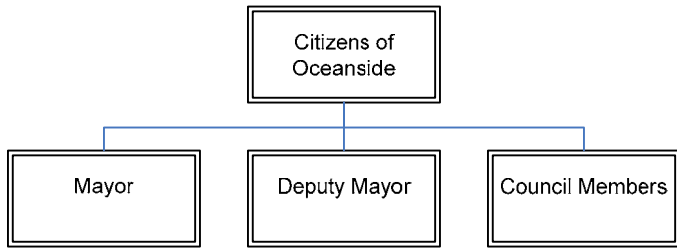




**Organizational Chart by Function**



**Mission Statement**

*The City Council's mission is to represent the citizens of Oceanside, make policy decisions, exercise fiscal responsibility and authority, serve the best interests of all citizens and ensure that Oceanside is a desirable place to live, work, do business and to visit.*

**Service Description**

The City Council is the legislative body of the City, serves as its corporate board of directors, and is responsible for establishing City policy. The Mayor and Council members are elected at-large for staggered four-year terms. The City Council works closely with the City Manager to ensure that policy is effectively implemented.

**Major Accomplishments**

- 🏛️ Improved the Quality of Life for Oceanside residents
  - Approved Master Plan for El Corazon
  - Open government: Council agendas online, Web cast of Council meetings
  - Broke ground on the El Corazon Senior Center
  - Completed Mance Buchanon Park
  - Beautification of gateways and corridors

- 🏛️ Enhanced Public Safety
  - Violent crimes decreased for the 6th consecutive year
  - Third safest City in the County
  - New Fire Station 7
  - Continued efforts to regionalize fire services
- 🏛️ Encouraged Economic Development and Vitality
  - Facilitated job growth
  - Wyndham Resorts opened
  - Significant progress made on Beach Resort project
  - Major downtown development: CityMark, Pac Bell Building, Oceanside Terraces, Ocean Village, number of high-end condos and beach area homes
  - Pavillion's project underway
  - Increased demand for industrial and office space

**Future Objectives**

- 🏛️ Continue enhancement of quality of life
- 🏛️ Improve City's economic position
- 🏛️ Beach Resort Hotel
- 🏛️ Second downtown parking structure
- 🏛️ Business Park Developments
- 🏛️ Ensure fiscal health of City
- 🏛️ Clearing of San Luis Rey River
- 🏛️ Approve the El Corazon Specific Plan and EIR

**CITY OF OCEANSIDE**  
**City Council Department**  
**FY 2008-2010 Budget Summary**

		<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
<b>FUNDING SOURCES</b>						
00101	General Fd	853,339	897,485	954,243	904,860	955,541
<b>Total Funding Sources</b>		<b>853,339</b>	<b>897,485</b>	<b>954,243</b>	<b>904,860</b>	<b>955,541</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	229,633	287,140	281,406	377,235	387,665
5104	Elected Officials	90,233	89,887	95,140	0	0
5105	Expense Allow-Cmbr Feller	21,590	21,600	21,600	21,600	21,600
5108	FrBnfBrdn	95,286	99,510	150,907	145,505	177,680
<b>Total Personnel Services</b>		<b>436,742</b>	<b>498,137</b>	<b>549,053</b>	<b>544,340</b>	<b>586,945</b>
5214	M&R-Equip&Machry	0	0	1,000	0	0
5221	Ofc Supp	1,837	278	1,600	3,000	3,000
5222	Postage	1,984	3,207	2,600	2,600	2,600
5226	PrMatl&Forms	5,310	1,371	2,000	3,000	3,000
5229	Oth/Misc Matls,Supp&Svcs	15,524	17,454	8,450	19,000	19,000
5230	TBD-Cal Card Purchases	0	0	0	0	0
5254	Indep. Contractors	32,392	9,384	0	0	0
5271	Books,Pubs&Subs	572	143	645	650	650
5281	Mbr&Dues-Cmbr Feller	284	260	1,000	1,000	1,000
5291	T&C O'night Tvl-Cmbr Feller	6,166	1,696	0	0	0
5292	Trvl/Conf/Trng Reg Fee	4,489	5,264	29,860	30,000	30,000
5293	Local Tvl (mileage/tolls)	5,685	5,149	0	0	0
5312	Seminar/Training Fees	1,250	0	0	0	0
5354	Tphne-Cmbr Feller	2,667	8,359	4,100	11,125	11,125
5393	NonCap Equip&Small Tools	732	503	0	0	0
<b>Total Maintenance &amp; Operations</b>		<b>78,892</b>	<b>53,066</b>	<b>51,255</b>	<b>70,375</b>	<b>70,375</b>
5506	SvcChrg-Genl Ins	28,140	31,500	33,228	0	0
5508	SvcChrg-Mgmt Info Svcs	39,166	44,268	46,326	33,859	35,594

**CITY OF OCEANSIDE  
City Council Department  
FY 2008-2010 Budget Summary**

	<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
5510 SvcChrg-City Bldg Rnt-M&O	269,017	267,048	270,775	252,530	258,716
5525 PERS Unfund DS	1,382	3,466	3,606	3,756	3,911
<b>Total Interfund Services Charges</b>	<b>337,705</b>	<b>346,282</b>	<b>353,935</b>	<b>290,145</b>	<b>298,221</b>

**DEPARTMENT SUMMARY BY CATEGORY**

<b>Total Funding sources</b>	<b>853,339</b>	<b>897,485</b>	<b>954,243</b>	<b>904,860</b>	<b>955,541</b>
Personnel Services	436,742	498,137	549,053	544,340	586,945
Maintenance & Operations	78,892	53,066	51,255	70,375	70,375
Interfund Services Charges	337,705	346,282	353,935	290,145	298,221
<b>Total Expenditures</b>	<b>853,339</b>	<b>897,485</b>	<b>954,243</b>	<b>904,860</b>	<b>955,541</b>

**CITY OF OCEANSIDE  
City Council Department  
FY 2008-2010 Budget Summary**

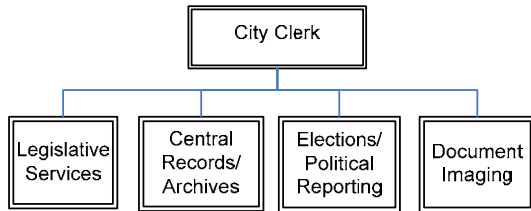
<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
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**DEPARTMENT SUMMARY BY PROGRAM**

<b><i>Total Funding Sources</i></b>		<u>853,339</u>	<u>897,485</u>	<u>954,243</u>	<u>904,860</u>	<u>955,541</u>
104100	City Council	853,339	897,485	0	9,500	9,500
104101	Mayor Wood	0	0	193,091	180,753	190,889
104102	Cmbr-Feller	0	0	190,288	178,652	188,788
104103	Cmbr-Sanchez	0	0	190,288	178,652	188,788
104104	Cmbr-Chavez	0	0	190,288	178,651	188,788
104105	Cmbr-Kern	0	0	190,288	178,652	188,788
<b><i>Total Expenditures</i></b>		<u>853,339</u>	<u>897,485</u>	<u>954,243</u>	<u>904,860</u>	<u>955,541</u>



**Organizational Chart by Function**



**Mission Statement**

*Accurately record and preserve the decisions of our municipal legislature; Manage the city's valuable records to ensure preservation and accessibility; Identify and protect vital, historic, and permanent records of the City; Administer elections in accordance with statutory requirements; Serve as the City's source for informational, historical, legislative, and election services.*

**Service Description**

The purpose is to fulfill the duties and responsibilities entrusted to the elected City Clerk through the voters and citizens of Oceanside, which include serving as the City Clerk, Legislative Administrator, Records Administrator, Elections Official and Filing Officer.

