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Biennial Operating Budget

Fiscal Years 2002-2004

City of Oceanside

Terry Johnson, Mayor

Jack Feller, Deputy Mayor

Betty Harding, Councilmember

Carol R. McCauley, Councilmember

Esther Sanchez, Councilmember

Steven R. Jepsen, City Manager

Ronald C. Jack, Administrative Services Director

Carol Swindell, Chief Financial Officer

CITY OF OCEANSIDE BIENNIAL BUDGET

FISCAL YEARS 2002-04

Acknowledgments:

Department Directors

Administrative Services	Ron Jack
Building	Greg Anderson
City Attorney	Duane Bennett
City Clerk	Barbara Riegel Wayne
City Manager	Steve Jepsen
Economic Development	Jane McVey
Fire (Acting Assistant Fire Chiefs)	James Myers & Glenn McCloskey
Harbor	Don Hadley
Housing	Margery Pierce
Library	Deborah Polich
Personnel	Bill McLeod
Planning	Gerald Gilbert
Police	Mike Poehlman
Public Works	Peter Weiss
Redevelopment	Joyce Powers
Treasurer	Rosemary Jones
Water Utilities	Barry Martin

Budget Development Committee

Carol Swindell	Steve Jepsen
Anne Nicholls	Mike Blessing
Ron Jack	Bill McLeod

Budget Planners

Administrative Services	Sheri Brown
Building	Lucie Delorme
City Attorney	Carol Gould
City Clerk	Charles Hughes
City Manager	Michelle Skaggs-Lawrence
Economic Development	Kristine Jensen
Fire	James Myers
Harbor	Barbara Conklin
Housing	Caroline Salvatierra
Library	Donna Arnold
Personnel	Brian Kammerer
Planning	Faletusi Liulamaga
Police	Mike Koziel
Public Works	Al Martinson
Redevelopment	Maryanne Madrid
Treasurer	Michele Lund
Water Utilities	Karen Brown

City Manager's Budget Message

To: Mayor and City Council

This document conveys to you and to the citizens of Oceanside a two-year financial plan for fiscal years 2002-2003 and 2003-2004. The budget provides for a continuation of base services in public safety and responds to the community's growth within the fiscal constraints of available resources. The proposed budget provides for continued investment in our employees through continuation of our pay system, and environmental programs such as clean water, drainage, landscaping, and recycling are also reflected.

This budget continues the two-year plan for operating expenditures. The first year, FY 2002-2003, is recommended for appropriation; while the second year, FY 2003-2004 is proposed for adoption as a spending plan to be reviewed next year.

The General Fund budget for FY 2002-2003 totals \$77,668,752 which is a \$2,964,775 or 4 percent increase over the current year's budget. The spending proposals are discussed in more detail later in this message.

Investment for the Future in Uncertain Times

Over the past year, we have faced a slowing economy. This economic slowdown has impacted the State budget, which faces a projected deficit of \$23.6 billion. These economic and State funding uncertainties are reflected in a budget that focuses on maintaining existing infrastructure, leaving some limited flexibility to be able to respond to recent trends in slowed revenue growth and proposed reductions in State funded services. Oceanside continues to be an attractive community, as evidenced by our recent population growth. The population projections for Oceanside suggest continued growth will add to the demands for public safety services and quality of life service issues for families and retired populations. Demands for future growth will need to assure development's ability to be self supporting and reflect both quality of design and the level of environmental protection the community deserves.

Early in the budget process guidance was issued to City departments. It was anticipated that the upcoming fiscal years would be challenging, as we faced uncertainties in State funding and in the overall national economy. We wanted to ensure the continuation of the City's programs and services while continuing to meet the commitments made to other agencies and outside service providers within the City's fiscal abilities.

Departments were asked for the following in preparing budget requests:

- Review the necessity for continued services on a programmatic basis and look for creative methods or alternatives for service delivery.
- Examine the need to fill positions that have been vacant for an extended time. All non-essential positions are being held pending disposition of the State budget.
- Review the appropriate level of technology use and associated support cost.

City Manager's Budget Message

- All new service programs were to be submitted as "supplemental requests" to the base budget.
- Review all capital expenditures and justify continued need for past funding support.

Revenues

The local economic outlook for the City is improving; however, we remain very concerned about the impact the significant state budget deficit will likely have on City revenue. The economy is slowly coming out of a recession, and job growth is expected to increase. The City experienced some decline in tourism related receipts, primarily transient occupancy tax, after September 11, but activity appears to be improving at this time.

However, the city is challenged by limited ongoing revenue growth. Beyond FY 2002-2003, the pace of this growth is projected to lag behind demand for services. Growth in property taxes, our largest revenue source, is limited because of the impact of Proposition 13. Our sales tax revenue per capita is the second lowest in San Diego County, at \$73 per person annually. The City continues to pursue an aggressive economic development program in order to bridge the gap between future demand for services and our relatively slow growth in revenues.

Oceanside receives approximately \$6 million in "backfill" Vehicle License Fee revenue from the State. We are concerned about the stability of that revenue as the legislature looks at their options for closing the State budget gap. The budget has proposed some limited flexibility in being able to respond to potential for additional State funding reductions. As proposed, the Governor's budget eliminates the State reimbursements for jail booking fees, representing a proposed reduction in \$600,000 to the City's General Fund. In addition, reductions in State grants for libraries has reduced funds for books and supplies by \$123,000 per year over the next two years from FY 2001-2002 levels.

The proposed budget does not provide general tax funding to make up loss of State grants for library books and supplies and the loss of funding for our successful literacy program scheduled to expire at the end of this fiscal year.

Additional funding required for recreational programs and sports field maintenance will require the examination of existing fee schedules for services and facility operation. This will be especially important in the area of energy use for sport field lights and aquatics services.

In addition, the shift in revenue resources from the City's General Fund to Water/Utilities provides for the restoration of water interest from 75% to 95%, and sewer interest from 25% to 45% during the next two fiscal years. The City remains committed to the full restoration of utility interest funds in a manner that does not curtail existing service delivery in General Fund programs. The restoration of water and sewer interest totals an additional \$216,358 in year one, and \$432,717 for year two of the proposed budget. This shows up as reduced revenue to the City's General Fund. The additional amount necessary to restore utility interest funds to 100% would result in an additional reduction in General Fund revenues of \$429,719 for year

City Manager's Budget Message

one and \$363,609 for year two of the budget beyond the amounts recommended in this budget proposal.

Our projected general fund growth is \$2.6 million or 3.5% for FY 2002-2003, and \$3.1 million or 3.9% for FY 2003-2004. The largest increase is in Property Taxes, which are projected to grow by 5 - 5.5% per year over the current year's expected receipt level of \$17.4 million. As the economy recovers, sales tax revenue is expected to increase by 3.5 - 4% per year.

The following table summarizes expected General Fund revenue growth:

FY 2000-2001	FY 2001-2002	\$	%
Actual	Estimated	Change	Change
74,310,006	76,000,000	1,689,994	2.2%

FY 2002-2003	\$	%	FY 2003-2004	\$	%
Proposed	Change	Change	Proposed	Change	Change
78,210,898	2,210,898	2.9%	81,074,225	2,863,327	3.7%

The projections show revenue to be relatively flat for the current fiscal year, but is projected to grow as the economy recovers. We have not projected any further reductions in State revenue for either of the two budget years. Revenue projections will be adjusted as additional estimates are received from the State. However, major changes in State support to local jurisdictions or VLF support would require a major reassessment of proposed budget priorities.

Expenditures

The General Fund continues to focus on public safety, with almost 57% of total spending devoted to Police and Fire operations. Last year, the City enhanced the public safety retirement benefit, which allows police officers and firefighters to retire as early as age 50 with a 3% factor for each year of service. The increased cost for this benefit is approximately \$800,000 more than budgeted in fiscal year 2001-2002. In FY 2001-2002, Council authorized the City to join the San Diego Regional Communication System (RCS) network and to purchase an 800 MHz radio system. The total system cost is \$8 million, and will be lease financed through both RCS and Motorola, at an annual cost of \$1 million per year for 10 years. Council appropriated the first two years of lease funding, through June 30, 2003, with a permanent funding source to be identified during the FY 2002-2003 budget year. The Police Department budget includes provisions for the addition of a Communications Manager in Dispatch to coordinate emergency communication system needs. This position is funded from internal savings in the Police Department budget.

City Manager's Budget Message

This proposed budget includes the cost of a Fire Academy in both fiscal years, at a cost of \$542,000 in FY 2002-2003 and \$554,000 in FY 2003-2004. The Fire Department has experienced recruitment and retention challenges over the past several years, and it is expected that they will need to run an academy for new hires in both years. The department has presented the City Council with proposed plans for firefighter retention and recruiting, and constant staffing levels to reduce the need for annual training academies. Firefighters will be recruited at a lateral level from other departments to fill vacancies and reduce training requirements. The additional cost for these programs will be articulated in the budget presentations and will be funded through savings in the reduction of training academies and anticipated increases in ambulance billing to reflect the cost of services in the program.

Other Initiatives

Other than Public Safety, there are few new initiatives proposed in the budget. Compensation increases provided by bargaining unit agreements are reflected in personnel budgets. The City participates in the State's health insurance program, which recently predicted rate increases of 25%. No increase in city contribution to the cost of health insurance premiums is proposed in this budget; however, the city's cost is projected to increase with participation. In addition, the proposed budget includes a prudent reserve operating fund of \$700,000 in year one and \$200,000 in year two to help offset the cost of worker compensation open claims and unfunded liabilities.

The department of Harbor and Beaches includes funds to rehabilitate lifeguard stations. Funds are included in the Building department to complete a study of development plan and inspection fees. The Library budget has included modest funding for furniture and equipment replacement/rehabilitation which has not been enhanced since the Civic Center was constructed.

The budget includes funds to cover the increased cost of electric and gas utilities as a result of the State energy crisis. These amounts are primarily reflected in the Water, Sewer and Public Works funds, but the general fund includes an additional \$175,000 in FY 2002-2003, primarily in Recreation. The City will look for opportunities to reduce utility costs where possible through conservation efforts.

The City's recreation programs continue to be popular in the community. The recreation budget includes limited funding for additional classes, league games, expanded special events and maintenance funding for the new park under construction in Morro Hills.

There are a few areas where cost reductions or modifications have been identified. The budget includes a financing plan for the San Luis Rey debt that insures full funding through the life of the debt in FY 2023. For the current fiscal year, 2001-2002, the debt service was budgeted at \$900,000. The budget proposes to use reserves in the debt service fund to minimize the financial burden on future operating budgets. The plan includes \$250,000 in general fund contribution to the San Luis Rey debt service for FY 2002-2003, increasing by \$50,000 per year and leveling out at \$450,000.

City Manager's Budget Message

The current budget includes 36 benefited part time positions, primarily in Library, Recreation and Harbor. This budget proposes to phase those positions back to hourly extra help over the next several years.

The City Council has requested that options for a full-time presence at the Municipal Airport be included in the budget document. This alternative will be presented in the supplemental request to be forwarded by Public Works. It is anticipated this type of action will include the necessary fees to allow the Airport operation to continue to be self-funding, including the ability to pay off prior debt to the City General Fund.

Community Facilities Capital Fund

The City's Community Facilities Capital Program is currently funded through the collection of developer fees. The fund is the only source for Fire, Police, and Library facilities' new construction and capital equipment acquisitions. The City has an obligation to provide for all existing unfunded needs in the City for community facilities. Development fees are intended to be used for new facility needs necessitated through impacts of new development.

The establishment of capital funds is contingent upon the availability of funds on an annual basis. The following program items and funding levels are recommended for inclusion in the two-year budget as shown below. These funds remain the recommended backup revenue source for payment of the annual RCS 800 MHz radio system cost.

Recommended Capital Program (CIP) Enhancements To the Community Facilities Fund

<u>Item</u>	<u>Funding</u>
1. Fire apparatus acquisition and replacement	\$425,000
2. Deferred building maintenance	100,000
3. Median/gateway landscaping	250,000
4. Parks maintenance/upgrades	<u>100,000</u>
	\$875,000

Conclusion

This proposed biennial budget for FY 2002-2003 and FY 2003-3004, attempts to balance the demands created by growth with available resources in a time of considerable uncertainty at the State level. However, as the community continues to grow, the City may face funding challenges and the focus of this budget is to provide some flexibility so that our future is not jeopardized. The City, like many other localities in California, has benefited from the economic boom of the last few years. However, with the economic slowdown and state fiscal crisis creating uncertainty in our future revenue streams, we need to be mindful of our responsibility to do what we can today to prepare for future funding challenges. To reduce future burdens as we move forward, we will continue to focus our efforts in the area of economic development so that we can maintain a diversified and predictable tax base that provides for both the services

City Manager's Budget Message

and improvements that a community seeks: improvements in public safety, environment, recreation, and senior services. The entire City staff remains committed to providing high-quality services at reasonable cost. This budget proposal will meet that commitment for today and, the State allowing, tomorrow.

Respectfully submitted,

Steven R. Jepsen
City Manager

User's Guide





**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002 - 2004**

USER'S GUIDE

The City's budget represents the official financial plan by which City financial and organizational policies and programs are implemented. This budget, upon adoption by the City Council, allocates the resources necessary to provide essential services and includes the revenues to fund those services. The budget covers two fiscal years from July 1, 2002 to June 30, 2003 and from July 1, 2003 to June 30, 2004. These fiscal years are referred to as the budget years.

BUDGET DEVELOPMENT

The City's budget is prepared by City staff under direction of the City Manager. The City Manager reviews and considers preliminary budget estimates and proposals submitted by City departments, then formulates these estimates and proposals into the Proposed Budget for submission to the City Council. The City Manager is supported in this budget formulation process, by the Chief Financial Officer, Department Directors, the Budget Development Committee, and other support staff.

Preliminary budgets prepared by the departments were based on maintaining the present service levels consistent with the preliminary revenue projections and forecasts for the budget year. Departments were directed to submit budget proposals based on 2001-2002 budget levels. Additional service-level enhancements were added based on available resources.

The preliminary budgets were reviewed by the City Manager, with the respective Department Directors, and adjustments were directed as necessary to attain the desired service level consistent with the resources available. The departmental budgets are organized into Primary Program Areas, which closely parallel the organizational structure or operating divisions of the departments.

BUDGET ORGANIZATION

While the preliminary budgets consisted of a number of forms and worksheets for detail calculations, this document contains only those displays necessary to summarize the departmental proposals into concise, but meaningful presentations. The presentation focuses on the programs, services, and resources necessary to provide the services. Following are the different sections or displays used to present the City's budget:

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002 - 2004

USER'S GUIDE

FUND SUMMARIES

The following terms and definitions are used in this section of the budget:

Fund Balance - That portion of the fund equity that is available for expenditures at any time during the fiscal year for governmental type funds. For proprietary funds (enterprises) this balance is stated as retained earnings. The amounts shown are the net current resources available for expenditures excluding other assets, such as fixed assets or noncurrent receivables, that are not readily converted into cash.

Estimated Revenue - The revenue projected or estimated to be received during the fiscal period shown. Estimates are based on prior year actual revenues recorded and projections of current year revenues based on actual receipts through a certain point in the fiscal year.

Expenditures - The actual expenditures recorded in a fiscal period or projected to be expended. For the budget year, the expenditures are the proposed resources being requested and will be appropriated upon adoption of the budget.

Transfers - Interfund transfers are funds transferred between funds when more than one revenue source is needed to fund a particular project or operation. Transfers are treated as revenue in the receiving fund and as an expenditure in the fund being reduced.

The Fund Summaries are presented in accounting category groupings by fund type (see the glossary for fund type definitions) for the City funds. The General Fund is first, followed by the Special Revenue Funds, the Proprietary (Enterprise) Funds, and the Internal Service Funds. The Community Development Commission Funds consisting of Redevelopment and Housing funds are shown after the City funds.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002 - 2004

USER'S GUIDE

DEPARTMENTAL PRESENTATIONS

The department budgets are presented in traditional grouping categories of General Government, Community Development, Public Safety, Community Services (Public Works), Library, Harbor and Beaches, and Water Utilities. Several departments have Proprietary Funds (Enterprise and Internal Services) or other programs to administer and direct; therefore, those budgets are also included with the parent department.

General Government:

- City Council
- City Clerk
- City Treasurer
- City Manager
- City Attorney
- Administrative Services
- Personnel

Community Development:

- Economic Development
- Planning Department
- Building Department
- Housing and Neighborhood Services Department
- Redevelopment Department

Public Safety:

- Police Department
- Fire Department

Public Works:

- Administration Division
- General Services Division
- Engineering Division
- Transportation Division
- Maintenance Division

Library:

- Library Division
- Parks and Recreation Division

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002 - 2004

USER'S GUIDE

... **DEPARTMENTAL PRESENTATIONS**

Harbor and Beaches

Water Utilities:

Water Division

Waste Water Division

The Departmental budgets include the following sections to present their functions, activities, primary program areas, major objectives, and resources: CITY

a. **Departmental Description:** The Departmental Description includes a brief statement of the purpose, mission, or goals of the department. It also includes a list of the Primary Program Areas within the department and a listing of the regular Full Time Positions Authorized for the department.

b. **Departmental Summary:** This summary includes the monetary resources by the categories of Personal Services, Non-Personal/Operating, Interfund Service Charges, Debt Service, and Capital Outlay. The amounts are displayed in five columns: the Actual Expenditures for FY 2000-2001; the Adopted Budget for the current year, FY 2001-2002; the Proposed Budget for FY 2002-2003 and the Proposed Budget for FY 2003-2004; the Increases or Decreases between the current budget and the first proposed budget. It also includes the department's programs and the resources allocated for each of the programs, by fiscal year, and their Increases or Decreases as applicable. The programs are listed and totaled by fund or are shown separate from the General Fund programs.

c. **Program Description:** The Program Description presents a description of the program and the purpose, functions, or activities carried out through the unit. Programs may be operating divisions, functions, or activities of a department for which operational control and resources accountability are desired. The Program Description display also includes a Primary Objective, which represents the intended focus of activity or service-level accomplishments for the budget year. The Authorized Full Time Positions section provides a listing of authorized positions, by classification, for the prior year, the current year, and the budget year. It also provides an analysis of changes in authorized positions between the current year and those proposed for

CITY OF OCEANSIDE BIENNIAL BUDGET

FISCAL YEARS 2002 - 2004

USER'S GUIDE

the budget year. The bottom section presents a comparison of Full Time Equivalent (FTE) positions included (funded) in the program costs. The FTE's represent the work effort expended or proposed within the program to accomplish the stated objective and to attain the prescribed service level.

d. Program Summary: The Program Summary displays the resources expended, budgeted or being proposed, by fiscal year, in summary form by category of expenditure. The categories are Personal Services, Non-Personal/Operating, Interfund Service Charges, Debt Service, and Capital Outlay. These categories are groupings of related object expenditure codes, which identify the various elements of labor, materials, and services in the accounting and budgeting systems. The object codes and the expenditure categories are further explained in the glossary. The Program Summary also contains the Budget Highlights for the program. The Budget Highlights explain the reasons for the increases or decreases within expenditure categories between the current year budget and the proposed budget. The explanations are intended to highlight the significant variances in expenditures within the categories and not to identify every variance for every line item identified by the object codes in the Program Cost Detail.



Glossary of Terms





CITY OF OCEANSIDE BIENNIAL BUDGET

FISCAL YEARS 2002- 2004

GLOSSARY OF TERMS

Accounting System – The set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis Accounting – Under this method of accounting, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

Adopted Budget - The official budget as approved by a legislative body prior to the beginning of the fiscal year. The legislative body may approve a two-year budget prior to the first year.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Biennial Budget – A budget cycle that occurs once every two years.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Business Unit – A division within a Service Group, formerly called a “function”, which is a group of related activities for which the reporting unit is responsible.

Capital Assets – Assets of significant value and having a useful life of several years, also called fixed assets.

Capital Budget - A budget that focuses on capital projects to implement the Capital Improvement Program.

Capital Improvement Program (CIP) - A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the long-term work effort. It sets forth each project or other contemplated expenditures in which the government is to have a part and specified the full resources estimated to be available to finance the projected expenditures.

Capital Outlays - Expenditures that result in the acquisition of or addition to fixed assets. In the operating budget, they usually involve equipment acquisitions under \$100,000, or facility improvements under \$10,000. In the capital budget, they are grouped into capital improvement projects.

Cash Basis Accounting – A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002- 2004**

G L O S S A R Y O F T E R M S

Comprehensive Annual Financial Report (CAFR) - The official financial report of a government which includes an audit opinion as well as basic financial statements and supporting schedules necessary to demonstrate compliance with legal and contractual requirements of the District.

Debt Service - The object expenditure class for the payment of debt obligations according to a predetermined payment schedule. The class is detailed into sub-objects for principal, interest, and debt service fees.

Debt Service Fund - Debt Service Funds are used to account for the accumulation of resources for, and in the payment of, general long-term debt principal, interest and related costs.

Depreciation – Allocation of the costs, less salvage value, of fixed assets, including equipment, building, and other structures, over their useful lives in a systematic and rational manner. Depreciation reflects the use of the asset(s) during specific operating periods in order to match costs with related revenues in measuring income or determining the costs of carrying out program activities.

Encumbrance – Funds not yet expended but legally obligated. When invoices for the expenditure are paid, the encumbrance is reduced by the disbursement amounts.

Enterprise Fund - Funds that are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Expenditures - Decreases in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service, and capital outlays.

Expenses - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year (FY) - A 12-month period to which the annual operating budget applies and at the end of which a government entity determines its financial position and the results of its operations. The fiscal year used by the City of Oceanside begins July 1st and ends June 30th.

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002- 2004**

G L O S S A R Y O F T E R M S

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

Full Time Equivalent Positions (FTE) - Used for comparison purposes and represents the work effort expended or proposed with the program to accomplish the stated objective and to attain the prescribed service level.

Fund - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance - A term used to express the equity (assets minus liabilities) governmental fund types and trust funds. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

FY – Fiscal Year

General Fund - The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practices as a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

Interfund Service Charges - The object expenditure class for charges paid to other City agencies for services rendered and/or materials supplied. The class is further detailed into sub-objects for different services.

Interest – Revenue derived from the investment of cash and/or reserves.

Job Classification – The official job title as assigned by the Personnel Department.

Objective - A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program:

(a) An operational objective focuses on service delivery.

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002- 2004**

G L O S S A R Y O F T E R M S

(b) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work-plan development, etc.

Objects - The classification of expenditures in terms of what is bought and paid for. For the City of Oceanside the following are used: Personal Services, Non-Personal/Operating, Interfund Service Charges, Debt Service, and Capital Outlay. Objects are detailed into sub-objects to further specify what expenditures are for.

Operating Budget - A budget that focuses on everyday operating activities and programs.

Operating Transfers - Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, transfers of tax revenues from a Special Revenue Fund to a Debt Service Fund, transfers from the General Fund to a Special Revenue or Capital Projects Fund, operating subsidy transfers from the General or a Special Revenue Fund to an Enterprise Fund, and transfers from an Enterprise Fund other than payments in lieu of taxes to finance General Fund expenditures.

PERS – California Public Employees Retirement System

Personal Services - The object expenditure class for the compensation paid to or for City employees. The class is detailed into sub-objects for regular salaries, temporary wages, overtime, and various benefits.

Program Budget - A budget organized by programs. A program used in this application is a grouping of related activities, projects, and services, which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

Proposed Budget - The budget as formulated and proposed by the budget-making authority. It is submitted to the legislative body for review and approval.

Reserves - Those monies that are set aside in the budget for contingencies, for future projects, for debt services, or for cash flow purposes.

Retained Earnings - An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue Estimate – A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a fiscal year.

Revenues - (1) Increases in government fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04**

G L O S S A R Y O F T E R M S

proceeds and operating transfers-in are classified as "other financing sources" rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers-in are classified separately from revenues.

SANDAG – San Diego Association of Governments

Special Assessments - Compulsory charges levied by a government for the purpose of financing a particular public service performed for the benefit of a limited group of property owners.

Special Revenue Fund - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes or for which separate accounting is required by administrative action.

Supplemental Appropriation – A budget appropriation approved by the City Council after the initial budget is adopted.

Supplies – An expenditure classification for articles and commodities purchased for consumption. Examples include office supplies inventory, and other expendable items.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.



Budget Summaries





**GENERAL FUND
REVENUES / EXPENDITURES**

<u>Revenues</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
<u>Taxes:</u>						
Property Taxes	\$16,209,212	\$16,667,500	\$18,270,000	9.6	\$19,274,850	5.5
Sales and Use Taxes	11,957,647	12,693,339	13,117,994	3.3	13,642,715	4.0
Sales and Use Taxes, County	1,318,787	1,380,000	1,529,221	10.8	1,590,389	4.0
Real Property Transfer Tax	688,450	720,000	805,800	11.9	838,032	4.0
Transient Occupancy Tax	1,612,339	1,680,000	1,601,400	(4.7)	1,649,442	3.0
Franchise Fees	2,679,821	2,795,550	3,458,959	23.7	3,597,318	4.0
Business License Taxes	1,423,073	1,437,000	1,545,000	7.5	1,606,800	4.0
Cardroom Licenses	570,391	597,100	580,000	(2.9)	580,000	0.0
Total Taxes:	\$36,459,720	\$37,970,489	\$40,908,374	7.7	\$42,779,546	4.6
<u>Licenses and Permits:</u>						
Building Permits	\$1,084,019	\$1,150,400	\$1,648,675	43.3	\$1,730,401	5.0
Parking Fees/Permits	821,821	829,800	807,502	(2.7)	838,400	3.8
Total Licenses/Permits	\$1,905,840	\$1,980,200	\$2,456,177	24.0	\$2,568,801	4.6
<u>Fines and Forfeitures:</u>						
Fines and Forfeitures	\$1,963,474	\$2,412,700	\$2,492,601	3.3	\$2,592,304	4.0
<u>Uses of Money and Property:</u>						
Investment Earnings	\$5,050,771	\$4,609,000	\$2,639,642	(42.7)	\$2,508,963	(5.0)
Rents/Leases/Other Interest	1,740,064	1,821,600	1,564,000	(14.1)	1,626,399	4.0
Total Uses of Money and Propert	\$6,790,835	\$6,430,600	\$4,203,642	(34.6)	\$4,135,362	(1.6)
<u>From Other Agencies:</u>						
Motor Vehicle License Fees	\$8,463,725	\$8,800,000	\$8,880,000	0.9	\$8,880,000	0.0
Homeowners Exemption	275,606	280,000	285,000	1.8	285,000	0.0
Other Subventions/Grants	694,564	355,300	223,370	(37.1)	223,370	0.0
Total From Other Agencies	\$9,433,895	\$9,435,300	\$9,388,370	(0.5)	\$9,388,370	0.0
<u>Charges for Services:</u>						
Document Svcs/Fees	\$474,916	\$499,700	\$416,623	(16.6)	\$426,623	2.4
Plan Check/Review/Inspection	3,794,491	3,557,892	3,989,000	12.1	4,173,001	4.6
Reimbursement for Services	2,047,949	2,133,200	2,129,323	(0.2)	2,211,722	3.9
Police/Fire	2,900,629	2,170,300	2,500,000	15.2	2,575,000	3.0
Other	59,165	67,000	107,612	60.6	108,000	0.4
Charges for Services:	\$9,277,150	\$8,428,092	\$9,142,558	8.5	\$9,494,346	3.8

(continued)

GENERAL FUND
REVENUES / EXPENDITURES (continued)

<u>Revenues</u>	<u>2000-01</u> <u>Actual</u>	<u>2001-02</u> <u>Budget</u>	<u>2002-03</u> <u>Adopted</u>	<u>% Chng</u> <u>fr 01-02</u> <u>Budget</u>	<u>2003-04</u> <u>Adopted</u>	<u>% Chng</u> <u>fr 02-03</u> <u>Budget</u>
<u>Other Revenue/Transfers:</u>						
In Lieu Charges	\$2,826,857	\$3,013,570	\$3,043,210	1.0	\$3,134,506	3.0
Administrative Charges	5,530,429	5,835,749	6,545,966	12.2	6,950,990	6.2
Other Revenues	<u>121,807</u>	<u>38,300</u>	<u>30,000</u>	(21.7)	<u>30,000</u>	0.0
Total Other Revenue/Transfers	\$8,479,093	\$8,887,619	\$9,619,176	8.2	\$10,115,496	5.2
Total Operating Revenues	\$74,310,007	\$75,545,000	\$78,210,898	3.5	\$81,074,225	3.7

(continued)

GENERAL FUND
REVENUES / EXPENDITURES (continued)

<u>Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
<u>Operations:</u>						
City Council	\$738,473	\$755,098	\$800,767	6.0	\$827,713	3.4
City Clerk	731,473	838,159	963,748	15.0	910,122	(5.6)
City Treasurer	257,514	271,897	276,681	1.8	286,439	3.5
City Manager	849,482	964,098	1,123,114	16.5	1,173,033	4.4
City Attorney	1,069,928	1,212,878	1,294,460	6.7	1,361,555	5.2
Administrative Services	3,423,126	3,670,807	3,753,631	2.3	3,923,288	4.5
Personnel	854,734	1,000,656	1,017,389	1.7	1,068,853	5.1
Economic Development	466,777	473,203	537,271	13.5	485,328	(9.7)
Planning	1,126,487	1,426,516	1,288,751	(9.7)	1,371,618	6.4
Building	2,116,605	1,738,478	1,629,317	(6.3)	1,704,400	4.6
Housing & Neighborhood	0	497,010	598,570	20.4	638,670	6.7
Police	26,730,365	28,152,000	29,154,599	3.6	30,841,191	5.8
Fire	13,360,586	13,814,304	14,478,698	4.8	15,432,271	6.6
Public Works	5,910,112	6,610,058	7,416,175	12.2	7,762,063	4.7
Library/Recreation	6,855,693	7,035,066	7,930,471	12.7	8,068,123	1.7
Harbor and Beaches	1,322,762	1,471,704	1,773,711	20.5	1,813,922	2.3
<u>Nondepartmental Expense:</u>						
Contractual Services	1,186,766	3,199,535	1,084,798	(66.1)	1,120,448	3.3
TRAN Interest	203,748	0	0	N/A	0	N/A
Nondepartmental	<u>4,886,837</u>	<u>1,627,610</u>	<u>2,546,601</u>	56.5	<u>2,287,949</u>	(10.2)
Total Expenditures from Operations:	\$72,091,468	\$74,759,077	\$77,668,752	3.9	\$81,076,986	4.4

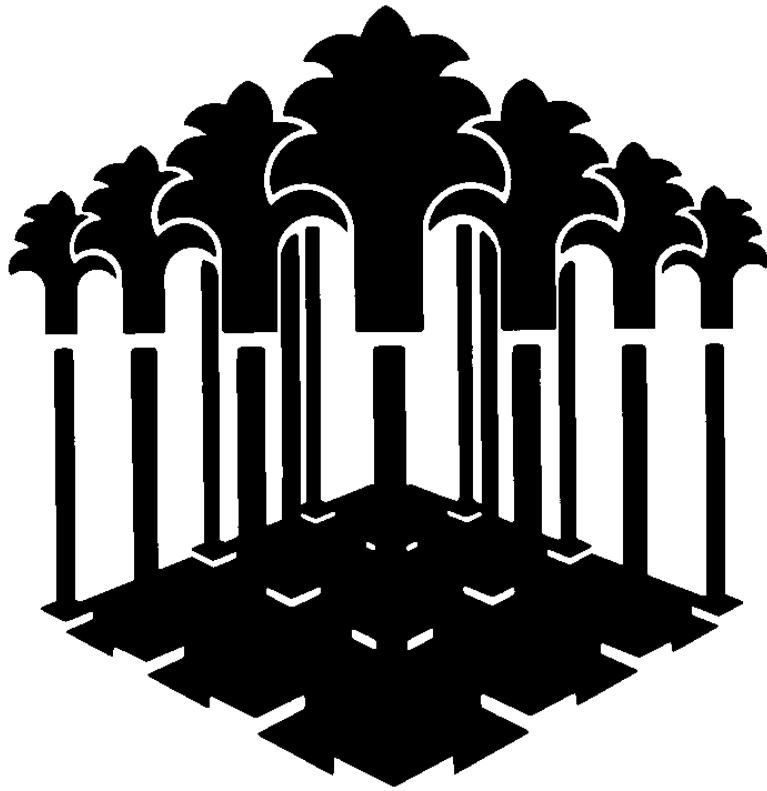
GENERAL FUND REVENUE RECEIPTS AND PROJECTIONS (\$1,000s)

	ACTUAL 2000-01		PROJECTED 2001-02		PROPOSED 2002-03		PROPOSED 2003-04
Taxes	\$ 36,460		\$ 39,540		\$ 40,908		\$ 42,780
Permits/Parking Fees	\$ 1,906		\$ 2,650		\$ 2,456		\$ 2,569
Fines	\$ 1,963		\$ 2,519		\$ 2,493		\$ 2,592
Use of Money and Prop	\$ 6,791		\$ 3,925		\$ 4,204		\$ 4,135
Motor Veh License Fee	\$ 8,464		\$ 9,052		\$ 8,880		\$ 8,880
Homeowner Exemption	\$ 275		\$ 285		\$ 285		\$ 285
State Other	\$ 695		\$ 182		\$ 223		\$ 223
Service Fees	\$ 9,277		\$ 9,914		\$ 9,143		\$ 9,494
In Lieu	\$ 2,827		\$ 3,014		\$ 3,043		\$ 3,135
Adm.	\$ 5,530		\$ 5,836		\$ 6,546		\$ 6,951
Other	\$ 122		\$ 133		\$ 30		\$ 30
TOTAL	\$ 74,310		\$ 77,050		\$ 78,211		\$ 81,074

General Government

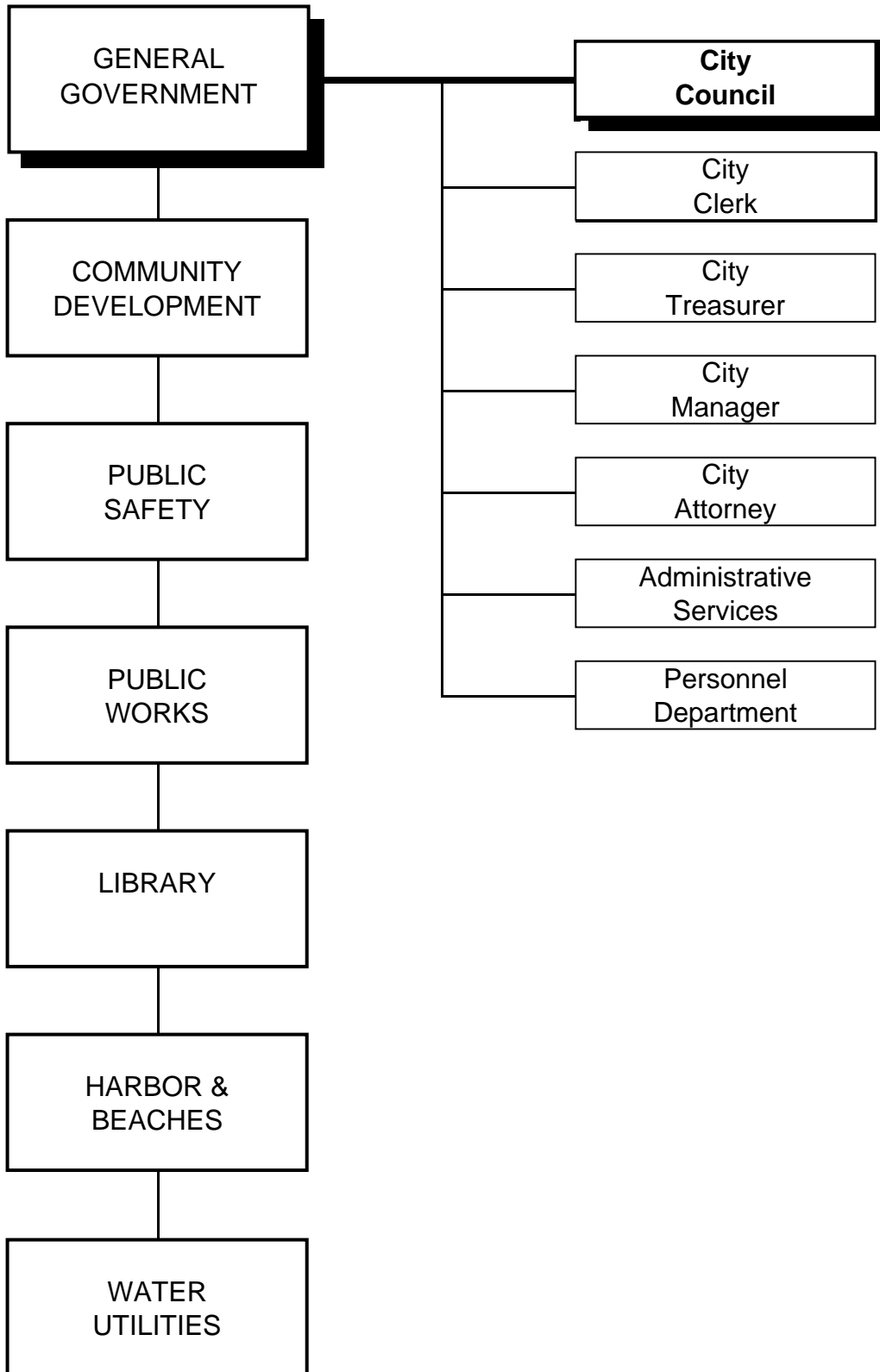






City Council

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04**



CITY COUNCIL

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY COUNCIL

FISCAL YEARS 2002-04

MISSION STATEMENT

As the Board of Directors and legislative body of the City, the City Council establishes City policy, provides leadership through its policy decisions, has fiscal responsibility and authority, and represents the citizens of Oceanside. The Mayor and Council members are elected at-large for overlapping four year terms.

