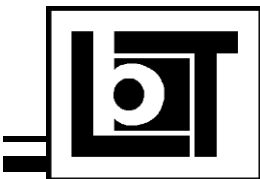


***SINGLE AUDIT REPORTS
AND GRANT ACTIVITY REPORTS***
LONG BEACH PUBLIC TRANSPORTATION COMPANY
For the Year Ended June 30, 2018



LONG BEACH TRANSIT

**LONG BEACH PUBLIC TRANSPORTATION COMPANY
SINGLE AUDIT AND GRANT ACTIVITY REPORTS
YEAR ENDED JUNE 30, 2018**

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LONG BEACH PUBLIC TRANSPORTATION COMPANY

Principal Officials

Board of Directors

Sumire Gant	Chair of the Board
Colleen Bentley	Vice Chair
Maricela de Rivera	Secretary - Treasurer
Adam Carrillo	Director
Mary Zendejas	Director
Michael Clemson	Director
Steven Neal	Director
Lea Eriksen	Ex-Officio Member, City of Long Beach
Eric Widstrand	Ex-Officio Member, City of Long Beach

Executive Leadership Team

Kenneth A. McDonald	President & Chief Executive Officer
Debra A. Johnson	Deputy Chief Executive Officer
Lisa Patton	Executive Director/VP, Finance & Budget
Lee Burner	Executive Director/VP, Transit Service Delivery & Planning
Tony Cohen	Executive Director/VP, Maintenance & Infrastructure
LaVerne David	Executive Director/VP Employee and Labor Relations
Patrick Pham	Executive Director, VP Information Technology

**INDEPENDENT AUDITORS' 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 Board of Directors of
Long Beach Public Transportation Company

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 Long Beach Public Transportation Company (a nonprofit organization), which comprise the statement of net position as of June 30, 2018, and the related statements of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Long Beach Public Transportation Company's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Long Beach Public Transportation Company's internal control. Accordingly, we do not express an opinion on the effectiveness of the Long Beach Public Transportation Company'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 Long Beach Public Transportation Company'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Windes, Inc.".

Long Beach, California
December 19, 2018

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

To the Board of Directors of
Long Beach Public Transportation Company

Report on Compliance for Each Major Federal Program

We have audited Long Beach Public Transportation Company's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Long Beach Public Transportation Company's major federal programs for the year ended June 30, 2018. Long Beach Public Transportation Company's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Long Beach Public Transportation Company's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with 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 audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Long Beach Public Transportation Company'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 for each major federal program. However, our audit does not provide a legal determination of Long Beach Public Transportation Company's compliance.

Opinion on Each Major Federal Program

In our opinion, Long Beach Public Transportation Company complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of Long Beach Public Transportation Company is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Long Beach Public Transportation Company's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, 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 Long Beach Public Transportation Company'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 with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program 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 a type of compliance requirement of a federal program 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 may exist that have not been identified.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Long Beach Public Transportation Company as of and for the year ended June 30, 2018, and have issued our report thereon dated December 19, 2018, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and non-federal awards is presented for purposes of additional analysis as required by the Uniform Guidance, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and non-federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

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 Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Long Beach, California
December 19, 2018

Schedule 1
LONG BEACH PUBLIC TRANSPORTATION COMPANY
Schedule of Expenditures of Federal and Non-Federal Awards
Year Ended June 30, 2018