Responsibilities of the Department include:

- The care and custody of all official records and documents of the city for the protection and preservation of the City's history (such as ordinances, resolutions, minutes, contracts, deeds, agreements)
- The complete and accurate production of the record of the legislative bodies' (City Council, Harbor District Board, Community Development Commission, Manufactured Homes Fair Practices Commission) proceedings and actions, and documentation of those meetings





- Processing publication of legal and public notices
- Processing applications for voluntary services on City advisory boards, committees and commissions, and maintaining the membership rosters
- Administration of the Citywide central records management program
- Development and maintenance of the Citywide records retention schedule program
- Managing and developing the Citywide document imaging program
- Administration of all municipal and special elections; receiving service and processing claims and other legal documents
- Processing and handling Public Records Act matters;
- Maintenance of the Municipal Code
- Administration of regulations relating to the Fair Political Practices Commission, including collecting and maintaining all Political Reform Act Conflict of Interest forms and campaign expenditure forms
- Providing a wide variety of research and information services to the public and all City staff

**Major Accomplishments**








- Conducted the General Municipal Election on November 7, 2006, providing candidates with the latest in legislation and regulations related to running a campaign for public office. The months of work for each election culminated in Election Central and Swearing-in Ceremonies for newly elected officials
- With assistance from Information Technologies, began the development of a customized software program to upgrade document tracking
- Provided membership services for the City's 25 commissions, boards and committees
- Administered the California Political Reform Act of 1974, serving as the local filing officer for the required conflict of interest filings for approximately 250 designated employees and advisory group members and for the political campaign finance reporting for all locally active political action committees
- Finalized the Request for Proposals for the development of a Citywide document retention schedule and records management procedures for use by all City departments. A vendor was selected



and department interviews and Citywide departmental inventories were conducted. Draft retention schedules are in the review process.

-  Expanded Document Imaging, with over 200,000 additional pages on-line. All recorded documents, and approved and adopted ordinances, resolutions and minutes of the City Council, Community Development Commission and Harbor District from 1888 to the present have been scanned to provide the City's legislative history in electronic format. Additional materials scanned into the system include Planning Commission Resolutions and Minutes, drawings and maps, and files. The majority of City departments have access to the online system
-  Implemented the City's new Lobbying Ordinance
-  Purchased/implemented new recording system for Council Chambers
-  Provided streaming video on City's website of Council meetings

### **Future Objectives**

-  Conduct the November 4th, 2008 general municipal election and conduct the subsequent Swearing-In Ceremony
-  Upon completion by Information Technologies of a customized advisory group membership tracking software program, convert the existing data into the new system to provide more efficient membership services
-  Create and implement a volunteer recognition program for advisory group members
-  Perform the duties as required of the filing officer for Campaign Statements and Statements of Economic interests
-  Continue to expand the Document Imaging Program with the inclusion of new material to further serve additional City staff
-  Complete the development of the citywide records retention schedule and implement the schedule in all departments and provide training to City staff
-  Continue to implement the provisions of the Records Management Ordinance and provide training to City staff

**CITY OF OCEANSIDE**  
**City Clerks Department**  
**FY 2008-2010 Budget Summary**

		<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>FUNDING SOURCES</b>						
00101	General Fd	821,611	935,163	1,190,864	1,184,816	1,156,474
<b>Total Funding Sources</b>		<b>821,611</b>	<b>935,163</b>	<b>1,190,864</b>	<b>1,184,816</b>	<b>1,156,474</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	389,459	445,319	518,344	549,728	580,099
5102	OT	159	741	0	1,200	600
5103	Hrly Extra Help	9,640	4,463	15,318	15,318	15,318
5105	Expense Allowance	2,775	3,000	3,090	3,000	3,000
5108	FrBnfBrdn	117,916	124,453	169,916	172,074	218,668
<b>Total Personnel Services</b>		<b>519,949</b>	<b>577,975</b>	<b>706,668</b>	<b>741,320</b>	<b>817,685</b>
5211	M&R-Bldgs&Fclts	0	0	1,440	1,440	1,440
5214	M&R-Equip&Machry	15,182	49,784	9,033	28,457	33,017
5221	Ofc Supp	4,208	4,649	9,250	11,400	10,650
5222	Postage	3,141	4,804	5,500	5,800	5,500
5223	Spec Deptl Supp	2,235	1,857	3,070	3,070	3,070
5229	Oth/Misc Matls,Supp&Svcs	15,941	23,778	55,687	25,600	23,850
5230	TBD-Cal Card Purchases	0	0	0	0	0
5254	Indep. Contractors	2,507	30,327	87,250	137,800	27,500
5271	Books,Pubs&Subs	732	2,635	1,520	3,300	1,300
5281	Mbrshps&Dues	1,066	1,211	1,325	1,395	1,395
5291	T&C Overnight Tvl	10,314	2,741	10,850	10,650	10,650
5292	Trvl/Conf/Trng Reg Fee	2,160	966	5,400	5,650	5,650
5293	Local Tvl (mileage/tolls)	311	412	1,000	1,000	1,000
5321	Advtsg	4,878	7,645	8,900	9,200	8,600
5342	R&L-Equip&Machry	621	637	1,267	1,267	1,267
5354	Cellular Phone & Pagers	987	588	950	700	700
5392	NonCap Improv	8,629	0	0	0	0
5393	NonCap Equip&Small Tools	0	336	10,000	0	0

**CITY OF OCEANSIDE**  
**City Clerks Department**  
**FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>Total Maintenance &amp; Operations</b>	<b>72,911</b>	<b>132,371</b>	<b>212,442</b>	<b>246,729</b>	<b>135,589</b>
5506 SvcChrg-Genl Ins	27,016	12,264	12,932	0	0
5508 SvcChrg-Mgmt Info Svcs	44,545	58,740	60,346	55,264	56,826
5509 SvcChrg-Garage	6,414	6,414	6,626	8,038	8,328
5510 SvcChrg-City Bldg Rnt-M&O	113,574	112,740	114,316	96,615	98,983
5511 SvcChrg-COC Bldg Rnt-M&O	35,660	30,792	31,474	32,662	34,702
5525 PERS Unfund DS	1,542	3,867	4,022	4,188	4,361
<b>Total Interfund Services Charges</b>	<b>228,751</b>	<b>224,817</b>	<b>229,716</b>	<b>196,767</b>	<b>203,200</b>
5703 C/O Equip & Machry	0	0	42,038	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>42,038</b>	<b>0</b>	<b>0</b>

**DEPARTMENT SUMMARY BY CATEGORY**

<b>Total Funding sources</b>	<b>821,611</b>	<b>935,163</b>	<b>1,190,864</b>	<b>1,184,816</b>	<b>1,156,474</b>
Personnel Services	519,949	577,975	706,668	741,320	817,685
Maintenance & Operations	72,911	132,371	212,442	246,729	135,589
Interfund Services Charges	228,751	224,817	229,716	196,767	203,200
Capital Outlay	0	0	42,038	0	0
<b>Total Expenditures</b>	<b>821,611</b>	<b>935,163</b>	<b>1,190,864</b>	<b>1,184,816</b>	<b>1,156,474</b>



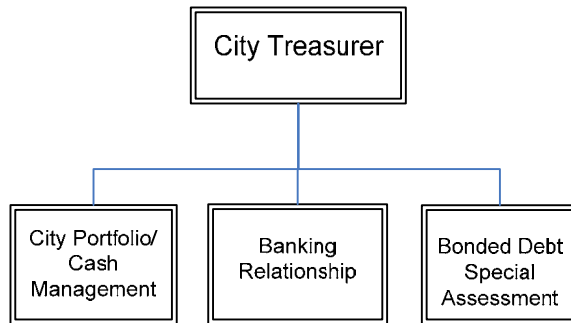
**CITY OF OCEANSIDE  
City Clerks Department  
FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>					
<b><i>Total Funding Sources</i></b>	<u>821,611</u>	<u>935,163</u>	<u>1,190,864</u>	<u>1,184,816</u>	<u>1,156,474</u>
114115 City Clerk-Lobbyist	2,052	20,538	0	0	0
114120 City Clerk-Legislative Svcs	545,018	599,916	617,297	537,066	675,178
114125 City Clerk-Records Management	203,725	183,006	394,509	281,215	296,510
114130 City Clerk-Elections	23,305	68,155	39,303	275,970	63,629
114135 City Clerk - Doc Imaging	47,510	63,547	139,755	90,565	121,157
<b><i>Total Expenditures</i></b>	<u>821,611</u>	<u>935,163</u>	<u>1,190,864</u>	<u>1,184,816</u>	<u>1,156,474</u>



## CITY TREASURER

### Organizational Chart by Function



### Mission Statement

*The mission of the City Treasurer's office is to manage cash and monitor revenues and expenditures to provide available funds for expenditures while keeping idle funds fully invested, to manage and trade the investment portfolio in order to earn the highest rate of return while protecting principal, and to assist with the management of bonded debt and special assessments of the City.*

### Service Description

The City Treasurer's office is responsible for daily cash management of the City including the investment of the City's fixed income portfolio; manages the City's banking relationship, serving as the liaison between the City's bank and the departments utilizing banking services; and assists in the administration of the City's bonded debt and special assessment district programs.