PRIMARY OBJECTIVE

The primary objective of the City Council is to make policy and fiscal decisions serving the best interest of the citizens.

PRIMARY PROGRAM AREAS

City Council Department
City Council

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY COUNCIL

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Mayor	1.00	1.00	1.00	0.00	1.00	0.00
Councilperson	4.00	4.00	4.00	0.00	4.00	0.00
Legislative Aide	5.00	5.00	5.00	0.00	5.00	0.00
Office Specialist I - from City Manager	0.33	0.33	0.33	0.00	0.33	0.00
Total Authorized:	<u>10.33</u>	<u>10.33</u>	<u>10.33</u>	<u>0.00</u>	<u>10.33</u>	<u>0.00</u>

DEPARTMENT SUMMARY

DEPARTMENT: CITY COUNCIL

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$391,631	\$382,034	\$428,511	12.2	\$453,241	5.8
Non-Personal/Operating	44,955	66,840	68,733	2.8	66,423	(3.4)
Interfund Service Charges	<u>301,887</u>	<u>306,224</u>	<u>303,523</u>	(0.9)	<u>308,049</u>	1.5
Department Total:	<u><u>\$738,473</u></u>	<u><u>\$755,098</u></u>	<u><u>\$800,767</u></u>	6.0	<u><u>\$827,713</u></u>	3.4

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
City Council	<u>\$738,473</u>	<u>\$755,098</u>	<u>\$800,767</u>	6.0	<u>\$827,713</u>	3.4
Department Total:	<u><u>\$738,473</u></u>	<u><u>\$755,098</u></u>	<u><u>\$800,767</u></u>	6.0	<u><u>\$827,713</u></u>	3.4

PROGRAM DESCRIPTION

DEPARTMENT: CITY COUNCIL

FISCAL YEARS 2002-04

PROGRAM: CITY COUNCIL

PROGRAM PURPOSE AND DESCRIPTION

The City Council's purpose is to represent the citizens of Oceanside, make policy decisions, have fiscal responsibility and authority, and to serve the best interests of all citizens of Oceanside. The City Council works closely with the City Manager to ensure that policy is effectively implemented.

PRIMARY OBJECTIVES

The primary objective of the City Council is to make policy and fiscal decisions serving the best interests of the citizens.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Mayor	1.00	1.00	1.00	0.00	1.00	0.00
Councilperson	4.00	4.00	4.00	0.00	4.00	0.00
Legislative Aide	5.00	5.00	5.00	0.00	5.00	0.00
Office Specialist I - from City Manager	0.33	0.33	0.33	0.00	0.33	0.00
Total Authorized:	10.33	10.33	10.33	0.00	10.33	0.00

PROGRAM SUMMARY

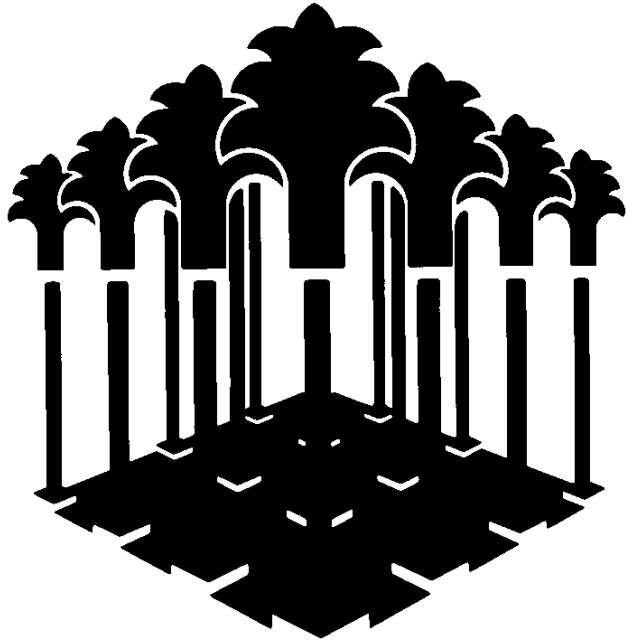
DEPARTMENT: CITY COUNCIL

FISCAL YEARS 2002-04

PROGRAM: CITY COUNCIL

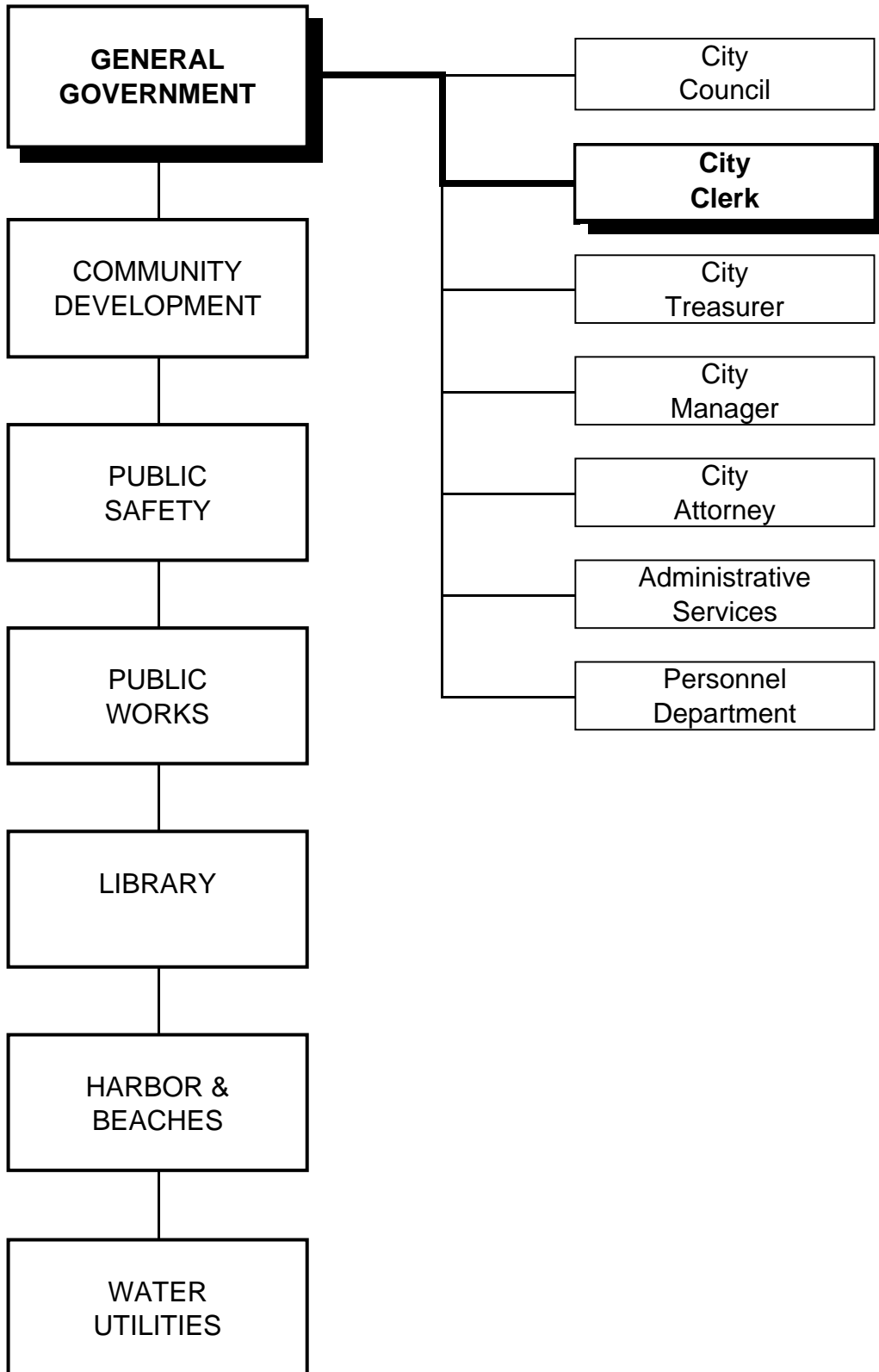
<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$391,631	\$382,034	\$428,511	12.2	\$453,241	5.8
Non-Personal/Operating	44,955	66,840	68,733	2.8	66,423	(3.4)
Interfund Service Charges	<u>301,887</u>	<u>306,224</u>	<u>303,523</u>	(0.9)	<u>308,049</u>	1.5
Program Total:	<u>\$738,473</u>	<u>\$755,098</u>	<u>\$800,767</u>	6.0	<u>\$827,713</u>	3.4
<u>Funding Source</u>						
General Fund	<u>\$738,473</u>	<u>\$755,098</u>	<u>\$800,767</u>	6.0	<u>\$827,713</u>	3.4

BUDGET HIGHLIGHTS



City Clerk

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

MISSION STATEMENT

The mission of the City Clerk Department is to serve as the City's source for informational, historical, legislative and election services for the community, the public and City agencies, and to provide these services in an efficient, effective and friendly manner.

PRIMARY OBJECTIVE

The primary objective of this department is to continue to provide the City, its agencies and the citizens of Oceanside with efficient and accurate legislative services; to preserve the history of the City through an effective records management program & document imaging system; and to fulfill all election and political reporting requirements.

PRIMARY PROGRAM AREAS

City Clerk Department

Legislative Services

Records/Archives Management

Elections and FPPC Reporting

Document Imaging

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Admin Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Admin Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant City Clerk	1.00	1.00	1.00	0.00	1.00	0.00
City Clerk	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	1.00	1.00	0.00	(1.00)	0.00	0.00
Records Center Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Records Technician	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	2.00	2.00	3.00	1.00	3.00	0.00
Total Authorized:	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>	<u>9.00</u>	<u>0.00</u>

DEPARTMENT SUMMARY

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$473,500	\$519,394	\$507,148	(2.4)	\$532,260	5.0
Non-Personal/Operating	86,190	124,775	240,500	92.7	181,422	(24.6)
Interfund Service Charges	171,783	176,440	204,100	15.7	196,440	(3.8)
Capital Outlay	0	17,550	12,000	(31.6)	0	(100.0)
Department Total:	<u>\$731,473</u>	<u>\$838,159</u>	<u>\$963,748</u>	15.0	<u>\$910,122</u>	(5.6)

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Legislative Services	\$405,602	\$505,000	\$471,155	(6.7)	\$521,041	10.6
Records/Archives Management	222,424	270,344	273,249	1.1	247,622	(9.4)
Elections and FPPC Reporting	103,447	62,815	120,422	91.7	40,151	(66.7)
Document Imaging	0	0	98,922	N/A	101,308	2.4
Total General Fund Programs	\$731,473	\$838,159	\$963,748	15.0	\$910,122	(5.6)
Department Total:	<u>\$731,473</u>	<u>\$838,159</u>	<u>\$963,748</u>	15.0	<u>\$910,122</u>	(5.6)

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY CLERK

*** Legislative Services ***
Records/Archives Management
Elections and FPPC Reporting
Document Imaging

PROGRAM DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: LEGISLATIVE SERVICES

PROGRAM PURPOSE AND DESCRIPTION

This program provides legislative services to the City Council, Harbor District Board of Directors, Community Development Commission, Oceanside Building Authority, Public Financing Authority, Manufactured Home Fair Practices Commission and Oceanside Mobilehome Park Financing Authority. This program acts as an official information source to the public and provides documents upon request, maintains custody of the City Seal, handles codification of the City Code Book, directs official publication of ordinances, resolutions and notices, indexes actions of the above cited legislative bodies, provides membership services for Commissions/Boards/Committees and other related services.

PRIMARY OBJECTIVES

The primary objectives of this program are to provide accurate, detailed minutes of City Council meetings and other legislative bodies, to process documents approved by the Council and other agencies, and to provide membership services to the City's 27 commissions/boards/committees. Other objectives include preparing agenda summary reports, publishing and mailing of public hearing notices and responding to records and research requests received from staff and the public, publishing/codifying ordinances, bid announcements and other required notices, administering the oath of office to new employees and providing incoming & outgoing mail services to City departments.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Admin Analyst II	0.45	0.45	0.25	(0.20)	0.30	0.05
Admin Secretary	0.95	0.95	0.80	(0.15)	0.95	0.15
Assistant City Clerk	0.60	0.60	0.40	(0.20)	0.50	0.10
City Clerk	0.88	0.88	0.65	(0.23)	0.70	0.05
Office Specialist II	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Office Specialist	1.90	1.90	3.00	1.10	3.00	0.00
Total Authorized:	5.78	5.78	5.10	(0.68)	5.45	0.35

PROGRAM SUMMARY

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: LEGISLATIVE SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$254,620	\$320,510	\$276,246	(13.8)	\$313,858	13.6
Non-Personal/Operating	38,285	66,660	64,094	(3.8)	74,245	15.8
Interfund Service Charges	112,697	115,080	130,815	13.7	132,938	1.6
Capital Outlay	0	2,750	0	(100.0)	0	N/A
Program Total:	<u>\$405,602</u>	<u>\$505,000</u>	<u>\$471,155</u>	(6.7)	<u>\$521,041</u>	10.6
Funding Source						
General Fund	<u>\$405,602</u>	<u>\$505,000</u>	<u>\$471,155</u>	(6.7)	<u>\$521,041</u>	10.6

BUDGET HIGHLIGHTS

Personal Services:

The cost of Personal Services changes each year due to hours shifting to and from the Elections Program to accommodate the added work hours needed for the General Municipal Election held every 2 years.

Non-Personal/Operating:

The 2003 budget includes funds to revise the advisory group handbook and to co-sponsor a program to recognize the volunteer work of advisory group members. Further, the budget provides funds to replace aging transcribing equipment and rearrange space for office workstations and make available ADA service as requested. The 2004 budget includes funds to develop software applications to improve management of membership services for the advisory groups and to replace Council Chamber's recording system.

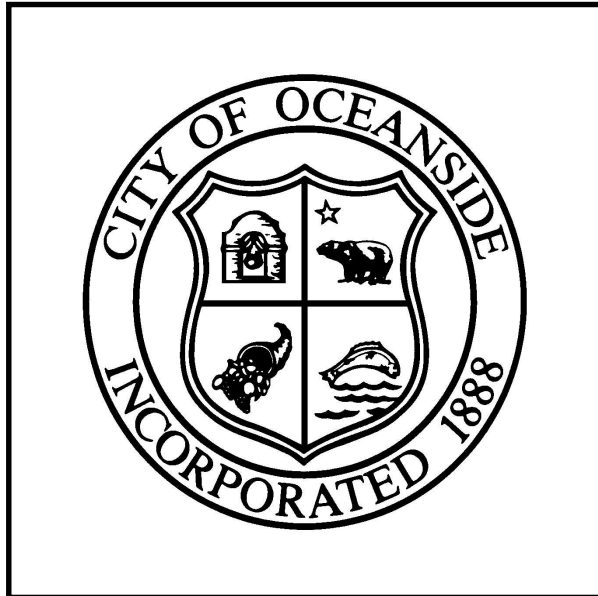
Interfund:

Increases due to changes in the Interfund rates.

Capital Outlay:

There are no capital outlay expenditures for this program.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY CLERK

Legislative Services
*** Records/Archives Management ***
Elections and FPPC Reporting
Document Imaging

PROGRAM DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: RECORDS/ARCHIVES MANAGEMENT

PROGRAM PURPOSE AND DESCRIPTION

The Records/Archives Management program provides management services to City departments for their records. These services address the current management needs of the departments, while working to develop programs to meet the long-term requirements for administering City records efficiently. These services include the storage and retrieval of inactive records, inventorying/scheduling of records, disposal of materials legally authorized for destruction, files management assistance, forms control, archiving of valuable City records/documents, and document imaging as funding allows.

PRIMARY OBJECTIVES

The primary objective of the Records/Archives Management Program is to assist City departments with the efficient and economical management of their records. The program promotes the effective management of records throughout their entire life cycle--from the point at which they are created or received--through their use, maintenance, and final disposition or permanent deposit in the City Archives, and preserves the history of the community through an effective records management system.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst II	0.40	0.40	0.50	0.10	0.55	0.05
Assistant City Clerk	0.25	0.25	0.25	0.00	0.20	(0.05)
City Clerk	0	0	0.10	0.10	0.08	(0.03)
Records Center Supervisor	0.95	0.95	0.45	(0.50)	0.50	0.05
Records Technician	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	2.60	2.60	2.30	(0.30)	2.33	0.03

PROGRAM SUMMARY

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: RECORDS/ARCHIVES MANAGEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$146,098	\$158,704	\$123,318	(22.3)	\$129,993	5.4
Non-Personal/Operating	17,240	35,480	68,146	92.1	54,127	(20.6)
Interfund Service Charges	59,086	61,360	73,285	19.4	63,502	(13.3)
Capital Outlay	0	14,800	8,500	(42.6)	0	(100.0)
Program Total:	<u>\$222,424</u>	<u>\$270,344</u>	<u>\$273,249</u>	1.1	<u>\$247,622</u>	(9.4)
General Fund	<u>\$222,424</u>	<u>\$270,344</u>	<u>\$273,249</u>	1.1	<u>\$247,622</u>	(9.4)

BUDGET HIGHLIGHTS

Personal Services:

The cost of Personal Services changes between fiscal years due to shift of hours to and from the Elections Program to handle added work hours needed for the General Municipal Election held every 2 years. Reduction also due to funds for part-time help being changed to a Non-Personal Operating expense.

Interfund:

Increase costs due to moving Independent Contractor account to a Non-Personal Operating expense. The account includes refunding for a 900 hrs. part-time record technician and adding 450 part-time hours each year to assist with implementation of new barcoding system. The 2003 budget includes costs for technical assistance to migrate existing databases to the new records management software program and for seismic retrofitting of older shelving units to modify them to meet current recommended construction standards. The 2003 and 2004 budgets include funds to purchase additional shelving units.

Capital Outlay:

Increase due to changes in the Interfund rates.
Funds budgeted in 2003 to purchase a bailer for the document shredder.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY CLERK

Legislative Services
Records/Archives Management
*** Elections and FPPC Reporting ***
Document Imaging

PROGRAM DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: ELECTIONS AND FPPC REPORTING

PROGRAM PURPOSE AND DESCRIPTION

The Elections and FPPC Reporting Program is responsible for administering General Municipal Elections, as well as Special Municipal Elections. This program has responsibility for Statements of Economic Interest filed by elected officials, City employees, City Commissions/Boards/Committees members. Additionally, it administers the filing of Campaign Statements by Political Action Committees (PAC's) and elected officials, provides information and assistance to voters and handles other election related activities.

PRIMARY OBJECTIVES

The primary objective of this Program is to conduct the General Municipal Election of November 5, 2002 which will be consolidated with the Statewide General Election. Other objectives include distributing/receiving approximately 250 Statements of Economic Interest from designated City employees and Commission/Board/Committee members, as well as managing the filing of all Campaign Statements throughout the year.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst II	0.15	0.15	0.15	0.00	0.10	(0.05)
Administrative Secretary	0.05	0.05	0.20	0.15	0.05	(0.15)
Assistant City Clerk	0.15	0.15	0.20	0.05	0.15	(0.05)
City Clerk	0.12	0.12	0.20	0.08	0.15	(0.05)
Records Center Supervisor	0.05	0.05	0.05	0.00	0.00	(0.05)
Senior Office Specialist	0.10	0.10	0.00	(0.10)	0.00	0.00
Total Authorized:	0.62	0.62	0.80	0.18	0.45	(0.35)

PROGRAM SUMMARY

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: ELECTIONS AND FPPC REPORTING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$72,782	\$40,180	\$57,612	43.4	\$36,451	(36.7)
Non-Personal/Operating	<u>30,665</u>	<u>22,635</u>	<u>62,810</u>	177.5	<u>3,700</u>	(94.1)
Program Total:	<u>\$103,447</u>	<u>\$62,815</u>	<u>\$120,422</u>	91.7	<u>\$40,151</u>	(66.7)
 Funding Source						
General Fund	<u>\$103,447</u>	<u>\$62,815</u>	<u>\$120,422</u>	91.7	<u>\$40,151</u>	(66.7)

BUDGET HIGHLIGHTS

Personal Services:

Staff hours allocated for the program from one fiscal year to the next reflect the increased work required for the General Municipal Elections scheduled for November of even number years.

Non-Personal/Operating:

The 2003 budget includes funds for contracting with the Registrar of Voters, miscellaneous supplies/services and advertising to conduct the General Municipal Election scheduled for November 5, 2002 and to hold a swearing-in ceremony for the newly elected council members. In 2004 the expenditures for the Registrar of Voters and advertising are not funded and miscellaneous supplies and services are reduced significantly since there is no scheduled election.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY CLERK

Legislative Services
Records/Archives Management
Elections and FPPC Reporting
*** Document Imaging ***

PROGRAM DESCRIPTION

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: DOCUMENT IMAGING

PROGRAM PURPOSE AND DESCRIPTION

The Document Imaging Program provides for the capture of city documents in a digital format. The converted documents are then made available on the City's Intranet via specific software that allows printing, emailing or viewing on the computers. This program is in the beginning stages of a citywide document capture and retrieval system that will be expanded to allow the public to readily access city documents via the internet.

PRIMARY OBJECTIVES

The primary objective of the Document Imaging Program is to allow rapid access to city documents while maintaining security. A secondary benefit would include potential reduction of the amount of paper materials that must be stored within the Central Records Center. This program will enhance the records management goals of the city by providing increased document preservation, usage tracking, file integrity and simultaneous access to documents by multiple users.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst II	0.00	0.00	0.10	0.10	0.05	(0.05)
Assistant City Clerk	0.00	0.00	0.15	0.15	0.15	0.00
City Clerk	0.00	0.00	0.05	0.05	0.08	0.03
Records Center Supervisor	0.00	0.00	0.50	0.50	0.50	0.00
Total Authorized:	0.00	0.00	0.80	0.80	0.78	(0.02)

PROGRAM SUMMARY

DEPARTMENT: CITY CLERK

FISCAL YEARS 2002-04

PROGRAM: DOCUMENT IMAGING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$49,972	N/A	\$51,958	4.0
Non-Personal/Operating	0	0	48,950	N/A	49,350	0.8
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$98,922</u>	N/A	<u>\$101,308</u>	2.4
Funding Source						
General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$98,922</u>	N/A	<u>\$101,308</u>	2.4

BUDGET HIGHLIGHTS

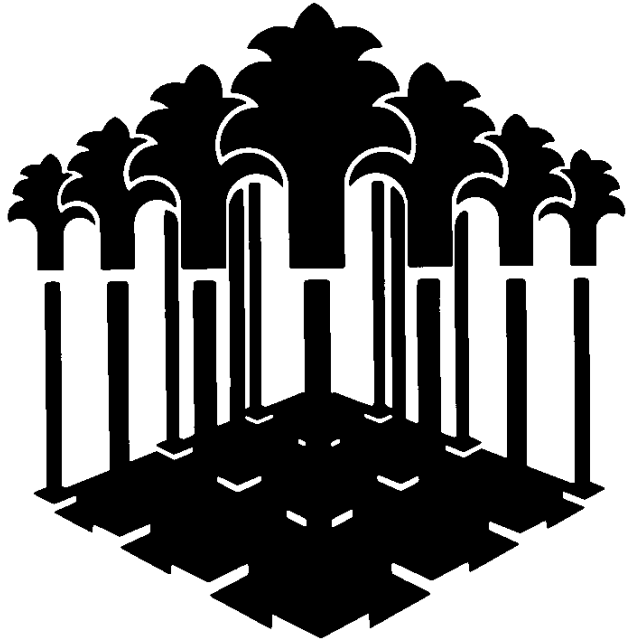
Personal Services:

Work hours budgeted for department personnel are charged to the program - 1,622 hrs.

Non-Personal/Operating:

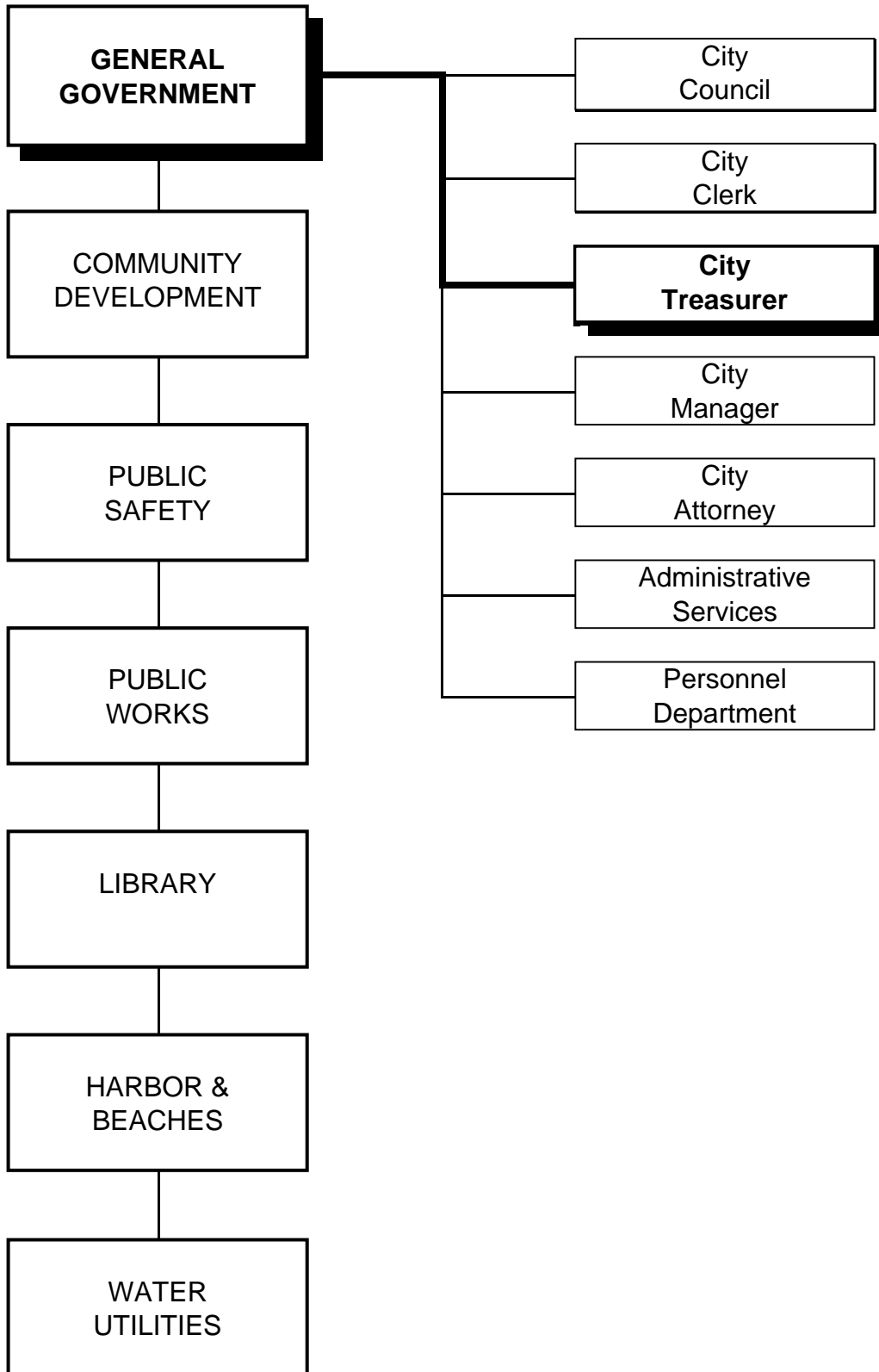
Funds budgeted for a part-time imaging technician (900 hrs.), hardware & software maintenance and upgrades, microfilm services, miscellaneous supplies and scanning services for backfile conversion of paper records.





*City
Treasurer*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: CITY TREASURER

FISCAL YEARS 2002-04

MISSION STATEMENT

The mission of the Treasurer's Office is to manage cash and monitor revenues and expenditures so as 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 the principal; and to manage the special assessments of the City.

PRIMARY OBJECTIVE

To effectively manage the Treasury operation by actively managing the investment portfolio of \$140,000,000, so as to attain the highest rate of return within the parameters of safety first, liquidity second, and lastly yield.

The Treasurer's Office practices effective cash management through careful monitoring of the revenues and expenditures, and works closely with the Treasurer's Citizens Oversight Committee to study economic trends and determine effective portfolio management strategies. The Treasurer's Office closely monitors and reviews the City's adopted investment policy; and presents it to Council annually.

PRIMARY PROGRAM AREAS

City Treasurer Department
Treasury and Special Assessments

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY TREASURER

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
City Treasurer	1.00	1.00	1.00	0.00	1.00	0.00
Accounting Technician	1.00	1.00	1.00	0.00	1.00	0.00
Investment Officer	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	<u>0.00</u>

DEPARTMENT SUMMARY

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$133,318	\$129,457	\$139,031	7.4	\$146,477	5.4
Non-Personal/Operating	83,676	102,310	87,330	(14.6)	87,930	0.7
Interfund Service Charges	40,520	40,130	50,320	25.4	52,032	3.4
Department Total:	<u>\$257,514</u>	<u>\$271,897</u>	<u>\$276,681</u>	1.8	<u>\$286,439</u>	3.5

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Treasury and Special Assessments	\$257,514	\$271,897	\$276,681	1.8	\$286,439	3.5
Department Total:	<u>\$257,514</u>	<u>\$271,897</u>	<u>\$276,681</u>	1.8	<u>\$286,439</u>	3.5

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY TREASURER

*** Treasury and Special Assessments ***

PROGRAM DESCRIPTION

DEPARTMENT: CITY TREASURER

FISCAL YEARS 2002-04

PROGRAM: TREASURY AND SPECIAL ASSESSMENTS

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the Treasurer's Office is to manage cash and monitor revenues and expenditures so as to provide available funds for expenditures while keeping idle funds fully invested. With the investment of City funds, the Treasurer's Office manages and trades the investment portfolio in order to earn the highest rate of return while protecting the portfolio principal. The Treasurer's Office also manages the special assessments of the City.

PRIMARY OBJECTIVES

To effectively manage the Treasury operation by actively managing the investment portfolio of \$140,000,000, so as to attain the highest rate of return within the parameters of safety first, liquidity second, and lastly yield.

The Treasurer's Office practices effective cash management, in conjunction with a third-party investment advisement firm, through careful monitoring of the revenues and expenditures. The Office works closely with the Treasurer's Citizens Oversight Committee and the investment firm to study economic trends and determine effective portfolio management strategies. The Treasurer's Office closely monitors and reviews the City's adopted investment policy; and presents it to Council annually.

