

MEMO



Date: July 24, 2015

TO: Jeff Donabedian, IAFF Local
Christopher Williams, Oxnard Police Officers' Association

FROM: J. Tabin Cosio, Director of Human Resources

SUBJECT: Your "City of Oxnard Information Request" Dated May 20, 2015

Below are the responses to your information request dated May 20, 2015 and subsequent information requests submitted on May 28 and 29. My office provided you with a "flash drive" on June 12, 2015 that contained data files fulfilling much of the information requested. In an attempt to obtain clarification and agreement on outstanding items, we had a conference call with you on Tuesday, July 21 to review your request and what our office has provided to date.

This second response to your request is our best effort to fulfill and complete the information request based on our understanding and agreement. I am providing you with another "flash drive" containing all previously submitted data files (noted as "6/12/15" below and newly provided data files noted as "7/24/15" below). The adopted budget for FYs 2004-05 to 2011-12 are not available electronically. Therefore, we have provided you hard copies of those documents. The flash drive and printed budgets are available for you to pick up today from the Department of Human Resources located at 300 W. Third Street.

We now consider the information request fulfilled and complete.

1. Audited Annual Financial Reports (CAFR's) for all fiscal years since 2004-2005

City's Response:

FYE 2005 – Provided on June 12, 2015
FYE 2006 – Provided on June 12, 2015
FYE 2007 – Provided on June 12, 2015
FYE 2008 – Provided on June 12, 2015
FYE 2009 – Provided on June 12, 2015
FYE 2010 – Provided on June 12, 2015
FYE 2011 – Provided on June 12, 2015
FYE 2012 – Provided on June 12, 2015
FYE 2013 – Provided on June 12, 2015
FYE 2014 – Provided on June 12, 2015

2. Financial Reports & Summaries for 2014-15's unaudited year-end financial reports and 2014-2015's & 2015-2016 monthly trial fund balances as they become available

City's Response:

The financial reports and summaries for FY 2014-15 are not yet complete and will not be until year end close out is done. As discussed and agreed upon during our conference call with you on Tuesday, 7/21/15, the City will provide those documents as soon as they are available with an estimated date of 8/31/15. For your request for ongoing trial fund balances for FY 2015-16, we have directed you to visit the City's "City Financials By the Numbers" Website (<https://data.oxnard.org/>). The site provides the most recent financial information available for the City including revenues, expenditures and Measure O and other datasets for current and preceding four fiscal years.

3. Bond Prospectuses for all bonds issued over the past ten fiscal years and any bond issues pending for the City of Oxnard

City Response:

Provided requested documents on June 12, 2015 and confirmed during 7/12/15 conference call

4. Adopted Budgets & Budget Summaries for the past ten fiscal years for all funds

City Response:

FYE 2005 – Provided on July 24, 2015
FYE 2006 – Provided on July 24, 2015
FYE 2007 – Provided on July 24, 2015
FYE 2008 – Provided on July 24, 2015
FYE 2009 – Provided on July 24, 2015
FYE 2010 – Provided on July 24, 2015
FYE 2011 – Provided on June 12, 2015
FYE 2013 – Provided on June 12, 2015
FYE 2014 – Provided on June 12, 2015
FYE 2015(Recommended Budget) – Provided on June 12, 2015*
**final budget adopted as recommended on June 23, 2015*

5. Budget Prep Instructions for all funds and fund groups

City Response:

As discussed on conference call on 7/21/15, City does not have formal written budget instructions.

6. Current 'budgeting models' and predecessors used over the last ten fiscal years for all funds, including assumptions about revenues, expenditures, assets, liabilities, fund transfers, intergovernmental & other subventions, accounts receivable, accounts payable, carryovers or working capital and reserves

City Response:

As discussed with you on 7/21/15, the budget model/tool contains information for City employees not represented by either the Fire or Police and therefore information to which you are not entitled. Further, much of the information contained in the model was not utilized in the development of the FY 2015-16 budget. And, the budget tool itself is a proprietary tool owned by Management Partners therefore we do not have the rights to distribute it without their permission. However, the information contained in the budget model itself and used to develop the FY 2015-16 budget was obtained from the documents submitted to you as part of this information request.

7. **Capital Improvement Reports of the City for the last ten fiscal years summarizing planned and made capital improvements, both new construction & facility maintenance including actual & anticipated funding sources including bonds, grants, current & anticipated revenues and log reports for current, scheduled & projected improvements**

City Response:

Approved Five Year Capital Improvement Program – FY 2013-14 to FY 2017-18 – provided on June 12, 2015

And, we clarified during 7/21/15 conference all that a CIP is included as part of each adopted budget. Your request for CIPs dating back to FY 2005 is there fulfilled with the submission of requested budgets.

8. **Tax, Fee or Charge Limitation Measures, existing or pending**

City Response:

As clarified during 7/21/15 conference, any restrictions on City finances are included in the City's budget documents.

9. **Long-Term Projections or Forecasting Scenarios by or for the City**

City Response:

Five year projects are included as part of the FY 2015-16 budget document. Projections for preceding fiscal years are not available.

10. **Service Goals & Performance Reports providing clear, unambiguous concrete criteria for assessing OFFA & OPOA-represented employees' performance**

City Response:

Performance Evaluation Form for Police – Provided on 7/24/2015

Performance Evaluation Form for Fire – Provided on 7/24/2015

11. **Benefits Reports & Projections including actual & scheduled health & retirement contributions & benefits, claims, assets, liabilities, rebates and any actuarial analyses or opinions as well as consultant reports since 2004-2005**

City Response:

As discussed during of 7/21/15 conference all, this information is not available.

12. Investment Reports & Minutes - of City investment staff, managers, consultants and advisory committees

13. Federal Single-Audits of the City since 2004-2005

City Response:

FYE 2005 – Provided on July 24, 2015

FYE 2006 – *pending retrieval from storage facility*

FYE 2007 – Provided on July 24, 2015

FYE 2008 – Provided on July 24, 2015

FYE 2009 – Provided on July 24, 2015

FYE 2010 – Provided on July 24, 2015

FYE 2011 – Provided on July 24, 2015

FYE 2012 – Provided on July 24, 2015

FYE 2013 – Provided on July 24, 2015

FYE 2014 – Provided on June 12, 2015

14. All documents and reports prepared and presented by Mr. John Bartel of Bartel Associates, LLC in regards to the Public Safety Retirement Fund (Request received on May 29, 2015)

City Response:

PARS Valuation Report 6/30/2013 – Provided on July 24, 2015

City of Oxnard Misc & Safety Plans 6/30/2013 – Provided on July 24, 2015

Carman Override Study 4/30/15 – Provided July 24, 2015

15. Request for Vacant, Authorized and Eliminated Positions (Request received on May 28, 2015)

City Response:

Request information is included as part of recommended budget for FY 2015-16 and preceding year budgets – Provided June 12, 2015

cc: Peter Donahue, PBI Associates
Steve Silver, Silver, Hadden, Silver, Levine