### Major Accomplishments

- Distributed more than 200 new city purchasing cards as part of an update to the Cal-Card program. Updated the City's Cal-Card Handbook and provided training for all cardholders

### Year-End (June 30, 2008) Portfolio Statistics

Par Value	\$216,540,000
Book Value	\$216,273,136
Market Value	\$216,726,173
Average Yield to Maturity	4.08%
Weighted average Days to Maturity	793 days
Year-to-Date Earnings	\$10,135,812

### Future Objectives

- Issue Request for Proposal for banking and merchant services – current banking contract expires in 2009 providing an opportunity to explore alternative banking options and pricing
- Participate in various City financing opportunities including the issuance of bonds for the downtown hotel project and other bond refunding opportunities as they arise

**CITY OF OCEANSIDE**  
**City Treasurer Department**  
**FY 2008-2010 Budget Summary**

		Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
<b>FUNDING SOURCES</b>						
00101	General Fd	297,038	306,559	313,301	298,971	319,447
<b>Total Funding Sources</b>		<b>297,038</b>	<b>306,559</b>	<b>313,301</b>	<b>298,971</b>	<b>319,447</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	124,286	139,328	149,270	159,812	165,046
5104	Elected Officials	16,372	17,983	17,957	20,144	20,551
5108	FrBnfBrdn	41,296	43,885	54,980	55,484	69,112
<b>Total Personnel Services</b>		<b>181,954</b>	<b>201,195</b>	<b>222,207</b>	<b>235,440</b>	<b>254,709</b>
5221	Ofc Supp	650	596	500	500	500
5222	Postage	226	187	300	250	250
5229	Oth/Misc Matls,Supp&Svcs	870	1,694	1,000	1,300	1,000
5230	TBD-Cal Card Purchases	0	0	0	0	0
5241	Cnsltnt Fees	38,754	33,804	16,000	2,500	2,500
5271	Books,Pubs&Subs	0	600	660	600	600
5281	Mbrshps&Dues	205	185	450	200	200
5291	T&C Overnight Tvl	3,043	2,573	6,300	5,000	5,000
5292	Trvl/Conf/Trng Reg Fee	1,155	560	0	0	0
5293	Local Tvl (mileage/tolls)	364	259	350	350	350
5354	Cellular Phone & Pagers	746	39	350	100	100
5393	NonCap Equip&Small Tools	0	1,109	0	0	0
<b>Total Maintenance &amp; Operations</b>		<b>46,014</b>	<b>41,606</b>	<b>25,910</b>	<b>10,800</b>	<b>10,500</b>
5506	SvcChrg-Genl Ins	13,745	3,948	4,165	0	0
5508	SvcChrg-Mgmt Info Svcs	10,296	14,304	14,844	13,433	13,953
5510	SvcChrg-City Bldg Rnt-M&O	44,497	44,172	44,787	37,853	38,780
5525	PERS Unfund DS	532	1,334	1,388	1,445	1,505
<b>Total Interfund Services Charges</b>		<b>69,070</b>	<b>63,758</b>	<b>65,184</b>	<b>52,731</b>	<b>54,238</b>

**CITY OF OCEANSIDE**  
**City Treasurer Department**  
**FY 2008-2010 Budget Summary**

	Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
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**DEPARTMENT SUMMARY BY CATEGORY**

<b>Total Funding sources</b>	297,038	306,559	313,301	298,971	319,447
Personnel Services	181,954	201,195	222,207	235,440	254,709
Maintenance & Operations	46,014	41,606	25,910	10,800	10,500
Interfund Services Charges	69,070	63,758	65,184	52,731	54,238
<b>Total Expenditures</b>	297,038	306,559	313,301	298,971	319,447

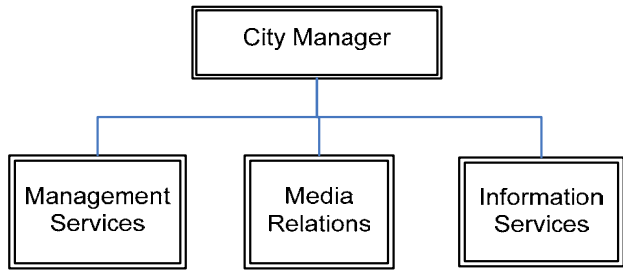
**DEPARTMENT SUMMARY BY PROGRAM**

<b>Total Funding Sources</b>	297,038	306,559	313,301	298,971	319,447
124140 City Treasurer	297,038	306,559	313,301	298,971	319,447
<b>Total Expenditures</b>	297,038	306,559	313,301	298,971	319,447



# CITY MANAGER

## Organizational Chart by Function



## Mission Statement

*Provide support and policy recommendations to the City Council; Provide leadership, support and coordination for the various City Departments; Oversee financial planning and budget preparation; Manage Media relations; Oversee Governmental affairs/advocacy; Oversee Information technology; Represent City interests in local and regional issues to assure that governmental processes maintain the quality of life for Oceanside residents.*

## Service Description

The City Manager’s office provides leadership and oversight for the administration of all City services and activities as well as ensures that City Council policies are implemented throughout the organization. The City Manager’s office oversees the work of all City departments and directs the financial and information technology planning, budget preparation, performance measurements, long-term capital financing, internal communications, website development and public information efforts of the City as well as other duties and responsibilities as may be assigned by the City Council.

The City Manager’s Office also has the responsibility to ensure that the needs and concerns of the community and the City organization are

properly addressed to ensure that Oceanside is a desirable place to live, do business and visit.

## Major Accomplishments

- Oversaw major capital and economic development projects
- Coordinated El Corazon Planning Committee efforts
- Successfully secured over \$2 million in Federal Appropriations for key capital projects
- Introduced cost efficiencies and improvements to the City’s Oceanside Magazine
- Redesigned the City’s website

## Future Objectives

- Facilitate the Oracle upgrade for the financial platform of the City
- Seek out federal appropriations for priority projects
- Facilitate process for the El Corazon Oversight Committee
- Oversee process for the development of a beach resort
- Coordinate the implementation of a one-stop-shop approach to the development services department
- Develop a citywide technology plan
- Manage the FY 2008-10 budget to ensure long term fiscal stability through management of expenditures program oversight and revenue forecasting
- Expand the wireless network as appropriate throughout the City

**CITY OF OCEANSIDE**  
**City Manager Department**  
**FY 2008-2010 Budget Summary**

		<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
<b>FUNDING SOURCES</b>						
00101	General Fd	966,131	1,051,545	1,265,398	964,623	1,013,474
00841	Information Services Fd	5,811,456	5,454,224	5,352,869	5,656,486	5,889,270
<b>Total Funding Sources</b>		<b>6,777,588</b>	<b>6,505,769</b>	<b>6,618,267</b>	<b>6,621,109</b>	<b>6,902,744</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	1,517,319	1,849,854	1,943,023	2,053,696	2,124,344
5102	OT	119,677	100,096	95,024	20,500	15,000
5103	Hrly Extra Help	13,127	0	0	0	0
5105	Expense Allow	4,231	4,181	10,800	650	650
5107	Comp Abs Adj	75,742	59,398	0	0	0
5108	FrBnfBrdn	454,977	534,804	606,425	578,876	725,810
<b>Total Personnel Services</b>		<b>2,185,074</b>	<b>2,548,333</b>	<b>2,655,272</b>	<b>2,653,722</b>	<b>2,865,804</b>
5211	M&R-Bldgs&Fclts	0	576	0	0	0
5214	M&R-Equip&Machry	606,754	789,056	993,259	1,040,622	1,059,284
5221	Ofc Supp	8,017	6,934	0	0	0
5222	Postage	48,518	47,499	45,975	47,500	48,200
5223	Spec Deptl Supp	30,371	15,530	56,500	92,150	92,150
5224	Unif&Clthg Allow	2,743	4,509	0	0	0
5226	PrMatl&Forms	481	0	0	0	0
5229	Oth/Misc Matls,Supp&Svcs	268,016	252,273	180,476	118,127	118,127
5230	TBD-Cal Card Purchases	0	0	0	0	0
5241	Cnsltnt Fees	468,189	119,694	126,800	125,500	126,000
5254	Indep. Contractors	138,155	44,279	0	50,000	50,000
5271	Books,Pubs&Subs	1,521	1,328	3,000	2,900	2,900
5281	Mbrshps&Dues	2,975	650	2,300	1,900	1,900
5291	T&C Overnight Trvl	12,225	29,522	2,500	7,500	7,500
5292	Trvl/Conf/Trng Reg Fee	2,369	9,964	21,450	25,000	25,100
5293	Local Trvl (mileage/tolls)	2,139	590	45,000	15,450	15,450