The Treasurer's Office also manages the special assessments of the City by providing information to both private and the business community regarding outstanding assessment amounts and by keeping accurate account files on same.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
City Treasurer	1.00	1.00	1.00	0.00	1.00	0.00
Accounting Technician	1.00	1.00	1.00	0.00	1.00	0.00
Investment Officer	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	3.00	3.00	3.00	0.00	3.00	0.00

PROGRAM SUMMARY

DEPARTMENT: CITY TREASURER

FISCAL YEARS 2002-04

PROGRAM: TREASURY AND SPECIAL ASSESSMENTS

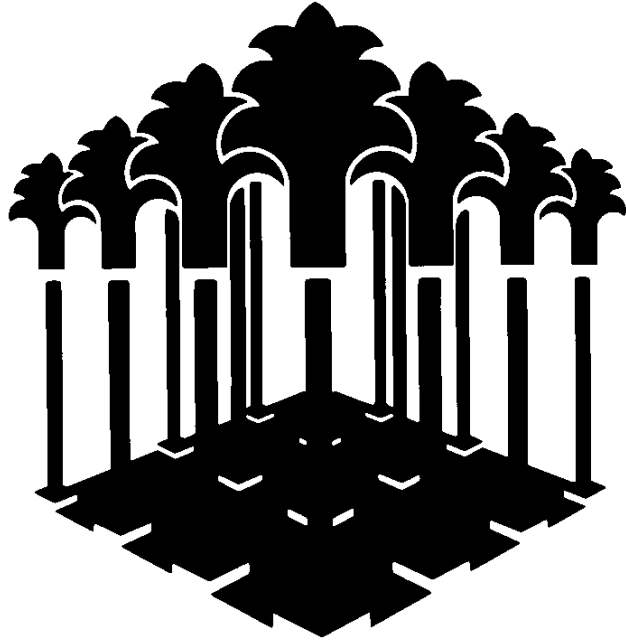
<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$133,318	\$129,457	\$139,031	7.4	\$146,477	5.4
Non-Personal/Operating	83,676	102,310	87,330	(14.6)	87,930	0.7
Interfund Service Charges	<u>40,520</u>	<u>40,130</u>	<u>50,320</u>	25.4	<u>52,032</u>	3.4
Program Total:	<u>\$257,514</u>	<u>\$271,897</u>	<u>\$276,681</u>	1.8	<u>\$286,439</u>	3.5
<u>Funding Source</u>						
General Fund	<u>\$257,514</u>	<u>\$271,897</u>	<u>\$276,681</u>	1.8	<u>\$286,439</u>	3.5

BUDGET HIGHLIGHTS

Non-Personal/Operating:

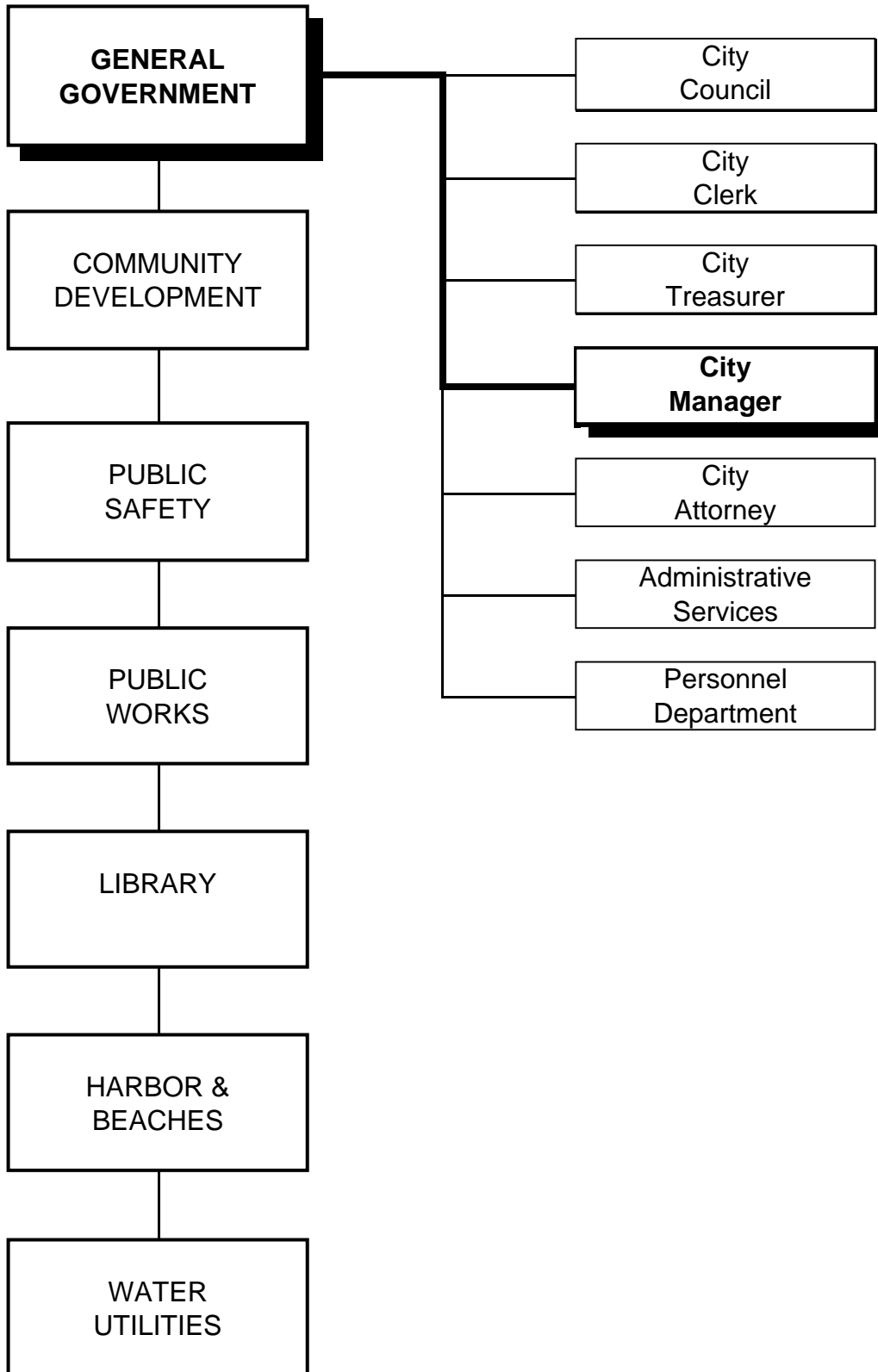
\$13,000 reduction in Consulting Fees. Cost of market pricing system moved to Non-Departmental budget.





City Manager

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

MISSION STATEMENT

The mission of the City Manager's Office (CMO) is to provide support to the City Council and to implement the City Council's policy objectives. The CMO manages the provision of all City activities in a manner that demonstrates the City's value of providing high levels of service to the community. The CMO directs the activities of City departments, coordinates financial planning, budget preparation, media relations, citizen group support and policy development. The CMO consists of three programs - Management Services, Media Relations and General Fund Pooled Accounts.

PRIMARY OBJECTIVE

The primary objective of the City Manager's Office is to implement City Council policy and ensure that effective levels of service are consistently provided to the community through the performance of the various City departments and offices.

PRIMARY PROGRAM AREAS

City Manager Department
Management Services
Media Relations
General Fund - Pooled Accounts

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Secretary	2.00	2.00	2.00	0.00	2.00	0.00
Assistant City Manager	0.17	0.17	0.00	(0.17)	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00	0.00
City Manager	1.00	1.00	0.60	(0.40)	0.60	0.00
Deputy City Manager	1.00	1.00	1.65	0.65	1.65	0.00
Office Specialist I	0.34	0.34	0.34	0.00	0.34	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Public Information Officer	0.50	0.50	0.50	0.00	0.50	0.00
Secretary to City Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized	<u>8.01</u>	<u>8.01</u>	<u>8.09</u>	<u>0.08</u>	<u>8.09</u>	<u>0.00</u>

DEPARTMENT SUMMARY

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$560,017	\$651,988	\$707,115	8.5	\$750,183	6.1
Non-Personal/Operating	86,959	105,880	187,522	77.1	189,985	1.3
Interfund Service Charges	202,506	206,230	228,477	10.8	232,865	1.9
Department Total	\$849,482	\$964,098	\$1,123,114	16.5	\$1,173,033	4.4

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Management Services	\$712,793	\$820,118	\$882,869	7.7	\$928,791	5.2
Public Information Office	135,076	131,100	227,365	73.4	231,362	1.8
Pooled Accounts	1,613	12,880	12,880	0.0	12,880	0.0
Department Total	\$849,482	\$964,098	\$1,123,114	16.5	\$1,173,033	4.4

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY MANAGER

*** Management Services ***
Media Relations
General Fund - Pooled Accounts

PROGRAM DESCRIPTION

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: MANAGEMENT SERVICES

PROGRAM PURPOSE AND DESCRIPTION

The Management Services program provides leadership and oversight for the administration of all City services and activities.

PRIMARY OBJECTIVES

Enhance leadership and oversight of City services and activities.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Secretary	2.00	2.00	2.00	0.00	2.00	0.00
Assistant City Manager	0.17	0.17	0.00	(0.17)	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00	0.00
City Manager	1.00	1.00	0.60	(0.40)	0.60	0.00
Deputy City Manager	1.00	1.00	1.65	0.65	1.65	0.00
Office Specialist I	0.34	0.34	0.34	0.00	0.34	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Secretary to City Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized:	7.51	7.51	7.59	0.08	7.59	0.00

PROGRAM SUMMARY

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: MANAGEMENT SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$517,481	\$615,578	\$663,033	7.7	\$704,127	6.2
Non-Personal/Operating	24,209	30,240	26,570	(12.1)	27,395	3.1
Interfund Service Charges	<u>171,103</u>	<u>174,300</u>	<u>193,266</u>	10.9	<u>197,269</u>	2.1
Program Total:	<u>\$712,793</u>	<u>\$820,118</u>	<u>\$882,869</u>	7.7	<u>\$928,791</u>	5.2
 Funding Source						
General Fund	<u>\$712,793</u>	<u>\$820,118</u>	<u>\$882,869</u>	7.7	<u>\$928,791</u>	5.2

BUDGET HIGHLIGHTS

Personal Services:

Increases due to not having a 3% vacancy rate, step increases, and expected bargaining unit adjustments.

Interfund:

Increase due to changes in rates.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY MANAGER

Management Services
* **Media Relations** *
General Fund - Pooled Accounts

PROGRAM DESCRIPTION

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: MEDIA RELATIONS

PROGRAM PURPOSE AND DESCRIPTION

The Media Relations Office interfaces with the news media on City-related matters, issues, press releases, conducts press conferences and channels media requests to the appropriate person or department. The Media Relations Office assists City departments in developing and producing materials for public consumption and in publicizing the activities of various departments and advisory groups. The Media Relations Office produces print and broadcast media to support the City's specific communication goals. The Media Relations Office works with all City departments to promote and publicize specific projects including publications, video tapes and multi-media presentations.

PRIMARY OBJECTIVES

The primary objective of the Media Relations Office is to enhance the City's image with internal and external publications and to improve communications with citizens concerning City actions, programs, policies and projects.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Public Information Officer	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	0.50	0.50	0.50	0.00	0.50	0.00

PROGRAM SUMMARY

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: MEDIA RELATIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$42,536	\$36,410	\$44,082	21.1	\$46,056	4.5
Non-Personal/Operating	61,137	62,760	148,072	135.9	149,710	1.1
Interfund Service Charges	<u>31,403</u>	<u>31,930</u>	<u>35,211</u>	10.3	<u>35,596</u>	1.1
Program Total:	<u>\$135,076</u>	<u>\$131,100</u>	<u>\$227,365</u>	73.4	<u>\$231,362</u>	1.8
Funding Source						
General Fund	<u>\$135,076</u>	<u>\$131,100</u>	<u>\$227,365</u>	73.4	<u>\$231,362</u>	1.8

BUDGET HIGHLIGHTS

Personal Services:

Increase due to not having a 3% vacancy rate as well as step increases and expected bargaining unit increases.

Non-Personal/Operating:

Operating costs for the magazine are offset by \$75,612 in ad revenue for 02-03 and \$76,000 in ad revenue for 03-04.

Interfund:

Increase due to rate changes.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY MANAGER

Management Services
Media Relations

General Fund - Pooled Accounts

PROGRAM DESCRIPTION

DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: POOLED ACCOUNTS

PROGRAM PURPOSE AND DESCRIPTION

The purpose of this program is to provide a pool of monies that can be used, at the City Manager's discretion, to provide for unanticipated travel, training and/or publication items that are not currently budgeted for in any other department budget.

PRIMARY OBJECTIVES

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
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***There are no full time positions in this program.**

Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00
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PROGRAM SUMMARY

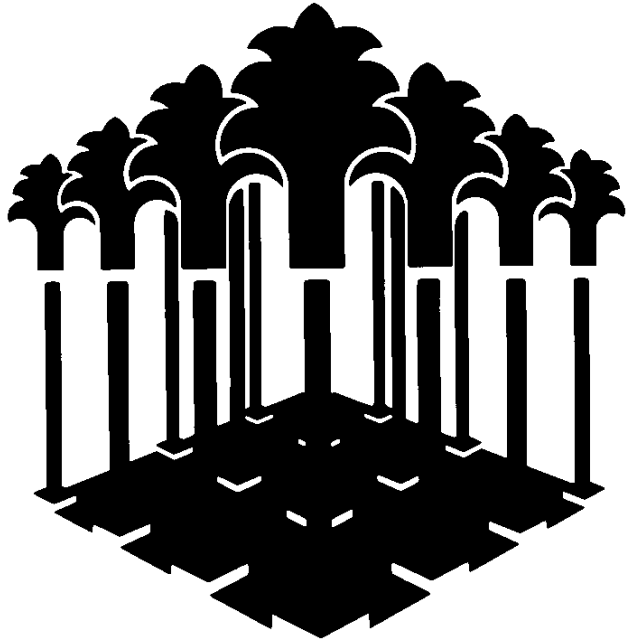
DEPARTMENT: CITY MANAGER

FISCAL YEARS 2002-04

PROGRAM: POOLED ACCOUNTS

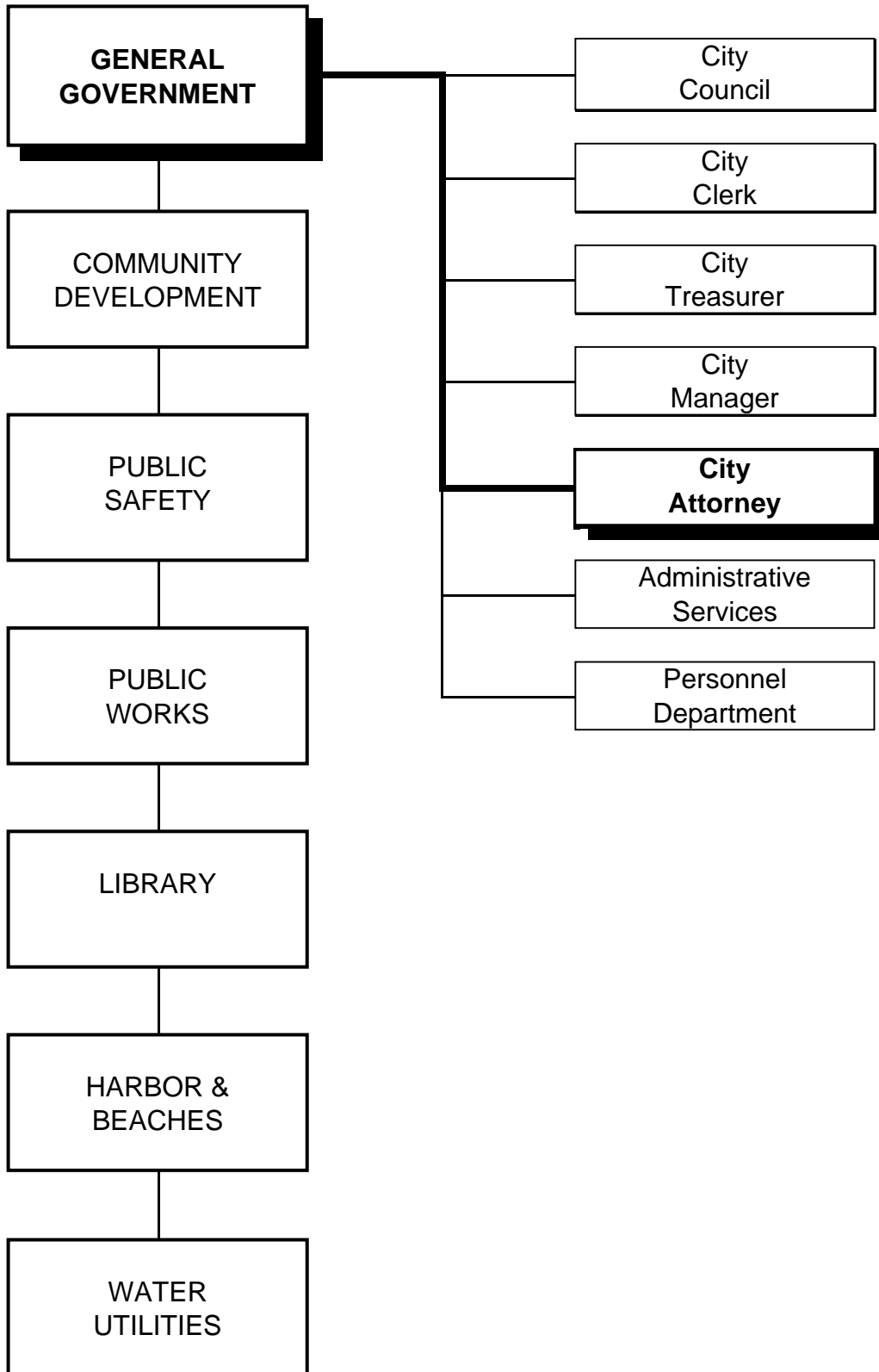
<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	<u>\$1,613</u>	<u>\$12,880</u>	<u>\$12,880</u>	0.0	<u>\$12,880</u>	0.0
Program Total:	<u><u>\$1,613</u></u>	<u><u>\$12,880</u></u>	<u><u>\$12,880</u></u>	0.0	<u><u>\$12,880</u></u>	0.0
<u>Funding Source</u>						
General Fund	<u><u>\$1,613</u></u>	<u><u>\$12,880</u></u>	<u><u>\$12,880</u></u>	0.0	<u><u>\$12,880</u></u>	0.0

BUDGET HIGHLIGHTS



City Attorney

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: CITY ATTORNEY

FISCAL YEARS 2002-04

MISSION STATEMENT

The Mission of the City Attorney's Office is to manage the legal affairs of and provide a full range of legal services to the City of Oceanside, the Oceanside Small Craft Harbor District, and the Oceanside Community Development Commission, and to their respective officers and employees on matters relating to City, District or Commission business, according to the highest ethical standards applicable to public lawyers. A principal aspect of this mission is to provide timely and appropriate legal counseling, direction and training to City, District and Commission officers and employees in order that official business is conducted consistent with applicable constitutional, statutory and other legal requirements. As the legal representative of these public agencies, we strive to vigorously, fairly and competently provide advocacy, evaluation and counseling which achieves appropriate and timely resolution of legal disputes and enforcement of City laws.

PRIMARY OBJECTIVE

Manage all legal affairs of the City, Commission and District.

Strives to do the following in a timely and quality manner:

- * Provide legal services to all elective and appointive officers of the City, City Boards and Commissions and City Departments relating to the performance of their official duties.
- * Provide representation of the City, Small Craft Harbor District, the Community Development Commission and the officers and employees of these agencies in all litigation matters and administrative proceedings, except where such representation is prohibited by legal and ethical considerations.
- * Provide legal services to assure that City business is conducted according to applicable state and federal law.
- * Provide professional supervision of special counsel retained to assist the City, Commission or District in conduct of their legal affairs.

PRIMARY PROGRAM AREAS

City Attorney Department

Administration

DEPARTMENT DESCRIPTION

DEPARTMENT: CITY ATTORNEY

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Deputy City Attorney II	3.00	3.00	3.00	0.00	3.00	0.00
Legal Secretary	2.00	2.00	2.00	0.00	2.00	0.00
Office Specialist I -from City Manage	0.33	0.33	0.33	0.00	0.33	0.00
Secretary to the City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Senior Deputy City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized	<u>10.33</u>	<u>10.33</u>	<u>10.33</u>	<u>0.00</u>	<u>10.33</u>	<u>0.00</u>

DEPARTMENT SUMMARY

DEPARTMENT: CITY ATTORNEY

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$815,063	\$943,088	\$1,010,127	7.1	\$1,071,013	6.0
Non-Personal/Operating	76,216	87,590	102,890	17.5	105,110	2.2
Interfund Service Charges	178,649	182,200	181,443	(0.4)	185,432	2.2
Department Total	<u>\$1,069,928</u>	<u>\$1,212,878</u>	<u>\$1,294,460</u>	6.7	<u>\$1,361,555</u>	5.2

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Administration	<u>\$1,069,928</u>	<u>\$1,212,878</u>	<u>\$1,294,460</u>	6.7	<u>\$1,361,555</u>	5.2
Department Total	<u>\$1,069,928</u>	<u>\$1,212,878</u>	<u>\$1,294,460</u>	6.7	<u>\$1,361,555</u>	5.2

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04**



CITY ATTORNEY

*** Administration ***

PROGRAM DESCRIPTION

DEPARTMENT: CITY ATTORNEY

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION
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The mission of the City Attorney's Office is to manage the legal affairs of and provide a full range of legal services to the City of Oceanside, Oceanside Small Craft Harbor District, and the Oceanside Community Development Commission, and to their respective officers and employees on matters relating to City, District or Commission business, according to the highest ethical standards applicable to public lawyers. A principal aspect of this mission is to provide timely and appropriate legal counseling, direction and training to City, District and Commission officers and employees in order that official business is conducted consistent with applicable constitutional, statutory and other legal requirements. As the legal representative of these public agencies, we strive to vigorously, fairly and competently provide advocacy, evaluation and counseling which achieves appropriate and timely resolution of legal disputes and enforcement of City laws.

PRIMARY OBJECTIVES

Under the general direction of the City Council (including when it is acting as the Community Development Commission or the Small Craft Harbor District Board of Directors) the City Attorney's Office manages all legal affairs of the City, Commission and District, and strives to do the following in a timely and quality manner: provide legal services to all elective and appointive officers of the City, City Boards, and Commissions, and City Departments relating to the performance of their official duties; provide representation of the City, the Small Craft Harbor District, the Community Development Commission and the officers and employees of these agencies in all litigation matters and administrative proceedings, to assure that City business is conducted according to applicable state and federal law; pursue justice through criminal or civil enforcement of City laws; provide professional supervision of special counsel retained to assist the City, Commission or District in conduct of their legal affairs.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Deputy City Attorney II	3.00	3.00	3.00	0.00	3.00	0.00
Legal Secretary	2.00	2.00	2.00	0.00	2.00	0.00
Office Specialist I - from City Manager	0.33	0.33	0.33	0.00	0.33	0.00
Secretary to City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Senior Deputy City Attorney	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	10.33	10.33	10.33	0.00	10.33	0.00

* Includes 33% of an Office Specialist position in City Manager Department.

PROGRAM SUMMARY

DEPARTMENT: CITY ATTORNEY

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$815,063	\$943,088	\$1,010,127	7.1	\$1,071,013	6.0
Non-Personal/Operating	76,216	87,590	102,890	17.5	105,110	2.2
Interfund Service Charges	<u>178,649</u>	<u>182,200</u>	<u>181,443</u>	(0.4)	<u>185,432</u>	2.2
Program Total:	<u>\$1,069,928</u>	<u>\$1,212,878</u>	<u>\$1,294,460</u>	6.7	<u>\$1,361,555</u>	5.2
<u>Funding Source</u>						
General Fund	<u>\$1,069,928</u>	<u>\$1,212,878</u>	<u>\$1,294,460</u>	6.7	<u>\$1,361,555</u>	5.2

BUDGET HIGHLIGHTS

Personal Services:

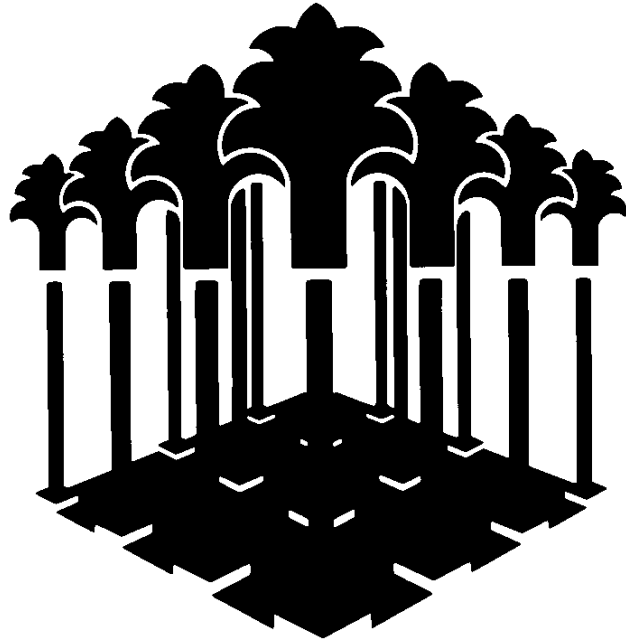
Increase due to scheduled or potential merit increases and added fringe benefit burden.

Non-Personal/Operating:

Increase in books, publications and subscriptions. Anticipated increase for travel and conference expenses. Decrease in rents and leases - IT now has these expenses.

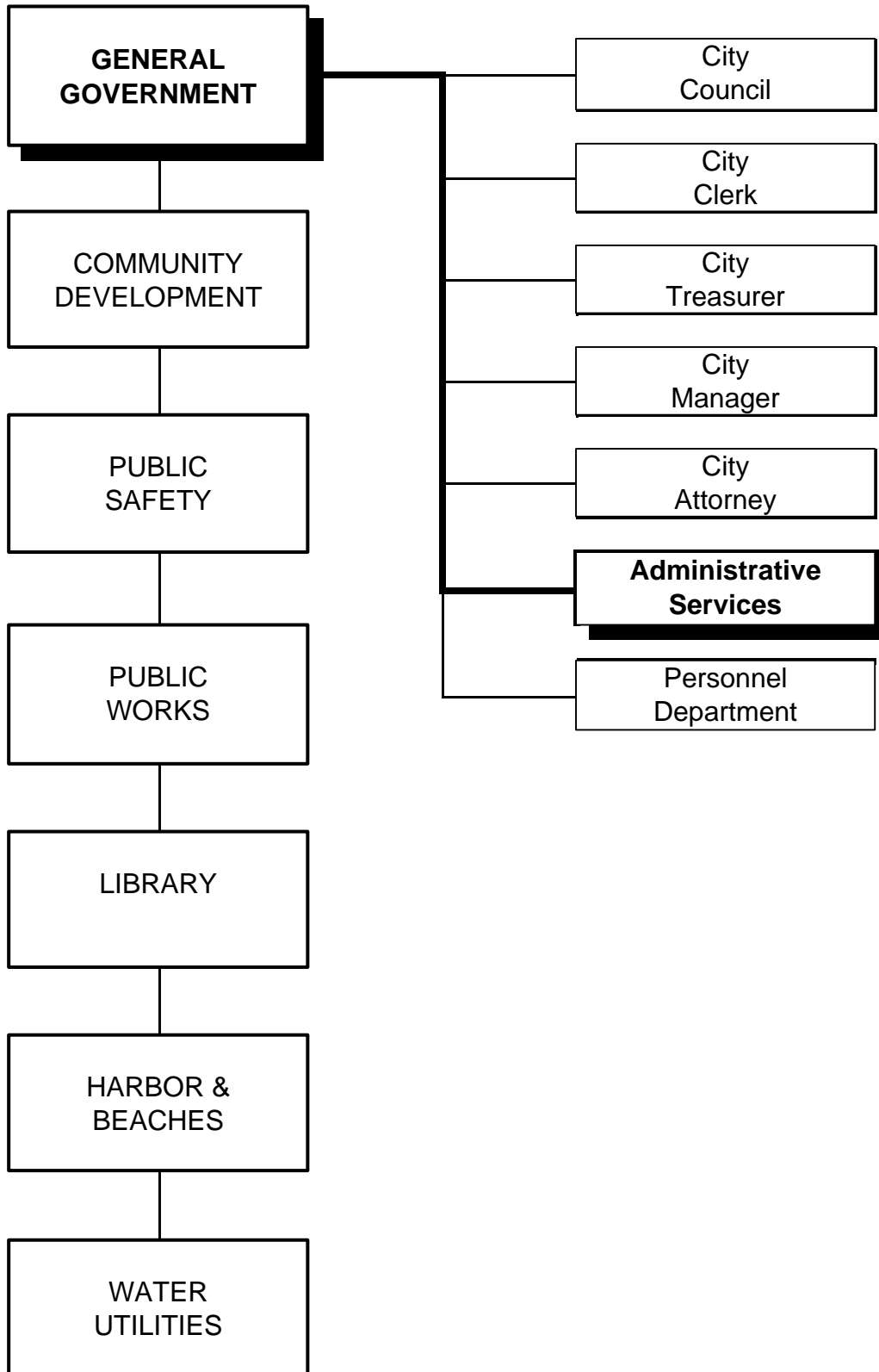
Interfund:

Reflects changes in City-wide allocations for Building Rental, Information Technology Support and General Insurance.



Administrative Services

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

MISSION STATEMENT

The Administrative Services Department provides financial, budgetary, information technologies, computer training, revenue collection and risk management support to City departments. ASD's role is to improve the effectiveness of critical systems that support user departments. More productive systems will enable departments to effectively provide services to the citizens of the City of Oceanside.

PRIMARY OBJECTIVES

- * ASD's FY 2002-2003 and 2003-2004 work plans include continued implementation of the financial management and budgeting software systems.
- * ASD will assist the public safety departments in maintaining operation of the Computer Aided Dispatch (CAD) system, including records systems, mobile computer program, dispatch system and 9-1-1 call taking
- * Budget includes funding for the continuation of the PC upgrade program including standardized PCs and related computer equipment; and standardized software applications. Departmental applications of new software programs will include on-line information and processing.
- * The fax and copier replacement program is continued in the budget.
- * Implement action of a plan for a data storage and records management system using current technological capabilities to improve services, expand record keeping functions and control costs for generation of reports and records maintenance.
- * ASD maintains the telephone and voice mail system that integrates City facilities and provides effective services.
- * The compliance and audit program for City business licenses, T.O.T. and municipal franchise fees will be continued.
- * An on-line and telephone utility account inquiry and payment program will be completed and maintained. ASD will work with City departments to install a development project application tracking and payment system linked to the cashiering system with a direct interface to the financial system.
- * ASD Revenue Division will operate the ambulance billing program that was transferred from the Fire Department. Program includes medical records interface with Tri-City Medical Facility and an on-line emergency medical supplies inventory tracking and billing system.

PRIMARY PROGRAM AREAS

Administrative Services Department

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billing Systems
Communications
City-wide Copiers/Printers
Financial Systems
PC Replacement Program
Public Safety System
City-wide Software Licenses

DEPARTMENT DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Services Director	1.00	1.00	1.00	0.00	1.00	0.00
Admin Services Division Mgr	3.00	3.00	1.00	(2.00)	1.00	0.00
Accountant	3.00	3.00	3.00	0.00	3.00	0.00
Accounting Manager	0.00	0.00	1.00	1.00	1.00	0.00
Accounting Specialist II	4.00	4.00	4.00	0.00	4.00	0.00
Accounting Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
Accounting Technician	3.00	3.00	3.00	0.00	3.00	0.00
Administrative Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Applications Analyst I	0.00	0.00	2.00	2.00	2.00	0.00
Applications Analyst II	0.00	0.00	1.00	1.00	1.00	0.00
Applications Analyst IV	0.00	0.00	1.00	1.00	1.00	0.00
Business License Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Chief Financial Officer	0.00	0.00	1.00	1.00	1.00	0.00
Chief Information Officer	0.00	0.00	1.00	1.00	1.00	0.00
Computer Systems Specialist	9.00	9.00	0.00	(9.00)	0.00	0.00
Customer Account Rep II	12.00	12.00	14.00	2.00	14.00	0.00
Customer Service Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Electronic Technician	0.00	0.00	1.00	1.00	1.00	0.00
Info Systems Analyst I	0.00	0.00	1.00	1.00	1.00	0.00
Info Systems Analyst II	0.00	0.00	3.00	3.00	3.00	0.00
Info Systems Analyst III	0.00	0.00	1.00	1.00	1.00	0.00
Info Systems Specialist II	0.00	0.00	7.00	7.00	7.00	0.00
Management Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Programmer Analyst	2.00	2.00	0.00	(2.00)	0.00	0.00
Purchasing Coordinator	1.00	1.00	1.00	0.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Customer Account Rep	2.00	2.00	2.00	0.00	2.00	0.00
Senior Management Analyst	2.00	2.00	2.00	0.00	2.00	0.00
Senior Programmer Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized	53.00	53.00	60.00	7.00	60.00	0.00

DEPARTMENT SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$2,987,602	\$3,034,567	\$3,540,788	16.7	\$3,783,460	6.9
Non-Personal/Operating	5,952,854	5,966,581	5,910,847	(0.9)	6,134,829	3.8
Interfund Service Charges	1,487,386	1,518,729	1,216,210	(19.9)	1,245,345	2.4
Capital Outlay	0	412,000	89,500	(78.3)	68,925	(23.0)
Cost Sharing Reimbursements	(365,000)	(375,950)	0	(100.0)	0	N/A
Department Total	\$10,062,842	\$10,555,927	\$10,757,345	1.9	\$11,232,559	4.4

EXPENDITURES BY PROGRAM

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administration	\$234,682	\$223,618	\$203,133	(9.2)	\$213,135	4.9
Financial Management	1,140,873	1,267,091	1,460,599	15.3	1,534,487	5.1
Central Services	101,476	152,510	90,927	(40.4)	93,179	2.5
Revenue and Business Activities	1,946,095	2,027,588	1,998,972	(1.4)	2,082,487	4.2
Total General fund Programs	\$3,423,126	\$3,670,807	\$3,753,631	2.3	\$3,923,288	4.5
Other Programs/Funds						
Risk Management	\$1,692,690	\$1,986,830	\$2,243,045	12.9	\$2,377,958	6.0
Information Technologies	2,709,287	2,591,020	1,718,218	(33.7)	1,815,848	5.7
Audio Visual	0	0	103,242	N/A	106,677	3.3
Building Controls	5,115	0	60,000	N/A	61,800	3.0
City-wide Copiers/Printers	507,597	549,270	492,009	(10.4)	514,846	4.6
City Wide Software Projects	0	0	277,704	N/A	286,035	3.0
Communications	887,385	952,750	850,663	(10.7)	890,889	4.7
E-Mail Retention Program	22,000	0	0	N/A	0	N/A
Financial Software Project	217,813	236,900	204,300	(13.8)	201,800	(1.2)
Network Infrastructure	0	0	148,650	N/A	164,579	10.7
Off Site Data Storage	0	0	87,500	N/A	90,125	3.0
PC Replacement Project	300,000	309,000	150,500	(51.3)	150,500	0.0
Public Safety System	51,496	0	267,417	N/A	259,213	(3.1)
SCADA	0	0	47,882	N/A	52,296	9.2
Utility Billing HTE	246,333	259,350	352,584	35.9	336,705	(4.5)
Total Other Programs/Funds	\$6,639,716	\$6,885,120	\$7,003,714	1.7	\$7,309,271	4.4
Department Total	\$10,062,842	\$10,555,927	\$10,757,345	1.9	\$11,232,559	4.4

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

*** Administration ***

Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Administration Division provides management and administrative direction for the department, as well as City-wide budget administration and control. The division also supports inter-departmental communications and assistance concerning divisional and departmental services provided to the City organization.

