ 278,369</b>	<b>\$ 24,961</b>	<b>\$ 330,526</b>

\* See Compliance Matrix and Schedule of Findings and Questioned Costs.

*See independent auditor's report.*

**City of Calabasas**  
**Proposition C Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2021**

<b>Date Acquired</b>	<b>Description</b>	<b>Balance July 1, 2020</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2021</b>
Jun-03	2 Transit Buses	\$ 21,381	\$ -	\$ -	\$ 21,381
Jun-04	3 Transit Buses	32,753	-	-	32,753
Aug-04	Gas Powered Trolley	16,258	-	-	16,258
Jun-05	30 Passenger Bus (2)	43,460	-	-	43,460
Mar-06	El Dorado Van	10,139	-	-	10,139
Sep-10	2010 Chevy Titan 29' Shuttle (VIN #...3245)	4,464 <sup>a</sup>	-	-	4,464
Sep-10	2010 Chevy Titan 29' Shuttle (VIN #...2683)	4,464 <sup>a</sup>	-	-	4,464
Jun-20	2019 Glaval Entourage Bus (VIN #...0629)	79,236 <sup>b</sup>	-	-	79,236
Jun-20	2019 Glaval Entourage Bus (VIN #...0631)	79,236 <sup>b</sup>	-	-	79,236
<b>Total</b>		<b>\$ 291,391</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 291,391</b>

<sup>a</sup> The City conducted a review of the City's capital assets during FY 2021. Acquisition of these assets were funded by PCLRF; however, these were not included in the PCLRF's Schedule of Capital Assets reported in prior years.

<sup>b</sup> Acquisition of these assets were funded by the PCLRF; however, these were erroneously included in the PALRF's Schedule of Capital Assets reported in prior years.

*See independent auditor's report.*

**City of Calabasas  
Measure R Local Return Fund  
Balance Sheets**

		June 30	
		2021	2020
<b>ASSETS</b>			
Cash and investments	\$	-	\$ 976,761
Interest receivable		-	2,370
<b>Total assets</b>	<b>\$</b>	<b>-</b>	<b>\$ 979,131</b>
<b>LIABILITIES AND FUND BALANCE (DEFICIT)</b>			
<b>Liabilities</b>			
Due to general fund	\$	507,834	\$ -
Accrued payroll		1,814	-
<b>Total liabilities</b>		<b>509,648</b>	<b>-</b>
<b>Fund balance (deficit)</b>			
Restricted		(509,648)	979,131
<b>Total fund balance (deficit)</b>		<b>(509,648)</b>	<b>979,131</b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b>-</b>	<b>\$ 979,131</b>

*See notes to Funds financial statements.*



**City of Calabasas**  
**Measure R Local Return Fund**

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

---

	Years ended June 30	
	2021	2020
<b>Revenues</b>		
Measure R	\$ 303,812	\$ 291,754
Interest income	1,251	15,345
<b>Total revenues</b>	<b>305,063</b>	<b>307,099</b>
<b>Expenditures</b>		
Various projects	1,793,842	12,655
<b>Total expenditures</b>	<b>1,793,842</b>	<b>12,655</b>
Excess (deficiency) of revenues over expenditures	(1,488,779)	294,444
Fund balance at beginning of year	979,131	684,687
Fund balance (deficit) at end of year	\$ (509,648)	\$ 979,131

*See notes to Funds financial statements.*

**City of Calabasas**  
**Measure R Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and Metro Approved Project Budget**  
**Year ended June 30, 2021**  
**(With Comparative Actuals for 2020)**

Project Code	Project Name	2021		Variance Positive (Negative)	2020 Actual
		Metro Budget	Actual		
155	Pumpkin Festival	\$ 810	\$ -	\$ 810	\$ -
155	Youth Excursion Trips	444	-	444	-
270	Rondell Park and Ride	250,000	1,764,803	(1,514,803)	12,655
630	Direct Administration	-	29,039 *	(29,039)	-
715	Sidewalk Repair and Replacement	150,000	-	150,000	-
780	Mulholland Hwy Corridor Study	220,000	-	220,000	-
<b>Total expenditures</b>		<b>\$ 621,254</b>	<b>\$ 1,793,842</b>	<b>\$ (1,172,588)</b>	<b>\$ 12,655</b>

\* See Compliance Matrix and Schedule of Findings and Questioned Costs.