**CITY OF OCEANSIDE**  
**City Manager Department**  
**FY 2008-2010 Budget Summary**

	<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
5312 Seminar/Training Fees	40	0	820	800	800
5321 Advrtsg	208	0	0	0	0
5342 R&L-Equip&Machry	403,165	549,173	494,484	536,484	536,484
5351 Electr Util	2,036	2,512	2,500	2,500	2,500
5354 Cellular Phone & Pagers	625,745	599,908	602,526	656,275	674,884
5377 Oth M&O-Contingencies	20,794	53,592	143,297	50,000	50,000
5385 Ls on Dspl of F/A	0	28,805	0	0	0
5392 NonCap Improv	0	149	0	0	0
5393 NonCap Equip&Small Tools	1,342,588	724,638	575,476	539,500	539,000
5423 Depr Allow-E&M	84,166	94,723	0	0	0
<b>Total Maintenance &amp; Operations</b>	<b>4,071,216</b>	<b>3,375,904</b>	<b>3,296,363</b>	<b>3,312,208</b>	<b>3,350,279</b>
5506 SvcChrg-Genl Ins	37,924	80,748	85,196	0	0
5508 SvcChrg-Mgmt Info Svcs	40,875	32,820	33,902	34,517	35,731
5509 SvcChrg-Garage	38,124	38,123	42,814	19,954	20,950
5510 SvcChrg-City Bldg Rnt-M&O	244,553	242,760	246,151	319,232	328,464
5511 SvcChrg-COC Bldg Rnt-M&O	0	0	0	3,584	3,807
5525 PERS Unfund DS	5,920	14,345	14,924	15,539	16,182
5530 Genl Adm Alloc	153,901	172,736	194,645	208,193	225,005
<b>Total Interfund Services Charges</b>	<b>521,297</b>	<b>581,532</b>	<b>617,632</b>	<b>601,019</b>	<b>630,139</b>
5703 C/O-Equip&Machry	51,781	49,996	0	0	0
5705 C/O-Furn, Fixt, Ofc Equip	47,199	0	49,000	0	0
5709 C/O-Expdrs Capitalized	(98,980)	(49,996)	0	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>49,000</b>	<b>0</b>	<b>0</b>
6990 Trns to other fund	0	0	0	54,160	56,522
<b>Total Cost Sharing Transfers - Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54,160</b>	<b>56,522</b>

**CITY OF OCEANSIDE  
City Manager Department  
FY 2008-2010 Budget Summary**

<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
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**DEPARTMENT SUMMARY BY CATEGORY**

<b><i>Total Funding sources</i></b>	<u>6,777,588</u>	<u>6,505,769</u>	<u>6,618,267</u>	<u>6,621,109</u>	<u>6,902,744</u>
Personnel Services	2,185,074	2,548,333	2,655,272	2,653,722	2,865,804
Maintenance & Operations	4,071,216	3,375,904	3,296,363	3,312,208	3,350,279
Interfund Services Charges	521,297	581,532	617,632	601,019	630,139
Capital Outlay	0	0	49,000	0	0
Cost Sharing Transfers - Out	0	0	0	54,160	56,522
<b><i>Total Expenditures</i></b>	<u>6,777,588</u>	<u>6,505,769</u>	<u>6,618,267</u>	<u>6,621,109</u>	<u>6,902,744</u>



**CITY OF OCEANSIDE  
City Manager Department  
FY 2008-2010 Budget Summary**

		<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>						
<b>Total Funding Sources</b>		<u>6,777,588</u>	<u>6,505,769</u>	<u>6,618,267</u>	<u>6,621,109</u>	<u>6,902,744</u>
841	Information Services BS	0	0	0	54,160	56,522
144150	City Manager-Management Svcs	789,079	842,574	947,789	748,579	796,189
144153	City Manager-Contingency	20,794	56,703	143,297	50,000	50,000
144155	City Mgr-Media Relations Ofc	156,258	152,268	174,312	166,044	167,285
194270	CM-Information Systems	1,912,329	2,166,987	2,168,030	2,189,016	2,332,499
194273	CM-Communications	828,916	686,445	581,971	560,812	584,636
194274	CM-City Wide Copiers/Printers	488,355	647,538	467,843	491,611	491,611
194275	CM-PC Replacement Program	153,857	128,806	198,132	0	0
194276	CM-Utility Billing HTE	258,637	272,875	335,026	646,279	655,001
194278	CM-Financial Software	526,437	149,434	154,000	173,622	182,784
194279	CM-Public Safety System	578,514	584,829	559,093	780,934	807,019
194281	CM-Network Infrastructure	268,795	152,027	195,280	476,000	476,000
194282	CM-City Wide Software Prj	155,277	108,293	163,044	0	0
194284	CM-Building Controls	172,458	80,791	82,500	50,000	50,000
194286	CM-Off Site Data Storage	48,833	38,699	50,000	0	0
194288	CM-Audio Visual	210,234	117,355	105,450	115,051	123,843
194289	CM-SCADA	208,815	320,142	292,500	119,001	129,355

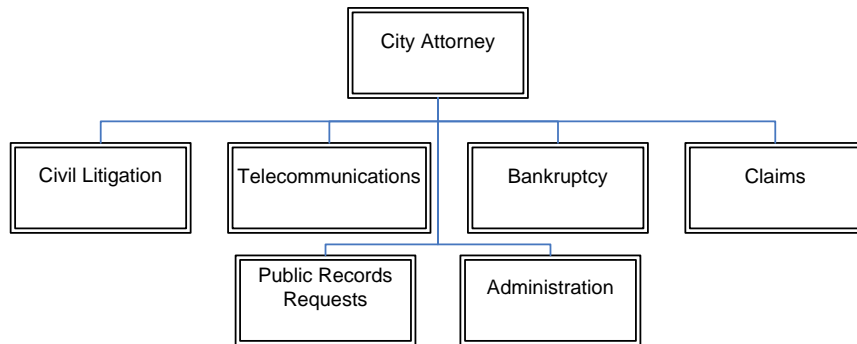
**CITY OF OCEANSIDE**  
**City Manager Department**  
**FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b><i>Total Expenditures</i></b>	<u>6,777,588</u>	<u>6,505,769</u>	<u>6,618,267</u>	<u>6,621,109</u>	<u>6,902,744</u>



## CITY ATTORNEY

### Organizational Chart by Function



### Mission Statement

*The City Attorney's office serves as general legal counsel to the Mayor and City Council, Harbor District, and Community Development Commission. It is also legal advisor to the City Manager, Department Heads, and City staff. The office represents the City and staff in litigation matters, prosecutes City Code violations, and drafts/approves all City contracts, ordinances, and resolutions.*

### Service Description

The City Attorney's office provides a full range of legal services to the City Council, City Manager, Department Directors, and City advisory groups. These services include legal advice and counseling as to the legality of proposed actions as well as the defense of such actions after the fact and in selected instances the use of outside counsel on special cases. The City Attorney's office prepares and/or reviews City Council reports, legal opinions, ordinances, resolutions, contracts, agreements and leases. The department also prosecutes City Code violations and serves as the legal counsel to the Harbor District and Community Development Commission.