PRIMARY OBJECTIVES

The primary objective of Administration is to provide an effective management team for the department. The division will oversee a number of new productivity and support tools, including the ongoing development of the financial system.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Services Director	0.33	0.33	1.00	0.67	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized:	2.33	2.33	2.00	(0.33)	2.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$160,121	\$150,168	\$170,585	13.6	\$179,578	5.3
Non-Personal/Operating	62,248	60,770	22,300	(63.3)	22,685	1.7
Interfund Service Charges	12,313	12,680	10,248	(19.2)	10,872	6.1
Program Total:	<u>\$234,682</u>	<u>\$223,618</u>	<u>\$203,133</u>	(9.2)	<u>\$213,135</u>	4.9
<u>Funding Source</u>						
General Fund	<u>\$234,682</u>	<u>\$223,618</u>	<u>\$203,133</u>	(9.2)	<u>\$213,135</u>	4.9

BUDGET HIGHLIGHTS

Non-Personal/Operating:

With the hiring of a Chief Financial Officer outside financial consulting costs were significantly reduced and this is reflected in the operating budget.

Interfund:

Decrease due to reduction in Information Technology charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
* **Financial Management** *
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: FINANCIAL MANAGEMENT

PROGRAM PURPOSE AND DESCRIPTION

This program provides the financial planning and management support, including Budgeting, Accounting, Cash Disbursing, Payroll Services, and Financial Reporting for the City, the Community Development Commission and other City agencies. The program maintains a comprehensive system of accounting records and internal controls to effectively account for and safeguard the financial and physical assets of the City.

PRIMARY OBJECTIVES

The primary objective will be to continue the timely financial planning, budgeting and accurately accounting for the financial resources and physical assets of the City; and the preparation of timely reports to the City Council, City Management and staff, and other agencies. Working with the Information Technologies staff to integrate subsystem components to the core software accounting system will be another of the primary objectives of this program. Training of accounting staff in both governmental accounting and the JDE system enhanced capabilities will continue towards attaining maximum effectiveness of system capabilities.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accountant	3.00	3.00	3.00	0.00	3.00	0.00
Accounting Manager	0.00	0.00	1.00	1.00	1.00	0.00
Accounting Specialist II	4.00	4.00	4.00	0.00	4.00	0.00
Accounting Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
Accounting Technician	3.00	3.00	3.00	0.00	3.00	0.00
Admin Services Director	0.14	0.14	0.00	(0.14)	0.00	0.00
Admin Services Division Mgr	1.00	1.00	0.00	(1.00)	0.00	0.00
Chief Financial Officer	0.00	0.00	1.00	1.00	1.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Management Analyst	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	15.14	15.14	17.00	1.86	17.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: FINANCIAL MANAGEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$648,259	\$926,632	\$1,038,281	12.0	\$1,114,997	7.4
Non-Personal/Operating	250,817	93,720	183,450	95.7	176,744	(3.7)
Interfund Service Charges	<u>241,797</u>	<u>246,739</u>	<u>238,868</u>	(3.2)	<u>242,746</u>	1.6
Program Total:	<u>\$1,140,873</u>	<u>\$1,267,091</u>	<u>\$1,460,599</u>	15.3	<u>\$1,534,487</u>	5.1
Funding Source						
General Fund	<u>\$1,140,873</u>	<u>\$1,267,091</u>	<u>\$1,460,599</u>	15.3	<u>\$1,534,487</u>	5.1

BUDGET HIGHLIGHTS

Personal Services:

One accounting position is transferred from the Fire Department and is upgraded to provide the expertise needed in the division for analytical purposes. Authorized pay and step increase; and corresponding increases in leave and other benefits also contribute to the increases in personal services costs.

Non-Personal/Operating:

Includes additional training funds to attain more effective utilization of staff and system capabilities.

Interfund:

Increase reflects revised City-wide rates for Information Technology (IT); Telecommunications and General Insurance charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



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* **Central Services** *
Revenue and Business Activities
Risk Management
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Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: CENTRAL SERVICES

PROGRAM PURPOSE AND DESCRIPTION

The Central Services program provides procurement support to City departments by assisting in vendor relations. Effective this budget cycle the program is responsible for the implementation and oversight of the Cal Card purchasing program utilized for all City credit card transactions. This program also provides the equipment and supplies for the centralized copying services required by City departments.

PRIMARY OBJECTIVES

The primary objective is to provide a centralized service for City purchases and complete the implementation of selected features of the purchasing module of the new financial system. These features will provide for automated online requisitioning, reviewing and approval processes, and will generate a purchase order upon approval. The process will interface with accounts payable and will also create an encumbrance transaction.

Central Services supports the City's large-project copying needs i.e., City Council, Harbor District, and Community Development Commission meeting agendas and flyers for the community and City personnel regarding City functions and activities.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Purchasing Coordinator	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	1.00	1.00	1.00	0.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: CENTRAL SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$45,402	\$47,770	\$53,007	11.0	\$57,813	9.1
Non-Personal/Operating	38,966	87,035	20,085	(76.9)	20,550	2.3
Interfund Service Charges	17,108	17,705	17,835	0.7	14,816	(16.9)
Program Total:	<u>\$101,476</u>	<u>\$152,510</u>	<u>\$90,927</u>	(40.4)	<u>\$93,179</u>	2.5
Funding Source						
General Fund	<u>\$101,476</u>	<u>\$152,510</u>	<u>\$90,927</u>	(40.4)	<u>\$93,179</u>	2.5

BUDGET HIGHLIGHTS

Personal Services:

Increases due to negotiated labor agreements and associated increases in fringe benefits.

Non-Personal/Operating:

Decrease due to elimination of equipment related expenses for the budget. Relevant inventory equipment costs were transferred to Information Technology. This program also reflects the operating and maintenance costs of the main City copying machine.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



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City-wide Software Licenses
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SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: REVENUE & BUSINESS ACTIVITIES

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the Revenue Program is to collect cash for the City. City Revenues are generated in this program by the billing of water, sewer and trash utilities, parking citations, business licenses, ambulance and development fees. The division serves as the central cashier for all departments.

PRIMARY OBJECTIVES

To provide courteous customer service to the public by answering any questions regarding water utility bills, parking citations, ambulance and business licenses. Improve customer service through cross-training of staff in all functional areas of the program and developing a comprehensive processing center for all revenue and business activity functions. Aggressively collect delinquent accounts in parking, business license, ambulance and utility billing. Continuously investigate and provide services requested by customers.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Services	0.14	0.14	0.00	(0.14)	0.00	0.00
Admin Services Division Mgr	1.00	1.00	1.00	0.00	1.00	0.00
Business License Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Customer Account Rep II	12.00	12.00	14.00	2.00	14.00	0.00
Customer Service Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Senior Customer Account Rep	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	19.14	19.14	21.00	1.86	21.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: REVENUE & BUSINESS ACTIVITIES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$802,639	\$853,597	\$984,166	15.3	\$1,049,637	6.7
Non-Personal/Operating	274,228	279,046	335,465	20.2	337,311	0.6
Interfund Service Charges	869,228	894,945	679,341	(24.1)	695,539	2.4
Program Total:	<u>\$1,946,095</u>	<u>\$2,027,588</u>	<u>\$1,998,972</u>	(1.4)	<u>\$2,082,487</u>	4.2
Funding Source						
General Fund	\$0	\$0	\$104,254	N/A	\$106,483	2.1
Water Fund	973,048	1,013,794	947,360	(6.6)	988,002	4.3
Sewer Fund	486,524	506,897	473,679	(6.6)	494,001	4.3
Waste Disposal Fund	486,524	506,897	473,679	(6.6)	494,001	4.3
Program Total:	<u>\$1,946,095</u>	<u>\$2,027,588</u>	<u>\$1,998,972</u>	(1.4)	<u>\$2,082,487</u>	4.2

BUDGET HIGHLIGHTS

Personal Services:

Increases due to anticipated salary and benefit cost adjustments. FY 02/03 and 03/04 include Ambulance Billing Services formerly included in the Fire Budget.

Non-Personal/Operating:

Increases due to consulting services identified as integral in operating of the software systems. Services include programming changes to enhance division collection capabilities and reporting features.

Interfund Charges

Decreases due to reductions in Information Technology charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



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SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: RISK MANAGEMENT

PROGRAM PURPOSE AND DESCRIPTION

Risk Management is responsible for all loss control functions for the City. The program administers public liability claims, conducts property evaluations, coordinates insurance coverage, pursues subrogation, injury and accident investigations. Risk Management also serves as the City's representative on the San Diego Pooled Insurance Program Authority (SANPIPA).

PRIMARY OBJECTIVES

Key objectives include the ongoing comprehensive review and analysis of pending claims and lawsuits in conjunction with the City Attorney's Office to determine the disposition of open cases; reviewing and updating the Risk Management manual as appropriate; developing administrative policies and directives relating to claims resolution; and maintaining the City's Risk Management software program to improve claims processing and reporting.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Services	0.25	0.25	0.00	(0.25)	0.00	0.00
Administrative Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	1.25	1.25	1.00	(0.25)	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: RISK MANAGEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$92,200	\$91,180	\$71,522	(21.6)	\$74,990	4.8
Non-Personal/Operating	1,566,370	1,860,870	2,155,181	15.8	2,285,920	6.1
Interfund Service Charges	34,120	34,780	16,342	(53.0)	17,048	4.3
Program Total:	<u><u>\$1,692,690</u></u>	<u><u>\$1,986,830</u></u>	<u><u>\$2,243,045</u></u>	12.9	<u><u>\$2,377,958</u></u>	6.0
 Funding Source						
Risk Management Fund	<u><u>\$1,692,690</u></u>	<u><u>\$1,986,830</u></u>	<u><u>\$2,243,045</u></u>	12.9	<u><u>\$2,377,958</u></u>	6.0

BUDGET HIGHLIGHTS

Personal Services:

Decreases due to reduction in fringe benefits.

Non-Personal/Operating:

Increases due to higher insurance premiums.

Interfund:

Decrease due to reduction of Information Technology charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



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Public Safety System
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Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: INFORMATION TECHNOLOGIES

PROGRAM PURPOSE AND DESCRIPTION
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The Information Technologies (IT) program provides the City with technological services in the area of automated information systems. IT manages these systems through design, implementation, and support services, and provides strategic long term planning for communication, data and automation needs. Systems include network based file servers, two IBM AS400 midrange systems, phone switches, voicemail, desktop computers, fax and copy machines as well as voice/data communications networks. User training and support is provided for all managed systems. Information Technologies has three new programs which include building security, audio visual, and SCADA.

PRIMARY OBJECTIVES

This will be the seventh year of the P.C. conversion program. The effort to standardize computers, printers, software, faxes, copiers, phones, etc. will be continued. Major projects include: the installation, data conversion and operation of the new public safety Computer Aided Dispatch (CAD) system, records management system, and public safety mobile networks. The financial management system software implementation will continue with the installation of work order and plant and facilities maintenance modules. IT will continue installation of a new telephone and voicemail system for all City facilities. Computer training for users will continue to be a priority in the program.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Admin Services Director	0.14	0.14	0.00	(0.14)	0.00	0.00
Admin Services Division Mgr	1.00	1.00	0.00	(1.00)	0.00	0.00
Applications Analyst I	0.00	0.00	2.00	2.00	2.00	0.00
Applications Analyst II	0.00	0.00	1.00	1.00	1.00	0.00
Applications Analyst IV	0.00	0.00	1.00	1.00	1.00	0.00
Chief Information Officer	0.00	0.00	1.00	1.00	1.00	0.00
Computer Systems Specialist	9.00	9.00	0.00	(9.00)	0.00	0.00
Info Systems Analyst I	0.00	0.00	1.00	1.00	1.00	0.00
Info Systems Analyst II	0.00	0.00	3.00	3.00	3.00	0.00
Info Systems Analyst III	0.00	0.00	1.00	1.00	1.00	0.00
Info Systems Specialist II	0.00	0.00	4.00	4.00	4.00	0.00
Program Specialist	1.00	1.00	0.00	(1.00)	0.00	0.00
Programmer Analyst	2.00	2.00	0.00	(2.00)	0.00	0.00
Senior Programmer Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized:	14.14	14.14	14.00	(0.14)	14.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: INFORMATION TECHNOLOGIES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$1,197,471	\$965,220	\$989,386	2.5	\$1,059,206	7.1
Non-Personal/Operating	1,203,021	1,004,920	451,140	(55.1)	468,116	3.8
Interfund Service Charges	308,795	311,880	230,192	(26.2)	239,601	4.1
Capital Outlay	0	309,000	47,500	(84.6)	48,925	3.0
Program Total:	<u>\$2,709,287</u>	<u>\$2,591,020</u>	<u>\$1,718,218</u>	(33.7)	<u>\$1,815,848</u>	5.7
 Funding Source						
Information Technologies Fund	\$2,709,287	\$2,591,020	\$1,718,218	(33.7)	\$1,815,848	5.7
Program Total:	<u>\$2,709,287</u>	<u>\$2,591,020</u>	<u>\$1,718,218</u>	(33.7)	<u>\$1,815,848</u>	5.7

BUDGET HIGHLIGHTS

Personal Services:

Increases due to negotiated labor agreements and associated fringe cost increases.

Non-Personal/Operating:

Decrease reflects reduction of services due to completed installations and initial PC replacement Citywide.

Interfund:

Decreases due to reductions in Information Technology charges and reallocation of costs throughout budget.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



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Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - UTILITY BILLINGS SYSTEM

PROGRAM PURPOSE AND DESCRIPTION

Information Technology will develop and implement a computer on-line and telephone account inquiry and payment system (IVR). This program provides the operation, maintenance, and support for all Utility billings hardware and software.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Info Systems Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - UTILITY BILLINGS SYSTEM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$584	\$0	\$50,531	0.0	\$54,732	8.3
Non-Personal/Operating	245,697	259,350	255,000	(1.7)	256,500	0.6
Interfund Service Charges	52	0	5,053	0.0	5,473	8.3
Capital Outlay	<u>0</u>	<u>0</u>	<u>42,000</u>	0.0	<u>20,000</u>	(52.4)
Program Total:	<u>\$246,333</u>	<u>\$259,350</u>	<u>\$352,584</u>	35.9	<u>\$336,705</u>	(4.5)
Funding Source						
Information Technology Fund	<u>\$246,333</u>	<u>\$259,350</u>	<u>\$352,584</u>	35.9	<u>\$336,705</u>	(4.5)

BUDGET HIGHLIGHTS

Personal Services:

Equipment to include; Mail Inserter, Remittance processor and redesigned Cashier Stations, Printers, and a Call Recording System.

CITY OF OCEANSIDE BIENNIAL BUDGET
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PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - Communications

PROGRAM PURPOSE AND DESCRIPTION

This program provides the operation and maintenance of the City-wide telephone system along with Local and Long Distance telephone costs.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - Communications

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	<u>\$887,385</u>	<u>\$952,750</u>	<u>\$850,663</u>	(10.7)	<u>\$890,889</u>	4.7
Program Total:	<u><u>\$887,385</u></u>	<u><u>\$952,750</u></u>	<u><u>\$850,663</u></u>	(10.7)	<u><u>\$890,889</u></u>	4.7
 Funding Source						
Information Services Fund	<u><u>\$887,385</u></u>	<u><u>\$952,750</u></u>	<u><u>\$850,663</u></u>	(10.7)	<u><u>\$890,889</u></u>	4.7

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
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PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - CITY-WIDE COPIERS/PRINTERS

PROGRAM PURPOSE AND DESCRIPTION

The Information Technology Division is consolidating and standardizing all copiers and copier supplies. A Universal Maintenance agreement with Xerox has been implemented.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		<u>Budget</u>	
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - CITY-WIDE COPIERS/PRINTERS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$507,597	\$446,270	\$492,009	10.2	\$514,846	4.6
Capital Outlay	0	103,000	0	(100.0)	0	0.0
Program Total:	<u>\$507,597</u>	<u>\$549,270</u>	<u>\$492,009</u>	(10.4)	<u>\$514,846</u>	4.6
Funding Source						
Information Services Fund	<u>\$507,597</u>	<u>\$549,270</u>	<u>\$492,009</u>	(3.1)	<u>\$514,846</u>	4.6

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
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PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - FINANCIAL SOFTWARE

PROGRAM PURPOSE AND DESCRIPTION

This program provides the operation, maintenance, and support of the Financial Systems. Systems include JD Edwards, Hyperion, SII Cashier, four servers, and one IBM AS400 midrange systems.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		<u>Budget</u>	
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - FINANCIAL SOFTWARE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	<u>\$217,813</u>	<u>\$236,900</u>	<u>\$204,300</u>	(13.8)	<u>\$201,800</u>	(1.2)
Program Total:	<u><u>\$217,813</u></u>	<u><u>\$236,900</u></u>	<u><u>\$204,300</u></u>	(13.8)	<u><u>\$201,800</u></u>	(1.2)
 Funding Source						
Information Services Fund	<u><u>\$217,813</u></u>	<u><u>\$236,900</u></u>	<u><u>\$204,300</u></u>	(13.8)	<u><u>\$201,800</u></u>	(1.2)

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
*** PC Replacement Program ***
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - PC REPLACEMENT PROGRAM

PROGRAM PURPOSE AND DESCRIPTION

Information Technology is continuing with the PC replacement program. The effort to standardize computers will be continued. A sub-program will be used to calculate the base for ongoing Information Technology Division costs to maintain the computers.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		<u>Budget</u>	
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - PC REPLACEMENT PROGRAM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$300,000	\$309,000	\$150,500	(51.3)	\$150,500	0.0
Program Total:	<u>\$300,000</u>	<u>\$309,000</u>	<u>\$150,500</u>	(51.3)	<u>\$150,500</u>	0.0
 Funding Source						
Information Services Fund	<u>\$300,000</u>	<u>\$309,000</u>	<u>\$150,500</u>	(51.3)	<u>\$150,500</u>	0.0

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
*** Public Safety System ***
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - PUBLIC SAFETY SYSTEM PROGRAM

PROGRAM PURPOSE AND DESCRIPTION

This program provides the operation, maintenance, and support of the Computer Aided Dispatch System.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Info Systems Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: I.T. - PUBLIC SAFETY SYSTEM PROGRAM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$40,927	\$0	\$60,470	N/A	\$62,966	4.1
Non-Personal/Operating	6,596	0	200,900	N/A	189,950	(5.5)
Interfund Service Charges	3,973	0	6,047	N/A	6,297	4.1
Program Total:	<u>\$51,496</u>	<u>\$0</u>	<u>\$267,417</u>	N/A	<u>\$259,213</u>	(3.1)
Funding Source						
Information Services Fund	<u>\$51,496</u>	<u>\$0</u>	<u>\$267,417</u>	N/A	<u>\$259,213</u>	(3.1)

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
*** City-wide Software Licenses ***
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: CITY-WIDE SOFTWARE LICENSES PROGRAMS

PROGRAM PURPOSE AND DESCRIPTION

This program maintains the existing software licenses for the entire fleet of computers in the City inventory.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED FULL TIME EQUIVALENT POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: CITY-WIDE SOFTWARE LICENSES PROGRAMS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$0	\$0	\$277,704	N/A	\$286,035	3.0
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$277,704</u>	N/A	<u>\$286,035</u>	3.0
 Funding Source						
Information Services Fund	<u>\$0</u>	<u>\$0</u>	<u>\$277,704</u>	N/A	<u>\$286,035</u>	3.0

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
*** Network Infrastructure ***
Data Storage
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: NETWORK INFRASTRUCTURE

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the operation, maintenance, and support of the network and telephone infrastructure.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: NETWORK INFRASTRUCTURE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$0	\$0	\$148,650		\$164,579	0.0
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$148,650</u>		<u>\$164,579</u>	0.0
 Funding Source						
Information Services Fund	<u>\$0</u>	<u>\$0</u>	<u>\$148,650</u>		<u>\$164,579</u>	0.0

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
* **Data Storage** *
Building Security and Access Controls
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: Data Storage

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the maintenance and operations of the data storage systems. Systems include Vertias Backup Exec and Iron Mountain off site data storage service.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: Data Storage

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$0	\$0	\$87,500	N/A	\$90,125	3.0
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$87,500</u>	N/A	<u>\$90,125</u>	3.0
 Funding Source						
Information Services Fund	<u>\$0</u>	<u>\$0</u>	<u>\$87,500</u>	N/A	<u>\$90,125</u>	3.0

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
*** Building Security and Access Controls ***
Audio Visual
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: Building Security and Access Control

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the maintenance and operations of all electronic security devices and fire control systems in all City facilities.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: Building Security and Access Control

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	\$5,115	\$0	\$60,000	N/A	\$61,800	3.0
Program Total:	<u>\$5,115</u>	<u>\$0</u>	<u>\$60,000</u>	N/A	<u>\$61,800</u>	3.0
 Funding Source						
Information Services Fund	<u>\$5,115</u>	<u>\$0</u>	<u>\$60,000</u>	N/A	<u>\$61,800</u>	3.0

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
* **Audio Visual** *
SCADA System

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: AUDIO VISUAL

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the maintenance and operation of the Audio Visual equipment used in the City council chambers.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Electronic Technician	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: AUDIO VISUAL

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$79,311		\$81,999	3.4
Non-Personal/Operating	0	0	16,000		16,479	3.0
Interfund Service Charges	0	0	7,931		8,199	3.4
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$103,242</u>		<u>\$106,677</u>	3.3
 <u>Funding Source</u>						
Information Services Fund	<u>\$0</u>	<u>\$0</u>	<u>\$103,242</u>		<u>\$106,677</u>	3.3

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ADMINISTRATIVE SERVICES

Administration
Financial Management
Central Services
Revenue and Business Activities
Risk Management
Information Technologies
Utility Billings System
Communications
City-wide Copiers/Printers
Financial Software
PC Replacement Program
Public Safety System
City-wide Software Licenses
Network Infrastructure
Data Storage
Building Security and Access Controls
Audio Visual
*** SCADA System ***

PROGRAM DESCRIPTION

DEPARTMENT: ADMINISTRATIVE SERVICES

FISCAL YEARS 2002-04

PROGRAM: SCADA

PROGRAM PURPOSE AND DESCRIPTION

This program provides the implementation, and support services, and provides strategic long term planning for communication, data and automation needs for SCADA.

PRIMARY OBJECTIVES

This is a sub-program of Information Technologies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Info Systems Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: ADMINISTRATIVE SERVICES

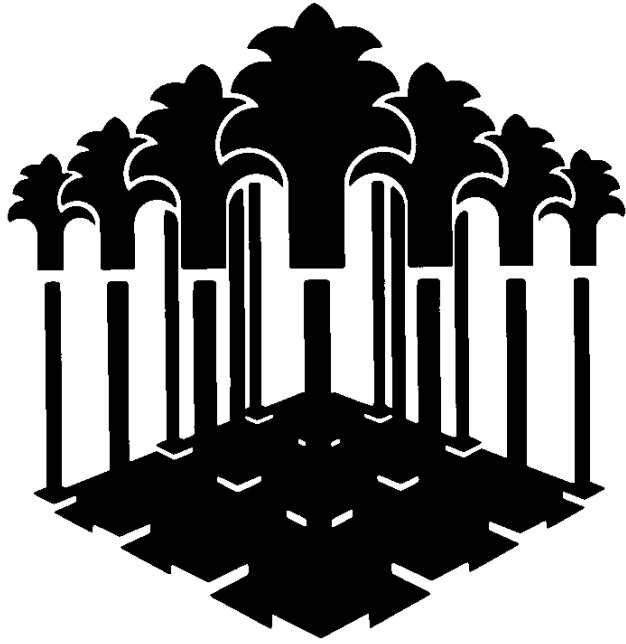
FISCAL YEARS 2002-04

PROGRAM: SCADA

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$43,529	N/A	\$47,542	9.2
Interfund Service Charges	0	0	4,353	N/A	4,754	9.2
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$47,882</u>	N/A	<u>\$52,296</u>	9.2
Funding Source						
Information Services Fund	<u>\$0</u>	<u>\$0</u>	<u>\$47,882</u>	N/A	<u>\$52,296</u>	9.2

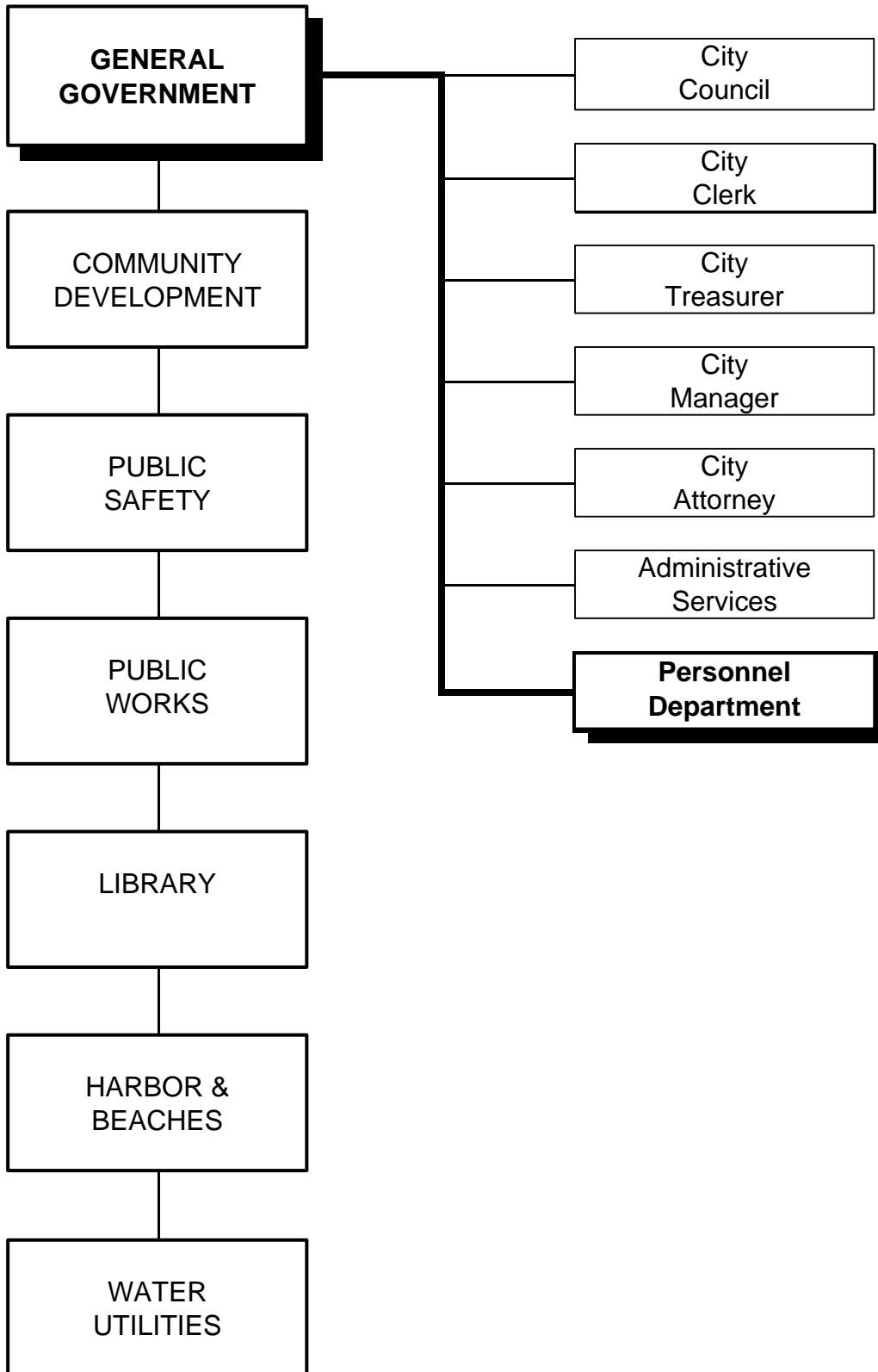
BUDGET HIGHLIGHTS





*Personnel
Department*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

MISSION STATEMENT

The Mission of the Personnel Department is to develop and retain a diverse, high-quality workforce to serve the City of Oceanside.

PRIMARY OBJECTIVES

- * Assist the City Manager and department directors in decision-making and policy advice related to human resource management.
- * Develop and formalize personnel and employee benefit policies and procedures.
- * Administer employee/labor relations and negotiate collective bargaining agreements. Work with employee organizations on a variety of issues. Work with departments in the areas of grievance and disciplinary procedures.
- * Administer recruitment and selection, classification and compensation, and training. Continue to review classification and compensation plans as required.
- * Expand automation of personnel and benefit records and processes.
- * Administer the employee benefits program to comply with City policies, negotiated memoranda of understanding, and all required legal mandates.
- * Continue to expand specialized safety training for all segments of the work force with a goal of making "Safety First."
- * Administer workers' compensation to ensure delivery of workers' compensation benefits while reducing the number of claims through safety training, education and monitoring of claims filed.
- * Develop and administer training programs for all segments of the work force emphasizing training that can be utilized at work. Continue and expand community partnerships.
- * Administer EEO programs consistent with Federal, State and City policies.

PRIMARY PROGRAM AREAS

Personnel Department
Personnel
Employee Benefits
Workers' Compensation/Safety

DEPARTMENT DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-4 Budget	Change
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Claims Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Equal Opportunity Manager	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist I	1.00	1.00	0.00	(1.00)	0.00	0.00
Office Specialist II	1.00	1.00	1.00	0.00	1.00	0.00
Management Analyst	4.00	4.00	0.00	(4.00)	0.00	0.00
Personnel Analyst I	1.00	1.00	0.00	(1.00)	0.00	0.00
Personnel Analyst II	0.00	0.00	2.00	2.00	2.00	0.00
Personnel Assistant	3.00	3.00	3.00	0.00	3.00	0.00
Personnel Director	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Division Manager	2.00	2.00	1.00	(1.00)	1.00	0.00
Personnel Technician	0.00	0.00	1.00	1.00	1.00	0.00
Principal Personnel Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Safety Officer	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Personnel Analyst	0.00	0.00	3.00	3.00	3.00	0.00
Total Authorized	16.00	16.00	17.00	1.00	17.00	0.00

DEPARTMENT DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-4 Budget	Change
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Claims Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Equal Opportunity Manager	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist I	1.00	1.00	0.00	(1.00)	0.00	0.00
Office Specialist II	1.00	1.00	1.00	0.00	1.00	0.00
Management Analyst	4.00	4.00	0.00	(4.00)	0.00	0.00
Personnel Analyst I	1.00	1.00	0.00	(1.00)	0.00	0.00
Personnel Analyst II	0.00	0.00	2.00	2.00	2.00	0.00
Personnel Assistant	3.00	3.00	3.00	0.00	3.00	0.00
Personnel Director	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Division Manager	2.00	2.00	1.00	(1.00)	1.00	0.00
Personnel Technician	0.00	0.00	1.00	1.00	1.00	0.00
Principal Personnel Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Safety Officer	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Personnel Analyst	0.00	0.00	3.00	3.00	3.00	0.00
Total Authorized	16.00	16.00	17.00	1.00	17.00	0.00

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PERSONNEL DEPARTMENT

*** Personnel Services ***
Employee Benefits
Workers Compensation

PROGRAM DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: PERSONNEL SERVICES

PROGRAM PURPOSE AND DESCRIPTION
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Personnel provides staff support for all City departments in the areas of recruitment and selection, EEO, employee and labor relations, and classification and compensation administration. Personnel also provides professional and quality service to the public throughout the recruitment and selection process. Equal Opportunity outreach is an integral part of the recruitment and selection process. Administer Equal Employment Opportunity programs pursuant to the City's EEO policy. Employee relations including counseling individual employees, interpreting the Memoranda of Understanding and assisting in the grievance and disciplinary process.

PRIMARY OBJECTIVES

The primary objective of the Personnel program is to assist the City Manager and department directors in decision making and policy advice relative to personnel management throughout the City by providing a professional foundation of information regarding significant human resource issues. To meet this objective, the Personnel Division will revise the Personnel Rules and Regulations, expand training in the areas of diversity appreciation and equal opportunity, develop an employee handbook, negotiate new collective bargaining agreements as necessary, continue to ensure that Equal Opportunity Employment opportunities are available, provide proactive support to departments in selection, and employee counseling and discipline.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Equal Opportunity Manager	0.00	0.00	1.00	1.00	1.00	0.00
Management Analyst	3.00	3.00	0.00	(3.00)	0.00	0.00
Office Specialist I	1.00	1.00	0.00	0.00	0.00	0.00
Office Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Personnel Analyst I	1.00	1.00	0.00	(1.00)	0.00	0.00
Personnel Analyst II	0.00	0.00	2.00	2.00	2.00	0.00
Personnel Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Director	1.00	1.00	0.34	(0.66)	0.34	0.00
Personnel Division Manager	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Technician	0.00	0.00	1.00	1.00	1.00	0.00
Principal Personnel Analyst	0.00	0.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Personnel Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	10.00	10.00	10.34	0.34	10.34	0.00

PROGRAM SUMMARY

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: PERSONNEL SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$558,331	\$705,536	\$702,442	(0.4)	\$747,596	6.4
Non-Personal/Operating	188,463	185,010	189,925	2.7	193,498	1.9
Interfund Service Charges	<u>107,940</u>	<u>110,110</u>	<u>125,022</u>	13.5	<u>127,759</u>	2.2
Program Total:	<u>\$854,734</u>	<u>\$1,000,656</u>	<u>\$1,017,389</u>	1.7	<u>\$1,068,853</u>	5.1
 Funding Source						
General Fund	<u>\$854,734</u>	<u>\$1,000,656</u>	<u>\$1,017,389</u>	1.7	<u>\$1,068,853</u>	5.1

BUDGET HIGHLIGHTS

Interfund:

Increase due to rate revisions in Information Technologies support.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PERSONNEL DEPARTMENT

Personnel Services
* **Employee Benefits** *
Workers Compensation

PROGRAM DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: EMPLOYEE BENEFITS

PROGRAM PURPOSE AND DESCRIPTION

Employee Benefits administers indirect employee compensation. Specific programs include employee insurance and benefit programs (medical, dental, vision, life, accidental death and dismemberment, short and long term disability, flexible spending, employee assistance, deferred compensation and retirement); coordinating benefits for employees on leaves of absence, assuring compliance with legal mandates; designs and implements employee health/wellness activities. Additional programs include staff development and training programs.