		Program of Federal Domestic Assistance Catalogue No. 20.507 Department of Transportation Federal Transit Administration			
		<u>CA-90-Y880</u>	<u>CA-90-Y957</u>	<u>CA-88-004</u>	<u>CA-90-Z053</u>
Grant Period:					
From	08/30/11	09/05/12	09/19/12	12/10/13	
To	Completion	Completion	Completion	Completion	
Total grant award(s):					
Federal	15,774,862	\$ 16,248,527	\$ 6,700,000	\$ 17,391,081	
Non-Federal	<u>11,261</u>	<u>14,319</u>	<u>2,871,429</u>	<u>1,489,629</u>	
Total	<u>15,786,123</u>	<u>\$ 16,262,846</u>	<u>\$ 9,571,429</u>	<u>\$ 18,880,710</u>	
Revenues:					
Federal:					
Cash received	1,802,525	\$ 5,862,635	\$ 1,367,661	\$ 321,980	
(Accrued) deferred, July 1, 2017	---	---	(265,897)	---	
Accrued (deferred), June 30, 2018	<u>132,702</u>	<u>689,793</u>	<u>575,972</u>	<u>133,804</u>	
Grant revenue recognized	1,935,227	6,552,428	1,677,736	455,784	
Non-Federal	<u>---</u>	<u>---</u>	<u>723,107</u>	<u>109,680</u>	
Total revenues	<u>1,935,227</u>	<u>\$ 6,552,428</u>	<u>\$ 2,400,843</u>	<u>\$ 565,464</u>	
Expenditures:					
Federal	1,935,227	\$ 6,552,428	\$ 1,677,736	\$ 455,784	
Non-Federal	<u>---</u>	<u>---</u>	<u>723,107</u>	<u>109,680</u>	
Total expenditures	<u>1,935,227</u>	<u>\$ 6,552,428</u>	<u>\$ 2,400,843</u>	<u>\$ 565,464</u>	

(Continued)

See accompanying notes to the Schedule of Expenditures of Federal and Non-Federal Awards and accompanying Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

Schedule 1-2

LONG BEACH PUBLIC TRANSPORTATION COMPANY

Schedule of Expenditures of Federal and Non-Federal Awards

Year Ended June 30, 2018

**Program of Federal Domestic
Assistance Catalogue No. 20.507
Department of Transportation
Federal Transit Administration**

	<u>CA-90-Z120</u>	<u>CA-90-Z232</u>	<u>CA2016-049</u>
Grant Period:			
From	07/30/14	09/23/15	09/07/16
To	Completion	Completion	Completion
Total grant award(s):			
Federal	\$ 20,701,104	\$ 14,113,447	\$ 20,731,551
Non-Federal	<u>1,570,742</u>	<u>90,824</u>	<u>2,031,064</u>
Total	<u>\$ 22,271,846</u>	<u>\$ 14,204,271</u>	<u>\$ 22,762,615</u>
Revenues:			
Federal:			
Cash received	\$ 1,479,963	\$ 4,710,209	\$ 10,016,928
(Accrued) deferred, July 1, 2017	---	(26,335)	(116,330)
Accrued (deferred), June 30, 2018	<u>332,538</u>	<u>145,412</u>	<u>10,934</u>
Grant revenue recognized	1,812,501	4,829,286	9,911,532
Non-Federal	<u>2,682</u>	<u>46,848</u>	<u>608,052</u>
Total revenues	<u>\$ 1,815,183</u>	<u>\$ 4,876,134</u>	<u>\$ 10,519,584</u>
Expenditures:			
Federal	\$ 1,812,501	\$ 4,829,286	\$ 9,911,532
Non-Federal	<u>2,682</u>	<u>46,848</u>	<u>608,052</u>
Total expenditures	<u>\$ 1,815,183</u>	<u>\$ 4,876,134</u>	<u>\$ 10,519,584</u>

(Continued)

See accompanying notes to the Schedule of Expenditures of Federal and Non-Federal Awards and accompanying Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

Schedule 1-3

LONG BEACH PUBLIC TRANSPORTATION COMPANY

Schedule of Expenditures of Federal and Non-Federal Awards

Year Ended June 30, 2018

**Program of Federal Domestic
Assistance Catalogue No. 20.507
Department of Transportation
Federal Transit Administration**

	<u>CA2017-050</u>	<u>Sub Total CFDA No. 20.507</u>
Grant Period:		
From	09/20/17	
To	Completion	
Total grant award(s):		
Federal	\$ 17,837,931	\$ 143,492,883
Non-Federal	<u>781,980</u>	<u>12,221,109</u>
Total	<u>\$ 18,619,911</u>	<u>\$ 155,713,992</u>
Revenues:		
Federal:		
Cash received	\$ 2,257,396	\$ 27,819,298
(Accrued) deferred, July 1, 2017	---	(408,562)
Accrued (deferred), June 30, 2018	<u>(187,757)</u>	<u>1,833,397</u>
Grant revenue recognized	2,069,639	29,244,133
Non-Federal	<u>---</u>	<u>1,490,369</u>
Total revenues	<u>\$ 2,069,639</u>	<u>\$ 30,734,502</u>
Expenditures:		
Federal	\$ 2,069,639	\$ 29,244,133
Non-Federal	<u>---</u>	<u>1,490,369</u>
Total expenditures	<u>\$ 2,069,639</u>	<u>\$ 30,734,502</u>