### Major Accomplishments

- Proactively advised the City Council, City Commissions and departments in ways to achieve their goals and objectives in compliance with applicable laws and in a manner that reduces the risk of unnecessary litigation
- Aggressively defended the City in civil litigation cases
- Conducted thorough and expedient analysis of tort claims filed with Risk Management to resolve valid claims without resorting to litigation
- Reduced outside counsel expenses by fully staffing the City Attorney's office with experienced civil litigators and aggressively pursuing insurance coverage on civil cases

### Future Objectives

- Provide training to City staff and City boards and commissions on significant developments in municipal law, including the Brown Act, the Public Records Act and other applicable areas of the law
- Continue to reduce outside counsel expenses by handling civil litigation matters in-house
- Continue to provide timely and thorough review of all legal documents, including City ordinances, resolutions, contracts and other agreements

**CITY OF OCEANSIDE**  
**City Attorney Department**  
**FY 2008-2010 Budget Summary**

		Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
<b>FUNDING SOURCES</b>						
00101	General Fd	1,369,539	1,556,842	1,712,819	1,663,148	1,813,598
<b>Total Funding Sources</b>		<b>1,369,539</b>	<b>1,556,842</b>	<b>1,712,819</b>	<b>1,663,148</b>	<b>1,813,598</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	819,551	977,207	1,047,431	1,115,292	1,185,006
5102	OT	(3)	0	0	0	0
5103	Hrly Extra Help	11,279	0	18,244	18,000	18,000
5105	Expense Allow	4,885	7,200	7,416	7,200	7,200
5108	FrBnfBrdn	225,231	265,148	314,270	284,047	359,843
<b>Total Personnel Services</b>		<b>1,060,943</b>	<b>1,249,555</b>	<b>1,387,361</b>	<b>1,424,539</b>	<b>1,570,049</b>
5211	M&R-Bldgs&Fclts	0	0	500	500	500
5214	M&R-Equip&Machry	90	116	1,000	1,000	1,000
5221	Ofc Supp	1,836	1,330	0	0	0
5222	Postage	1,264	1,943	2,100	2,100	2,100
5226	PrMatl&Forms	179	194	200	200	200
5228	Coffee Svc	486	451	500	500	500
5229	Oth/Misc Matls,Supp&Svcs	5,292	5,148	6,000	6,000	6,000
5230	TBD-Cal Card Purchases	0	0	0	0	0
5241	Cnsltnt Fees	50,803	8,719	20,000	20,000	20,000
5271	Books,Pubs&Subs	38,559	39,271	30,000	30,000	30,000
5281	Mbrshps&Dues	3,401	3,595	4,060	4,060	4,060
5291	T&C Overnight Tvl	953	0	6,500	6,500	6,500
5292	Trvl/Conf/Trng Reg Fee	3,675	2,057	3,000	3,000	3,000
5293	Local Tvl (mileage/tolls)	1,442	466	1,000	1,000	1,000
5312	Seminar/Training Fees	0	0	500	500	500
5321	Advrtsg	3,538	0	0	0	0
5354	Cellular Phone & Pagers	832	1,497	400	400	400

**CITY OF OCEANSIDE**  
**City Attorney Department**  
**FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>Total Maintenance &amp; Operations</b>	<b>112,349</b>	<b>64,788</b>	<b>75,760</b>	<b>75,760</b>	<b>75,760</b>
5506 SvcChrg-Genl Ins	28,140	70,764	74,662	0	0
5508 SvcChrg-Mgmt Info Svcs	30,949	29,844	30,915	39,107	40,842
5510 SvcChrg-City Bldg Rnt-M&O	133,372	132,396	134,243	113,457	116,237
5525 PERS Unfund DS	3,786	9,495	9,878	10,285	10,710
<b>Total Interfund Services Charges</b>	<b>196,247</b>	<b>242,499</b>	<b>249,698</b>	<b>162,849</b>	<b>167,789</b>

**DEPARTMENT SUMMARY BY CATEGORY**

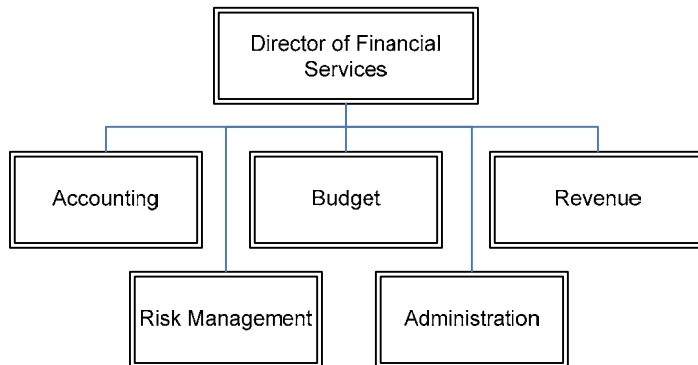
<b>Total Funding sources</b>	<u>1,369,539</u>	<u>1,556,842</u>	<u>1,712,819</u>	<u>1,663,148</u>	<u>1,813,598</u>
Personnel Services	1,060,943	1,249,555	1,387,361	1,424,539	1,570,049
Maintenance & Operations	112,349	64,788	75,760	75,760	75,760
Interfund Services Charges	196,247	242,499	249,698	162,849	167,789
<b>Total Expenditures</b>	<u>1,369,539</u>	<u>1,556,842</u>	<u>1,712,819</u>	<u>1,663,148</u>	<u>1,813,598</u>

**CITY OF OCEANSIDE  
City Attorney Department  
FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>					
<b><i>Total Funding Sources</i></b>	<u>1,369,539</u>	<u>1,556,842</u>	<u>1,712,819</u>	<u>1,663,148</u>	<u>1,813,598</u>
184180 City Attorney-Administration	1,369,539	1,556,842	1,712,819	1,663,148	1,813,598
<b><i>Total Expenditures</i></b>	<u>1,369,539</u>	<u>1,556,842</u>	<u>1,712,819</u>	<u>1,663,148</u>	<u>1,813,598</u>



## Organizational Chart by Function



## Future Objectives

- Review and update policies and procedures to aid with streamlining resources
- Evaluate and enrich the tools used for storing and reporting financial data
- Continue improvement of the budget process and forecasting models
- Maintain the high level of scrutiny over revenues and tax compliance
- Ensure internal controls are followed and provide the proper oversight
- Upgrade to the Oracle 8.12 EnterpriseOne financial platform, including revising the Chart of Accounts structure

## Mission Statement

*The Financial Services Department provides financial, budgetary, revenue collection, and risk management support to stakeholders. Our policies, plans and reporting systems help operating departments achieve their objectives and ensure the City's long-term fiscal health.*

## Service Description

The Financial Services Department provides financial, budgetary, and risk management support to the entire organization.

## Major Accomplishments

- Prepared, presented and adopted a two-year budget
- Received national recognition for Comprehensive Annual Financial Report for fiscal year 2006-2007
- Revised the purchasing administrative policy
- Performed financial audits of transient occupancy tax receipts
- Participated in emergency operations center training
- Implemented the Interim Agricultural Water Program reduction plan

**CITY OF OCEANSIDE**  
**Financial Services Department**  
**FY 2008-2010 Budget Summary**

		Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
<b>FUNDING SOURCES</b>						
00101	General Fd	4,005,009	4,255,840	6,692,903	4,823,860	5,206,347
00102	Investment Clearing Fd	127,745	292,520	0	0	0
00814	Risk Management Fd	3,427,605	1,888,331	5,016,622	2,979,094	3,109,016
<b>Total Funding Sources</b>		<b>7,560,359</b>	<b>6,436,692</b>	<b>11,709,525</b>	<b>7,802,954</b>	<b>8,315,363</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	1,839,684	1,943,453	2,354,644	2,453,497	2,582,367
5102	OT	18,424	24,332	26,060	20,000	20,000
5103	Hrly Extra Help	74,532	90,003	53,211	58,800	59,600
5105	Expense Allow	2,250	2,500	3,000	2,400	2,400
5107	Comp Abs Adj	7,797	8,356	0	0	0
5108	FrBnfBrdn	597,451	593,867	784,448	793,168	996,594
<b>Total Personnel Services</b>		<b>2,540,138</b>	<b>2,662,512</b>	<b>3,221,363</b>	<b>3,327,865</b>	<b>3,660,961</b>
5214	M&R-Equip&Machry	12,449	66,388	126,158	45,610	45,885
5221	Ofc Supp	26,929	30,016	29,500	26,200	27,000
5222	Postage	52,129	75,371	71,060	97,410	101,345
5226	PrMatl&Forms	51,508	84,651	85,425	91,210	94,910
5228	Coffee Svc	2,246	2,077	2,425	2,675	2,675
5229	Oth/Misc Matls, Supp&Svcs	58,786	45,099	128,060	84,170	85,625
5230	TBD-Cal Card Purchases	0	0	0	0	0
5241	Cnsltnt Fees	239,447	386,465	485,678	260,550	277,858
5242	Special Litigation	93,795	45,910	1,921,233	45,000	50,000
5243	Self-Insured Claims Paid	1,627,582	641,179	1,400,000	1,400,000	1,400,000
5251	Banking/Trnsactn Fees	284,768	292,520	172,000	0	0
5254	Indep. Contractors	28,776	30,226	75,000	0	0
5257	Security Contract Svcs	13,830	15,170	32,000	30,000	30,000
5271	Books,Pubs&Subs	1,483	838	2,575	2,575	2,625
5281	Mbrshps&Dues	2,130	2,624	4,230	4,355	4,380