PRIMARY OBJECTIVES

Key objectives include the on going review of employee insurance and benefit programs to ensure the most cost effective and comprehensive group coverage; update benefit plans to incorporate legal and other program changes; maintain benefit program data, develop new automation processes; enhance organizational effectiveness through employee development programs; develop administrative policy directives relating to employee benefits; conduct new hire orientations and annual employee training in areas of sexual harassment and workplace diversity.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Management Analyst	0.50	0.50	0.00	(0.50)	0.00	0.00
Office Specialist II	0.50	0.50	0.00	(0.50)	0.00	0.00
Personnel Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Director	0.00	0.00	0.33	0.33	0.33	0.00
Personnel Division Manager	0.50	0.50	0.00	(0.50)	0.00	0.00
Senior Personnel Analyst	0.00	0.00	2.00	2.00	2.00	0.00
Total Authorized:	2.50	2.50	3.33	0.83	3.33	0.00

PROGRAM SUMMARY

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: EMPLOYEE BENEFITS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$140,269	\$133,960	\$234,165	74.8	\$252,742	7.9
Non-Personal/Operating	5,023,574	5,305,680	12,890,584	143.0	14,212,402	10.3
Interfund Service Charges	54,505	54,820	71,865	31.1	74,977	4.3
Program Total:	<u>\$5,218,348</u>	<u>\$5,494,460</u>	<u>\$13,196,614</u>	140.2	<u>\$14,540,121</u>	10.2

Funding Source

Employee Insurance Premiums	\$0	\$171,650	\$1,055,700	515.0	\$171,650	(83.7)
Retiree Insurance Premiums	0	45,400	80,000	76.2	84,500	5.6
Cobra Insurance Premiums	0	5,150	6,000	16.5	7,000	16.7
Employee Benefits Fund	<u>5,218,348</u>	<u>5,272,260</u>	<u>12,054,914</u>	128.6	<u>14,276,971</u>	18.4
Program Total:	<u>\$5,218,348</u>	<u>\$5,494,460</u>	<u>\$13,196,614</u>	140.2	<u>\$14,540,121</u>	10.2

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Increase due to transfer of training officer from Personnel Division to Employee Benefits and significant increases in insurance premiums.

Interfund:

Increase due to rate revisions in Information Technologies support.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PERSONNEL DEPARTMENT

Personnel Services
Employee Benefits
*** Workers Compensation ***

PROGRAM DESCRIPTION

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: WORKERS COMPENSATION/SAFETY

PROGRAM PURPOSE AND DESCRIPTION

The City's self-insured Workers' Compensation program administers statutory worker's compensation benefits to City employees who incur job-related injuries or illnesses. Conducts extensive safety training for all segments of the work force to ensure a safe work environment is provided for all city employees.

PRIMARY OBJECTIVES

Key objectives are to continue development of procedures, protocols, and resources to manage claims more effectively, and coordinate preventative safety/training activities related to pertinent work injuries. The Workers' Compensation section will also continue monthly/quarterly meetings with departments to discuss workers' compensation claims/disability issues, continue completion and updating of job analysis, coordinate Americans with Disability Act (ADA) accommodation assessment evaluations, conduct work station ergonomic assessments and administer related disability management programs. As part of Workers' Compensation, the Personnel Department will continue to place special emphasis on employee safety and training incorporating the latest safety training techniques and modules.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Management Analyst	0.50	0.50	0.00	(0.50)	0.00	0.00
Office Specialist II	0.50	0.50	0.00	(0.50)	0.00	0.00
Personnel Director	0.00	0.00	0.33	0.33	0.33	0.00
Personnel Division Manager	0.50	0.50	0.00	(0.50)	0.00	0.00
Claims Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Personnel Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Safety Officer	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	3.50	3.50	3.33	(0.17)	3.33	0.00

PROGRAM SUMMARY

DEPARTMENT: PERSONNEL

FISCAL YEARS 2002-04

PROGRAM: WORKERS COMPENSATION/SAFETY

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$259,056	\$198,160	\$234,976	18.6	\$251,950	7.2
Non-Personal/Operating	2,091,880	2,013,260	2,514,962	24.9	2,590,988	3.0
Interfund Service Charges	66,389	61,210	71,755	17.2	74,704	4.1
Capital Outlay	0	0	0	N/A	0	N/A
Program Total:	<u>\$2,417,325</u>	<u>\$2,272,630</u>	<u>\$2,821,693</u>	24.2	<u>\$2,917,642</u>	3.4
Funding Source						
Workers' Compensation Fund	<u>\$2,417,325</u>	<u>\$2,272,320</u>	<u>\$2,821,693</u>	24.2	<u>\$2,917,642</u>	3.4

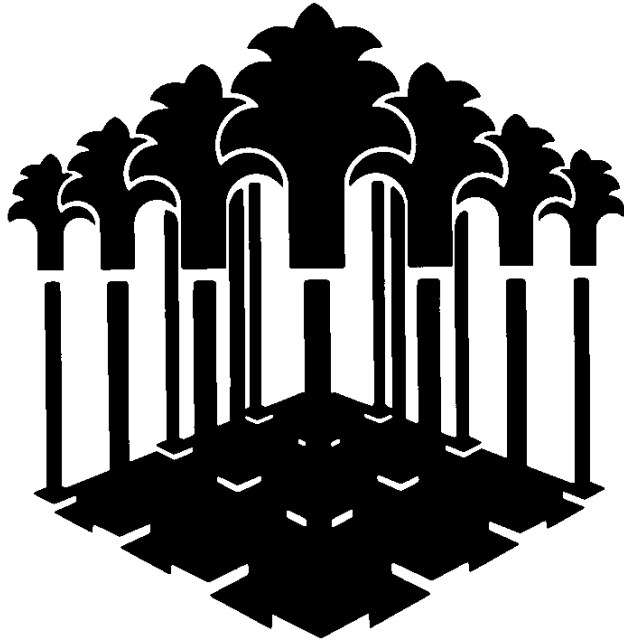
BUDGET HIGHLIGHTS

Non-Personal/Operating:

Increase due to additional Workers' Compensation costs and establishment of reserve fund.

Interfund:

Increase due to rate revisions in Information Technologies support.



Non Departmental

DEPARTMENT SUMMARY

DEPARTMENT: NON DEPARTMENTAL

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Contractual Services & Promotion:						
Animal Control	\$364,830	\$416,370	\$416,370	0.0	\$428,861	3.0
OCTV Corporation	387,000	438,610	438,610	0.0	451,769	3.0
Chamber of Commerce	127,743	254,540	159,818	(37.2)	164,818	3.1
Legislative Support	0	62,700	70,000	11.6	75,000	7.1
Non-Department Specific Costs:						
Tax Revenue Anticipation Notes	203,748	187,460	0	(100.0)	0	
City Memberships and Fees	116,678	112,520	116,050	3.1	125,220	7.9
City-Wide Employee Recogn Event	21,076	7,730	7,730	0.0	7,780	0.6
Interfund Transfers	5,726,285	1,627,610	2,192,821	34.7	1,934,949	(11.8)
Boys and Girls Club	26,501	67,300	0	(100.0)	0	
Poinsettia Center for the Arts	0	60,000	60,000	0.0	60,000	0.0
Main Street Project	100,000	100,000	90,000	(10.0)	80,000	(11.1)
Special Events	42,938	61,800	80,000	29.4	80,000	0.0
Capital Projects	564,601	305,392	0	N/A	0	N/A
Energy Contingency	0	1,400,000	0	N/A	0	N/A
Miscellaneous Operating	0	30,505	0	N/A	0	N/A
Department Total	<u>\$7,681,400</u>	<u>\$5,132,537</u>	<u>\$3,631,399</u>	(29.2)	<u>\$3,408,397</u>	(6.1)

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Contractual Services and Promotion	\$879,573	\$1,172,220	\$1,084,798	(7.5)	\$1,120,448	3.3
Non Department Specific Costs	6,801,827	3,960,317	2,546,601	(35.7)	2,287,949	(10.2)
Department Total	<u>\$7,681,400</u>	<u>\$5,132,537</u>	<u>\$3,631,399</u>	(29.2)	<u>\$3,408,397</u>	(6.1)

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



NON DEPARTMENTAL

*** Contractual Services and Promotion ***
Non Department Specific Costs

PROGRAM DESCRIPTION

DEPARTMENT: NON DEPARTMENTAL

FISCAL YEARS 2002-04

PROGRAM: CONTRACTUAL SERVICES AND PROMOTION

PROGRAM PURPOSE AND DESCRIPTION

This program includes contractual arrangements with the following organizations:

- 1. Chamber of Commerce for the purpose of promoting tourism in the City.
- 2. Oceanside Community Television Corporation for the purpose of providing local community coverage including City Council telecasts.
- 3. Humane Society for the purpose of providing animal control services.
- 4. Legislative advocacy for the purpose of providing lobbying services.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
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No Permanent Positions are Assigned to this Program

Total Authorized:	0.00	0.00	0.00	0	0.00	0
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PROGRAM SUMMARY

DEPARTMENT: NON DEPARTMENTAL

FISCAL YEARS 2002-04

PROGRAM: CONTRACTUAL SERVICES AND PROMOTION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Non-Personal/Operating	<u>\$879,573</u>	<u>\$1,172,220</u>	<u>\$1,084,798</u>	(7.5)	<u>\$1,120,448</u>	3.3
Program Total:	<u><u>\$879,573</u></u>	<u><u>\$1,172,220</u></u>	<u><u>\$1,084,798</u></u>	(7.5)	<u><u>\$1,120,448</u></u>	3.3
 <u>Funding Source</u>						
General Fund	<u><u>\$879,573</u></u>	<u><u>\$1,172,220</u></u>	<u><u>\$1,084,798</u></u>	(7.5)	<u><u>\$1,120,448</u></u>	3.3

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Increase to Humane Society contract and Chamber of Commerce contract which now includes the Visitors Information Center.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



NON DEPARTMENTAL

Contractual Services and Promotion
*** Non Department Specific Costs ***

PROGRAM DESCRIPTION

DEPARTMENT: NON DEPARTMENTAL

FISCAL YEARS 2002-04

PROGRAM: NON DEPARTMENT SPECIFIC COSTS

PROGRAM PURPOSE AND DESCRIPTION

City-wide operating expenses not specific to a particular department include the expense related to City-wide association dues for SANDAG, League of California Cities and Sister Cities International.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
No Permanent Positions are Assigned to this Program						
Total Authorized:	0.00	0.00	0.00	0	0.00	0

PROGRAM SUMMARY

DEPARTMENT: NON DEPARTMENTAL

FISCAL YEARS 2002-04

PROGRAM: NON DEPARTMENT SPECIFIC COSTS

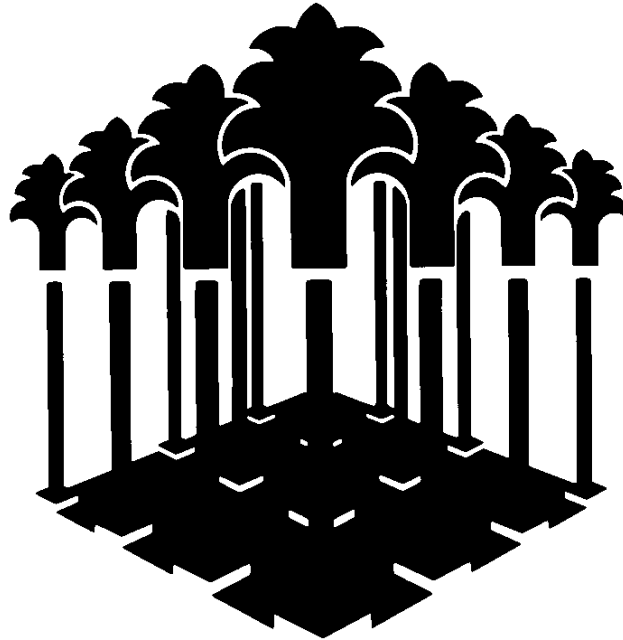
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>% Chng</u>	<u>2003-04</u>	<u>% Chng</u>
	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	<u>fr 01-02</u>	<u>Adopted</u>	<u>fr 02-03</u>
				<u>Budget</u>		<u>Budget</u>
Program Costs						
Non-Personal/Operating	\$871,794	\$2,145,247	\$353,780	(83.5)	\$353,000	(0.2)
Debt Service	203,748	187,460	0	(100.0)	0	N/A
Operating Transfers Out	<u>5,726,285</u>	<u>1,627,610</u>	<u>2,192,821</u>	34.7	<u>1,934,949</u>	(11.8)
Program Total:	<u>\$6,801,827</u>	<u>\$3,960,317</u>	<u>\$2,546,601</u>	(35.7)	<u>\$2,287,949</u>	(10.2)
 Funding Source						
General Fund	\$5,397,778	\$3,654,925	\$2,546,601	(30.3)	\$2,287,949	(10.2)
Capital Projects Fund	<u>1,404,049</u>	<u>305,392</u>	<u>0</u>	N/A	<u>0</u>	N/A
	<u>\$6,801,827</u>	<u>\$3,960,317</u>	<u>\$2,546,601</u>	(35.7)	<u>\$2,287,949</u>	(10.2)

BUDGET HIGHLIGHTS

Community Development

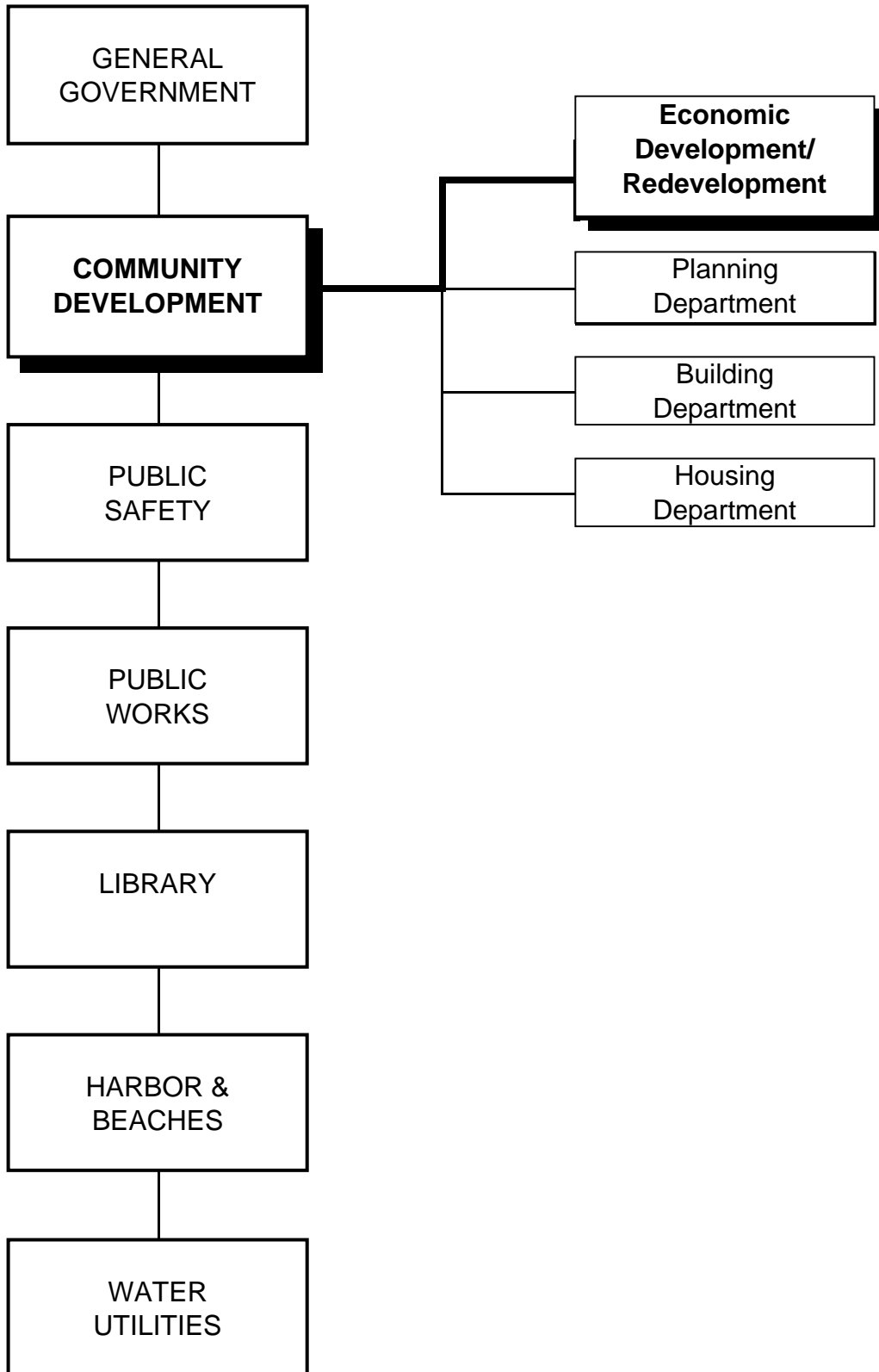






*Economic
Development/
Redevelopment*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ECONOMIC DEVELOPMENT / REDEVELOPMENT

*** Economic Development / Redevelopment ***

Administration
Debt Service
Capital Projects

DEPARTMENT DESCRIPTION

Fiscal Years 2002-2004

DEPARTMENT: ECONOMIC DEVELOPMENT & REDEVELOPMENT

MISSION STATEMENT

The goal of the Economic Development and Redevelopment Department is to increase business interest and investment in the City and eliminate blight. The City of Oceanside will build strategic partnerships among business, labor, education, and government that create the opportunity for economic growth through job creation and capital investment.

PRIMARY OBJECTIVE

The primary objective of the Economic Development and Redevelopment Department is to increase the short and long term business activity in the City. Key strategies include: Existing Business Retention and Expansion; Small Business and Start-up Assistance; New Industrial/Office Business Recruitment and Assistance; New Retail Recruitment; Elimination of Blight in the Downtown; Tourism, including the recruitment of new hotels; and Marketing and Public Relations. The Department utilizes financing tools authorized in California statutes for blighted areas. The designated redevelopment area is downtown Oceanside.

PRIMARY PROGRAM AREAS

Economic Development and Redevelopment Department

Economic Development

Redevelopment

DEPARTMENT DESCRIPTION

DEPARTMENT: ECONOMIC DEVELOPMENT & REDEVELOPMENT

AUTHORIZED POSITIONS

Classification Title	2000-2001 Budget	2001-2002 Budget	2002-2003 Budget	Change	2003-2004 Budget	Change
Administrative Secretary	2.00	2.00	2.00	0.00	2.00	0.00
CDC Chairman/Boardmember	5.00	5.00	5.00	0.00	5.00	0.00
Deputy City Manager - from City Mgr	0.00	0.00	0.35	0.35	0.35	0.00
Economic Development Director	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist I	2.00	2.00	2.00	0.00	2.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Redevelopment Director	1.00	1.00	0.00	(1.00)	0.00	0.00
Redevelopment Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	13.00	13.00	13.35	0.35	13.35	0.00

DEPARTMENT SUMMARY

FISCAL YEARS 2002-04

DEPARTMENT: ECONOMIC DEVELOPMENT & REDEVELOPMENT

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$454,542	\$503,563	\$646,035	28.3	\$684,879	6.0
Non-Personal/Operating	634,470	678,830	797,452	17.5	579,355	(27.3)
Debt Service	4,417,331	4,373,886	4,981,619	13.9	5,684,345	14.1
Capital Outlay	619,658	6,870,000	1,011,737	(85.3)	0	(100.0)
Interfund Service Charges	283,963	294,130	226,536	(23.0)	234,416	3.5
Operating Transfers-Out	1,329,855	1,339,051	1,737,394	29.7	2,237,785	28.8
Cost Sharing Transfers-Out	0	0	7,653	N/A	7,653	0.0
Department Total	<u>\$7,739,819</u>	<u>\$14,059,460</u>	<u>\$9,408,426</u>	(33.1)	<u>\$9,428,433</u>	0.2

EXPENDITURES BY PROGRAM

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Economic Development	<u>\$466,777</u>	<u>\$473,203</u>	<u>\$537,271</u>	13.5	<u>\$485,328</u>	9.7
Total Economic Development	\$466,777	\$473,203	\$537,271	13.5	\$485,328	9.7
Redevelopment Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Redevelopment	<u>\$7,273,042</u>	<u>\$13,586,257</u>	<u>\$8,871,155</u>	(43.4)	<u>\$8,943,105</u>	0.8
Total Redevelopment	\$7,273,042	\$13,586,257	\$8,871,155	(43.4)	\$8,943,105	0.8
Department Totals	<u>\$7,739,819</u>	<u>\$14,059,460</u>	<u>\$9,408,426</u>	(33.1)	<u>\$9,428,433</u>	0.2

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ECONOMIC DEVELOPMENT / REDEVELOPMENT

Economic Development / Redevelopment

*** Administration ***

Debt Service
Capital Projects

PROGRAM DESCRIPTION

Fiscal Years 2002-2004

DEPARTMENT: ECONOMIC DEVELOPMENT

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Economic Development program is designed to coordinate public and private programs to increase business interest and investment in the City. The Economic Development program is also responsible for implementing the City's long-term economic strategic plan, and to facilitate the progress of businesses through the City's planning and permitting process.

PRIMARY OBJECTIVES

The primary objective of the Economic Development program is to increase the short and long-term business activity in the City. Key strategies include: Existing Business Retention and Expansion; Small Business and Start-up Assistance; New Industrial/Office Business Recruitment; Retail Recruitment & Assistance; Tourism, including the recruitment of new hotels; and Marketing & Public Relations.

AUTHORIZED POSITIONS

Classification Title	2000-2001	2001-2002	2002-2003		2003-2004	
	Budget	Budget	Budget	Change	Budget	Change
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Economic Development Director	1.00	1.00	0.65	(0.35)	0.65	0.00
Office Specialist I	1.25	1.25	0.95	(0.30)	0.95	0.00
Program Specialist	1.00	1.00	0.75	(0.25)	0.75	0.00
Redevelopment Manager	0.00	0.00	0.15	0.15	0.15	0.00
Senior Management Analyst	0.00	0.00	0.30	0.30	0.30	0.00
Total Authorized:	4.25	4.25	3.80	(0.45)	3.80	0.00

PROGRAM SUMMARY

FISCAL YEARS 2002-04

DEPARTMENT: ECONOMIC DEVELOPMENT

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$239,289	\$251,263	\$236,275	(6.0)	\$252,070	6.7
Non-Personal/Operating	118,964	111,060	191,470	72.4	120,345	(37.1)
Interfund Service Charges	<u>108,524</u>	<u>110,880</u>	<u>109,526</u>	(1.2)	<u>112,913</u>	3.1
Program Total:	<u>\$466,777</u>	<u>\$473,203</u>	<u>\$537,271</u>	13.5	<u>\$485,328</u>	(9.7)
Funding Source						
General Fund	<u>\$466,777</u>	<u>\$473,203</u>	<u>\$537,271</u>	13.5	<u>\$485,328</u>	(9.7)

BUDGET HIGHLIGHTS

Personal Services:

Decrease due to sharing salary costs of personnel with Redevelopment Program.

Non-Personal/Operating:

Increase due to anticipated inflationary costs and additional advertising expense.
FY 2002-2003 includes Façade Improvement Program.

Interfund:

Interfund service rate revisions in Information Technologies Service Charge and City Building rent.

PROGRAM DESCRIPTION

DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Administration program directs and coordinates activities implementing the Redevelopment Plan. These activities include implementation of land-use and planning policies; marketing and promotion of the project area; citizen and property owner participation; creating public and private enterprise partnerships; administration and coordination of capital projects. This program also provides for all overhead expenses such as Interfund Service Charges, professional consultant services, and materials and supplies.

PRIMARY OBJECTIVES

The primary objective of this program is to implement the Marketing Study Action Plan and the Implementation Plan. The Action Plan calls for the production of a comprehensive plan for residential development, consolidation and promotion of the core downtown business district, and an increase in cultural and entertainment activities.

Another primary objective is to continue to encourage public/private development partnerships.

AUTHORIZED POSITIONS

Classification Title	2000/01 Budget	2001/02 Budget	2002/03 Budget	Change	2003/04 Budget	Change
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
CDC Chairman/Boardmember	5.00	5.00	5.00	0.00	5.00	0.00
Deputy City Manager - from City Mgr	0.00	0.00	0.35	0.35	0.35	0.00
Economic Development Director	0.00	0.00	0.35	0.35	0.35	0.00
Office Specialist I	0.75	0.75	1.05	0.30	1.05	0.00
Program Specialist	0.00	0.00	0.25	0.25	0.25	0.00
Redevelopment Director	1.00	1.00	0.00	(1.00)	0.00	0.00
Redevelopment Manager	1.00	1.00	0.85	(0.15)	0.85	0.00
Senior Management Analyst	0.00	0.00	0.70	0.70	0.70	0.00
	<u>8.75</u>	<u>8.75</u>	<u>9.55</u>	<u>0.80</u>	<u>9.55</u>	<u>0.00</u>

PROGRAM SUMMARY

DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$214,403	\$252,300	\$409,760	62.4	\$432,809	5.6
Non-Personal/Operating	116,001	148,770	200,554	34.8	219,010	9.2
Interfund Service Charges	175,439	183,250	117,010	(36.1)	121,503	3.8
Cost Sharing Transfers-Out	0	0	7,653	N/A	7,653	0.0
Program Total:	<u>\$505,843</u>	<u>\$584,320</u>	<u>\$734,977</u>	25.8	<u>\$780,975</u>	6.3
Funding Source						
CDC Redev Tax Inc/Misc	<u>\$505,843</u>	<u>\$584,320</u>	<u>\$734,977</u>	25.8	<u>\$780,975</u>	6.3

BUDGET HIGHLIGHTS

Personal Services:

Redevelopment Director position downgraded to a Senior Management Analyst/Development Coordinator. Increase due to the addition of sharing salary costs of personnel from the Economic Development Department and anticipated salary and benefit costs adjustments.

Non-Personal/Operating:

Increase in building and facilities rents due to lease agreement with Catellus for two parking lot sites.

Interfund:

Interfund service rate revisions in Information Technologies Service Charge and City Building Rent.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ECONOMIC DEVELOPMENT / REDEVELOPMENT

Economic Development / Redevelopment

Administration
* **Debt Service** *
Capital Projects

PROGRAM DESCRIPTION

DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: DEBT SERVICE

PROGRAM PURPOSE AND DESCRIPTION

The Debt Service program is to provide for the administration and retirement of debt from outstanding tax allocation bonds and all other loans issued to finance Redevelopment's activities.

PRIMARY OBJECTIVES

The primary objective is the efficient and timely payment of debt incurred by the agency. In addition, other sources of revenues shall be pursued either through the restructuring of existing debt or through the issuance of new debt.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
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No permanent positions are assigned to this program.

Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00
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PROGRAM SUMMARY

DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: DEBT SERVICE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Maintenance & Operations	\$38,362	\$0	\$0		\$0	
Debt Service	4,417,331	4,373,886	4,981,619	13.9	5,684,345	14.1
Operating Transfers-Out	<u>1,329,855</u>	<u>1,339,051</u>	<u>1,737,394</u>		<u>2,237,785</u>	
Program Total:	<u>\$5,785,548</u>	<u>\$5,712,937</u>	<u>\$6,719,013</u>	17.6	<u>\$7,922,130</u>	17.9
 Funding Source						
Payments *	<u>\$5,785,548</u>	<u>\$5,712,937</u>	<u>\$6,719,013</u>	17.6	<u>\$7,922,130</u>	17.9
	<u>\$5,785,548</u>	<u>\$5,712,937</u>	<u>\$6,719,013</u>	17.6	<u>\$7,922,130</u>	17.9

* Civic Center lease payments and
CDC Redevelopment Tax Inc/Misc

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



ECONOMIC DEVELOPMENT / REDEVELOPMENT

Economic Development / Redevelopment

Administration

Debt Service

*** Capital Projects ***

PROGRAM DESCRIPTION

DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: CAPITAL PROJECTS

PROGRAM PURPOSE AND DESCRIPTION

The Capital Projects program primarily provides for the acquisition and assemblage of properties; the rehabilitation and reconstruction of existing, deteriorating and substandard structures; the demolition of existing structures; and the improvement and construction of public infrastructure.

PRIMARY OBJECTIVES

The primary objective of this program is to continue efforts to link the existing central business district to the pier/beach district. Activities include: 1) the development and construction of the second phase of the entertainment center anchored by a multi-plex cinema and restaurants; 2) development and construction of shared public parking facilities for existing and future development; 3) negotiations for the development and construction of a hotel/conference facility adjacent to the Oceanside Pier.

In addition, emphasis will be placed on the rehabilitation and revitalization of the core downtown business district. Activities include the rehabilitation of commercial facades, the development of residential units, and the marketing and promotion of the project area.

A major emphasis of the program is on land assembly, and the design and construction of public parking for existing uses and future development in the downtown area.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
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No permanent positions are assigned to this program.

Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00
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PROGRAM SUMMARY

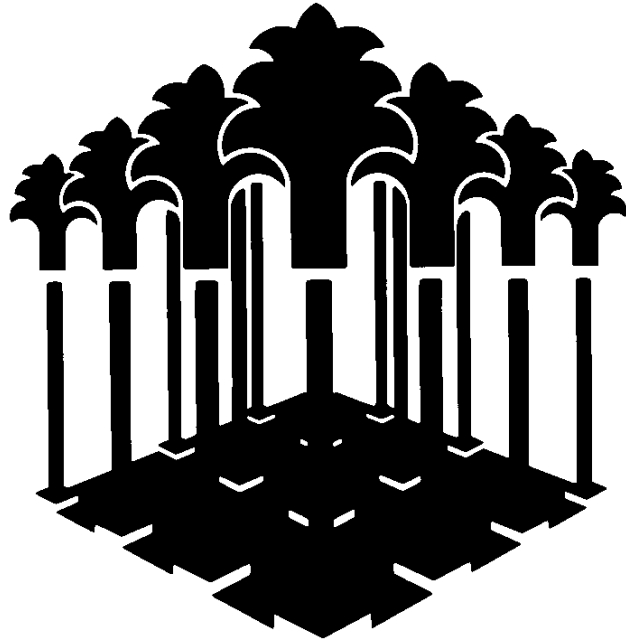
DEPARTMENT: REDEVELOPMENT

FISCAL YEARS 2002-04

PROGRAM: CAPITAL PROJECTS

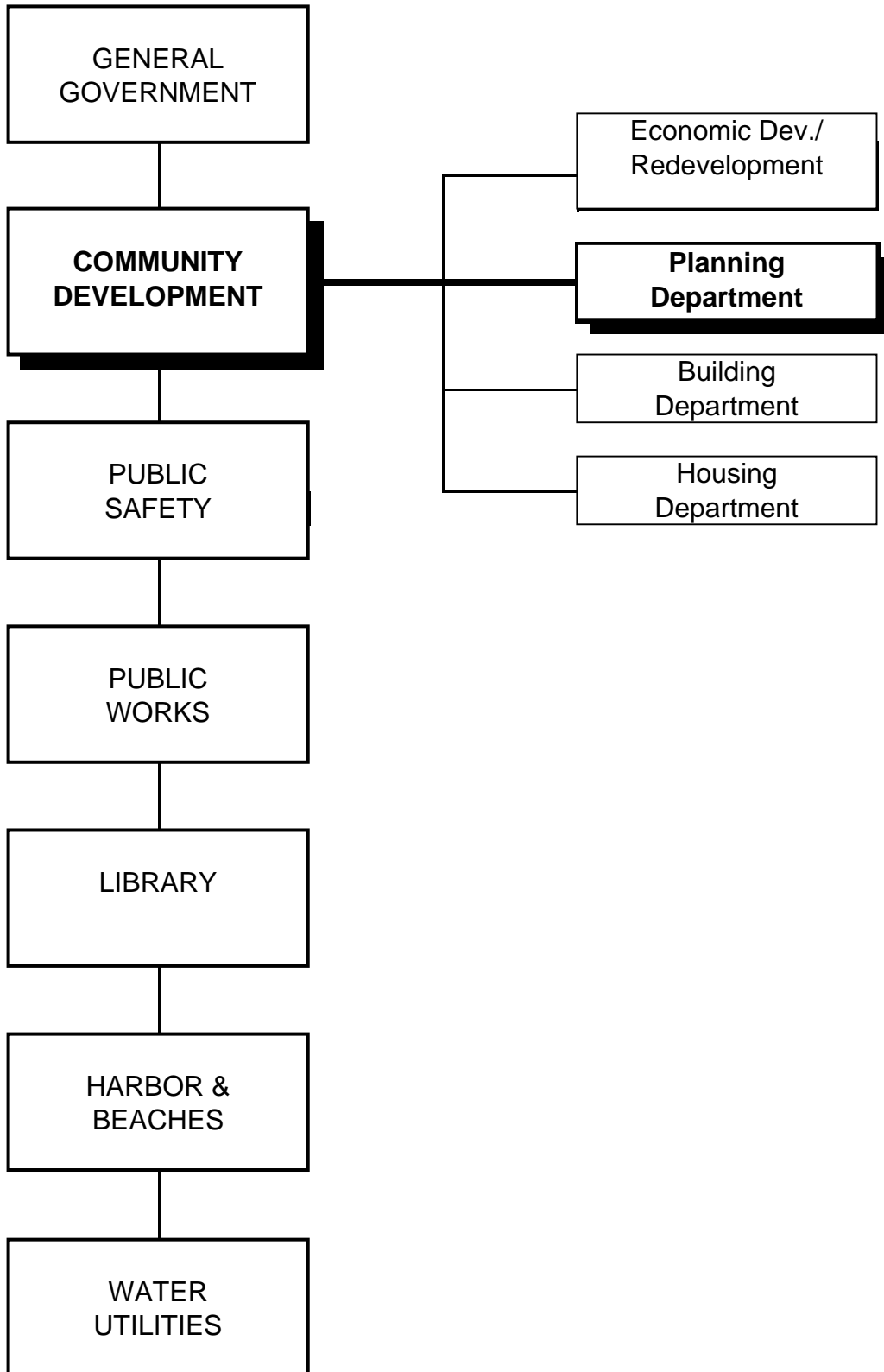
<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$850	\$0	\$0	N/A	\$0	N/A
Maintenance & Operations	361,143	419,000	405,428	(3.2)	240,000	(40.8)
Interfund Service Charges	0	0	0	N/A	0	N/A
Capital Outlay	<u>619,658</u>	<u>6,870,000</u>	<u>1,011,737</u>	(85.3)	<u>0</u>	(100.0)
 Program Total:	 <u>\$981,651</u>	 <u>\$7,289,000</u>	 <u>\$1,417,165</u>	 (80.6)	 <u>\$240,000</u>	 (83.1)
 <u>Funding Source</u>						
Redevelopment Funds	\$1,021,899	\$1,065,000	\$243,000	(77.2)	\$100,000	(58.8)
Resale/Reimburse/Other	<u>(40,248)</u>	<u>6,224,000</u>	<u>1,174,165</u>	(81.1)	<u>140,000</u>	(88.1)
	<u>\$981,651</u>	<u>\$7,289,000</u>	<u>\$1,417,165</u>	(80.6)	<u>\$240,000</u>	(83.1)





Planning

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

MISSION STATEMENT

In partnership with our community, the Planning Department is committed to providing the highest level of service. We guide, encourage, and promote responsible development to meet the opportunities of Oceanside's future as it relates to the physical, environmental, social, economic, cultural, and safety needs of our community.

