

**CITY OF PLEASANT HILL**

Measure K Fund

Independent Auditor's Reports and  
Financial Statements

For the Year Ended June 30, 2020



Certified  
Public  
Accountants

**CITY OF PLEASANT HILL**  
Measure K Fund  
For the Year Ended June 30, 2020

*Table of Contents*

	<i>Page</i>
<b>Financial Section</b>	
Independent Auditor’s Report.....	1
Balance Sheet.....	3
Statement of Revenues, Expenditures, and Changes in Fund Balance .....	4
Notes to Financial Statements.....	5
<b>Internal Control and Compliance Section</b>	
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> .....	7



## Independent Auditor's Report

City Council and  
Measure K Oversight Committee  
City of Pleasant Hill, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the Measure K Fund (Fund) of the City of Pleasant Hill, California (City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

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

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

### *Auditor's Responsibility*

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

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

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

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Fund as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of a Matter***

As discussed in Note 2 to the financial statements, the financial statements present only the Fund and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 11, 2021, on our consideration of the City's internal control over the Fund's 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 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 Fund's 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 Fund's financial reporting and compliance.

A handwritten signature in black ink that reads "Macias Gini & O'Connell LLP". The signature is written in a cursive, flowing style.

Walnut Creek, California  
March 11, 2021

**CITY OF PLEASANT HILL**

Measure K Fund

Balance Sheet

June 30, 2020

**Assets**

Cash and investments held in City Treasury	\$ 1,094,605
Tax receivable	718,606
Interest receivable	<u>3,577</u>
<b>Total assets</b>	<b><u><u>\$ 1,816,788</u></u></b>

**Liabilities and Fund Balance**

**Liabilities**

Accounts payable	\$ 314,554
------------------	------------

**Fund Balance**

Assigned	<u>1,502,234</u>
<b>Total liabilities and fund balance</b>	<b><u><u>\$ 1,816,788</u></u></b>

See accompanying Notes to Financial Statements.

**CITY OF PLEASANT HILL**

Measure K Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2020

**Revenues**

Measure K transactions & use tax	\$ 4,182,302
Intergovernmental	271,776
Use of money and property	16,329
<b>Total revenues</b>	<u>4,470,407</u>

**Expenditures**

Capital outlay - New library project	1,450,811
Others	5,610
<b>Total expenditures</b>	<u>1,456,421</u>

**Other Financing Uses**

Transfers out to other funds	<u>(2,994,705)</u>
------------------------------	--------------------

**Net change in fund balance**

19,281

Fund balance - beginning

1,482,953

Fund balance - ending

\$ 1,502,234

See accompanying Notes to Financial Statements.

**CITY OF PLEASANT HILL**  
Measure K Fund  
Notes to Financial Statements  
For the Year Ended June 30, 2020

**NOTE 1 – DESCRIPTION OF REPORTING ENTITY**

In November 2016, registered voters of the City of Pleasant Hill (City) approved Measure K, authorizing a half-cent transaction and use tax to for the funding of the construction of improvements to neighborhood library facilities and infrastructure throughout the City.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) *Basis of Presentation***

The Measure K Fund (Fund) is accounted for as part of the City’s General Fund, which is a type of governmental fund included in the City’s basic financial statements. The City’s General Fund accounts for all of the general revenues and financial resources of the City not specifically levied or collected for the other City funds, as well as the related expenditures.

The financial statements do not purport to, and do not, present the financial position or changes in financial position of the City. The projects represent a portion of the activities of the City and, as such, are included in the City’s basic financial statements.

**(b) *Basis of Accounting***

The accompanying financial statements have been prepared on the modified accrual basis of accounting. Under the modified accrual basis of accounting, expenditures are recorded when the related governmental fund liabilities are incurred. Revenues, including transaction and uses tax, are recognized when they become measurable and available (generally received within 45 days after year-end).