**CITY OF OCEANSIDE**  
**Financial Services Department**  
**FY 2008-2010 Budget Summary**

	<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
5291 T&C Overnight Tvl	4,609	3,456	15,510	12,325	12,225
5292 Trvl/Conf/Trng Reg Fee	8,217	7,397	27,875	29,100	30,300
5293 Local Tvl (mileage/tolls)	1,030	1,706	1,230	1,300	1,400
5312 Seminar/Training Fees	5,594	6,357	27,285	29,100	29,100
5321 Advrtsg	3,062	18,018	1,700	6,500	6,500
5332 Prop/Bd Ins	337,394	314,700	523,055	470,180	497,360
5336 Workers Comp	234,982	0	0	0	0
5338 Pub Liab Ins	561,759	670,145	769,461	890,500	975,000
5342 R&L-Equip&Machry	0	0	6,680	4,100	4,650
5354 Cellular Phone & Pagers	934	1,821	1,875	1,770	1,770
5373 Oth M&O-Txs,Lic,Prmts	2,820	0	0	0	0
5392 NonCap Improv	0	2,465	0	0	0
5393 NonCap Equip&Small Tools	8,283	4,237	37,845	16,200	8,100
<b>Total Maintenance &amp; Operations</b>	<b>3,664,541</b>	<b>2,748,836</b>	<b>5,947,860</b>	<b>3,550,830</b>	<b>3,688,708</b>
5506 SvcChrg-Genl Ins	81,501	57,636	60,815	0	0
5508 SvcChrg-Mgmt Info Svcs	358,758	408,888	416,158	425,996	442,034
5509 SvcChrg-Garage	0	0	0	6,438	6,652
5510 SvcChrg-City Bldg Rnt-M&O	327,078	324,672	329,214	307,753	315,296
5525 PERS Unfund DS	8,137	20,407	21,230	22,106	23,019
5530 Genl Adm Alloc	130,875	138,894	162,385	161,966	178,693
<b>Total Interfund Services Charges</b>	<b>906,349</b>	<b>950,497</b>	<b>989,802</b>	<b>924,259</b>	<b>965,694</b>
5703 C/O Equip & Machry	0	0	1,300,000	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>
7070 CstShX-Trans to other fund	449,330	118,651	250,500	0	0
<b>Total Operating Transfers - Out</b>	<b>449,330</b>	<b>118,651</b>	<b>250,500</b>	<b>0</b>	<b>0</b>
8080 CstShR-Trans from other fund	0	(43,803)	0	0	0

**CITY OF OCEANSIDE  
Financial Services Department  
FY 2008-2010 Budget Summary**

	Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
<i>Total Cost Sharing Reimbursements</i>	0	(43,803)	0	0	0

**DEPARTMENT SUMMARY BY CATEGORY**

<i>Total Funding sources</i>	7,560,359	6,436,692	11,709,525	7,802,954	8,315,363
Personnel Services	2,540,138	2,662,512	3,221,363	3,327,865	3,660,961
Maintenance & Operations	3,664,541	2,748,836	5,947,860	3,550,830	3,688,708
Interfund Services Charges	906,349	950,497	989,802	924,259	965,694
Capital Outlay	0	0	1,300,000	0	0
Operating Transfers - Out	449,330	118,651	250,500	0	0
Cost Sharing Reimbursements	0	(43,803)	0	0	0
<i>Total Expenditures</i>	7,560,359	6,436,692	11,709,525	7,802,954	8,315,363

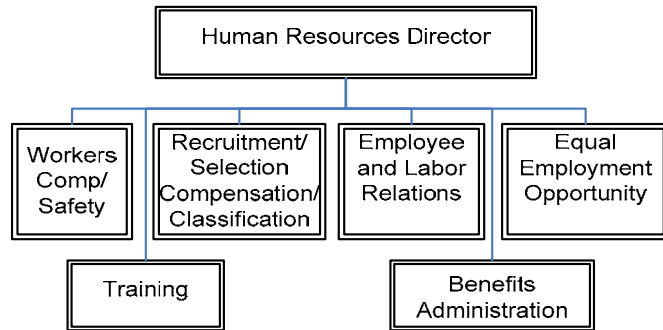
**CITY OF OCEANSIDE  
Financial Services Department  
FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>					
<b><i>Total Funding Sources</i></b>	<u>7,560,359</u>	<u>6,436,692</u>	<u>11,709,525</u>	<u>7,802,954</u>	<u>8,315,363</u>
194158 FSD-Risk Management Adm	3,427,605	1,888,331	3,138,089	2,979,094	3,109,016
194159 FSD-Risk Mgmt Arroyo/Comanche	0	0	1,878,533	0	0
194160 FSD-Administration	482,178	566,328	715,274	650,495	730,283
194200 FSD-Accounting	1,251,614	1,449,896	3,280,325	1,653,479	1,757,020
194230 FSD-Rev & Business Activities	2,137,413	2,133,952	2,544,774	2,379,381	2,559,875
194232 FSD-Ambulance Billing	133,804	105,665	152,530	140,505	159,169
198170 FSD-Allocation of Interest 102	127,745	292,520	0	0	0
<b><i>Total Expenditures</i></b>	<u>7,560,359</u>	<u>6,436,692</u>	<u>11,709,525</u>	<u>7,802,954</u>	<u>8,315,363</u>



## HUMAN RESOURCES

### Organizational Chart by Function



### Mission Statement

*The mission of the Human Resources Department is to develop and retain a diverse, high-quality workforce to serve the City of Oceanside.*

### Service Description

The Human Resources Department provides staff support for all City departments in the areas of recruitment and selection, equal employment opportunity, employee and labor relations, classification and compensation administration, benefit programs, training, safety and workers' compensation.














### Major Accomplishments

- ☛ Successfully hired 210 new employees including 32 public safety employees (29 Police Officers, 1 Harbor Police Officer, 1 Fire Chief, 1 Firefighter/Paramedic) helping to reduce crime and improve response times
- ☛ Conducted 34 classification and compensation studies
- ☛ Implemented an online employment application which improved customer service and enabled Human Resources to provide faster and more efficient service to hiring departments

- ☛ Implemented the Clerical Resource Pool which has been very effective in providing staffing Citywide for short-term staffing needs; also reducing the expense of temp agency help
- ☛ Implemented a SunSational Summer Youth Camp (Hire A Youth) to employ local youth during the summer, providing a meaningful experience and financial aid
- ☛ Conducted 88 training sessions for over 1,300 employees in various areas such as: computer training, lead worker training, personal development, supervisor development, grant writing, legal updates, and other mandatory training
- ☛ Processed 84 workers' compensation claims in 2007 and reduced the number of litigated workers' compensation claims by 18 percent
- ☛ Continued to reduce workers' compensation cost resulting in savings to the city of \$286,000, while improving our response time to our customers, providing quicker and more efficient service
- ☛ Met AB1825 requirements for training supervisors in Sexual Harassment Prevention
- ☛ Reduced OSHA lost-time injuries (33%) and days away from work (45%) resulting in a savings of 520 work days in 2007
- ☛ Reduction of restricted injuries (40%) and restricted/modified days (61%) resulting in a saving of 1,010 work days in 2007
- ☛ Added several new and enhanced benefits for our employees including:
  - Improved coverage for Delta dental plans
  - Discount tickets to movies, parks and recreation events
  - Conducted finance, retirement and wellness seminars
  - Implemented the Retiree Newsletter
- ☛ Successfully negotiated six Memoranda of Understanding and a new Unrepresented Compensation Plan – all of the agreements were reached utilizing in-house staff
- ☛ The Human Resources Department received two significant awards:
  - Letter of Commendation from Minorities and Success for outstanding achievements in recruiting outreach
  - Award from the Diversity Group of San Diego in recognition for creating opportunities through diversity in the workplace
- ☛ Developed and implemented Workplace Mediation Program
- ☛ Implemented City mentor/mentee program