(Continued)

See accompanying notes to the Schedule of Expenditures of Federal and Non-Federal Awards and accompanying Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

Schedule 1-4
LONG BEACH PUBLIC TRANSPORTATION COMPANY
Schedule of Expenditures of Federal and Non-Federal Awards
Year Ended June 30, 2018

**Program of Federal Domestic
Assistance Catalogue No. 20.516
Department of Transportation
Federal Transit Administration**

	JARC CA-37-X100	Totals CFDA No. 20.507 & 20.516
Grant Period:		
From	08/20/2014	
To	Completion	
Total grant award(s):		
Federal	\$ 437,730	\$ 143,930,613
Non-Federal	109,433	12,330,542
	<u>\$ 547,163</u>	<u>\$ 156,261,155</u>
Revenues:		
Federal:		
Cash received	\$ ---	\$ 27,819,298
(Accrued) deferred, July 1, 2017	---	(408,562)
Accrued (deferred), June 30, 2018	426,335	2,259,732
	<u>426,335</u>	<u>29,670,468</u>
Grant revenue recognized	426,335	29,670,468
Non-Federal	<u>106,583</u>	<u>1,596,952</u>
Total revenues	<u>\$ 532,918</u>	<u>\$ 31,267,420</u>
Expenditures:		
Federal	\$ 426,335	\$ 29,670,468
Non-Federal	106,583	1,596,952
	<u>532,918</u>	<u>31,267,420</u>
Total expenditures	<u>\$ 532,918</u>	<u>\$ 31,267,420</u>

See accompanying notes to the Schedule of Expenditures of Federal and Non-Federal Awards and accompanying Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

LONG BEACH PUBLIC TRANSPORTATION COMPANY

Notes to the Schedule of Expenditures of Federal and Non-Federal Awards
Year Ended June 30, 2018

(1) General

The accompanying Schedule of Expenditures of Federal and Non-Federal Awards presents the activity of Federal financial assistance programs of the Long Beach Public Transportation Company.

(2) Basis of Presentation

The accompanying Schedule of Expenditures of Federal and Non-Federal Awards (the Schedules) include the award activities of Long Beach Public Transportation Company under programs of the federal, state, or local government for the year ended June 30, 2018. The information in these Schedules are present in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedules present only a selected portion of the operations of Long Beach Public Transportation Company, it is not intended to and does not present the financial position, changes in net position, or cash flows of Long Beach Public Transportation Company.

(3) Summary of Significant Accounting Policies

Expenditures reported on the Schedules are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Long Beach Public Transportation Company has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

LONG BEACH PUBLIC TRANSPORTATION COMPANY

Schedule of Findings and Questioned Costs Year Ended June 30, 2018

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

The auditor’s report expressed an unmodified opinion on whether the financial statements on Long Beach Public Transportation Company were prepared in accordance with generally accepted accounting principles.

Internal control over financial reporting

1. Material weakness(es) identified? – No
2. Significant deficiencies identified? – None reported
3. Noncompliance material to financial statements noted? – No

Federal awards

Internal control over major programs

1. Material weakness(es) identified? – No
2. Significant deficiencies identified? – None reported
3. Type of auditors’ report issued on compliance for major programs? – Unmodified
4. Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? – No
5. Identification of major programs: Federal Transit Administration Formula Grants (CFDA No. 20.507)
6. Dollar threshold used to distinguish between type A and type B programs was \$890,114.
7. Auditee qualified as low-risk auditee? – Yes

SECTION II – FINDINGS - FINANCIAL STATEMENTS AUDIT

None

SECTION III – FINDING AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

**INDEPENDENT AUDITORS' REPORT ON THE LONG BEACH PUBLIC TRANSPORTATION
COMPANY'S COMPLIANCE WITH THE STATE OF CALIFORNIA
TRANSPORTATION DEVELOPMENT ACT**

To the Board of Directors of
Long Beach Public Transportation Company

We have audited the financial statements of Long Beach Public Transportation Company as of and for the year ended June 30, 2018, and have issued our report thereon, dated December 19, 2018. 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.