*See independent auditor's report.*

**City of Calabasas**  
**Measure R Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2021**

---

<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2021</u>
None		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*See independent auditor's report.*

**City of Calabasas  
Measure M Local Return Fund  
Balance Sheets**

		June 30	
		2021	2020
<b>ASSETS</b>			
Cash and investments	\$	-	\$ 894,639
Interest receivable		-	2,230
<b>Total assets</b>	<b>\$</b>	<b>-</b>	<b>\$ 896,869</b>
<b>LIABILITIES AND FUND BALANCE (DEFICIT)</b>			
<b>Liabilities</b>			
Due to general fund	\$	558,119	\$ -
Accrued payroll		3,692	-
<b>Total liabilities</b>		<b>561,811</b>	<b>-</b>
<b>Fund balance (deficit)</b>			
Restricted		(561,811)	896,869
<b>Total fund balance (deficit)</b>		<b>(561,811)</b>	<b>896,869</b>
<b>Total liabilities and fund balance (deficit)</b>	<b>\$</b>	<b>-</b>	<b>\$ 896,869</b>

*See notes to Funds financial statements.*

City of Calabasas  
Measure M Local Return Fund

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

---

	Years ended June 30	
	2021	2020
<b>Revenues</b>		
Measure M	\$ 344,231	\$ 328,360
Interest income	1,088	14,373
<b>Total revenues</b>	<b>345,319</b>	<b>342,733</b>
<b>Expenditures</b>		
Various projects	1,803,999	50,801
<b>Total expenditures</b>	<b>1,803,999</b>	<b>50,801</b>
Excess (deficiency) of revenues over expenditures	(1,458,680)	291,932
Fund balance at beginning of year	896,869	604,937
Fund balance (deficit) at end of year	\$ (561,811)	\$ 896,869

*See notes to Funds financial statements.*

**City of Calabasas**  
**Measure M Local Return Fund**  
**Supplementary Information**  
**Schedule of Expenditures – Actual and Metro Approved Project Budget**  
**Year ended June 30, 2021**  
**(With Comparative Actuals for 2020)**

Project Code	Project Name	2021			2020 Actual
		Metro Budget	Actual	Variance Positive (Negative)	
270	Rondell Park & Ride	\$ 250,000	\$ 1,764,803	\$ (1,514,803)	\$ 12,655
640	Direct Administration	-	39,196 *	(39,196)	-
705	Guardrail Replacement	60,000	-	60,000	-
715	Mulholland Gap Closure	-	-	-	4,721
715	Las Virgenes Road Green Street Project	4,000	-	4,000	-
780	SB743 Implementation	-	-	-	33,425
780	TDA and VMT Policy Study for City Impact Analysis	25,000	-	25,000	-
780	TDA and VMT Policy Study for City Impact Analysis	250,000	-	250,000	-
<b>Total expenditures</b>		<b>\$ 589,000</b>	<b>\$ 1,803,999</b>	<b>\$ (1,214,999)</b>	<b>\$ 50,801</b>

\* See Compliance Matrix and Schedule of Findings and Questioned Costs.

*See independent auditor's report.*

**City of Calabasas**  
**Measure M Local Return Fund**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**Year ended June 30, 2021**

---

<u>Date Acquired</u>	<u>Description</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2021</u>
None		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*See independent auditor's report.*

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

		June 30	
		2021	2020
<b>ASSETS</b>			
Due from Metro		\$ 14,742	\$ -
	<b>Total assets</b>	<b>\$ 14,742</b>	<b>\$ -</b>
<b>LIABILITIES AND FUND BALANCE (DEFICIT)</b>			
<b>Liabilities</b>			
Accounts payable		\$ -	\$ 3,935
Due to general fund		28,747	9,819
	<b>Total liabilities</b>	<b>28,747</b>	<b>13,754</b>
<b>Fund balance (deficit)</b>			
Restricted		(14,005)	(13,754)
	<b>Total fund balance (deficit)</b>	<b>(14,005)</b>	<b>(13,754)</b>
	<b>Total liabilities and fund balance (deficit)</b>	<b>\$ 14,742</b>	<b>\$ -</b>