### Future Objectives

-  Enhance our employment development programs in preparation for anticipated employee turnover
-  Reduce employee benefit costs
-  Develop and implement a program that automates the pre-employment processing to replace current paper processing
-  Develop and implement an interview handbook for both hiring authorities and employees interviewing for positions with the City
-  Expand outreach efforts for volunteer program including developing partnerships with local educational institutions to increase intern opportunities
-  Design and implement a Citizen's Academy for the residents of Oceanside
-  Conduct a Cultural Awareness Fair for City employees
-  Expand employee awareness of City benefits programs
-  Develop and implement a Citywide wellness program
-  Implement Citywide Accident Review Board consisting of representatives from various departments
-  Implement Citywide online injury report program
-  Implement Supervisor's Communication Forum designed to support supervisors and improve their ability to build effective productive teams
-  Continue to monitor the City mentor/mentee program

**CITY OF OCEANSIDE**  
**Human Resources Department**  
**FY 2008-2010 Budget Summary**

		<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
<b>FUNDING SOURCES</b>						
00101	General Fd	755,250	887,132	961,402	1,098,501	1,147,879
00817	Employee BenefitsFd	18,712,335	20,551,232	20,888,893	24,056,427	26,192,471
00818	Workers Compensation Fd	1,942,866	2,355,093	2,840,372	3,144,173	3,154,669
<b>Total Funding Sources</b>		<b>21,410,451</b>	<b>23,793,457</b>	<b>24,690,667</b>	<b>28,299,101</b>	<b>30,495,019</b>
<b>EXPENDITURES</b>						
5101	Perm Employees	824,119	964,106	1,062,172	1,224,364	1,261,885
5102	OT	4,962	5,757	7,950	6,000	6,150
5103	Hrly Extra Help	0	19,090	3,000	6,000	6,180
5105	Expense Allow	2,775	3,000	3,090	3,000	3,000
5107	Comp Abs Adj	10,390	10,329	0	0	0
5108	FrBnfBrdn	249,261	273,570	325,917	340,568	345,427
<b>Total Personnel Services</b>		<b>1,091,507</b>	<b>1,275,852</b>	<b>1,402,129</b>	<b>1,579,932</b>	<b>1,622,642</b>
5214	M&R-Equip&Machry	702	23,510	12,975	5,000	5,150
5221	Ofc Supp	24,599	13,481	19,450	13,000	13,390
5222	Postage	7,169	6,955	9,500	7,500	7,725
5226	PrMatl&Forms	708	4,027	4,875	8,000	8,240
5229	Oth/Misc Matls,Supp&Svcs	57,487	44,343	32,976	49,500	50,055
5230	TBD-Cal Card Purchases	0	0	0	0	0
5231	Ergonomic Equip&Trng	30,822	21,575	32,000	25,000	25,750
5241	Cnsltnt Fees	207,366	231,085	212,500	200,500	214,415
5254	Indep. Contractors	8,839	2,527	0	0	0
5271	Books,Pubs&Subs	2,938	3,052	3,250	3,000	3,090
5281	Mbrshps&Dues	7,515	7,528	8,645	5,000	5,150
5291	T&C Overnight Trvl	2,459	4,337	6,135	5,000	5,150
5292	Trvl/Conf/Trng Reg Fee	15,066	4,001	16,106	12,000	12,360
5293	Local Trvl (mileage/tolls)	1,290	1,681	950	1,000	1,030
5311	Emple Tuition Reimb	148,307	148,101	269,546	265,000	265,000

**CITY OF OCEANSIDE**  
**Human Resources Department**  
**FY 2008-2010 Budget Summary**

	<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
5312 Seminar/Training Fees	16,375	36,651	43,800	48,600	66,800
5321 Advrtsg	4,483	4,710	5,200	6,900	7,107
5333 HlthIns-Employee PremArrear	5,043,160	5,122,047	6,471,009	6,946,920	7,746,920
5334 Disblty Ins-ST	532,457	505,348	632,493	632,493	632,493
5335 Unemploymt Ins	48,593	42,156	100,000	70,000	70,000
5336 Workers Comp	1,345,231	1,743,772	2,169,280	2,600,000	2,600,000
5337 Retirement Benefits	12,353,908	14,078,600	12,755,676	15,438,104	16,749,104
5339 Oth/Misc Ins-Exec Life	132,121	130,103	135,101	131,741	131,741
5342 R&L-Equip&Machry	0	0	700	700	700
5354 Cellular Phone & Pagers	1,371	3,194	2,400	2,400	2,400
5392 NonCap Improv	674	0	0	0	0
5393 NonCap Equip&Small Tools	23,320	2,954	0	0	0
5423 Depr Allow-E&M	605	605	0	0	0
<b>Total Maintenance &amp; Operations</b>	<b>20,017,565</b>	<b>22,186,343</b>	<b>22,944,567</b>	<b>26,477,358</b>	<b>28,623,770</b>
5506 SvcChrg-Genl Ins	28,641	48,540	51,212	0	0
5508 SvcChrg-Mgmt Info Svcs	70,776	71,772	73,913	55,704	57,963
5510 SvcChrg-City Bldg Rnt-M&O	139,213	138,192	140,122	100,518	102,980
5525 PERS Unfund DS	3,783	9,487	9,870	10,277	10,701
5530 Genl Adm Alloc	58,965	63,270	68,854	37,610	37,615
<b>Total Interfund Services Charges</b>	<b>301,378</b>	<b>331,261</b>	<b>343,971</b>	<b>204,109</b>	<b>209,259</b>
5703 C/O Equip & Machry	19,815	192,987	0	0	0
5709 C/O-Expdrs Capitalized	(19,815)	(192,987)	0	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6990 Trns to other fund	0	0	0	37,702	39,348
<b>Total Cost Sharing Transfers - Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,702</b>	<b>39,348</b>

**CITY OF OCEANSIDE**  
**Human Resources Department**  
**FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
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**DEPARTMENT SUMMARY BY CATEGORY**

<b><i>Total Funding sources</i></b>	<u>21,410,451</u>	<u>23,793,457</u>	<u>24,690,667</u>	<u>28,299,101</u>	<u>30,495,019</u>
Personnel Services	1,091,507	1,275,852	1,402,129	1,579,932	1,622,642
Maintenance & Operations	20,017,565	22,186,343	22,944,567	26,477,358	28,623,770
Interfund Services Charges	301,378	331,261	343,971	204,109	209,259
Capital Outlay	0	0	0	0	0
Cost Sharing Transfers - Out	0	0	0	37,702	39,348
<b><i>Total Expenditures</i></b>	<u>21,410,451</u>	<u>23,793,457</u>	<u>24,690,667</u>	<u>28,299,101</u>	<u>30,495,019</u>



**CITY OF OCEANSIDE  
Human Resources Department  
FY 2008-2010 Budget Summary**

	<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>					
<b><i>Total Funding Sources</i></b>	<u>21,410,451</u>	<u>23,793,457</u>	<u>24,690,667</u>	<u>28,299,101</u>	<u>30,495,019</u>
817 Employee Health Services BS	0	0	0	9,026	9,420
818 Workers Compensation BS	0	0	0	28,676	29,928
204170 HR-Personnel Adm	755,250	887,132	961,402	1,098,501	1,147,879
204178 HR-Employee Benefits Adm	18,712,335	20,551,232	20,888,893	24,047,401	26,183,051
204179 HR-Workers Comp Adm	1,942,866	2,355,093	2,840,372	3,115,497	3,124,741
<b><i>Total Expenditures</i></b>	<u>21,410,451</u>	<u>23,793,457</u>	<u>24,690,667</u>	<u>28,299,101</u>	<u>30,495,019</u>



## **NON-DEPARTMENTAL**

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For accounting and budgeting purposes only, Non-Departmental serves as a cost center to house charges and appropriations that are not assigned or chargeable to a specific department or function. It is categorized as a General Government support function.