As part of obtaining reasonable assurance about whether the Long Beach Public Transportation Company's financial statements are free of material misstatement, we performed the procedures contained in the Transportation Development Act (TDA) Handbook published by the State of California Department of Transportation, to test the Long Beach Public Transportation Company's compliance with the published rules and regulations of the TDA. Compliance audit procedures performed in accordance with the handbook have been determined to be adequate by the State of California for compliance with the published rules and regulations of the TDA with respect to fiscal and conformance audits of Public Transportation claimants. Such procedures would not necessarily disclose all instances of noncompliance because they were based on selective tests of the accounting records and related data. In addition, providing an opinion on compliance with the published rules and regulations of the TDA was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance, which would lead us to believe that the allocated funds were not expended in conformance with the published rules and regulations of the TDA.

Schedule of State of California Expenditures of Awards

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedules of State of California Expenditures of Awards and the Transportation Development Act – 50% expenditure limitation calculation are presented for purposes of additional analysis as required by the State of California Transportation Development Act and are not required parts of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

This report is intended solely for the information and use of the board of directors and management of the Long Beach Public Transportation Company, its federal awarding agencies, pass-through entities, and other agencies granting funds to Long Beach Public Transportation Company and is not intended to be, and should not be, used by anyone other than these specified parties.



Long Beach, California
December 19, 2018

Schedule 2
LONG BEACH PUBLIC TRANSPORTATION COMPANY
Schedule of State of California Expenditures of Awards
Year Ended June 30, 2018

State of California
Southern California Association
of Governments SB-325

	<u>LTF Art. 4</u>	<u>STA 17/18</u>	<u>1BPTMISEA</u>
Grant Period:			
From	07/01/17	07/01/17	06/05/08
To	Completion	Completion	Completion
Total grant award(s):			
TDA 17/18	\$ 22,400,848	\$ ---	\$ ---
STA 17/18	---	1,929,586	---
STA-SB1		1,564,571	
SB1-SGR		938,437	
1B PTMISEA 07/08	---	---	3,710,249
1B PTMISEA 08/09	---	---	2,090,089
1B PTMISEA 09/10	---	---	2,099,367
1B PTMISEA 10/11	---	---	9,275,621
1B PTMISEA 14/15	---	---	5,011,952
Bond Interest 08/09	---	---	88,529
Bond Interest 09/10	---	---	36,857
Bond Interest 10/11	---	---	28,707
Bond Interest 11/12	---	---	27,081
Bond Interest 12/13	---	---	8,166
Bond Interest 13/14	---	---	26,009
Bond Interest 14/15	---	---	28,482
Bond Interest 15/16	---	---	56,928
Bond Interest 16/17	---	---	94,488
Bond Interest 17/18	---	---	145,848
	<u> </u>	<u> </u>	<u> </u>
Total	\$ <u>22,400,848</u>	\$ <u>4,432,594</u>	\$ <u>22,728,373</u>
Revenues:			
State:			
Cash received	\$ 22,400,848	\$ 844,179	\$ 86,631
(Accrued) deferred, July 1, 2017	---	---	11,639,039
Accrued (deferred), June 30, 2018	---	---	(9,842,215)
	<u> </u>	<u> </u>	<u> </u>
Total revenues	\$ <u>22,400,848</u>	\$ <u>844,179</u>	\$ <u>1,883,455</u>
Expenditures:	\$ <u>22,400,848</u>	\$ <u>844,179</u>	\$ <u>1,883,455</u>

(Continued)

See accompanying Independent Auditors' Report on the Long Beach Public Transportation Company's Compliance with the State of California Transportation Development Act.