*See notes to Funds financial statements.*



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

	Years ended June 30	
	2021	2020
<b>Revenues</b>		
Intergovernmental Allocations:		
Article 3	\$ 14,742	\$ 35,000
Investment income (loss)	(251)	-
<b>Total revenues</b>	<b>14,491</b>	<b>35,000</b>
<b>Expenditures</b>		
Tree Trimming/Removal Along Bike Lanes	14,742	48,754
<b>Total expenditures</b>	<b>14,742</b>	<b>48,754</b>
Deficiency of revenues over expenditures	(251)	(13,754)
<b>Other financing use</b>		
Funds returned to Metro	-	(120)
<b>Change in fund balance</b>	(251)	(13,874)
Fund balance (deficit) at beginning of year	(13,754)	120
Fund balance (deficit) at end of year	\$ (14,005)	\$ (13,754)

*See notes to Funds financial statements.*

City of Calabasas  
 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, 2021

---

Project Description	Program Year	Totals to Date		Unexpended Allocations	Project Status
		Allocations	Expenditures		
<b>Local Allocations:</b>					
Tree Trimming/Removal Along Bike Lanes	2021	\$ 14,742	\$ 14,742	\$ -	Ongoing
	<b>Totals</b>	<u>\$ 14,742</u>	<u>\$ 14,742</u>	-	
Investment income (loss)				(251)	
Fund balance (deficit) at beginning of year				(13,754)	
Fund balance (deficit) at end of year				<u>\$ (14,005)</u>	

*See independent auditor's report.*

**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), the Measure M Local Return Fund (MMLRF) 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 the county-wide ½ cent Measure R 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.

MMLRF is derived from 17% of the county-wide ½ cent Measure M 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, MMLRF 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 based on budgets approved by Metro and 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 Annual Comprehensive Financial Report (ACFR) 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, MMLRF and TDAA3F report the following fund balance classification as of June 30, 2021 and 2020:

- 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 is restricted for projects approved by Metro.

Information regarding the fund balance reporting policy adopted by the City is described in the City's ACFR.

**NOTE 2      ANNUAL FINANCIAL STATEMENTS**

The financial statements reflect only the financial position and results of operations of the PALRF, PCLRF, MRLRF, MMLRF and TDAA3F, and do not purport to, and do not present fairly the City's financial position as of June 30, 2021 and 2020, 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.

Proposition A and Proposition C 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      MEASURE M LOCAL RETURN COMPLIANCE REQUIREMENTS**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Los Angeles County Traffic Improvement Plan Ordinance approved by the Metro Board of Directors on June 23, 2016. The Measure M Ordinance specifies that LR funds be used exclusively for transportation purposes.

**NOTE 5      MEASURE M LOCAL RETURN COMPLIANCE REQUIREMENTS (CONTINUED)**

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

**NOTE 6      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 7      CASH AND INVESTMENTS**

The PALRF, PCLRF, MRLRF, MMLRF 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 ACFR for a full description of risks relating to cash and investments.

**NOTE 8      TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUND REVENUE ALLOCATION**

The revenue allocations for the years ended June 30, 2021 and 2020 consisted of the following:

		<b>2021</b>		<b>2020</b>
FY 2017/18 allocation	\$	-	\$	15,813
FY 2018/19 allocation		-		16,417
FY 2019/20 allocation		<b>14,576</b>		2,770
FY 2020/21 allocation		<b>166</b>		-
	<b>\$</b>	<b>14,742</b>	<b>\$</b>	<b>35,000</b>

**NOTE 9            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 Metro. As of June 30, 2021 and 2020, the City has funds on reserve as follows:

		<b>2021</b>		2020
FY 2019/20 allocation	\$	-	\$	14,576
FY 2020/21 allocation		<b>13,359</b>		-
Total reserve	\$	<b>13,359</b>	\$	14,576

For FY 2020/21, any TDA Article 3 funds left on reserve for FY 2015/16 or prior, are subject to lapse if not claimed by the City by June 30, 2021. There were no funds that lapsed in FY 2020/1.