**CITY OF OCEANSIDE**  
**Non-Departmental**  
**FY 2008-2010 Budget Summary**

		Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
<b>FUNDING SOURCES</b>						
00101	General Fd	11,242,990	8,789,290	21,552,902	6,262,062	6,386,220
00237	CDBG Fd	0	0	739,413	0	197,391
00272	State and Local Grant Fd	0	0	0	149	155
00420	City Debt Service Fd	43,784,385	2,589,779	2,694,772	2,802,691	2,918,461
00452	Morro Hills Debt Service Fd	0	0	0	4,122	4,302
00455	Morro Hills CFD Fd	7,880,225	6,156,732	2,578,061	2,573,118	2,568,312
00917	98 Cop Police/Library DS Fd	762,276	768,706	775,825	785,125	793,088
00961	OBA-93/03COP Refunding SerA Fd	2,165,253	2,170,253	2,177,153	2,178,153	2,171,403
<b>Total Funding Sources</b>		<b>65,835,129</b>	<b>20,474,759</b>	<b>30,518,126</b>	<b>14,605,420</b>	<b>15,039,332</b>
<b>EXPENDITURES</b>						
5229	Oth/Misc Matls, Supp& Svcs	13,136	10,249	17,500	17,500	17,500
5241	Cnsltnt Fees	50,318	177,042	838,587	325,000	325,000
5252	Comm Svc Organ	1,689,500	1,694,628	1,797,088	1,419,197	1,419,197
5281	Mbrshps&Dues	112,130	104,347	232,350	232,350	232,350
5374	Oth M&O-Contribs to Oth Agcs	0	0	2,000	0	0
5377	Oth M&O-Contingencies	189,895	1,207	814,418	0	197,391
5380	Bad Dt Exp-EMS Fees	0	68,304	0	290,000	290,000
5393	NonCap Equip&Small Tools	308	261,951	205,466	0	0
<b>Total Maintenance &amp; Operations</b>		<b>2,055,287</b>	<b>2,317,729</b>	<b>3,907,409</b>	<b>2,284,047</b>	<b>2,481,438</b>
5601	BPX-Pensn Oblig Bd	1,710,000	2,535,000	2,600,000	2,840,000	3,085,000
5602	BIX-Pensn Oblig Bd	4,589,336	5,668,558	5,576,411	5,446,187	5,313,364
5607	FAF-Pensn Oblig Bd	15,094	18,163	19,400	22,900	22,900
5610	OthDSX-Pensn Oblig Bd	42,074,576	4,350	0	0	0
5611	Bd Prem-Pensn Oblig Bd	679,008	0	0	0	0
<b>Total Debt Service</b>		<b>49,068,014</b>	<b>8,226,071</b>	<b>8,195,811</b>	<b>8,309,087</b>	<b>8,421,264</b>
5702	C/O-IOTB	5,492,210	3,425,052	0	0	0

**CITY OF OCEANSIDE  
Non-Departmental  
FY 2008-2010 Budget Summary**

	Actual Expenditures 2005 - 2006	Actual Expenditures 2006 - 2007	Adopted Budget 2007 - 2008	Adopted Budget 2008 - 2009	Adopted Budget 2009 - 2010
5703 C/O Equip & Machry	0	52,583	0	0	0
<b>Total Capital Outlay</b>	<b>5,492,210</b>	<b>3,477,635</b>	<b>0</b>	<b>0</b>	<b>0</b>
6990 Trns to other fund	9,219,617	6,453,325	18,414,906	4,012,286	4,136,630
<b>Total Cost Sharing Transfers - Out</b>	<b>9,219,617</b>	<b>6,453,325</b>	<b>18,414,906</b>	<b>4,012,286</b>	<b>4,136,630</b>

**DEPARTMENT SUMMARY BY CATEGORY**

<b>Total Funding sources</b>	<b>65,835,129</b>	<b>20,474,759</b>	<b>30,518,126</b>	<b>14,605,420</b>	<b>15,039,332</b>
Maintenance & Operations	2,055,287	2,317,729	3,907,409	2,284,047	2,481,438
Debt Service	49,068,014	8,226,071	8,195,811	8,309,087	8,421,264
Capital Outlay	5,492,210	3,477,635	0	0	0
Cost Sharing Transfers - Out	9,219,617	6,453,325	18,414,906	4,012,286	4,136,630
<b>Total Expenditures</b>	<b>65,835,129</b>	<b>20,474,759</b>	<b>30,518,126</b>	<b>14,605,420</b>	<b>15,039,332</b>

**CITY OF OCEANSIDE**  
**Non-Departmental**  
**FY 2008-2010 Budget Summary**

		<u>Actual Expenditures 2005 - 2006</u>	<u>Actual Expenditures 2006 - 2007</u>	<u>Adopted Budget 2007 - 2008</u>	<u>Adopted Budget 2008 - 2009</u>	<u>Adopted Budget 2009 - 2010</u>
<b>DEPARTMENT SUMMARY BY PROGRAM</b>						
<b>Total Funding Sources</b>		<u>65,835,129</u>	<u>20,474,759</u>	<u>30,518,126</u>	<u>14,605,420</u>	<u>15,039,332</u>
101	General Fund BS	9,031,549	5,962,866	17,891,692	3,465,049	3,552,867
272	State and Local Grant Fd	0	0	0	149	155
452	Morro Hills Debt Service BS	0	0	0	4,122	4,302
035151	OBA-93COP Refunding SerA	2,165,253	2,170,253	2,177,153	2,178,153	2,171,403
035155	OBA-98COP Police/Library DS	762,276	768,706	775,825	785,125	793,088
604810	GA&P-NonDepartmental Expense	213,367	148,599	815,092	499,500	499,500
604816	GA&P-NonDepartmntl Main St Prj	0	50,000	0	0	0
604820	GA&P-Chamber of Commerce	227,000	207,600	200,000	138,000	138,000
604825	GA&P-City Memberships & Fees	114,944	120,204	312,350	327,350	327,350
604850	GA&P-Cable TV Contract	985,027	866,900	1,047,088	731,197	731,197
604851	GA&P-COX I-NET Project	0	314,534	205,466	0	0
604860	GA&P-Humane Society Contract	452,473	497,628	500,000	500,000	500,000
604865	GA&P-CityWide Employee Recogn	5,562	8,000	8,000	8,000	8,000
604885	Pension Obligation Bds	43,784,385	2,589,779	2,694,772	2,802,691	2,918,461
604890	GA&P-Interfund Cash Trsfers 101	188,069	490,459	523,214	542,966	579,306
607900	GA&P-Contingency Fund-CDBG	0	0	739,413	0	197,391
614901	SocS-Poinsettia Ctr fr Arts	0	60,000	0	0	0

**CITY OF OCEANSIDE**  
**Non-Departmental**  
**FY 2008-2010 Budget Summary**

	<b>Actual Expenditures 2005 - 2006</b>	<b>Actual Expenditures 2006 - 2007</b>	<b>Adopted Budget 2007 - 2008</b>	<b>Adopted Budget 2008 - 2009</b>	<b>Adopted Budget 2009 - 2010</b>
615104 SocS-Boys & Girls Club-Fd 101	25,000	62,500	50,000	50,000	50,000
659886 Morro Hills (02)CFD	6,248,452	4,196,099	719,158	735,059	732,728
659887 Morro Hills (ImpArea#1) CFD	783,810	823,718	768,690	760,490	758,146
659888 Morro Hills (04)CFD	847,963	1,136,915	1,090,213	1,077,569	1,077,438
<b>Total Expenditures</b>	<b>65,835,129</b>	<b>20,474,759</b>	<b>30,518,126</b>	<b>14,605,420</b>	<b>15,039,332</b>