Schedule 2-2
LONG BEACH PUBLIC TRANSPORTATION COMPANY

Schedule of State of California Expenditures of Awards
Year Ended June 30, 2018

		State of California Southern California Association of Governments SB-325	
		1B SEC	Totals
Grant Period:			
From		08/11/08	
To		Completion	Completion
Total grant award(s):			
TDA 17/18	\$	---	\$ 22,400,848
STA 17/18		---	1,929,586
STA-SB1		---	1,564,571
SB1-SGR		---	938,437
1B PTMISEA 07/08		---	3,710,249
1B PTMISEA 08/09		---	2,090,089
1B PTMISEA 09/10		---	2,099,367
1B PTMISEA 10/11		---	9,275,621
1B PTMISEA 14/15		---	5,011,952
Bond Interest 08/09-17/18		265,897	806,992
1B SEC 07/08		371,111	371,111
1B SEC 08/09		371,122	371,122
1B SEC 09/10		371,122	371,122
1B SEC 10/11		371,112	371,112
1B SEC 11/12		371,112	371,112
1B SEC 12/13		371,112	371,112
1B SEC 13/14		371,112	371,112
1B SEC 14/15		371,112	371,112
1B SEC 15/16		371,112	371,112
1B SEC 16/17		296,889	296,889
1B SEC Interest 11/12-17/18		28,713	28,713
Total	\$	<u>3,931,526</u>	\$ <u>53,493,341</u>
Revenues:			
State:			
Cash received	\$	195,408	23,527,066
(Accrued) deferred, July 1, 2017		568,933	12,207,972
Accrued (deferred), June 30, 2018		<u>(742,087)</u>	<u>(10,584,302)</u>
Total revenues	\$	<u>22,254</u>	\$ <u>25,150,736</u>
Expenditures:	\$	<u>22,254</u>	\$ <u>25,150,736</u>

See accompanying Independent Auditors' Report on the Long Beach Public Transportation Company's
Compliance with the State of California Transportation Development Act.

LONG BEACH PUBLIC TRANSPORTATION COMPANY

Notes to the Schedule of State of California Expenditures of Awards
Year Ended June 30, 2018

(1) General

The accompanying Schedule of State of California Expenditures of Awards presents the activity of State of California financial assistance programs of the Long Beach Public Transportation Company.

(2) Basis of Accounting

The accompanying Schedule of State of California Expenditures of Awards is presented using the accrual basis of accounting, whereby grant revenues are recognized when they are earned and expenses are recognized when they are incurred.

(3) Relationship to Long Beach Public Transportation Company Financial Reports

Amounts reported in the accompanying schedule agree, in all material respects, with the amounts reported in the related Long Beach Transportation Company financial reports taken as a whole.

Schedule 3
LONG BEACH PUBLIC TRANSPORTATION COMPANY
Transportation Development Act - 50% Expenditure Limitation Calculation
Year Ended June 30, 2018

Total operating costs, excluding depreciation	\$ <u>88,500,363</u>
Add:	
Depreciation	16,178,310
Capital outlay expenditures	<u>30,061,872</u>
	<u>46,240,182</u>
Less:	
Federal grants received	27,819,298
Local Transportation funds - capital intensive received	---
State Transit Assistance funds - capital intensive received	<u>---</u>
	<u>27,819,298</u>
Total	<u>106,921,247</u>
50% of total	53,460,624
Add total Local Transportation funds - capital intensive received	<u>---</u>
Total permissible expenditures - (Local Transportation funds)	\$ <u><u>53,460,624</u></u>

See accompanying Independent Auditors' Report on the Long Beach Public Transportation Company's Compliance with the State of California Transportation Development Act.

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES**

To the Board of Directors of
Long Beach Public Transportation Company

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics form of the transit agency's annual National Transit Database (NTD) report:

- A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
- A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
- Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
- A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
- The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
- The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual VRM data, appear to be accurate.
- Data are consistent with prior reporting periods and other facts known about transit agency operations.

We have performed the procedures enumerated in the attachment to this report on the data contained in Long Beach Transit's Federal Funding Allocation Statistics Form for the fiscal year ended June 30, 2018, solely to assist the management of Long Beach Transit in evaluating whether Long Beach Transit complied with the standards described in the second paragraph of this report and whether the information included in the Federal Funding Allocation Statistics Form is presented in conformity with the requirements of the USDA and Rewards and Reporting System; Final Rule, as specified in 49 CFR Part 630, *Federal Register*, January 15, 1993, and as presented in the 2018 Reporting Manual. Long Beach Transit's management is responsible for the Federal Funding Allocation Statistics Form.

This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attachment either for the purpose for which this report has been requested or for any other purpose.

The procedures described in the attachment to this report were applied separately to each of the information systems used to develop the reported actual vehicle revenue miles (VRM), fixed guideway directional route miles (FG DRM), passenger miles traveled (PMT), and operating expenses (OE) of Long Beach Transit for the fiscal year ended June 30, 2018 for each of the following modes:

- Fixed Route – A directly operated transportation service.
- Purchased Transportation – Water Taxi (ferry boats) operations are provided by Catalina Express.
- Purchased Transportation – Demand responsive service provided by Global Paratransit, Inc. for residents of Long Beach, Signal Hill and Lakewood who are at least 18 years old and are unable to use Long Beach Transit's fixed route systems because of permanent mobility impairment.