**NOTE 10            IMPACT OF CORONAVIRUS**

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. The actions taken to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the United States.

It is unknown how long these conditions will last and what the complete financial effect will be to businesses and other affected organizations, including local governmental entities. However, the City's management believes that the financial impact, if any, will not materially affect the June 30, 2021 funds financial statements.

**NOTE 11            SUBSEQUENT EVENTS**

The City has evaluated events subsequent to June 30, 2021 to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through December 21, 2021, the date the financial statements were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the financial statements.

**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***

**To the Honorable Members of the City Council of the  
City of Calabasas, 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, the Measure M Local Return Fund and the Transportation Development Act Article 3 Fund (collectively, the Funds) of the City of Calabasas, California (the City) as of and for the year ended June 30, 2021 and the related notes to the financial statements, and have issued our report thereon dated December 21, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the Funds' financial statements, we considered the City's internal control over the Funds' financial reporting (internal control) as a basis for designing 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 Funds' 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 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, Measure M 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 financial statements. 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 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.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP". The signature is written in a cursive, flowing style.

**Glendale, California  
December 21, 2021**

**COMPLIANCE SECTION**

## **Independent Auditor's Report on Compliance**

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

### **Report on Compliance**

We have audited the City of Calabasas, California's (the City) compliance with the Proposition A and Proposition C Local Return Guidelines, Measure R Local Return Guidelines, Measure M 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, 2021.

### **Management's Responsibility**

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the City's compliance with the Guidelines 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, Measure M 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 Calabasas, California complied, in all material respects, with the compliance requirements of the Guidelines for the year ended June 30, 2021.



## Other Matters

The results of our auditing procedures disclosed instances of noncompliance with the requirements, which are described in the accompanying Schedule of Findings and Questioned Costs as Findings #2021-001 through #2021-004. Our opinion is not modified with respect to these matters.

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

## 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.

Our consideration of internal control over compliance was for the limited purpose described in the preceding 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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be a material weakness and significant deficiencies.

*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, such that there is a reasonable possibility that material noncompliance will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as Finding #2021-003 to be a material weakness.

*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. We consider the deficiency in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as Finding #2020-004 to be a significant deficiency.



The City's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The City's responses were not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on the responses.

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.

*Vasquez & Company LLP*

**Glendale, California  
December 21, 2021**

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

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 or has established a separate Proposition A and Proposition C Local Transit Assistance Account for Local Return purposes.	X				
2. Revenues received including allocations, project generated revenues and interest income was properly credited to the Proposition A and/or Proposition C Local Return Account.	X				
3. Funds were expended with Metro's approval and were not substituted for property tax.	X				
4. Timely use of funds.	X				
5. Administrative expenses are within the 20% cap.		X			See Finding #2021-001
6. Expenditures that exceeded 25% of approved project budget have approved amended Project Description Form (Form A) or electronic equivalent.		X			See Finding #2021-002
7. Annual Project Update Report (Form B) or electronic equivalent was submitted on time.	X				
8. Annual Expenditure Report (Form C) or electronic equivalent was submitted on time.	X				
9. Pavement Management System (PMS) is in place and being used for Street Maintenance or Improvement Projects Expenditures.			X		
10. Local Return Account is credited for reimbursable expenditures.	X				
11. Where Proposition A funds were given, loaned or exchanged by one jurisdiction to another, the receiving jurisdiction has credited its Local Return Account with the funds received.			X		
12. Self-Certification was completed and submitted for Intelligent Transportation Systems projects and elements.			X		

*See independent auditor's report on compliance.*

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

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>					
13. A separate account was established for Capital reserve funds, Capital reserve was approved by Metro and current status is reported in the Annual Project Update (Form B) or electronic equivalent.			X		
14. Recreational transit form was submitted on time.			X		
15. Fund exchanges (trades, loans, or gifts) were approved by Metro.			X		
16. Proposition C Local Return Funds were used to augment, not supplant existing local revenues being used for road improvement purposes.	X				
17. All on-going and carryover projects were reported on Form B or electronic equivalent.	X				
18. Cash or cash equivalents are maintained.	X				
19. Accounting procedures, record keeping, and documentation are adequate.	X				