We are an integrated team that provides services to the public in a simplified, coordinated, consistent, responsive, knowledgeable and fair manner. Our team members are positive, enthusiastic, courteous and helpful.

PRIMARY OBJECTIVE

- * Process development applications as they relate to the General Plan, the Local Coastal Program, the Oceanside Historic Preservation Ordinance and other planning policies, laws and ordinances. Also, to conduct public hearings before the City Council, Community Development Commission, Harbor Board, Planning Commission and Historic Commission.
- * Continue to coordinate activities with community, staff and consultants on various community-wide and neighborhood enhancement efforts.
- * Continue to coordinate and implement the Transit Land-Use Study, the Multiple Habitat Conservation Plan (MHCP); and to participate in the Regional Growth Management Strategy effort led by SANDAG.
- * Coordinate the efforts of the City's Grants Team created for the purpose of increasing the amount of grant-funded programs and services coming to the residents and neighborhoods in the City.

PRIMARY PROGRAM AREAS

Planning Department
City Planning
Grants Planning and Coordination

DEPARTMENT DESCRIPTION

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Planner	2.00	2.00	0.00	(2.00)	0.00	0.00
Associate Planner	3.00	3.00	2.00	(1.00)	2.00	0.00
Office Specialist II	2.00	2.00	2.00	0.00	2.00	0.00
Planner I	0.00	0.00	1.00	1.00	1.00	0.00
Planner II	0.00	0.00	2.00	2.00	2.00	0.00
Planning Director	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Planner	4.00	4.00	4.00	0.00	4.00	0.00
Total Authorized:	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>

DEPARTMENT SUMMARY

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

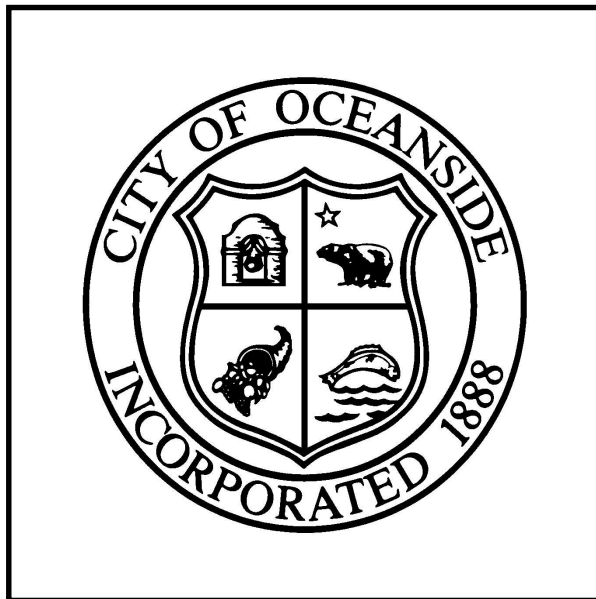
EXPENDITURES BY CATEGORY

<u>Department Costs</u>	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$789,095	\$1,007,036	\$890,596	(11.6)	\$963,703	8.2
Non-Personal/Operating	75,964	365,767	125,700	(65.6)	118,227	(5.9)
Interfund Service Charges	<u>308,720</u>	<u>332,713</u>	<u>351,455</u>	5.6	<u>364,758</u>	3.8
Department Total:	<u><u>\$1,173,779</u></u>	<u><u>\$1,705,516</u></u>	<u><u>\$1,367,751</u></u>	(19.8)	<u><u>\$1,446,688</u></u>	5.8

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
City Planning	\$1,093,715	\$1,348,915	\$1,226,115	(9.1)	\$1,303,449	6.3
Grants Planning & Coordination	<u>32,772</u>	<u>77,601</u>	<u>62,636</u>	(19.3)	<u>68,169</u>	8.8
	<u>\$1,126,487</u>	<u>\$1,426,516</u>	<u>\$1,288,751</u>	(9.7)	<u>\$1,371,618</u>	6.4
Other Funds/Programs						
State Grants SR Fd-Historic Resources	\$0	\$9,000	\$9,000	0.0	\$0	(100.0)
State Grants SR Fd-PlnD Census	(270)	0	0	N/A	0	N/A
State Grants SR Fd-TOD	0	200,000	0	(100.0)	0	N/A
CDBG Planning & Coordination	<u>47,562</u>	<u>70,000</u>	<u>70,000</u>	0.0	<u>75,070</u>	7.2
	<u>47,292</u>	<u>279,000</u>	<u>79,000</u>	(71.7)	<u>75,070</u>	(5.0)
Department Total:	<u><u>\$1,173,779</u></u>	<u><u>\$1,705,516</u></u>	<u><u>\$1,367,751</u></u>	(19.8)	<u><u>\$1,446,688</u></u>	5.8

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PLANNING

*** City Planning ***
Grants Planning and Coordination

PROGRAM DESCRIPTION

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

PROGRAM: CITY PLANNING

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the City Planning program is to implement land-use considerations under the auspices of Federal, State, and local laws and ordinances, and City policies, and also to conduct specialized studies and research on long-range policy issues.

PRIMARY OBJECTIVES

- * Provide courteous, friendly and helpful service to those who enter the development process.
- * Process development applications as they relate to all planning policies and laws, and conduct public hearings before the City Council, Community Development Commission, Harbor Board, Planning Commission and Historic Commission.
- * Complete environmental processing on all projects.
- * Implementation strategies and recommendations for the City's Sub-Area Plan for the Multiple Habitat Conservation Plan (MHCP).
- * Work with staff from other departments on code enforcement and neighborhood enhancement efforts.
- * Continue to coordinate of the Transit Oriented Development Study.
- * Work with SANDAG to implement local components of the Regional Growth Management Strategy.
- * Coordinate participation in various regional activities including SANDAG, the Buena Vista Lagoon Joint Powers Committee, and the Multiple Habitat Conservation Program.

PROGRAM SUMMARY

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

PROGRAM: CITY PLANNING

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Assistant Planner	2.00	2.00	0.00	(2.00)	0.00	0.00
Associate Planner	3.00	3.00	2.00	(1.00)	2.00	0.00
Office Specialist II	2.00	2.00	2.00	0.00	2.00	0.00
Planner I	0.00	0.00	1.00	1.00	1.00	0.00
Planner II	0.00	0.00	2.00	2.00	2.00	0.00
Planning Director	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.75	0.75	0.80	0.05	0.80	0.00
Senior Planner	4.00	4.00	4.00	0.00	4.00	0.00
Total Authorized:	12.75	12.75	12.80	0.05	12.80	0.00

PROGRAM SUMMARY

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

PROGRAM: CITY PLANNING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$718,022	\$877,605	\$775,547	(11.6)	\$840,482	8.4
Non-Personal/Operating	74,146	152,670	112,670	(26.2)	112,670	0.0
Interfund Service Charges	<u>301,547</u>	<u>318,640</u>	<u>337,898</u>	6.0	<u>350,297</u>	3.7
Program Total:	<u>\$1,093,715</u>	<u>\$1,348,915</u>	<u>\$1,226,115</u>	(9.1)	<u>\$1,303,449</u>	6.3

Funding Source

General Fund	<u>\$1,093,715</u>	<u>\$1,348,915</u>	<u>\$1,226,115</u>	(9.1)	<u>\$1,303,449</u>	6.3
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BUDGET HIGHLIGHTS

Personal Services:

Increase due to anticipated salary and benefit costs adjustments.

Non-Personal/Operating:

Decrease due to moving telephone costs to Telecommunications in the Interfund category.

Interfund:

Increase due to rate revisions and the addition of phone-related services to the Interfund category.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PLANNING

City Planning

*** Grants Planning and Coordination ***

PROGRAM DESCRIPTION

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

PROGRAM: GRANTS PLANNING AND COORDINATION

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the grants unit is to serve as a clearinghouse and solicitation unit in order to increase the amount of grant-funded programs and services to the City of Oceanside.

PRIMARY OBJECTIVES

* Review and analyze grant opportunities as they apply to the following areas of need:

Gangs/Juvenile Justice	Parks/Recreation	Crime Prevention
Cultural Arts	Neighborhood Improvement	Environmental Enhancement
Economic Development	Housing/Homeless	

*Coordinate staff and resources for grant applications.

*Network with outside agencies to collaborate on grant applications with community benefits.

*Continue production of grant applications and award nominations.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.25	0.25	0.20	(0.05)	0.20	0.00
Total Authorized:	2.25	2.25	2.20	(0.05)	2.20	0.00

PROGRAM SUMMARY

DEPARTMENT: PLANNING

FISCAL YEARS 2002-04

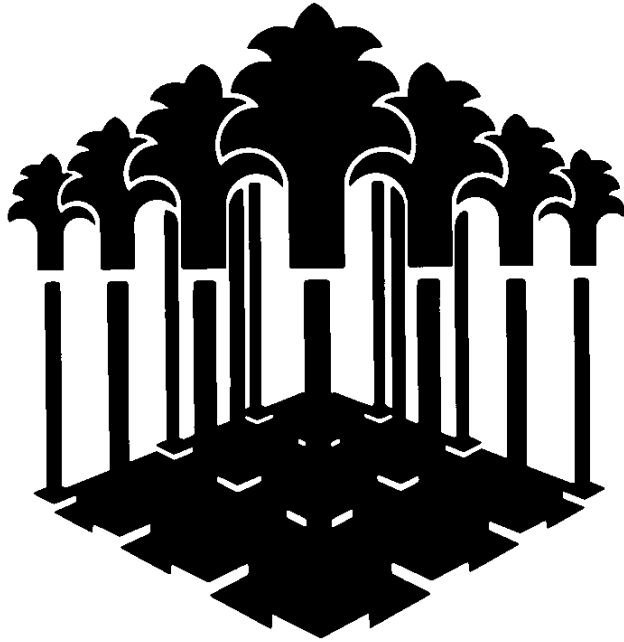
PROGRAM: GRANTS PLANNING AND COORDINATION

Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$71,073	\$129,431	\$115,049	(11.1)	\$123,221	7.1
Non-Personal/Operating	1,818	213,097	13,030	(93.9)	5,557	(57.4)
Interfund Service Charges	<u>7,173</u>	<u>14,073</u>	<u>13,557</u>	(3.7)	<u>14,461</u>	6.7
Program Total:	<u>\$80,064</u>	<u>\$356,601</u>	<u>\$141,636</u>	(60.3)	<u>\$143,239</u>	1.1
Funding Source						
CDBG	\$47,292	\$70,000	\$70,000	0.0	\$75,070	7.2
State Grants	0	209,000	9,000	N/A	0	(100.0)
General Fund	<u>32,772</u>	<u>77,601</u>	<u>62,636</u>	(19.3)	<u>68,169</u>	8.8
	<u>\$80,064</u>	<u>\$356,601</u>	<u>\$141,636</u>	(60.3)	<u>\$143,239</u>	1.1

BUDGET HIGHLIGHTS

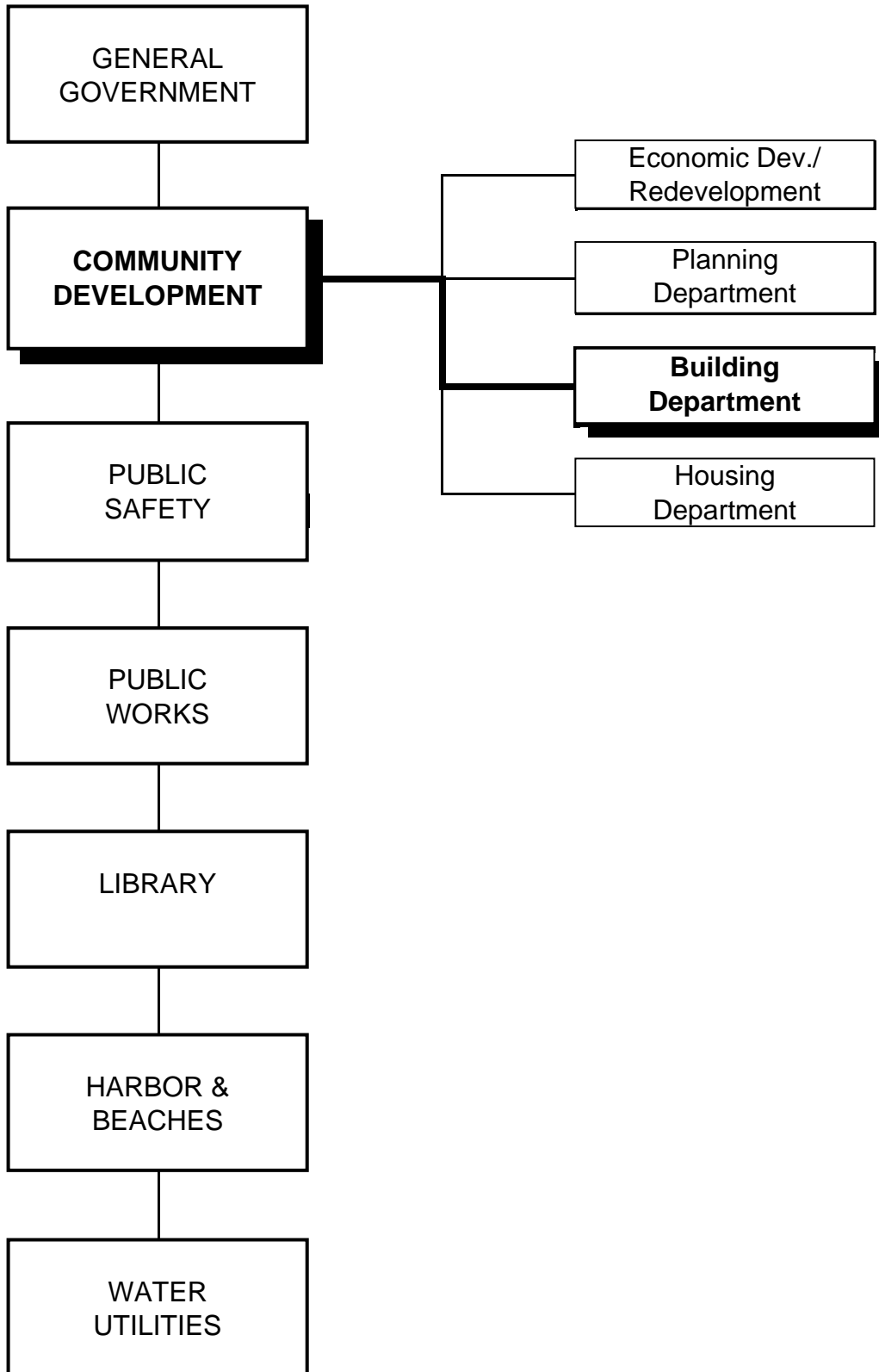
Personal Services:

Reflects current staffing and anticipated salary and benefit costs adjustments.



Building

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

MISSION STATEMENT

The Building Department protects public health, safety, and welfare through enforcement of the State Building Standards Code, the State Mobile Home Parks Act, and various City codes related to maintenance of the quality of life of the community and its citizens. Superior customer service is of foremost importance in the delivery of these services.

PRIMARY OBJECTIVE

The primary objective of the Building Department for FY 2002-04 will be to maximize service levels throughout the departmental service programs. In order to accomplish this it will be necessary to continue with the effective methods applied during the past several years, expanding these methods where improvement is necessary. Continuing methods include cross training and flexible staffing in order to maintain the capacity to respond to shifting workloads and priorities, attention to the concept of team-building and the team approach to problem-solving, and maximum level of employee participation in operational decision-making. Major objectives for this next budget cycle will be to complete and implement a new fee schedule and respond to high demands for plan check and inspection services, especially from the IDEC-NIMO project and the ongoing high level of residential construction.

PRIMARY PROGRAM AREAS

Building Department
Administration
Plan Check/Counter
Inspection

DEPARTMENT DESCRIPTION

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Building Director	1.00	1.00	1.00	0.00	1.00	0.00
Building Inspections Manager	1.00	1.00	1.00	0.00	1.00	0.00
Building Inspector I	2.00	2.00	2.00	0.00	2.00	0.00
Building Inspector II	5.00	5.00	5.00	0.00	5.00	0.00
Building Inspector III	2.00	2.00	1.00	(1.00)	1.00	0.00
Engineering Assistant II	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist I	2.00	2.00	1.00	(1.00)	1.00	0.00
Office Specialist II	2.00	2.00	1.00	(1.00)	1.00	0.00
Permit Processing Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Building Inspector	1.00	1.00	3.00	2.00	3.00	0.00
Senior Office Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Code Enforcement Manager	1.00	1.00	0.00	(1.00)	0.00	0.00
Code Enforcement Officer I	5.00	5.00	0.00	(5.00)	0.00	0.00
Code Enforcement Officer II	5.00	5.00	0.00	(5.00)	0.00	0.00
Total Authorized:	30.00	30.00	18.00	(12.00)	18.00	0.00

DEPARTMENT SUMMARY

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$1,536,179	\$1,130,388	\$1,107,797	(2.0)	\$1,191,678	7.6
Maintenance & Operations	241,684	148,320	161,750	9.1	138,250	(14.5)
Interfund Service Charges	572,687	459,770	359,770	(21.8)	374,472	4.1
Cost Sharing Transfers-Out	178,800	0	0	(100.0)	0	N/A
Cost Sharing Reimbursements	(178,800)	0	0	N/A	0	N/A
Department Total	<u>\$2,350,550</u>	<u>\$1,738,478</u>	<u>\$1,629,317</u>	(6.3)	<u>\$1,704,400</u>	4.6

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Administration	\$615,653	\$664,070	\$536,701	(19.2)	\$533,506	(0.6)
Code Enforcement	507,269	0	0	N/A	0	N/A
Plan Check/Counter Inspection	448,133	498,654	505,578	1.4	541,498	7.1
	545,550	575,754	587,038	2.0	629,396	7.2
	\$2,116,605	\$1,738,478	\$1,629,317	(6.3)	\$1,704,400	4.6
Other Funds/Programs						
CDBG Fd	\$ 55,145	0	0	N/A	0	N/A
Solid Waste Disposal Fund	178,800	0	0	N/A	0	N/A
	\$ 233,945	\$0	\$0	N/A	\$0	N/A
Department Total	<u>\$2,350,550</u>	<u>\$1,738,478</u>	<u>\$1,629,317</u>	(6.3)	<u>\$1,704,400</u>	4.6

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



BUILDING

*** Administration ***
Plan Check / Counter
Inspection
Code Enforcement

PROGRAM DESCRIPTION

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Administration program directs, coordinates, leads, and provides support services to the three operational programs of the Building Department. Administration is responsible for personnel management and training, budget management, and development and implementation of policies and procedures. A primary function is to facilitate the resolution of problems not resolved at the operational level.

PRIMARY OBJECTIVES

The primary objectives of the Administration program are to provide leadership and direction for all department programs, to provide the highest quality customer service to all department contacts, and to provide continued support services to department programs. A specific objective for FY2002-2004 will be to improve departmental record-keeping, document storage, and data reporting capacity.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Building Director	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist I	1.00	1.00	1.00	(1.00)	1.00	0.00
Office Specialist II	2.00	2.00	1.00	(1.00)	1.00	(1.00)
Total Authorized:	5.00	5.00	4.00	(1.00)	4.00	0.00

PROGRAM SUMMARY

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$229,414	\$261,320	\$237,147	(9.3)	\$251,075	5.9
Maintenance & Operations	53,657	61,140	78,500	28.4	55,000	(29.9)
Interfund Service Charges	<u>332,582</u>	<u>341,610</u>	<u>221,054</u>	(35.3)	<u>227,431</u>	2.9
Program Total:	<u>\$615,653</u>	<u>\$664,070</u>	<u>\$536,701</u>	(19.2)	<u>\$533,506</u>	(0.6)
Funding Source						
General Fund	<u>\$615,653</u>	<u>\$664,070</u>	<u>\$536,701</u>	(19.2)	<u>\$533,506</u>	(0.6)

BUDGET HIGHLIGHTS

Personal Services:

No changes in staffing.

Non-Personal/Operating:

Increase due to carry over of contract for fee study.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



BUILDING

Administration
* **Plan Check / Counter** *
Inspection
Code Enforcement

PROGRAM DESCRIPTION

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: PLAN CHECK/COUNTER

PROGRAM PURPOSE AND DESCRIPTION

The Plan Check/Counter program provides an applicant interface at a public counter in order to assist with plan-check services, the issuance of building permits, and other building fees and services. This program also keeps records for both public and private building projects. All plans are checked for compliance with local adopted codes, ordinances and state regulations.

PRIMARY OBJECTIVES

To provide plan check services and issue building permits in a timely and service-oriented manner.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Building Inspector I	0.00	0.00	1.00	1.00	1.00	0.00
Building Inspector II	1.00	1.00	0.00	(1.00)	0.00	0.00
Building Inspector III	1.00	1.00	0.00	(1.00)	0.00	0.00
Engineering Assistant II	0.00	0.00	1.00	1.00	1.00	0.00
Permit Processing Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Building Inspector	1.00	1.00	3.00	2.00	3.00	0.00
Total Authorized:	4.00	4.00	6.00	2.00	6.00	0.00

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: PLAN CHECK/COUNTER

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$264,291	\$385,894	\$386,204	0.1	\$418,945	8.5
Maintenance & Operations	157,492	78,800	80,250	1.8	80,250	0.0
Interfund Service Charges	<u>26,350</u>	<u>33,960</u>	<u>39,124</u>	15.2	<u>42,303</u>	8.1
Program Total:	<u>\$448,133</u>	<u>\$498,654</u>	<u>\$505,578</u>	1.4	<u>\$541,498</u>	7.1

Funding Source

General Fund	<u>\$448,133</u>	<u>\$498,654</u>	<u>\$505,578</u>	1.4	<u>\$541,498</u>	7.1
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BUDGET HIGHLIGHTS

Personal Services:

Plan Checker and Permit Technician Positions added mid-budget. Plan Checker cost offset by reduction in contract services expenditures.

Non-Personal/Operating:

No Significant changes.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



BUILDING

Administration
Plan Check / Counter
* **Inspection** *
Code Enforcement

PROGRAM DESCRIPTION

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: INSPECTION

PROGRAM PURPOSE AND DESCRIPTION

The Building Inspection program provides inspection services per code requirements for all construction activity performed under a building permit issued by the Building department. The staff also: (1) investigates all complaints which may involve code violations or other issues within the departments jurisdiction; (2) provides information to the public on questions related to building code requirements and interpretations; and (3) provides information and support to other departments as appropriate.

PRIMARY OBJECTIVES

To provide prompt, courteous, thorough and knowledgeable inspections that are consistent regardless of the individual staff member involved. Also, to provide better service more efficiently by regularly reviewing and refining policies, procedures and training.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Building Inspections Manager	1.00	1.00	1.00	0.00	1.00	0.00
Building Inspector I	2.00	2.00	1.00	(1.00)	1.00	0.00
Building Inspector II	4.00	4.00	5.00	1.00	5.00	0.00
Building Inspector III	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	8.00	8.00	8.00	0.00	8.00	0.00

PROGRAM SUMMARY

DEPARTMENT: BUILDING

FISCAL YEARS 2002-04

PROGRAM: INSPECTION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$454,737	\$483,174	\$484,445	0.3	\$521,658	7.7
Maintenance & Operations	6,449	8,380	3,000	(64.2)	3,000	0.0
Interfund Service Charges	84,364	84,200	99,593	18.3	104,738	5.2
Program Total:	<u>\$545,550</u>	<u>\$575,754</u>	<u>\$587,038</u>	2.0	<u>\$629,396</u>	7.2
Funding Source						
General Fund	<u>\$545,550</u>	<u>\$575,754</u>	<u>\$587,038</u>	2.0	<u>\$629,396</u>	7.2

BUDGET HIGHLIGHTS

Personal Services:

No significant changes.

Non-Personal/Operating:

No significant changes.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



BUILDING

Administration
Plan Check / Counter
Inspection
*** Code Enforcement ***

PROGRAM DESCRIPTION

DEPARTMENT: Building

FISCAL YEARS 2002-04

PROGRAM: CODE ENFORCEMENT

PROGRAM PURPOSE AND DESCRIPTION

The purpose of this program is to provide enforcement of City regulations that address conditions on private and public property. The majority of concerns involve substandard dwelling units, inoperable/abandoned vehicles, accumulations of trash and debris, boarding up of dangerous and abandoned buildings, illegal encampments, graffiti, and violations of the zoning ordinance.

Note: The Building Department's Code Enforcement Program is for historical data reference only. Code Enforcement has been moved to Housing and Neighborhood Services.

PRIMARY OBJECTIVES

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Code Enforcement Manager	1.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer I	5.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer II	5.00	0.00	0.00	0.00	0.00	0.00
Office Specialist I	2.00	0.00	0.00	0.00	0.00	0.00
Senior Office Specialist	1.00	0.00	0.00	0.00	0.00	0.00
Total Authorized:	14.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: Building
PROGRAM: CODE ENFORCEMENT

FISCAL YEARS 2002-04

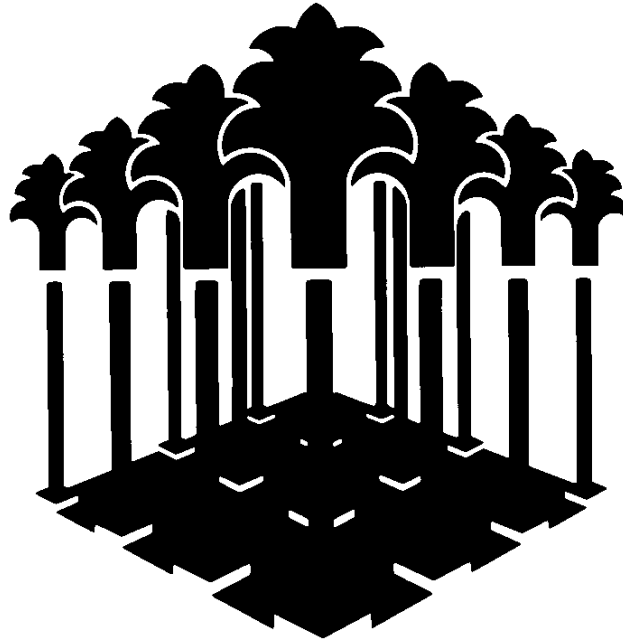
Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$587,737	\$0	\$0	N/A	\$0	N/A
Maintenance & Operations	24,086	0	0	N/A	0	N/A
Interfund Service Charges	129,391	0	0	N/A	0	N/A
Cost Sharing Transfers- Out	178,800	0	0	N/A	0	N/A
Cost Sharing Reimbursements	(178,800)					
Program Total:	\$741,214	\$0	\$0	N/A	\$0	N/A
General Fund	\$507,269	\$0	\$0	N/A	\$0	N/A
Solid Waste	178,800	0	0	N/A	0	N/A
CDBG	55,145	0	0	N/A	0	N/A
	\$741,214	\$0	\$0	N/A	\$0	N/A

BUDGET HIGHLIGHTS

Personal Services:

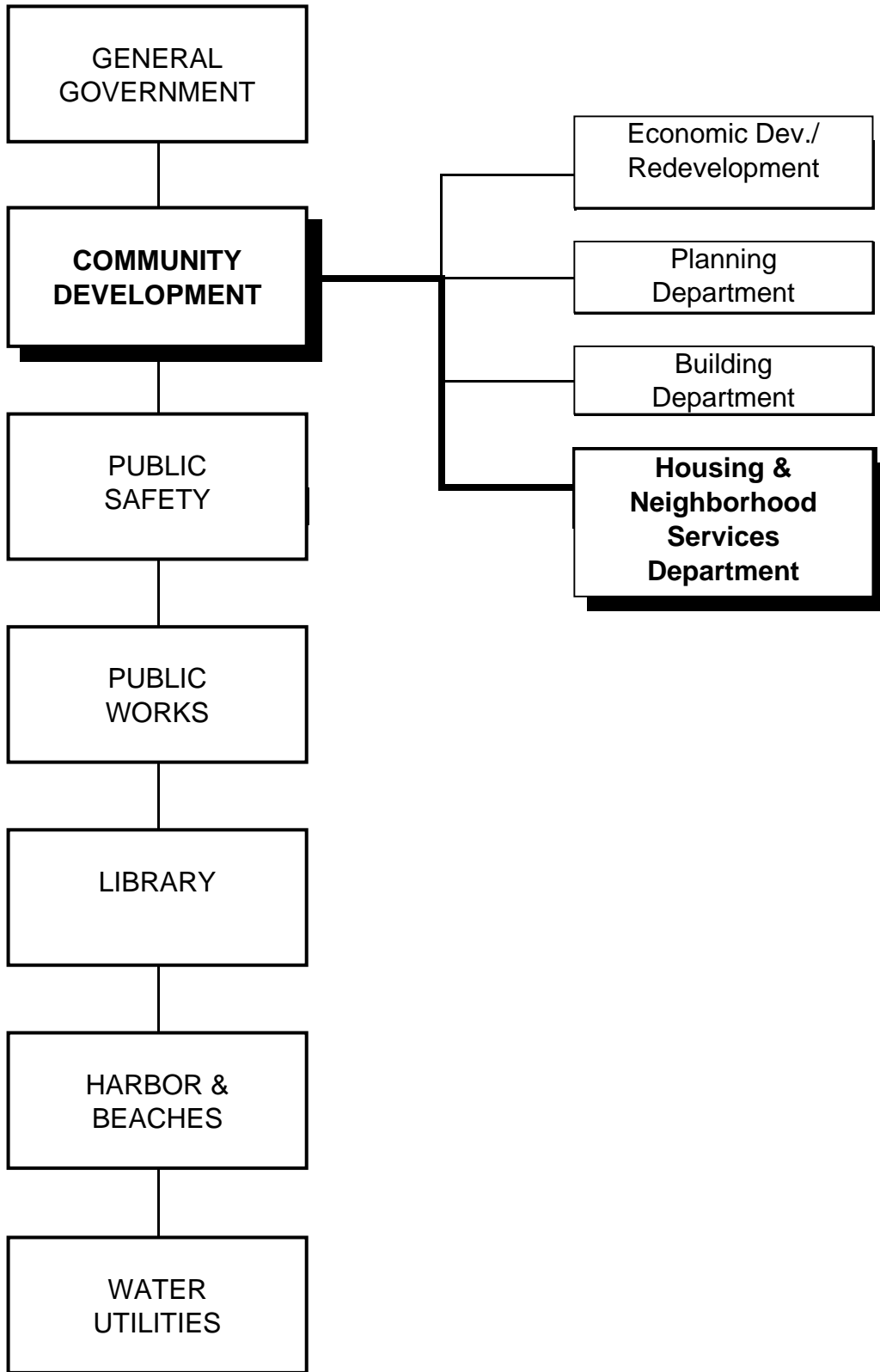
Code Enforcement Program moved to Housing and Neighborhood Services Department as of 7/1/01.





*Housing &
Neighborhood
Services
Department*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

MISSION STATEMENT

It is the mission of the City of Oceanside Housing and Neighborhood Services Department to implement the City Council's policies regarding housing assistance for low and moderate income households. In addition, the Department is responsible for administering the Community Development Block Grant (CDBG) program, the Citywide Code Enforcement program, recycling, weed abatement, encampment abatements, Storm Water enforcement, the Childcare Coordination function, the Healthy Cities program, and the administration of four community resource centers (Chavez, Crown Heights, San Luis Rey Valley, and Libby Lake). The Housing and Neighborhood Services Department works with private non-profit agencies, other government agencies, and for-profit entities in accomplishing its mission.

PRIMARY OBJECTIVE

- * Increase the Section 8 program by 130 units.
- * Make approximately 10 single family home loans, approximately 60 mobile home grants and 3 rental rehab loans (to rehab approximately 14 units).
- * Monitor the Women's Resource Center/Transitional Housing project.
- * Monitor a 22-unit independent housing project for persons with HIV (Marisol).
- * Work with non-profit or for-profit developers to develop a rental project for low-income households utilizing Tax Credits.
- * Process rental adjustments in 19 mobile home parks.
- * Monitor 6 multifamily tax-exempt bond projects totaling approximately 2,000 units, of which approximately 400 are reserved for low-income households.
- * Solicit applications for CDBG and work with City Commissions to evaluate proposals. Administer CDBG program after City Council makes allocations.
- * Implement and administer the HOME program.
- * Administer the Redevelopment Low and Moderate Income Homing Program.
- * Implement the Calle Montecito Revitalization Plan.
- * Provide staffing to the Oceanside Mobile home Park Financing Authority regarding the Laguna Vista Mobilehome Park.
- * Administer a Fair Housing Program including an audit for disparate treatment
- * Monitor 23 units at the Corona Apartments.
- * Monitor Loma Alta and other coastal replacement housing projects.
- * Administer the Mortgage Credit Certificate Program.
- * Staff the Housing Commission, Manufactured Home Fair Practices Commission, and Child Care Committee
- * Administer four community resource centers.
- * Create and participate in programs that will promote and foster increased affordable childcare for Oceanside residents.
- * Administer the Healthy Cities program .
- * If approved by the City Council, implement the Crown Heights Revitalization Project.

PRIMARY PROGRAM AREAS

Housing and Neighborhood Services

CDBG

Program Development

Rehab Loans

Section 8 Rental Assistance

Mortgage Revenue Bonds

Mobile Home Rent Control

HOME

Resource Centers

Code Enforcement

Cal Home

DEPARTMENT DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accountant	1.00	1.00	1.00	0.00	1.00	0.00
Accounting Technician	2.00	2.00	2.00	0.00	2.00	0.00
Administrative Analyst I	1.00	1.00	2.00	1.00	2.00	0.00
Administrative Analyst II	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Housing Director	1.00	1.00	0.00	(1.00)	0.00	0.00
Code Enforcement Manager	0.00	0.00	1.00	1.00	1.00	0.00
Code Enforcement Officer I	0.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer II	0.00	0.00	10.00	10.00	10.00	0.00
*Community Resource Ctr. Assist	6.00	6.00	6.00	0.00	6.00	0.00
Housing & Neighborhood Director	1.00	1.00	1.00	0.00	1.00	0.00
Housing Specialist	9.00	9.00	10.00	1.00	10.00	0.00
Housing Technician	2.00	2.00	2.00	0.00	2.00	0.00
Management Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist I	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist II	3.00	3.00	4.00	1.00	4.00	0.00
Senior Housing Specialist	2.00	2.00	3.00	1.00	3.00	0.00
Senior Management Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized	31.00	31.00	48.00	17.00	48.00	0.00

* 2 are permanent, part-time employees.