The results of the procedures performed are included in the accompanying attachment. We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the Long Beach Transit's Federal Funding Allocation Statistics Form for the fiscal year ended June 30, 2018, which is presented in conformity with the requirements of the USOA and Records and Reporting System; Final Rule, as specified in 49 CFR Part 630, *Federal Register*, January 15, 1993, and as presented in the 2018 Reporting Manual. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report relates only to the information described above and does not extend to Long Beach Transit's financial statements, or the forms in Long Beach Transit's Federal Funding Allocation Statistics Form, for any date or period.

This report is intended solely for the information and use of the board of directors and management of the Long Beach Public Transportation Company and the FTA, and is not intended to be, and should not be, used by anyone other than those specified parties.



Long Beach, California
December 19, 2018

AGREED-UPON PROCEDURES

- A. *Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993 and as presented in the 2018 Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.*

We were informed Long Beach Public Transportation Company (LBT) does not have formal written policies and procedures relating to the system for reporting and maintaining transit data for the NTD. Specific procedures in completing the NTD report were discussed with personnel responsible for completing and/or supervising the process. Personnel interviewed include the following:

- Service Planning Assistant Scheduler
- Comptroller

- B. *Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:*
- *The extent to which the transit agency followed the procedures on a continuous basis, and*
 - *Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993 and as presented in the 2018 Policy Manual.*

We discussed the procedures with LBT personnel and were informed of the informal procedures to complete the NTD report are the same guidelines issued by NTD in 49 CFR Part 630. Those procedures are followed continuously such that the accumulation and data reported is consistent with NTD definitions and requirements set forth in 49 CFR Part 630, and as presented in the 2018 NTD Policy Manual.

- C. *Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form.*

We discussed the retention policy with LBT personnel and determined that source documents supporting the data reported on the FFA-10 is maintained for a minimum of three years, which is required by NTD. The LBT personnel further noted that most of the source documents are also retained indefinitely in electronic format.

- D. *Based on a description of the transit agency's procedures from items (A) and (B) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.*

We discussed with LBT personnel and noted the following source documents are maintained for at least five years, which exceeds the three-year minimum required by NTD. This is primarily done electronically:

- Passenger Miles Sampling (Trip Sheets) / Checker Survey Sheets – Electronically stored
- Fixed Guideway Directional Route Miles – Electronically stored
- Operating Expenses – Electronically stored
- Contractual Agreement for Purchased Transportation – Electronically stored

We selected three months and reviewed the source documents maintained by LBT. Source documents existed and were maintained as stated by LBT.

AGREED-UPON PROCEDURES

- E. *Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy and reasonableness and how often these individuals perform such reviews.*

We discussed with LBT personnel about internal controls and determined the following personnel were involved with the NTD reporting process:

- Service Planning Administrator enters the survey data (passenger count and passenger miles) collected from the random surveys and enters into an Access database, and extracts the data from Access and summarizes the data onto worksheets formatted like the NTD reports.
- Service Development Planner reviews and approves the summaries for reasonableness.
- Service Planning Assistant Scheduler submits the data to the NTD on a monthly basis.
- Service Planning Manager reviews submissions and support.

- F. *Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.*

Discussions with LBT personnel indicated that supervisors' signatures are not required to document the review of source documents. LBT does not have formal procedures requiring supervisors to document their review. However, all source documents and summaries prepared for NTD reporting are reviewed by the Service Planning Assistant Scheduler for reasonableness prior to submission.

At the end of the fiscal year, the LBT personnel runs a query, reviews, and investigates the data for anything that is unusual or anything that LBT may have missed. The LBT personnel added that FTA requires the monthly totals to reconcile to what is reported year-to-date.

- G. *Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics Form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.*

We obtained the worksheets utilized by LBT to summarize the final data that are transcribed onto the FFA-10 form. We compared the worksheets to the FFA-10 form and noted no exceptions. We also tested the arithmetical accuracy of the summary and noted no exceptions.