*See independent auditor's report on compliance.*

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

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. Separate Measure R Local Return Account was established.	X				
3. Revenues received including allocations, project generated revenues and interest income was properly credited to the Measure R Local Return Account.	X				
4. Funds were expended with Metro's approval.		X			See Finding #2021-003
5. Funds were not substituted for property tax and are in compliance with the Maintenance of Effort.	X				
6. Timely use of funds.	X				
7. Administrative expenses are within the 20% cap.	X				
8. Expenditure Plan (Form One or electronic equivalent) was submitted timely.	X				
9. Annual Expenditure Report (Form Two or electronic equivalent) was submitted timely.	X				
10. Where funds expended were reimbursable by other grants or fund sources, the reimbursement was credited to the Local Return Account upon receipt of the reimbursement.	X				
11. Where Measure R funds were given, loaned or exchanged by one jurisdiction to another, the receiving jurisdiction has credited its Local Return Account with the funds received.			X		
12. A separate account was established for Capital reserve funds and Capital reserve was approved by Metro.			X		
13. Funds were used to augment, not supplant existing local revenues being used for transportation purposes unless there is a fund shortfall.	X				

*See independent auditor's report on compliance.*



**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

---

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>					
14. Recreational transit form was submitted on time.			X		
15. Fund exchanges (trades, loans, or gifts) were approved by Metro.			X		
16. Accounting procedures, record keeping, and documentation are adequate.	X				

*See independent auditor's report on compliance.*

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
<b>C. Measure M Local Return Fund</b>					
1. Funds were expended for transportation purposes.	X				
2. Separate Measure M Local Return Account was established.	X				
3. Revenues received including allocations, project generated revenues and interest income was properly credited to the Measure M Local Return Account.	X				
4. Funds were expended with Metro's approval.		X			See Finding #2021-004
5. Funds were not substituted for property tax and are in compliance with the Maintenance of Effort.	X				
6. Timely use of funds.	X				
7. Administrative expenses are within the 20% cap.	X				
8. Expenditure Plan (Form M-One or electronic equivalent) was submitted timely.	X				
9. Expenditure Report (Form M-Two or electronic equivalent) was submitted timely.	X				
10. Where funds expended were reimbursable by other grants or fund sources, the reimbursement was credited to the Local Return Account upon receipt of the reimbursement.	X				
11. Where Measure M funds were given, loaned or exchanged by one jurisdiction to another, the receiving jurisdiction has credited its Local Return Account with the funds received.			X		
12. A separate account was established for Capital reserve funds and Capital reserve was approved by Metro.			X		
13. Funds were used to augment, not supplant existing local revenues being used for transportation purposes unless there is a fund shortfall.	X				

*See independent auditor's report on compliance.*

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

---

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
<b>C. Measure M Local Return Fund</b>					
14. Recreational transit form was submitted on time.			X		
15. Fund exchanges (trades, loans, or gifts) were approved by Metro.			X		
16. Accounting procedures, record keeping, and documentation are adequate.	X				

*See independent auditor's report on compliance.*

**City of Calabasas  
Compliance Matrix  
Year ended June 30, 2021**

---

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
<b>D. 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 independent auditor's report on compliance.*

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**City of Calabasas**  
**Schedule of Findings and Questioned Costs**  
**Year ended June 30, 2021**