**(c) *Fund Balance***

The City established a policy on governmental fund balance financial reporting to provide necessary clarification on the terminology used in the fund balance classifications and assist with adhering to the requirements of Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB Statement No. 54 outlines the requirements to report fund balance for governmental funds in specific classifications (nonspendable, restricted, committed, assigned and unassigned), which create a hierarchy primarily based on the extent to which the City is bound to the constraints on the specific purposes for which funds can be spent. The Fund only receives assigned revenues and has assigned fund balance at June 30, 2020. Assigned fund balance represents amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Intent is expressed by the City Council or the City Manager to whom the City Council has delegated the authority to assign amounts to be used for specific purposes by adoption of a resolution. As of June 30, 2020, \$850,071 was assigned for encumbrances and \$652,163 was assigned for capital projects.

**(d) *Use of Estimates***

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

**CITY OF PLEASANT HILL**  
Measure K Fund  
Notes to Financial Statements  
For the Year Ended June 30, 2020

**NOTE 3 – CASH AND INVESTMENTS HELD IN CITY TREASURY**

Cash and investments held in City Treasury represent the Fund’s share of the City Treasury’s pool. All of the Fund’s cash and investments are deposited in the City Treasury’s pool as described in the City’s *Comprehensive Annual Financial Report*, which can be obtained from the City’s Department of Finance. Investments in the pool are made in accordance with the City’s investment policy as approved by the City Council. Investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Pools* and GASB Statement No. 72, *Fair Value Measurement and Application*. However, the value of the pool shares in the City Treasury’s pool that may be withdrawn is determined on an amortized cost basis, which is different from the fair value of the Fund’s position in the pool. Interest earned from cash and investments held in City Treasury is allocated quarterly to all City funds, including the Fund, based on the City funds’ cash balance. At June 30, 2020, the City Treasury’s pool is unrated and has a weighted average maturity of 317 days. The Fund’s investments in the City Treasury’s pool is exempt from fair value hierarchy disclosure.

**NOTE 4 – TRANSFER TO OTHER FUNDS**

With City Council or City Manager approval, resources may be transferred from one City fund to another. The purpose of the transfers is to support capital projects activities of other City fund. During the year ended June 30, 2020, the Fund transferred \$2,994,705 to other City funds. The following schedule summarized the Fund’s transfer activities:

<u>Fund Receiving Transfers</u>	<u>Project Name</u>	<u>Amount Transferred</u>	<u>Amount Unspent as of June 30, 2020</u>
Gas Tax Fund	Street Resurfacing Program	\$ 1,526,750	\$ -
Gas Tax Fund	Pedestrian and Bicycle Program	411,000	84,721
Gas Tax Fund	Oak Park Boulevard/Monticello Avenue Roadway Improvements	993,955	353,929
NPDES Fund	Storm Drain Improvement Program	63,000	63,000
Total Transfers To Other Funds		<u>\$ 2,994,705</u>	<u>\$ 501,650</u>

**NOTE 5 – UNCERTAINTIES**

In March 2020, the World Health Organization declared coronavirus COVID-19 a global pandemic. This contagious disease outbreak, which has continued to spread, has adversely affected workforces, customers, economies, and financial markets globally, leading to an economic downturn. It has also disrupted the normal operations of many government agencies, including the City. This outbreak and the related public-health protective measures may decrease the types of economic activity that generate City revenue and reduce our ability to provide services to residents and businesses. It is not possible for us to predict the duration or magnitude of these impacts at this time.





**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***

City Council and  
Measure K Oversight Committee  
City of Pleasant Hill, California

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 Measure K Fund (Fund) of the City of Pleasant Hill, California (City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated March 11, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City’s internal control over the Fund’s financial reporting (internal control) as a basis of designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did 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 Fund’s 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature in black ink that reads "Macias Gini & O'Connell LLP". The signature is written in a cursive, professional style.

Walnut Creek, California

March 11, 2021