

ATTACHMENT A
MEASURE Q AGREED UPON PROCEDURES

We will apply the agreed-upon procedures listed below, which the City has specified, to report on the collection, management and expenditure of the Measure Q revenue for the period July 1, 2017 to June 30, 2018. This engagement is solely to assist the City in complying with the requirements of Section 3.25.140 of Ordinance 2012-005. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

We reviewed the scope of services below in conjunction with the *Government Auditing Standards* and believe that they do not impinge upon our independence. Because the procedures below do not constitute an audit, we will not express an opinion on the use of the Measure Q funds. In addition, we have no obligation to perform any procedures beyond those listed below.

The procedures we will perform have been agreed to and are outlined below and the period under test will comprise the period July 1, 2017 to June 30, 2018. We can of course increase or decrease the amount of work we perform, if you wish.

1. Obtain Ordinance 2012-005 imposing the transaction and use tax.
2. Obtain a confirmation of Sales Tax Add-On Revenues for the fiscal year from the State Controller's Office to reconcile to the revenues recorded in the general ledger in the Measure Q account (100-0000-31303).
3. Obtain the Resolution No. 2013-025 establishing the citizens' oversight committee and obtain any recommendations for use of the Measure Q funds to the City Council for the fiscal year.
4. Obtain any City Council directives adopted during the fiscal year regarding the use of Measure Q funds.
5. Obtain the general ledger detail of charges applied to the Measure Q funding (Task Mea-Q13).
6. Summarize the expenditures of the Measure Q funds obtained in #5 by type and purpose as follows:
 - a. Payroll (salary and benefits by employee, position)
 - b. Sponsorships
 - c. Professional services
 - d. Capital outlay
 - e. Economic Development Corporation funding
 - f. Other (not detailed)
7. Obtain the supporting documentation or City staff's explanation for cumulative charges by employee in category a. in #6 above that exceed \$5,000, and for individual transactions in categories b. – f. in #6 above that exceed \$5,000.

We will submit our report listing the procedures performed and our findings. This report will be intended solely for the information and use of the City and will not be intended for and should not be used by anyone other than the City's representatives. Our report will include a paragraph stating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The City is responsible for the presentation of the report on the collection, management and expenditure of the Measure Q revenue for the period July 1, 2017 to June 30, 2018 in accordance with requirements of Section 3.25.140 of Ordinance 2012-005 and for selecting the criteria and determining that such criteria are appropriate for your purposes. The City's management is responsible for assuming all management responsibilities and for overseeing the services we provide by designating a qualified management-level employee to oversee the proposed procedures we provide. The City's management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

ATTACHMENT B
MEASURE K AGREED UPON PROCEDURES

We will apply the agreed-upon procedures listed below, which the City has specified, to report on the collection, management and expenditure of the Measure K revenue for the period July 1, 2017 to June 30, 2018. This engagement is solely to assist the City in complying with the requirements of Section 3.26.140 of Ordinance 2014-007. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

We reviewed the scope of services below in conjunction with the *Government Auditing Standards* and believe that they do not impinge upon our independence. Because the procedures below do not constitute an audit, we will not express an opinion on the use of the Measure K funds. In addition, we have no obligation to perform any procedures beyond those listed below.

The procedures we will perform have been agreed to and are outlined below and the period under test will comprise the period July 1, 2017 to June 30, 2018. We can of course increase or decrease the amount of work we perform, if you wish.

1. Obtain Ordinance 2014-007 imposing the transaction and use tax.
2. Obtain a confirmation of Sales Tax Add-On Revenues for the fiscal year from the State Controller's Office to reconcile to the revenues recorded in the general ledger in the Measure K account (201-0000-31301).
3. Obtain the Ordinance 2014-007 indicating the use of the Measure Q citizens' oversight committee for the Measure K committee and obtain any recommendations for use of the Measure K funds to the City Council during the fiscal year.
4. Obtain any City Council directives adopted during the fiscal year regarding the use of Measure K funds.
5. Obtain the general ledger detail of charges applied to the Measure K funding (Fund 201).
6. Summarize the expenditures of the Measure K funds obtained in #5 by type and purpose as follows:
 - a. Fire protection district contract for supplemental EMS squad at Station 70
 - b. Payroll (salary and benefits by employee, position)
 - c. Sponsorships
 - d. Professional services
 - e. Capital outlay
 - f. Other (not detailed)
7. Obtain the supporting documentation or City staff's explanation for cumulative charges by employee in category a. in #6 above that exceed \$5,000, and for individual transactions in categories b. – f. in #6 above that exceed \$5,000 to determine whether they are used solely to fund emergency medical services for the City.

We will submit our report listing the procedures performed and our findings. This report will be intended solely for the information and use of the City and will not be intended for and should not be used by anyone other than the City's representatives. Our report will include a paragraph stating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The City is responsible for the presentation of the report on the collection, management and expenditure of the Measure K revenue for the period July 1, 2017 to June 30, 2018 in accordance with requirements of Section 3.26.140 of Ordinance 2014-007 and for selecting the criteria and determining that such criteria are appropriate for your purposes. The City's management is responsible for assuming all management responsibilities and for overseeing the services we provide by designating a qualified management-level employee to oversee the proposed procedures we provide. The City's management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.