**PALRF and PCLRF: Finding #2021-001**

<b>Compliance Reference</b>	Proposition A and Proposition C Local Return Guidelines Section II(A)(15) states that, "The administrative expenditures for any year shall not exceed 20 percent of the total LR annual expenditures, based on the year-end expenditures, and will be subject to an audit finding if the amount exceeds 20 percent".
<b>Condition</b>	The City's administration expenditures exceeded more than 20 percent of its PALRF and PCLRF total annual local return expenditures by \$37,984 and \$124,898, respectively.
<b>Cause</b>	The City is aware of the 20% limit of actual expenditures on Direct Administration. However, budgeted project expenditures were lower than expected, which reduced the threshold for allowable administrative costs.
<b>Effect</b>	Administrative expenses exceeded over 20% of the total annual local return expenditures. The City did not comply with the Guidelines.
<b>Recommendation</b>	We recommend that the City establish procedures to ensure that administrative expenditures claimed under the local return funds be limited to 20 percent of the fund's total annual expenditures.
<b>Management's Response</b>	During the year, the City did not lay off any transit staff. With that being said and observing that this past year was an unusual year while services were not fully operating due to the pandemic, we requested and received a reprieve on the 20% cap requirement from Metro.
<b>Finding Corrected During the Audit</b>	On November 8, 2021, Metro Transportation Planning Manager waived the direct administration cap of 20% requirement for the City of Calabasas for FY 2020/21. No additional follow up is required.

**City of Calabasas**  
**Schedule of Findings and Questioned Costs**  
**Year ended June 30, 2021**

**PALRF and PCLRF: Finding #2021-002**

<b>Compliance Reference</b>	Section I(C) Project Description Form (Form A) of the Proposition A and C Local Return Guidelines states that, "Jurisdictions shall submit for approval a Project Description Form (Form A) prior to the expenditure of funds for: 1) a new project; 2) a new route; 3) a 25 percent change (increase or decrease) in route or revenue vehicle miles for an established LR funded transit service; 4) a 0.75 miles or greater service change that duplicates/overlays an existing transit service; or 5) a 25 percent or greater change in an approved LR project budget or scope on all operating or capital LR projects."
<b>Condition</b>	<p>The City exceeded Metro's approved budget by more than 25 percent prior to obtaining approval through a revised Form A or via SmartSheets for the following projects:</p> <ul style="list-style-type: none"> <li>a. PALRF's Project code 130, Dial-A-Ride project. Amount in excess of 25 percent of the approved budget was \$26,635;</li> <li>b. PCLRF's Project code 130, Dial-A-Ride project. Amount in excess of 25 percent of the approved budget was \$21,030; and</li> <li>c. PCLRF's Project code 620, Direct Administration. Amount in excess of 25 percent of the approved budget was \$116,842; and</li> </ul> <p>Projects with greater than 25 percent change from the approved project budget should be amended by submitting a Project Description Form (Form A) or via SmartSheets.</p> <p>The City submitted revised budgets via SmartSheets and obtained a retroactive approval of the project on November 19, 2021.</p>
<b>Cause</b>	The City was in transition staff wise. Information was not properly communicated.
<b>Effect</b>	The City's PALRF project expenditures exceeded 25 percent of the project budget approved by Metro prior to approval of the revised budget from Metro, which resulted in the City's noncompliance with the Guidelines.

**City of Calabasas**  
**Schedule of Findings and Questioned Costs**  
**Year ended June 30, 2021**

---

**PALRF and PCLRF: Finding #2021-002 (Continued)**

<b>Recommendation</b>	We recommend that the City submit revised budgets timely via SmartSheets to obtain Metro's approval for the change in project budget and implement internal controls to ensure compliance with this requirement at all times.
<b>Management's Response</b>	The City submitted revised budgets via SmartSheets and obtained an approval for the increase in the project budgets from Metro Program Manager.
<b>Finding Corrected During the Audit</b>	Metro Program Manager granted retroactive approval of said project on November 19, 2021. No additional follow up is required.