- H. *Discuss the procedure for accumulating and recording Passenger Miles Traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2018 Policy Manual.*

We discussed with LBT personnel about procedures for accumulating and recording passenger mile data and was informed that statistical sampling is used for their regular routes and Passport routes. LBT utilizes statistical sampling procedures approved in FTA Circular 2710.1A, which takes eleven samples per week.

AGREED-UPON PROCEDURES

- I. *Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:*
- *According to the 2010 Census, the public transit agency serves an UZA with a population less than 500,000.*
 - *The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).*
 - *Service purchased from a seller is included in the transit agency's NTD report.*
 - *For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2018) and determine that statistical sampling was conducted and meets the 95 percent confidence and ± 10 percent precision requirements.*
 - *Determine how the transit agency estimated annual PMT for the current report year.*

We discussed with LBT personnel about the eligibility to conduct statistical sampling of passenger miles every third year and were informed that LBT has chosen to perform statistical sampling on an annual basis. Statistical sampling was utilized to determine passenger miles in the current reporting year.

- J. *Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.*

We discussed with LBT personnel about sampling procedures and were informed that LBT utilizes procedures approved in FTA circular 2710.1A, which is taking eleven samples per week. We were also informed the sample is taken from the entire route universe. A random number generator built into the scheduling software will randomly select the routes to be sampled. If the route was missed, another route is selected from the generator. We did not note any instances of any missed samples. LBT is following the stated sampling procedure.

AGREED-UPON PROCEDURES

- K. *Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulation periods that were tested. Test the arithmetical accuracy of the summary.*

We randomly selected a sample of 40 source documents (trip sheets) for accumulating passenger mile data for fiscal year 2018 and inspected the documents to determine if all required data were recorded and the computations were accurately performed. We noted no exceptions from our testing.

	<u>Date</u>	<u>PTN</u>	<u>Route</u>
1	7/7/2017	4898380	37
2	7/8/2017	1515936	111
3	7/12/2017	4855770	176
4	7/19/2017	2409225	45
5	7/23/2017	1514519	192
6	7/24/2017	4885612	1
7	7/29/2017	2225103	172
8	8/11/2017	5647933	131
9	8/17/2017	2409216	45
10	8/25/2017	4885573	71
11	8/27/2017	1515854	94
12	9/5/2017	4055694	103
13	10/6/2017	1891564	51
14	10/8/2017	1515694	61
15	10/9/2017	2833246	92
16	10/18/2017	1510176	21
17	10/21/2017	1513132	121
18	10/28/2017	4371071	151
19	11/10/2017	1511217	61
20	11/15/2017	6093943	131
21	12/13/2017	3091182	151
22	12/14/2017	1510270	121
23	1/9/2018	1511178	51
24	1/18/2018	5627097	173
25	1/21/2018	5636661	173
26	1/24/2018	1511954	104
27	1/27/2018	5741499	101
28	2/3/2018	1513044	121
29	2/21/2018	5620395	61
30	3/13/2018	1510222	21
31	3/30/2018	4885521	22
32	4/27/2018	4885498	22
33	5/3/2018	1511238	61
34	5/5/2018	1513940	61
35	5/23/2018	1511223	61
36	5/29/2018	1510114	22
37	5/30/2018	1511176	51
38	6/4/2018	1510158	21
39	6/19/2018	4885542	21
40	6/21/2018	1512144	111

AGREED-UPON PROCEDURES

- L. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual Vehicle Revenue Miles (VRM) with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.*

We discussed with LBT personnel about the exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle miles and noted that LBT does provide charter services but not school bus services. We obtained worksheets documenting the calculation of vehicle miles and noted that charter miles, training miles, and maintenance miles are excluded from the calculations. The charter, training, and maintenance miles were maintained on worksheets by the Customer Service Department, Training Department, and Maintenance Department, respectively. We reviewed the worksheets maintained to track charter and training miles and tested for arithmetical accuracy. No exceptions were noted.

- M. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:*

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.*
- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.*
- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.*

We discussed the methodology of calculating vehicle revenue miles with LBT personnel and determined that the calculation is based on time-scheduled miles multiplied by the “Service Type” percentage, which indicates the actual total vehicle miles on a monthly basis. Worksheets are utilized by LBT to track VRM on a monthly basis. We selected four months to test (October 2017, December 2017, April 2018, May 2018). For each month selected, we vouched the miles back to summary reports (Time & Mile Report) prepared by the Scheduling Department. We also tested the mathematical accuracy of the worksheet and noted no exceptions. LBT multiplies the monthly total by a ratio (total vehicle miles vs. scheduled service miles) to determine the final VRM to be reported on NTD. We recalculated the computation and noted no exceptions.