DEPARTMENT SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$1,432,695	\$2,168,037	\$2,448,565	12.9	\$2,641,086	7.9
Non-Personal/Operating	9,012,067	14,621,722	13,621,190	(6.8)	13,183,509	(3.2)
Interfund Service Charges	478,354	673,302	905,401	34.5	940,167	3.8
Debt Service	0	100,000	90,000	(10.0)	241,554	168.4
Operating Transfers-Out	(322,969)	34,810	0	(100.0)	0	N/A
Cost Sharing Transfers-Out	0	201,580	0	(100.0)	0	N/A
Cost Sharing Reimbursements	0	(201,580)	(349,932)	73.6	(367,429)	5.0
Department Total	\$10,600,147	\$17,597,871	\$16,715,224	(5.0)	\$16,638,887	(0.5)

EXPENDITURES BY PROGRAM

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
*Code Enforcement	0	497,010	598,570	20.4	638,670	6.7
Resource Centers	337,886	347,210	399,307	15.0	592,577	48.4
Total General fund Programs	\$337,886	\$844,220	\$997,877	18.2	\$1,231,247	23.4
Other Funds/Programs						
CDBG	\$1,744,669	\$1,794,320	\$1,890,200	5.3	\$1,903,475	0.7
Program Development	544,015	350,177	579,140	65.4	500,786	(13.5)
Rehab Loans	270,375	500,172	475,001	(5.0)	485,172	2.1
Section 8 Rental Assistance	7,318,505	10,273,881	10,672,452	3.9	11,216,941	5.1
Mortgage Revenue Bonds	155,239	381,554	203,475	(46.7)	200,072	(1.7)
Mobile Home Rent Control	165,350	201,843	195,037	(3.4)	201,941	3.5
HOME Program	64,108	2,140,124	779,033	(63.6)	784,746	0.7
*Code Enforcement	0	261,580	103,009	(60.6)	114,507	11.2
CalHome Program	0	850,000	820,000	(3.5)	0	(100.0)
Total Other Programs/Funds	\$10,262,261	\$16,753,651	\$15,717,347	(6.2)	\$15,407,640	(2.0)
Department Total	\$10,600,147	\$17,597,871	\$16,715,224	(5.0)	\$16,638,887	(0.5)

**CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04**



**HOUSING AND
NEIGHBORHOOD SERVICES**

*** CDBG ***

Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: CDBG

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of the Community Development Block Grant is to address a range of affordable housing, public services and community development needs. These are identified in the City's 2000-2005 Consolidated Plan for Housing and Community Development. To be eligible, activities must primarily benefit low-income households or prevent or eliminate blight. The Department's goal is to manage the CDBG program in accordance with federal regulations and local policies.

PRIMARY OBJECTIVES

- * Conduct public meetings to inform interested organizations and individuals about the CDGB program and to orient them about the application process.
- * Review and process all applications for CDBG funding, including facilitating Commission review and recommendations.
- * Conduct public hearings prior to the allocation of CDBG funding.
- * Draft and submit the annual Action Plan to HUD.
- * Process contracts for CDBG sub-recipients and conduct a training session for sub-recipients on compliance with federal regulations.
- * Monitor contractors, process request for payments, and collect statistical reports on program accomplishments.
- * Prepare annual programmatic and financial reports as required by HUD.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accountant	0.17	0.17	0.02	(0.15)	0.12	0.10
Accounting Technician	0.00	0.00	0.02	0.02	0.02	0.00
Administrative Analyst I	0.00	0.00	1.00	1.00	1.00	0.00
Housing Technician	0.00	0.00	0.05	0.05	0.05	0.00
Office Specialist II	0.06	0.06	0.00	(0.06)	0.00	0.00
Senior Management Analyst	<u>0.59</u>	<u>0.59</u>	<u>0.19</u>	<u>(0.40)</u>	<u>0.19</u>	<u>0.00</u>
Total Authorized:	0.82	0.82	1.28	0.46	1.38	0.10

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: CDBG

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$58,783	\$43,439	\$74,627	71.8	\$87,595	17.4
Maintenance & Operations	1,614,548	1,577,967	1,681,986	6.6	1,528,874	(9.1)
Interfund Service Charges	71,338	72,914	43,589	(40.2)	45,452	4.3
Debt Service	<u>0</u>	<u>100,000</u>	<u>90,000</u>	(10.0)	<u>241,554</u>	168.4
Program Total:	<u>\$1,744,669</u>	<u>\$1,794,320</u>	<u>\$1,890,202</u>	5.3	<u>\$1,903,475</u>	0.7
Funding Source						
CDBG	<u>\$1,744,669</u>	<u>\$1,794,320</u>	<u>\$1,890,200</u>	5.3	<u>\$1,903,475</u>	0.7

BUDGET HIGHLIGHTS

CDBG in other Departments/Programs:

Building	\$55,145	\$0	\$0	N/A	\$0	N/A
Library	51,721	32,680	41,800	27.9	11,957	(71.4)
Planning	47,562	70,000	70,000	0.0	75,070	7.2
Housing/Code Enforcement	<u>0</u>	<u>60,000</u>	<u>103,009</u>	71.7	<u>114,507</u>	11.2
Totals in other Departments	<u>\$154,428</u>	<u>\$162,680</u>	<u>\$214,809</u>	32.0	<u>\$201,534</u>	(6.2)
Total CDBG	<u>\$1,899,097</u>	<u>\$1,957,000</u>	<u>\$2,105,009</u>	7.6	<u>\$2,105,009</u>	0.0

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
*** Program Development ***
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: PROGRAM DEVELOPMENT

PROGRAM PURPOSE AND DESCRIPTION
--

The purposes of Program Development are the following: provide a Fair Housing program, produce affordable housing through programs with the private sector, perform a variety of reporting functions to Federal and State agencies, provide technical assistance to nonprofit agencies regarding housing issues, research and complete applications for new housing programs, provide housing assistance to special needs populations, improve the availability and affordability of childcare in Oceanside, and administer the Healthy Cities program.

PRIMARY OBJECTIVES

- * Conduct a Fair Housing program.
- * Provide staffing to the Housing Commission.
- * Apply for new Federal and State housing programs.
- * Monitor the Transitional Housing program.
- * Implement Redevelopment Low & Moderate Income Housing programs utilizing the 20% set-aside.
- * Research Regional Homeless Shelter.
- * Implement Housing Element programs.
- * Provide Childcare Coordination function.
- * Administer Healthy Cities programs.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accountant	0.28	0.28	0.33	0.05	0.28	(0.05)
Accounting Technician	0.20	0.20	0.10	(0.10)	0.10	0.00
Administrative Analyst I (Childcare Coord)	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	0.56	0.56	0.74	0.18	0.74	0.00
Assistant Housing Director	0.13	0.13	0.00	(0.13)	0.00	0.00
Housing & Neighborhood Director	0.43	0.43	0.32	(0.11)	0.32	0.00
Housing Specialist	0.06	0.06	0.20	0.14	0.20	0.00
Housing Technician	0.00	0.00	0.56	0.56	0.56	0.00
Office Specialist II	0.54	0.54	0.41	(0.13)	0.41	0.00
Senior Housing Specialist	0.64	0.64	1.07	0.43	1.07	0.00
Senior Management Analyst	0.41	0.41	0.52	0.11	0.52	0.00
Total Authorized:	4.25	4.25	5.25	1.00	5.20	(0.05)

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: PROGRAM DEVELOPMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$245,958	\$207,562	\$304,356	46.6	\$325,506	6.9
Maintenance & Operations	622,970	91,390	167,308	83.1	94,831	(43.3)
Interfund Service Charges	48,087	51,225	77,476	51.2	80,449	3.8
Operating Transfers Out	<u>(373,000)</u>	<u>0</u>	<u>30,000</u>	N/A	<u>0</u>	N/A
Program Total:	<u><u>\$544,015</u></u>	<u><u>\$350,177</u></u>	<u><u>\$579,140</u></u>	65.4	<u><u>\$500,786</u></u>	(13.5)
 Funding Source						
Grants	\$478,397	\$62,039	\$148,786	139.8	\$86,792	(41.7)
CDBG & Program Income	418,754	288,138	284,033	(1.4)	287,703	1.3
Miscellaneous/Other	<u>(353,136)</u>	<u>0</u>	<u>146,321</u>	N/A	<u>126,291</u>	(13.7)
	<u><u>\$544,015</u></u>	<u><u>\$350,177</u></u>	<u><u>\$579,140</u></u>	65.4	<u><u>\$500,786</u></u>	(13.5)

BUDGET HIGHLIGHTS

Interfund:

Increase due to distribution of additional Interfund Service Charges.

FY 2001-2002 did not include Carry Forward for Low & Moderate Income Housing

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
* **Rehab Loans** *
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: REHAB LOANS & ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of the Rehab Program is to assist low-income owner/occupants by providing financing to accomplish needed repairs to bring housing units up to code, as well as to complete general improvements that make the units more livable.

PRIMARY OBJECTIVES

- * Rehab approximately 24 owner-occupied single family homes.
- * Rehab approximately 60 mobile homes.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Technician	0.68	0.68	0.43	(0.25)	0.43	0.00
Administrative Secretary	0.22	0.22	0.02	(0.20)	0.02	0.00
Assistant Housing Director	0.02	0.02	0.00	(0.02)	0.00	0.00
Housing & Neighborhood Director	0.02	0.02	0.00	(0.02)	0.00	0.00
Housing Specialist	0.96	0.96	0.80	(0.16)	0.80	0.00
Housing Technician	0.50	0.50	0.27	(0.23)	0.27	0.00
Office Specialist II	0.30	0.30	0.27	(0.03)	0.27	0.00
Senior Housing Specialist	0.11	0.11	0.16	0.05	0.16	0.00
Total Authorized:	2.81	2.81	1.95	(0.86)	1.95	0.00

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: REHAB LOANS & ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$139,395	\$109,407	\$103,392	(5.5)	\$112,329	8.6
Maintenance & Operations	82,202	369,334	341,980	(7.4)	341,960	(0.0)
Interfund Service Charges	19,978	21,431	29,629	38.3	30,883	4.2
Operating Transfers Out	<u>28,800</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>	N/A
Program Total:	<u><u>\$270,375</u></u>	<u><u>\$500,172</u></u>	<u><u>\$475,001</u></u>	(5.0)	<u><u>\$485,172</u></u>	2.1
Funding Source						
CDBG & Program Income	<u><u>\$270,375</u></u>	<u><u>\$500,172</u></u>	<u><u>\$475,001</u></u>	(5.0)	<u><u>\$485,172</u></u>	2.1

BUDGET HIGHLIGHTS

FY 00-01 includes Rehab loans of \$242,485 and Rental Rehab loans of \$80,800.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
* **Section 8 Rental Assistance** *
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: SECTION 8 RENTAL ASSISTANCE

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of the Section 8 program is to provide rental assistance to very low income households in privately owned units throughout the City.

PRIMARY OBJECTIVES

- * Increase the Section 8 program by 130 units
- * Assist 1,500 households with Section 8 certificates and vouchers, this includes 100 mainstream and 200 family unification units.
- * Assist 100 households under the Family Self-Sufficient Program.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accountant	0.55	0.55	0.62	0.07	0.53	(0.09)
Accounting Technician	1.00	1.00	1.43	0.43	1.43	0.00
Administrative Secretary	0.00	0.00	0.05	0.05	0.05	0.00
Assistant Housing Director	0.18	0.18	0.00	(0.18)	0.00	0.00
Housing & Neighborhood Director	0.03	0.03	0.13	0.10	0.13	0.00
Housing Specialist	7.00	7.00	9.00	2.00	9.00	0.00
Housing Technician	1.50	1.50	1.00	(0.50)	1.00	0.00
Management Analyst	0.76	0.76	0.24	(0.52)	0.24	0.00
Office Specialist II	1.00	1.00	1.54	0.54	1.54	0.00
Senior Housing Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	13.02	13.02	15.01	1.99	14.92	(0.09)

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: SECTION 8 RENTAL ASSISTANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$630,539	\$792,404	\$801,185	1.1	\$854,805	6.7
Maintenance & Operations	6,577,225	9,333,646	9,636,824	3.2	10,118,640	5.0
Interfund Service Charges	110,741	147,831	234,443	58.6	243,496	3.9
Program Total:	<u>\$7,318,505</u>	<u>\$10,273,881</u>	<u>\$10,672,452</u>	3.9	<u>\$11,216,941</u>	5.1
Section 8 Certificates	\$378,354	\$0	\$0	N/A	\$0	N/A
Section 8 Vouchers	6,940,151	10,273,881	10,672,452	3.9	11,216,941	5.1
	<u>\$7,318,505</u>	<u>\$10,273,881</u>	<u>\$10,672,452</u>	3.9	<u>\$11,216,941</u>	5.1

BUDGET HIGHLIGHTS

Interfund:

Increased to more accurately reflect program share.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
* **Mortgage Revenue Bonds** *
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: MORTGAGE REVENUE BONDS

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of the Mortgage Revenue Bond program is to monitor five multifamily bond issues that assist low-income renters.

PRIMARY OBJECTIVES

- * Monitor five multifamily bond issues which includes approximately 2,000 total units of which approximately 400 are reserved for low-income households at affordable rents.
- * Establish income eligibility levels and maximum rent levels in accordance with the various Regulatory Agreements.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accountant	0.00	0.00	0.02	0.02	0.02	0.00
Accounting Technician	0.06	0.06	0.00	(0.06)	0.00	0.00
Administrative Analyst II	0.00	0.00	0.52	0.52	0.52	0.00
Administrative Secretary	0.10	0.10	0.19	0.09	0.19	0.00
Assistant Housing Director	0.10	0.10	0.00	(0.10)	0.00	0.00
Housing & Neighborhood Director	0.45	0.45	0.19	(0.26)	0.19	0.00
Housing Specialist	0.54	0.54	0.00	(0.54)	0.00	0.00
Housing Technician	0.00	0.00	0.12	0.12	0.12	0.00
Office Specialist II	0.43	0.43	0.41	(0.02)	0.41	0.00
Senior Housing Specialist	0.14	0.14	0.34	0.20	0.34	0.00
Total Authorized:	1.82	1.82	1.79	(0.03)	1.79	0.00

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: MORTGAGE REVENUE BONDS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$51,088	\$111,541	\$110,016	(1.4)	\$117,509	6.8
Maintenance & Operations	11,169	155,479	20,956	(86.5)	8,460	(59.6)
Interfund Service Charges	71,751	79,724	72,503	(9.1)	74,103	2.2
Operating Transfers Out	21,231	34,810	0	N/A	0	N/A
Program Total:	<u><u>\$155,239</u></u>	<u><u>\$381,554</u></u>	<u><u>\$203,475</u></u>	(46.7)	<u><u>\$200,072</u></u>	(1.7)
Funding Source						
Administration Fees	<u><u>\$155,239</u></u>	<u><u>\$381,554</u></u>	<u><u>\$203,475</u></u>	(46.7)	<u><u>\$200,072</u></u>	(1.7)

BUDGET HIGHLIGHTS

Maintenance & Operations:

FY 2001-02 included an appropriation of \$135,960 for family solutions.

Interfund:

Decrease due to redistribution of Interfund costs.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
*** Mobile Home Rent Control ***
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: MOBILE HOME RENT CONTROL

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the Mobile Home program is to regulate rents in all mobile home parks in the City of Oceanside.

PRIMARY OBJECTIVES

* To regulate rents in 19 mobile home parks.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Technician	0.06	0.06	0.00	(0.06)	0.00	0.00
Administrative Analyst II	0.00	0.00	0.48	0.48	0.48	0.00
Administrative Secretary	0.06	0.06	0.00	(0.06)	0.00	0.00
Assistant Housing Director	0.22	0.22	0.00	(0.22)	0.00	0.00
Housing & Neighborhood Director	0.04	0.04	0.19	0.15	0.19	0.00
Housing Specialist	0.44	0.44	0.00	(0.44)	0.00	0.00
Office Specialist II	0.67	0.67	0.37	(0.30)	0.37	0.00
Senior Housing Specialist	0.11	0.11	0.19	0.08	0.19	0.00
Total Authorized:	1.60	1.60	1.23	(0.37)	1.23	0.00

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: MOBILE HOME RENT CONTROL

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$72,527	\$93,994	\$79,923	(15.0)	\$85,335	6.8
Maintenance & Operations	18,929	29,880	60,251	101.6	60,350	0.2
Interfund Service Charges	<u>73,894</u>	<u>77,969</u>	<u>54,863</u>	(29.6)	<u>56,256</u>	2.5
Program Total:	<u>\$165,350</u>	<u>\$201,843</u>	<u>\$195,037</u>	(3.4)	<u>\$201,941</u>	3.5
<u>Funding Source</u>						
Park Registration Fees/Int Earnings	<u>\$165,350</u>	<u>\$201,843</u>	<u>\$195,037</u>	(3.4)	<u>\$201,941</u>	3.5

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
*** HOME ***
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: HOME

PROGRAM PURPOSE AND DESCRIPTION
--

HOME was created by the National Affordable Housing Act of 1990. Funds are allocated by formula to "participating jurisdictions" to expand the supply of decent, safe, sanitary and affordable housing, primarily rental housing. In addition, the intent of HOME is to expand the capacity of nonprofit, community-based housing development organizations.

PRIMARY OBJECTIVES

- * Administer a first-time buyer program for low-income households.
- * Implement the Libby Lake Affordable Homeownership Housing Development
- * Assist for profit and non-profit developers to construct new rental housing.
- * Assist a nonprofit agency to acquire and rehabilitate existing rental units.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accountant	0.00	0.00	0.01	0.01	0.05	0.04
Accounting Technician	0.00	0.00	0.02	0.02	0.02	0.00
Administrative Secretary	0.06	0.06	0.00	(0.06)	0.00	0.00
Assistant Housing Director	0.23	0.23	0.00	(0.23)	0.00	0.00
Housing & Neighborhood Director	0.03	0.03	0.04	0.01	0.04	0.00
Senior Housing Specialist	0.00	0.00	0.24	0.24	0.24	0.00
Senior Management Analyst	0.00	0.00	0.29	0.29	0.29	0.00
Total Authorized:	0.32	0.32	0.60	0.28	0.64	0.04

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: HOME

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$31,737	\$37,799	\$44,137	16.8	\$50,331	14.0
Maintenance & Operations	143	2,068,076	702,905	(66.0)	701,313	(0.2)
Interfund Service Charges	32,228	34,249	31,991	(6.6)	33,102	3.5
Program Total:	<u>\$64,108</u>	<u>\$2,140,124</u>	<u>\$779,033</u>	(63.6)	<u>\$784,746</u>	0.7

Funding Source

HOME Grants	<u>\$64,108</u>	<u>\$2,140,124</u>	<u>\$779,033</u>	(63.6)	<u>\$784,746</u>	0.7
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BUDGET HIGHLIGHTS

Maintenance & Operations:

FY 2001-2002 includes carry forward funds.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
•Resource Centers *
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: RESOURCE CENTERS

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of this program is to administer and operate four community resource centers (Chavez, Crown Heights, San Luis Rey Valley and Libby Lake). A variety of services are available to residents at these centers through collaborations with several non-profit agencies.

PRIMARY OBJECTIVES

For all four centers:

- * Coordination of activities and special events.
- * Handling reservations for use of the centers by community groups.
- * Maintaining facilities.
- * Monitoring programs and services delivered by non-profit agencies in the centers.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Assistant Housing Director	0.12	0.12	0.00	(0.12)	0.00	0.00
*Community Resource Ctr. Assistant	6.00	6.00	6.00	0.00	6.00	0.00
Housing & Neighborhood Director	0.00	0.00	0.08	0.08	0.08	0.00
Management Analyst	<u>0.24</u>	<u>0.24</u>	<u>0.76</u>	<u>0.52</u>	<u>0.76</u>	<u>0.00</u>
Total Authorized:	6.36	6.36	6.84	0.48	6.84	0.00

* 2 are permanent part-time employees

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: RESOURCE CENTERS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$203,640	\$188,523	\$227,959	20.9	\$247,520	8.6
Maintenance & Operations	83,847	109,363	97,820	(10.6)	267,206	173.2
Interfund Service Charges	50,399	49,324	73,528	49.1	77,851	5.9
Program Total:	<u>\$337,886</u>	<u>\$347,210</u>	<u>\$399,307</u>	15.0	<u>\$592,577</u>	48.4

Funding Source

General Fund	<u>\$337,886</u>	<u>\$347,210</u>	<u>\$399,307</u>	15.0	<u>\$592,577</u>	48.4
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BUDGET HIGHLIGHTS

Maintenance & Operations:

FY 2003-04 includes operation costs of new Libby Lake Community Center.

Interfund:

FY 2002-03 includes public-use computers.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: CODE ENFORCEMENT

PROGRAM PURPOSE AND DESCRIPTION

The purpose of this program is to provide enforcement of City regulations that address conditions on private and public property. The majority of concerns involve substandard dwelling units, inoperable/abandoned vehicles, accumulations of trash and debris, boarding up of dangerous and abandoned buildings, illegal encampments, graffiti, and violations of the zoning ordinance.

PRIMARY OBJECTIVES

- 1) Enhance community awareness of all regulations applicable to private property, especially those affecting property values and quality of life.
- 2) Improve the quantity and quality of communications between staff and citizens who file complaints or need information.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Code Enforcement Manager	0.00	1.00	1.00	0.00	1.00	0.00
Code Enforcement Officer I	0.00	5.00	0.00	(5.00)	0.00	0.00
Code Enforcement Officer II	0.00	5.00	10.00	5.00	10.00	0.00
Housing & Neighborhood Director	0.00	0.00	0.05	0.05	0.05	0.00
Office Specialist I	0.00	2.00	1.00	(1.00)	1.00	0.00
Office Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Senior Office Specialist	0.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	0.00	14.00	14.05	0.05	14.05	0.00

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES
PROGRAM: CODE ENFORCEMENT

FISCAL YEARS 2002-04

Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$0	\$583,368	\$702,970	20.5	\$760,156	8.1
Maintenance & Operations	0	36,587	61,160	67.2	61,875	1.2
Interfund Service Charges	0	138,635	287,381	107.3	298,575	3.9
Cost Sharing Transfers-Out	0	201,580	0	N/A	0	N/A
Cost Sharing Reimbursements	0	(201,580)	(349,932)	N/A	(367,429)	5.0
Program Total:	\$0	\$758,590	\$701,579	(7.5)	\$753,177	7.4
General Fund	\$0	\$497,010	\$598,570	20.4	\$638,670	6.7
CDBG	0	60,000	103,009	71.7	114,507	11.2
Solid Waste	0	201,580	0	(100.0)	0	N/A
	\$0	\$758,590	\$701,579	(7.5)	\$753,177	7.4

BUDGET HIGHLIGHTS

Personal Services:

Increase due to salary survey compensation study and position continuum adjustments.

Non-Personal/Operating:

Increase due to transfer of encampment cleanup responsibilities from Public Works.

Interfund:

Increase due to transfer of actual charges from Building Department

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HOUSING AND
NEIGHBORHOOD SERVICES

CDBG
Program Development
Rehab Loans
Section 8 Rental Assistance
Mortgage Revenue Bonds
Mobile Home Rent Control
HOME
Resource Centers
Code Enforcement
Cal Home

PROGRAM DESCRIPTION

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: CAL HOME

PROGRAM PURPOSE AND DESCRIPTION

The CalHOME Program provides low-interest and no-interest loans to qualified low-income households as follows: up to \$20,000 to a first-time homebuyer; up to \$10,000 for rehabilitation or replacement of a mobilehome; and, up to \$20,000 for rehabilitation of an owner-occupied house.

PRIMARY OBJECTIVES

PROGRAM SUMMARY

DEPARTMENT: HOUSING AND NEIGHBORHOOD SERVICES

FISCAL YEARS 2002-04

PROGRAM: CAL HOME

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Maintenance & Operations	\$0	\$850,000	\$820,000	(3.5)	\$0	(100.0)
Program Total:	<u>\$0</u>	<u>\$850,000</u>	<u>\$820,000</u>	(3.5)	<u>\$0</u>	(100.0)
<u>Funding Source</u>						
State funded	<u>\$0</u>	<u>\$850,000</u>	<u>\$820,000</u>	(3.5)	<u>\$0</u>	(100.0)

BUDGET HIGHLIGHTS

Maintenance & Operations:

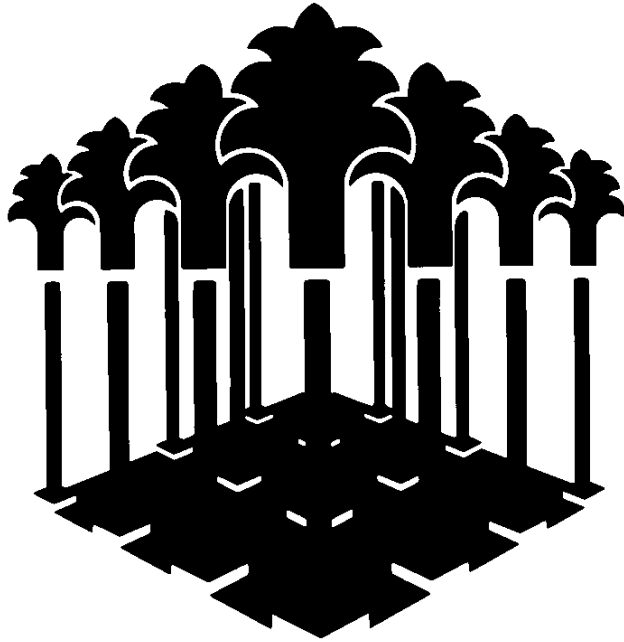
FY 2002-2003 reflects estimated carry forward. Program ends April 2003.



Public Safety

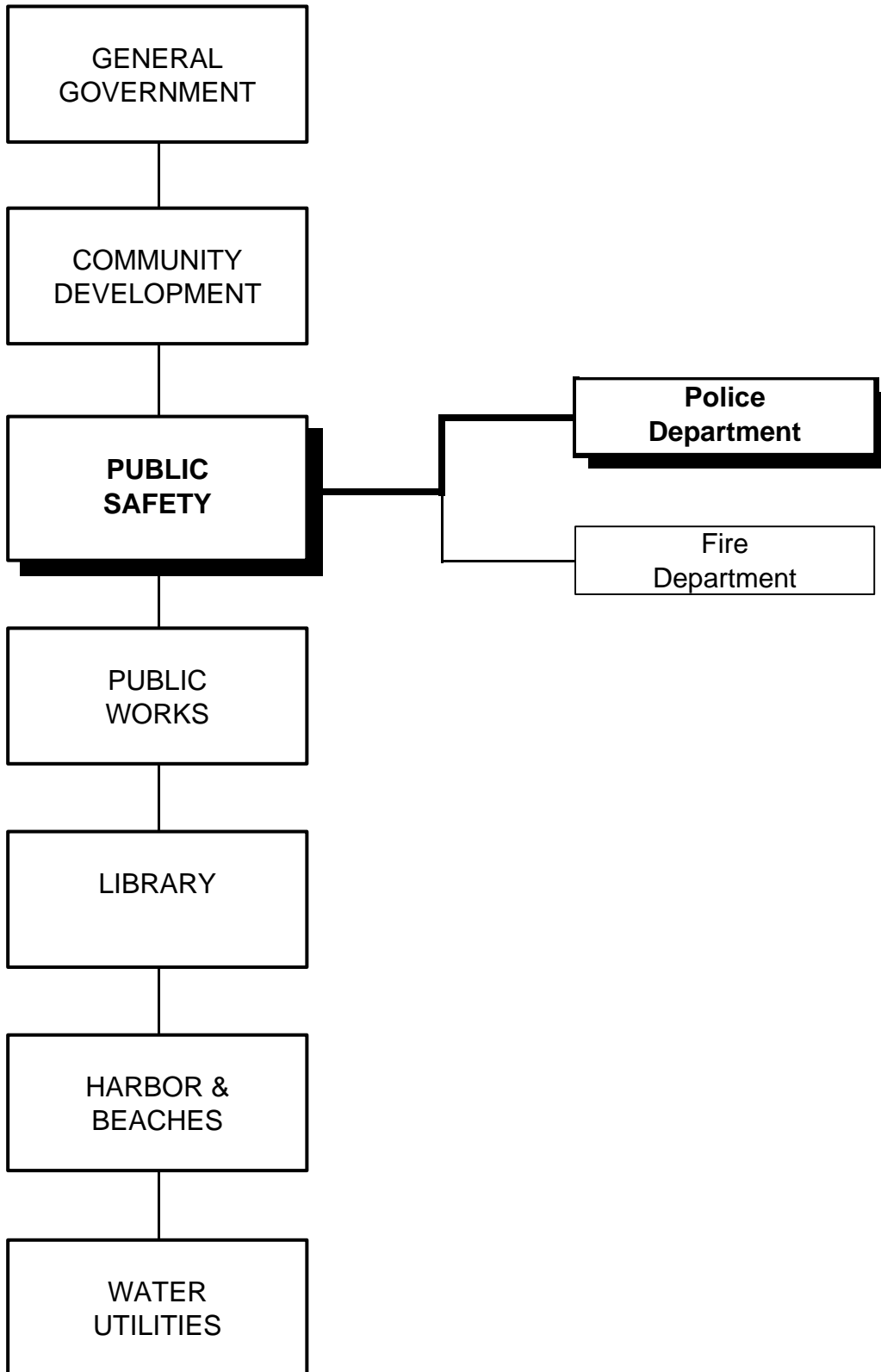






Police

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

MISSION STATEMENT

Our purpose is to work with the community to build trust and provide quality service that actively prevents crime, reduces the fear of crime, and promotes safety.

PRIMARY OBJECTIVES

The primary objective of the Police Department is to insure the safety and security of all people in our City by providing responsive and professional Police service with compassion and concern. The department's mission is accomplished within the moral and legal standards of our community, and through a problem solving partnership between members of the department and the community.

PRIMARY PROGRAM AREAS

Police Department
Administration
Field Operations
Investigations
Public Safety Communications
Grants

DEPARTMENT DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst I*	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Analyst II**	2.00	2.00	1.00	(1.00)	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Code Enforcement Officer II	1.00	1.00	1.00	0.00	1.00	0.00
Communications Manager***	0.00	0.00	1.00	1.00	1.00	0.00
Communications Supervisor	3.00	3.00	3.00	0.00	3.00	0.00
Dispatcher II	23.00	23.00	23.00	0.00	23.00	0.00
Evidence Property Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Evidence/Property Tech I	1.00	1.00	1.00	0.00	1.00	0.00
Evidence/Property Tech II	1.00	1.00	1.00	0.00	1.00	0.00
Senior Evidence/Property Tech	1.00	1.00	1.00	0.00	1.00	0.00
Identification Technician	1.00	1.00	1.00	0.00	1.00	0.00
Investigative Assistant II****	6.00	6.00	6.00	0.00	6.00	0.00
Office Specialist I*****	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist II*****	2.00	2.00	3.00	1.00	3.00	0.00
Police Captain	3.00	3.00	3.00	0.00	3.00	0.00
Police Chief	1.00	1.00	1.00	0.00	1.00	0.00
Police Corporal*****	0.00	0.00	21.00	21.00	21.00	0.00
Police Lieutenant	6.00	6.00	6.00	0.00	6.00	0.00
Police Officer*****	142.00	142.00	123.00	(19.00)	123.00	0.00
Police Public Information Officer**	0.00	0.00	1.00	1.00	1.00	0.00
Police Records Technician	13.00	13.00	13.00	0.00	13.00	0.00
Police Records Supervisor	3.00	3.00	3.00	0.00	3.00	0.00
Police Sergeant*****	22.00	22.00	23.00	1.00	23.00	0.00
Program Specialist*	1.00	1.00	0.00	(1.00)	0.00	0.00
Public Services Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Public Services Officers I	8.00	8.00	8.00	0.00	8.00	0.00
Public Services Officers II	14.00	14.00	14.00	0.00	14.00	0.00
Records Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	6.00	6.00	6.00	0.00	6.00	0.00
Senior Police Records Tech	2.00	2.00	2.00	0.00	2.00	0.00
Professional Assistant	0.00	0.00	0.00	0.00	0.00	0.00
Total Authorized	266.00	266.00	272.00	6.00	272.00	0.00

* Program Specialist (Training) reclassified to Administrative Analyst I during FY01-02

** One Admin Analyst II (Public Information) reclassified to new position of Police Public Information Officer during FY01-02.

***Communications Manager added due to division of duties of former Records and Communication Manager, funded by savings in non-personal communications related allocations.

**** Two Investigative Assistant II positions are grant funded provisional.

***** Office Specialist I and one Office Specialist II are funded less than full-time but with full time benefits.

***** 16 Police Corporal positions created in FY01-02 in exchange for 16 Police Officers. 4 Police Corporal positions created in FY01-02 in exchange for 4 Police Officers (Investigators). In FY03 one Police Sergeant position created in exchange for a Police Officer (Investigator) position. One Corporal position created in exchange for a Police Officer (Investigator) position.