**City of Calabasas**  
**Schedule of Findings and Questioned Costs**  
**Year ended June 30, 2021**

**MRLRF: Finding #2021-003**

<b>Compliance Reference</b>	<p>Section B(II)(1) Expenditure Plan (Form One) of the Measure R Local Return Program Guidelines state that “To maintain eligibility and meet Measure R LR program compliance requirements, jurisdictions shall submit to Metro an Expenditure Plan (Form One) annually by August 1st of each year.</p> <p>Form One provides a listing of projects funded with Measure R LR funds along with estimated expenditures for the year.”</p>
<b>Condition</b>	<p>The City claimed expenditures under MRLRF Project Code 630, Direct Administration, totaling \$29,039 prior to approval from Metro.</p> <p>Although we found the expenditures to be eligible for Local Return funding, the project had no prior approval from Metro.</p> <p>This is a repeat finding from prior years’ audits.</p>
<b>Cause</b>	<p>The City was in transition staff wise. Information was not properly communicated.</p>
<b>Effect</b>	<p>The City claimed expenditures totaling \$29,039 prior to approval from Metro. Lack of prior approvals results in noncompliance with the Guidelines.</p>
<b>Recommendation</b>	<p>We recommend that the City establish procedures and internal controls to ensure that approval is obtained from Metro prior to spending on any Measure R-funded projects.</p>
<b>Management’s Response</b>	<p>The City agrees with the findings. The City establish procedures and internal controls to ensure that approval is obtained from Metro prior to spending on any Measure R-funded projects.</p>
<b>Finding Corrected During the Audit</b>	<p>Metro Program Manager granted a retroactive approval of the said project on November 23, 2021. No additional follow up is required.</p>

**City of Calabasas**  
**Schedule of Findings and Questioned Costs**  
**Year ended June 30, 2021**

**MMLRF: Finding #2020-004**

<b>Compliance Reference</b>	<p>Section XXV Administrative, Reporting Requirements, Expenditure Plan (Form M-One) of the Measure M Local Return Program Guidelines states that, "To maintain legal eligibility and meet Measure M LR program compliance requirements, Jurisdiction shall submit to Metro an Expenditure Plan (Form One), annually, by August 1st of each year".</p> <p>"Expenditure Plan (Form M-One) provides a listing of projects funded with Measure M LR funds along with estimated expenditures for the year. For both operating and capital projects, Part I is to be filled out. Part II is to be filled out for capital projects (projects over \$250,000). Metro will provide LR funds to a capital project or program sponsor who submits the required expenditure plan".</p>
<b>Condition</b>	<p>The City claimed expenditures under MMLRF Project Code 640, Direct Administration, totaling \$39,196 prior to approval from Metro.</p> <p>Although we found the expenditures to be eligible for Local Return funding, the projects had no prior approval from Metro.</p> <p>This is a repeat finding from prior year's audit.</p>
<b>Cause</b>	<p>The City was in transition staff wise. Information was not properly communicated.</p>
<b>Effect</b>	<p>The City claimed expenditures totaling \$39,196 prior to approval from Metro. Lack of prior approvals results in noncompliance with the Guidelines.</p>
<b>Recommendation</b>	<p>We recommend the City establish procedures to ensure that approval is obtained from Metro prior to spending on Measure M-funded projects.</p>
<b>Management's Response</b>	<p>The City agrees with the findings. The City establish procedures and internal controls to ensure that approval is obtained from Metro prior to spending on any Measure M-funded projects.</p>
<b>Finding Corrected During the Audit</b>	<p>Metro Program Manager granted a retroactive approval of said project on November 23, 2021. No additional follow up is required.</p>

**EXIT CONFERENCE**

An exit conference was held on December 20, 2021 with the City of Calabasas representative. Those in attendance were:

Vasquez and Company LLP representatives:  
    Marialyn Labastilla – Audit Senior Manager

City of Calabasas representative:  
    Cedric Henry – Grant/Contract Administrator

Matters discussed:

Results of the audit disclosed instances of noncompliance with the Guidelines.

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

Ron Ahlers – Chief Financial Officer  
Cedric Henry – Grant/Contract Administrator  
Hiromi Dever – Accounting Supervisor



[www.vasquezcpa.com](http://www.vasquezcpa.com)

Vasquez & Company LLP has over 50 years of experience in performing audit, accounting & consulting services for all types of nonprofit organizations, for-profit companies, governmental entities and publicly traded companies. Vasquez is a member of the RSM US Alliance. RSM US Alliance provides its members with access to resources of RSM US LLP. RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International. Visit [rsmus.com/about-us](http://rsmus.com/about-us) for more information regarding RSM US LLP and RSM International. The RSM™ logo is used under license by RSM US LLP. RSM US Alliance products and services are proprietary to RSM US LLP.

655 N Central Avenue, Suite 1550 • Glendale, California 91203-1437 • Ph. (213) 873-1700 • Fax (213) 873-1777