- N. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.*

We discussed with LBT personnel and determined LBT does not operate rail modes or have locomotive miles. As such, this procedure does not apply for the current reporting period.

AGREED-UPON PROCEDURES

- O. *If fixed guideway or High Intensity Busway Directional Route Miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet the FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:*
- *Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or*
 - *Bus (MB, CB, or RB) service operating over exclusive or controlled access rights-of-way (ROW); and*
 - *Access is restricted;*
 - *Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway; and*
 - *Restricted access is enforced for freeways; priority lanes used by other HOV (i.e., vanpools (VP), carpools) must demonstrate safe operation; and*

We discussed with LBT personnel and determined that fixed guideway directional miles are reported on the NTD. The fixed guideway is a segment located on 1st Street between Pacific and Long Beach Blvd. and meets FTA's definition of fixed guideway in that the bus service operates over a controlled access right-of-way, the access is restricted, legitimate need for restricted access is demonstrated by peak period level of service D, and the restricted access is enforced by Long Beach Police.

- P. *Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.*

Testing done in conjunction with Procedure R. See Procedure R for results.

- Q. *Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:*
- *Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.*
 - *If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.*

We discussed with LBT personnel and noted no interruptions in service during the current year.

AGREED-UPON PROCEDURES

R. Measure FG/HIB DRM from maps or by retracing route.

We discussed with LBT personnel about how fixed guideway directional route miles are measured and were informed LBT utilizes a computer mapping system to measure the mileage. We verified the segment measurement reported on the NTD report agreed with the measurement per the mapping software.

S. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and Operating Expense (OE) for the service operated over the same FG/HIB.

We discussed with LBT personnel and determined that two other public transit agencies utilize the fixed guideway. LBT personnel have informed us that adequate coordination exists such that operations in the fixed guideway are reported only once.

T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2018 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2018 report year, the Agency Revenue Service Date must occur within the transit agency's 2018 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Busway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to NTD.

We discussed with LBT personnel and determined LBT has one fixed guideway segment located on 1st Street between Pacific and Long Beach Boulevard. This segment has been in service since 1963. We obtained and reviewed the S-20 and determined the data has been entered correctly.

U. Compare Operating Expenses with audited financial data after reconciling items are removed.

We discussed with LBT personnel and determined that operating expense reported on the NTD is taken directly from the audited financial data. We compared operating expense reported on the NTD to the audited financial data and noted no exceptions.

V. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

We discussed with LBT personnel and determined fare revenues from purchased transportation services are recorded and tracked in LBT's accounting records. The amount on the accounting records equals the amount reported on the Contractual Relationship form (B-30).

AGREED-UPON PROCEDURES

- W. *If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.*

We discussed with LBT personnel and determined transportation services are purchased from Global Paratransit, which does not file its own NTD report, and data for those riders are included in LBT's NTD report. As such, an Independent Auditor Statement is not necessary.

- X. *If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.*

We discussed with LBT personnel and determined that LBT purchased transportation services from Global Paratransit. We obtained and reviewed a copy of the contract and determined the contract (1) specifies the services to be provided; (2) specifies the monetary consideration; (3) specifies the period covered; (4) is signed by both parties; and (5) the contract is retained in the Purchasing department at the end of the contract for three years.

- Y. *If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, determine that the stated procedure is followed, and that the computations are correct.*

We discussed with LBT personnel and determined that LBT only provides services in one urbanized area and does not allocate between urbanized and non-urbanized areas.

- Z. *Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.*

We compared vehicle revenue mile, passenger mile, and operating expense data reported on the current FFA-10 form to comparable data reported for the prior reporting period and calculated the percentage change for the two fiscal years and noted no increases or decreases greater than 10%. We also compared fixed guideway miles reported on the current FFA-10 form to comparable data reported for the prior reporting period and noted a decrease of about 0.54%, or 329 miles. We interviewed the Service Planning Assistance Scheduler and were informed the decrease was due to less trips made through the fixed guideway.