DEPARTMENT SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$18,764,914	\$20,349,164	\$21,150,011	3.9	\$22,549,457	6.6
Non-Personal/Operating	2,830,578	2,877,899	2,647,498	(8.0)	2,638,674	(0.3)
Interfund Service Charges	5,932,155	6,181,522	6,226,886	0.7	6,542,183	5.1
Capital Outlay	70,656	162,440	12,440	(92.3)	12,440	0.0
Operating Transfers-Out	25,000	0	0	N/A	0	N/A
Cost Sharing Transfers-Out	1,062,698	155,000	160,000	3.2	160,000	0.0
Cost Sharing Reimbursements	(542,145)	(316,010)	(160,000)	(49.4)	(160,000)	0.0
Department Total	\$28,143,856	\$29,410,015	\$30,036,835	2.1	\$31,742,754	5.7

EXPENDITURES BY PROGRAM

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administration	\$7,414,007	\$7,307,449	\$5,495,895	(24.8)	\$5,773,970	5.1
Field Operations	15,174,302	16,152,010	16,689,310	3.3	17,704,287	6.1
Investigations	4,142,056	4,692,541	5,070,142	8.0	5,347,163	5.5
Public Safety Communications	0	0	1,899,252	N/A	2,015,771	6.1
Total General fund Programs	\$26,730,365	\$28,152,000	\$29,154,599	3.6	\$30,841,191	5.8
Other Programs/Funds						
Asset Seizure Fund	\$96,992	0	0	N/A	0	N/A
Traffic Services Fund	170,389	25,719	292,098	1,035.7	311,425	6.6
Grant Funding	1,146,110	1,232,296	590,138	(52.1)	590,138	N/A
Total Other Programs/Funds	\$1,413,491	\$1,258,015	\$882,236	(29.9)	\$901,563	2.2
Department Total	\$28,143,856	\$29,410,015	\$30,036,835	2.1	\$31,742,754	5.7

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



POLICE

*** Administration ***
Field Operations
Investigations
Public Safety Communications
Grants

PROGRAM DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION
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The purpose of this program is to provide support for Field Operations, Investigations, and Public Safety Communications. This program contains central police records management systems storage and distribution, automated information and criminal statistics, dispatch, community affairs and media relations, evidence and supply, training, hiring, accounts payable, budgeting, grants, and fiscal management, and management of the structural elements of the department. (Public Safety Communications was formerly contained within this program, but has been moved to its own for FY02-03 and FY03-04.)

PRIMARY OBJECTIVES

The primary objective of Administration is to support the public safety efforts of Police Officers and departmental members to the community.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst I*	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Analyst II**	2.00	2.00	1.00	(1.00)	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Communications Manager	0.00	0.00	0.00	0.00	0.00	0.00
Communications Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Dispatcher II	0.00	0.00	0.00	0.00	0.00	0.00
Evidence/Property Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Evidence/Property Tech I	1.00	1.00	1.00	0.00	1.00	0.00
Evidence/Property Tech II	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Police Captain	1.00	1.00	1.00	0.00	1.00	0.00
Police Chief	1.00	1.00	1.00	0.00	1.00	0.00
Police Public Information Officer**:	0.00	0.00	1.00	1.00	1.00	0.00
Police Officer	1.00	1.00	1.00	0.00	1.00	0.00
Police Records Supervisor	3.00	3.00	3.00	0.00	3.00	0.00
Police Records Technician	13.00	13.00	13.00	0.00	13.00	0.00
Police Sergeant	2.00	2.00	2.00	0.00	2.00	0.00
Program Specialist*	1.00	1.00	0.00	(1.00)	0.00	0.00
Public Services Officer II	1.00	1.00	1.00	0.00	1.00	0.00
Records Manager	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Sr. Evidence/Property Tech	1.00	1.00	1.00	0.00	1.00	0.00
Senior Police Records Tech	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	35.00	35.00	36.00	1.00	36.00	0.00

* Program Specialist (Training) reclassified to Administrative Analyst I during FY01-02

** Admin Analyst II (Public Information) reclassified to new position of Police Public Information Officer during FY01-02

***Technical Assistant (Alarm/Revenues) moved from Field Operations to Administration.

PROGRAM SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual*</u>	<u>2001-02 Budget*</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$3,324,085	\$3,350,462	\$2,094,287	(37.5)	\$2,229,687	6.5
Non-Personal/Operating	947,191	942,000	824,959	(12.4)	820,352	(0.6)
Interfund Service Charges	2,959,981	3,014,987	2,576,649	(14.5)	2,723,931	5.7
Cost Sharing Transfers-Out	224,696	0	0	N/A	0	N/A
Program Total:	<u>\$7,455,953</u>	<u>\$7,307,449</u>	<u>\$5,495,895</u>	(24.8)	<u>\$5,773,970</u>	5.1
Funding Source						
General Fund	\$7,414,007	\$7,307,449	\$5,495,895	(24.8)	\$5,773,970	5.1
Asset Seizure Fund	41,946	0	0	N/A	0	N/A
	<u>\$7,455,953</u>	<u>\$7,307,449</u>	<u>\$5,495,895</u>	(24.8)	<u>\$5,773,970</u>	5.1

* Administration and Public Safety Communications allocations were previously combined in the Administration Program Budget.

BUDGET HIGHLIGHTS

Personal Services:

Increase in Temporary/Part-Time due to movement of Provisional Technical Assistant (Alarms/Revenues) from Field Operations Program to Administration. Reclassification during FY02 of Program Specialist position to Administrative Analyst I, and one Administrative Analyst II to the new position of Police Public Information Officer. Overall decrease reflects moving Public Safety Communications to separate program.

Non-Personal/Operating:

Increases primarily due to notifications of increased costs by vendors or service providers including ARJIS, and SANDAG Clearinghouse, and addition of Language Line program. Reallocation of available funds based on department expenditure experience and anticipated needs including Advertising, Employee and Volunteer Recognition, Employee Tuition Reimbursement, Ammunition needs due to POST mandates, energy costs at the Downtown Resource Center, ergonomic equipment/training needs, and non-capital improvements. Overall decrease reflects moving Public Safety Communications to separate program.

Interfund:

Change reflects the movement of costs related to Public Safety Communications to that program.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



POLICE

Administration
* **Field Operations** *
Investigations
Public Safety Communications
Grants

PROGRAM DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: FIELD OPERATIONS

PROGRAM PURPOSE AND DESCRIPTION

In support of the department mission, this program funds the Field Operations Division of the Police Department. The division provides emergency and non-emergency response. It aims to reduce community crime and to reduce the perception of the fear of crime. It aims to build trust between community members and police services, and to provide efficient service. It aims to build effective partnerships with the community to improve the delivery of public services. It aims to improve the safety of persons on the roadways through traffic education and engineering.

The division deploys members on a 24-hour basis. They respond to emergency and non-emergency calls for service. They detect and apprehend violators ranging from minor traffic offenders to serious felons. They accept personal responsibility to identify unsafe community conditions that contribute to the presence of criminal behavior. With the assistance of Public Services Officers, Community Safety Assistants, Commercial Service Officers, and Beach Security Officers, the Police Officers document and investigate instances of criminal conduct and other community problems. Officers are assigned to beats, the beach, schools, and to traffic enforcement duties. Canine handlers assist them, as do volunteer reserve police officers, other volunteers, and the Senior Volunteer Program Citizen Patrol. The department is taking its successful NETWORK program and expanding it citywide through Neighborhood Policing.

PRIMARY OBJECTIVES

The division has two primary objectives. The first objective is to respond to calls for assistance. The second objective is to pursue policing strategies that reduce the need for calls for assistance.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Code Enforcement Officer II	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II*	1.00	1.00	1.00	0.00	1.00	0.00
Police Captain	1.00	1.00	1.00	0.00	1.00	0.00
Police Corporal	0.00	0.00	16.00	16.00	16.00	0.00
Police Lieutenant	4.00	4.00	4.00	0.00	4.00	0.00
Police Sergeant	16.00	16.00	16.00	0.00	16.00	0.00
Police Officer * & **	109.00	109.00	96.00	(13.00)	96.00	0.00
Public Services Officer I	8.00	8.00	8.00	0.00	8.00	0.00
Public Services Officer II	13.00	13.00	13.00	0.00	13.00	0.00
Public Services Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	156.00	156.00	159.00	3.00	159.00	0.00

* Three Police Officer Positions and One Office Specialist position directly funded by the Traffic Services Fund. Three Police Officer positions (one funded by the Traffic Services Fund) were added during FY01-02. One Police Officer position is funded by the State Supplemental Law Enforcement Grant funds.

** 16 Police Corporal positions created in FY01-02 in exchange for 16 Police Officers.

***Technical Assistant (Alarm/Revenues) moved from Field Operations to Administration, also additional temp funding moved from Field Operations 5103 to Public Safety Communications 5103 to support part-time assistance in Dispatch Unit.

PROGRAM SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: FIELD OPERATIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$11,876,509	\$12,709,619	\$13,300,241	4.6	\$14,216,789	6.9
Non-Personal/Operating	1,197,289	1,174,368	1,291,645	10.0	1,287,428	(0.3)
Interfund Service Charges	2,334,418	2,466,952	2,452,082	(0.6)	2,574,055	5.0
Capital Outlay	0	12,440	12,440	0.0	12,440	0.0
Cost Sharing Reimbursements	(194,632)	(185,650)	(75,000)	(59.6)	(75,000)	0.0
Cost Sharing Transfers Out	152,116	0	0	N/A		N/A
Operating Transfers-Out	25,000	0	0	N/A	0	N/A
Program Total:	<u>\$15,390,700</u>	<u>\$16,177,729</u>	<u>\$16,981,408</u>	5.0	<u>\$18,015,712</u>	6.1
<u>Funding Source</u>						
General Fund	\$15,174,302	\$16,152,010	\$16,689,310	3.3	\$17,704,287	6.1
Asset Seizure Fund	46,009	0	0	N/A	0	N/A
Traffic Services Fund*	170,389	25,719	292,098	0.0	311,425	
	<u>\$15,390,700</u>	<u>\$16,177,729</u>	<u>\$16,981,408</u>	5.0	<u>\$18,015,712</u>	6.1

* Salary, Fringe, and General Administrative Allocation for three Police Officers and one Office Specialist.

BUDGET HIGHLIGHTS

Personal Services:

Increase includes the addition of two Police Officers funded in general fund police budget and one Police Officer funded by Traffic Service Fund. Corporal positions created in exchange for Police Officers during FY02. Allocations include changes in salary rates and anticipated step increases. Decrease in Temporary 5103 funding is due to movement of Technical Assistant (Alarms) from Field Operations Program to Administration, and movement of Temporary funding to support part-time assistance in Public Safety Communications.

Non-Personal/Operating:

Increases primarily due to notifications of increased costs by vendors or service providers including Trauma Intervention Program (TIP), and contractual obligation of the prisoner transport service. Reallocation of available funds based on department expenditure experience and anticipated needs. This reallocation includes moving funding from training to fund employee tuition reimbursements.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



POLICE

Administration
Field Operations
•Investigations *
Public Safety Communications
Grants

PROGRAM DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: INVESTIGATIONS

PROGRAM PURPOSE AND DESCRIPTION

The Investigations Division is separated into two sections. General Investigations is responsible for the Investigation and follow-up of all juvenile incidents, crimes of violence, property crimes, auto theft, domestic violence, elder abuse, and all related crimes. The Special Enforcement Section is responsible for enforcement of vice, narcotic, gang, and all related special investigations.

Investigations includes at a minimum, locating and identifying suspects, witnesses and victims; maintaining control of crime scenes and protecting evidence; interviewing all involved parties, analyzing reports, reviewing results of analysis information; planning and organizing searches; preparing cases for court presentation, assisting in prosecution; identifying additional sources of information and reporting and documenting follow-up Investigations fully and accurately.

PRIMARY OBJECTIVES

The primary objective of the Investigations Division is to provide an established level and quality of investigative function, utilizing public safety resources, techniques and skills in the inquiry and examination of all primary and follow-up Investigations.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Identification Technician	1.00	1.00	1.00	0.00	1.00	0.00
Investigative Assistant II*	6.00	6.00	6.00	0.00	6.00	0.00
Office Specialist II	1.00	1.00	1.00	0.00	1.00	0.00
Police Captain	1.00	1.00	1.00	0.00	1.00	0.00
Police Corporal**	0.00	0.00	5.00	5.00	5.00	0.00
Police Lieutenant	2.00	2.00	2.00	0.00	2.00	0.00
Police Officer**	32.00	32.00	26.00	(6.00)	26.00	0.00
Police Sergeant	4.00	4.00	5.00	1.00	5.00	0.00
Senior Office Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	49.00	49.00	49.00	0.00	49.00	0.00

* 2 Investigative Assistant II positions are provisional employees funded by California Supplemental Law Enforcement Funds.

** 4 Police Corporal positions created in FY01-02 in exchange for 4 Police Officers. In FY03 1 Police Sergeant position created in exchange for a Police Officer (Investigator) position. 1 Corporal position created in exchange for a Police Officer (Investigator) position.

*** Temporary converted to one Provisional Office Specialist I, balance of funding supported by grant funds.

PROGRAM SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: INVESTIGATIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$3,448,667	\$3,919,958	\$4,207,608	7.3	\$4,451,907	5.8
Non-Personal/Operating	190,795	203,360	210,836	3.7	210,836	0.0
Interfund Service Charges	637,756	699,583	736,698	5.3	769,420	4.4
Cost Sharing Reimbursements	(126,125)	(130,360)	(85,000)	(34.8)	(85,000)	0.0
Program Total:	<u>\$4,151,093</u>	<u>\$4,692,541</u>	<u>\$5,070,142</u>	8.0	<u>\$5,347,163</u>	5.5
 Funding Source						
General Fund	\$4,142,056	\$4,692,541	\$5,070,142	8.0	\$5,347,163	5.5
Asset Seizure Fund	<u>9,037</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>	N/A
	<u>\$4,151,093</u>	<u>\$4,692,541</u>	<u>\$5,070,142</u>	8.0	<u>\$5,347,163</u>	5.5

BUDGET HIGHLIGHTS

Personal Services:

Includes creation of one Police Sergeant position in exchange for a Police Officer (Investigator) position. This Sergeant position is to lead the Domestic Violence Unit. Also includes four Corporal positions created in exchange for Police Officers during FY02. One Corporal position created in exchange for one Police Officer during FY03. Part-time Temporary converted to one provisional full-time Office Specialist I, with balance of funding supported by grant funds.

Non-Personal/Operating:

Increase due to notification of higher CAL-ID costs. Reallocation of training budget to fund employee tuition reimbursements.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



POLICE

Administration
Field Operations
Investigations
Public Safety Communications
Grants

PROGRAM DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: PUBLIC SAFETY COMMUNICATIONS

PROGRAM PURPOSE AND DESCRIPTION

The purpose of this program is to provide emergency services communications and support for public safety. (This program was formerly part of the Administration program.)

PRIMARY OBJECTIVES

The primary objective of Public Safety Communications is to receive, respond to, and relay requests for public safety services.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Communications Manager*	0.00	0.00	1.00	1.00	1.00	0.00
Communications Supervisor	3.00	3.00	3.00	0.00	3.00	0.00
Emergency Service Dispatcher II	23.00	23.00	23.00	0.00	23.00	0.00
Total Authorized:	26.00	26.00	27.00	1.00	27.00	0.00

*Communications Manager added due to division of former Records and Communication Manager, funded by savings in non-personal communications related allocations.

**Temp funding moved from Field Operations 5103 to Public Safety Communications 5103 to support part-time assistance in Dispatch Unit.

PROGRAM SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: PUBLIC SAFETY COMMUNICATIONS

<u>Program Costs</u>	<u>2000-01 Actual*</u>	<u>2001-02 Budget*</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$1,437,875	N/A	\$1,541,074	7.2
Non-Personal/Operating	0	0	10,920	N/A	10,920	0.0
Interfund Service Charges	0	0	450,457	N/A	463,777	3.0
Program Total:	\$0	\$0	\$1,899,252	N/A	\$2,015,771	6.1
 Funding Source						
General Fund	\$0	\$0	\$1,899,252	0.0	\$2,015,771	6.1
	\$0	\$0	\$1,899,252	0.0	\$2,015,771	6.1

* Administration and Public Safety Communications allocations were previously combined in the Administration Program Budget.

BUDGET HIGHLIGHTS

Personal Services:

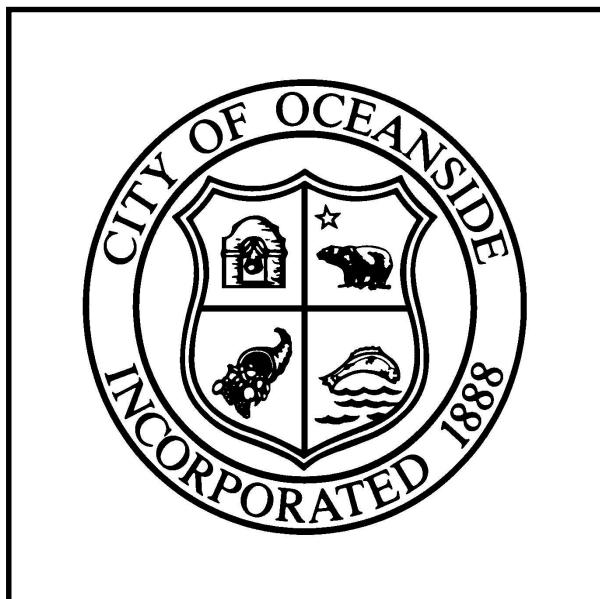
Personal Services allocations moved from previous Administration Program budget as applicable. Temporary/Part-Time funds include movement of Temporary/Part-time funding from Field Operations to support part-time assistance in Public Safety Communications Program. Communications Manager position funded by reduction in Communications related costs in non-personal/operating budget.

Non-Personal/Operating:

Non-Personal/Operating allocations moved from previous Administration Program budget as applicable.

Interfund:

Interfund allocations moved from previous Administration Program budget as applicable.



POLICE

Administration
Field Operations
Investigations
Public Safety Communications
Grants

PROGRAM DESCRIPTION

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

PROGRAM: GRANTS

PROGRAM PURPOSE AND DESCRIPTION

The purpose of this program is to allocate grant funding from federal, state, and local sources. These grants supplement the General Fund police budget, and as such cannot supplant what is funded through General Fund. The grants support front line law enforcement through funding for equipment and personnel. The funding enables the Police Department to enhance its service to the community.

PRIMARY OBJECTIVES

The primary objective of the grants is to support the department with funds to underwrite projects to reduce crime, improve public safety, and support the department's strategic plan.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Office Specialist I	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: POLICE

FISCAL YEARS 2002-04

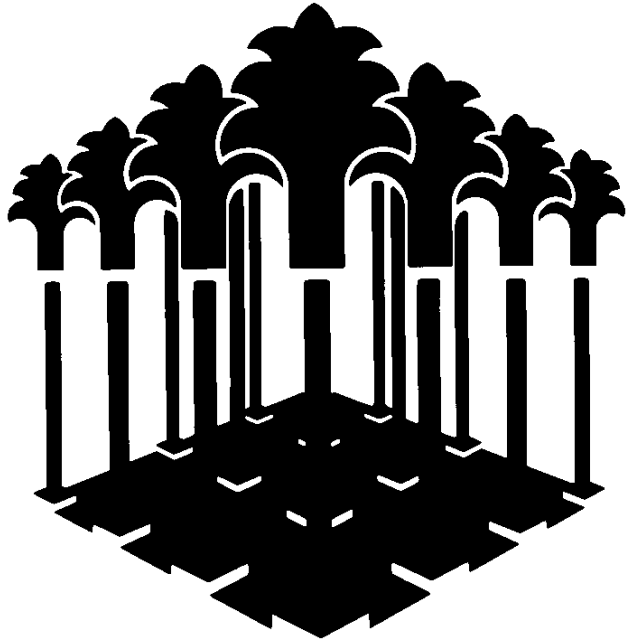
PROGRAM: GRANTS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$115,653	\$369,125	\$110,000	(70.2)	\$110,000	0.0
Non-Personal/Operating	495,303	558,171	309,138	(44.6)	309,138	0.0
Interfund Service Charges	0	0	11,000	N/A	11,000	0.0
Capital Outlay	70,656	150,000	0	(100.0)	0	N/A
Cost Sharing Transfers-Out	685,886	155,000	160,000	3.2	160,000	0.0
Cost Sharing Reimbursements	(221,388)	0	0	N/A	0	N/A
Program Total:	<u><u>\$1,146,110</u></u>	<u><u>\$1,232,296</u></u>	<u><u>\$590,138</u></u>	(52.1)	<u><u>\$590,138</u></u>	0.0

Funding Source

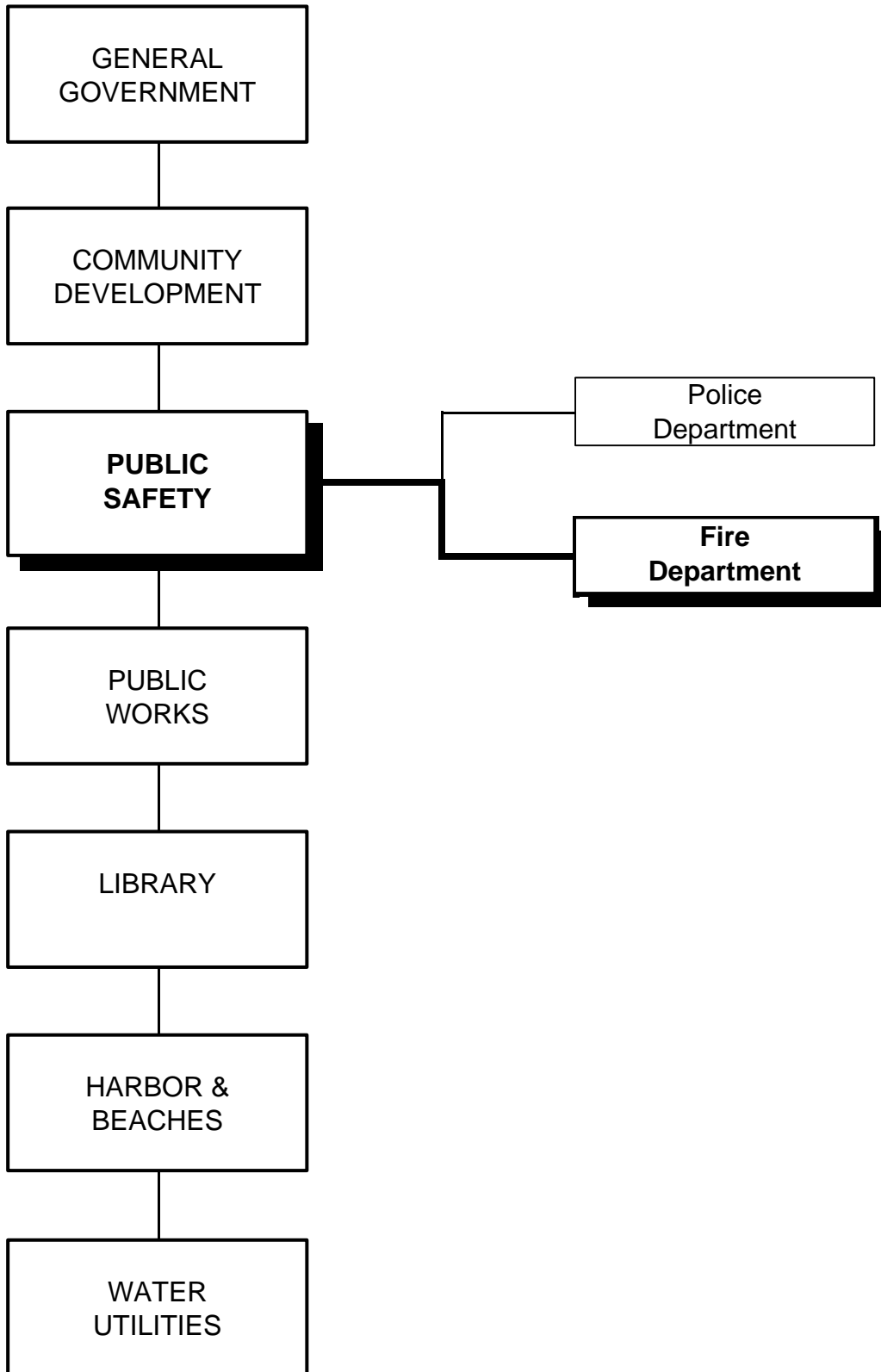
LLEBG Funds	\$607,272	\$373,662	\$259,342	(30.6)	\$259,342	0.0
Supplemental Law Enforcement Funds	109,632	684,496	330,796	(51.7)	330,796	0.0
Local Law Enforcement Fund	18,744	0	0	N/A	0	N/A
County Asset Seizure Fund	3,217	0	0	N/A	0	N/A
California State Grants Fund	392,616	61,638	0	(100.0)	0	N/A
Federal Pass Thru Grants Fund	(113,599)	0	0	N/A	0	N/A
Federal Grants Fund	127,240	112,500	0	(100.0)	0	N/A
Private Grants Fund	988	0	0	N/A	0	N/A
	<u><u>\$1,146,110</u></u>	<u><u>\$1,232,296</u></u>	<u><u>\$590,138</u></u>	(52.1)	<u><u>\$590,138</u></u>	0.0

BUDGET HIGHLIGHTS



Fire

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

MISSION STATEMENT

The mission of the Oceanside Fire Department is:

The preservation and protection of life, property and the environment.

GOALS:

To provide continual proactive emergency support services.

To provide continual emergent and non-emergent response services.

PRIMARY OBJECTIVES

To maintain professional readiness and safety of all personnel.

To educate the community regarding fire and life safety.

To maintain facilities, apparatus and equipment in operational readiness.

To prevent and to extinguish fires.

To provide emergency medical services and transportation of the sick and injured.

To respond, control and mitigate hazardous materials incidents.

To manage civil disaster emergencies through preparedness, mitigation, response and recovery.

To review, evaluate and analyze Departmental Administrative Policies and Operational Procedures on a regular basis.

To conduct intermediate and long range planning.

PRIMARY PROGRAM AREAS

Fire Department

Administration

Prevention

Operations

Training

Fire Academy

DEPARTMENT DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Specialist I	2.00	2.00	1.00	(1.00)	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Fire Chief	1.00	1.00	2.00	1.00	2.00	0.00
Assistant Fire Marshall	1.00	1.00	0.00	(1.00)	0.00	0.00
Assistant Training Officer	2.00	2.00	2.00	0.00	2.00	0.00
Battalion Chief	6.00	6.00	5.00	(1.00)	5.00	0.00
Courier	1.00	1.00	1.00	0.00	1.00	0.00
Customer Acct Representative II	2.00	2.00	0.00	(2.00)	0.00	0.00
Emergency Medical Tech 1A	12.00	12.00	12.00	0.00	12.00	0.00
Fire Captain	24.00	24.00	25.00	1.00	25.00	0.00
Fire Chief	1.00	1.00	1.00	0.00	1.00	0.00
Fire Engineer	21.00	21.00	21.00	0.00	21.00	0.00
Fire Safety Specialist	3.00	3.00	3.00	0.00	3.00	0.00
Firefighter	3.00	3.00	3.00	0.00	3.00	0.00
Firefighter/Paramedic	45.00	45.00	45.00	0.00	45.00	0.00
*Firefighter Recruits	0.00	0.00	20.00	20.00	20.00	0.00
Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized	128.00	128.00	145.00	17.00	145.00	0.00

*These positions are budgeted for Fire Academy only, and are not for full year.

DEPARTMENT SUMMARY

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$9,759,862	\$10,228,719	\$10,740,959	5.0	\$11,517,995	7.2
Non-Personal/Operating	958,912	930,249	948,866	2.0	955,553	0.7
Interfund Service Charges	2,601,654	2,656,169	2,822,497	6.3	2,958,723	4.8
Capital Outlay	43,619	51,630	0	(100.0)	0	N/A
Department Total	\$13,364,047	\$13,866,767	\$14,512,322	4.7	\$15,432,271	6.3

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administration	\$1,850,917	\$1,898,161	\$1,841,820	(3.0)	\$1,922,289	4.4
Prevention	650,339	699,283	745,195	6.6	794,120	6.6
Operations	10,306,012	10,588,340	10,866,477	2.6	11,656,499	7.3
Training	553,318	628,520	483,311	(23.1)	505,222	4.5
Fire Academy	0	0	541,895	N/A	554,141	2.3
Total General fund Programs	\$13,360,586	\$13,814,304	\$14,478,698	4.8	\$15,432,271	6.6
Other Funds/Programs						
Grant Funding	\$3,461	\$52,463	\$33,624	(35.9)	\$0	N/A
Total Other Programs/Funds	\$3,461	\$52,463	\$33,624	(35.9)	\$0	N/A
Department Total	\$13,364,047	\$13,866,767	\$14,512,322	4.7	\$15,432,271	6.3

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



FIRE

*** Administration ***

Prevention
Operations
Training
Fire Academy

PROGRAM DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Administration program provides leadership, direction and support for effective emergency and non-emergency service programs. This program develops policies and programs which must be responsive to the community's public safety needs. The Administration program is responsible for budget preparation and control, administrative reports, future department planning and all department personnel matters.

PRIMARY OBJECTIVES

Develop plan to recruit and retain employees to address diversity. Design new Fire Station # 7. Investigate and proceed with plans to consolidate services with neighboring agencies.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accounting Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Services Officer	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Fire Chief	1.00	1.00	2.00	1.00	2.00	0.00
Assistant Training Officer	1.00	1.00	1.00	0.00	1.00	0.00
Courier	1.00	1.00	1.00	0.00	1.00	0.00
Customer Account Rep II	2.00	2.00	0.00	(2.00)	0.00	0.00
Fire Battalion Chief	1.00	1.00	0.00	(1.00)	0.00	0.00
Fire Captain	1.00	1.00	1.00	0.00	1.00	0.00
Fire Chief	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	11.00	11.00	8.00	(3.00)	8.00	0.00

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$787,819	\$827,933	\$748,128	(9.6)	\$783,655	4.7
Non-Personal/Operating	159,426	151,366	138,213	(8.7)	144,881	4.8
Interfund Service Charges	<u>903,672</u>	<u>918,862</u>	<u>955,479</u>	4.0	<u>993,753</u>	4.0
Program Total:	<u>\$1,850,917</u>	<u>\$1,898,161</u>	<u>\$1,841,820</u>	(3.0)	<u>\$1,922,289</u>	4.4
Funding Source						
General Fund	<u>\$1,850,917</u>	<u>\$1,898,161</u>	<u>\$1,841,820</u>	(3.0)	<u>\$1,922,289</u>	4.4

BUDGET HIGHLIGHTS

Personal Services:

Decrease due to transfer of two Customer Account RepII and one Account Specialist I to Administrative Services Division.

Interfund:

Increase due to increases in IT services, general insurance, equipment rental rates and civic center rental rates.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



FIRE

Administration
* **Prevention** *
Operations
Training
Fire Academy

PROGRAM DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: PREVENTION

PROGRAM PURPOSE AND DESCRIPTION

The Fire Prevention & Investigations Bureau is the Fire Department's proactive arm. It's primary purpose is to prevent fires and other unsafe conditions in the City that may cause injury and death. Fire Prevention serves the Community by enforcing fire and life safety codes, hazardous materials regulations and collecting, analyzing and disseminating fire and emergency medical services response statistics to the local community as well as state and federal authorities. In addition, the Prevention program is responsible for Public Education, fire/arson investigation, plan review, special events, developing mapping, radiation monitoring and engine company inspections.

PRIMARY OBJECTIVES

To manage loss to the Community from fire, and other causes, through the enforcement of fire and life safety codes. To investigate the cause of fire and to bring to justice those responsible for acts of arson through aggressive and scientific investigation. To manage and investigate the causes of hazardous materials incidents. To protect the Community and the environment from the effects of hazardous materials incidents, and prosecute the criminally responsible. To prevent life and property loss, and environmental damage, through public education.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Assistant Fire Marshall	1.00	1.00	0.00	(1.00)	0.00	0.00
Fire Battalion Chief	1.00	1.00	1.00	0.00	1.00	0.00
Fire Captain	1.00	1.00	2.00	1.00	2.00	0.00
Fire Safety Specialist	3.00	3.00	3.00	0.00	3.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	0.00	0.00	0.00	0.00	0.00	0.00
Senior Fire Safety Specialist	0.00	0.00	0.00	0.00	0.00	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	8.00	8.00	8.00	0.00	8.00	0.00

PROGRAM SUMMARY

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: PREVENTION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$525,573	\$563,518	\$609,681	8.2	\$652,950	7.1
Non-Personal/Operating	32,787	39,110	33,210	(15.1)	33,448	0.7
Interfund Service Charges	<u>91,979</u>	<u>96,655</u>	<u>102,304</u>	5.8	<u>107,722</u>	5.3
Program Total:	<u>\$650,339</u>	<u>\$699,283</u>	<u>\$745,195</u>	6.6	<u>\$794,120</u>	6.6
<u>Funding Source</u>						
General Fund	<u>\$650,339</u>	<u>\$699,283</u>	<u>\$745,195</u>	6.6	<u>\$794,120</u>	6.6

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



FIRE

Administration
Prevention
* **Operations** *
Training
Fire Academy

PROGRAM DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: OPERATIONS

PROGRAM PURPOSE AND DESCRIPTION

The Operations program is responsible for maintaining a force of firefighting and EMS personnel in readiness to immediately respond to all emergency incidents and non-emergency incidents. The Operations program provides emergency medical care to the victims of accidents or illness, fire suppression activities which confine and extinguish fires with a minimum loss of life and property, coordinates emergency scene functions to ensure environmental integrity, and conducts pre-incident planning to increase firefighter survival.

PRIMARY OBJECTIVES

The primary objectives of the Operations program are to provide a consistent and standardized level of emergency service to all members of the community by responding to 85% of all emergency incidents within six minutes. Secondary objectives include gender friendly modifications to fire stations, integration of communications into the County 800mhz system and dispatch to Rancho Fire JPA, formal compliance with OSHA confined space and respiratory requirements and development of a Tactical-Medic program as a component of the Oceanside Police Department SWAT Team.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Emergency Medical Tech	12.00	12.00	12.00	0.00	12.00	0.00
Fire Battalion Chief	3.00	3.00	3.00	0.00	3.00	0.00
Fire Captain	21.00	21.00	21.00	0.00	21.00	0.00
Fire Engineer W/Emt	15.00	15.00	21.00	6.00	21.00	0.00
Fire Engineer W/Emt 56 Hrs	3.00	3.00	0.00	(3.00)	0.00	0.00
Fire Engineer W/Emt Pm	6.00	6.00	3.00	(3.00)	3.00	0.00
Firefighter/Paramedic 56 Hrs	45.00	45.00	45.00	0.00	45.00	0.00
Total Authorized:	105.00	105.00	105.00	0.00	105.00	0.00

PROGRAM SUMMARY

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: OPERATIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$8,027,810	\$8,368,395	\$8,636,391	3.2	\$9,305,256	7.7
Non-Personal/Operating	718,981	645,708	597,746	(7.4)	596,407	(0.2)
Interfund Service Charges	1,533,814	1,575,070	1,665,964	5.8	1,754,836	5.3
Capital Outlay	28,868	51,630	0	(100.0)	0	N/A
Program Total:	<u>\$10,309,473</u>	<u>\$10,640,803</u>	<u>\$10,900,101</u>	2.4	<u>\$11,656,499</u>	6.9
Funding Source						
Private Grants	\$3,461	\$16,540	\$0	(100.0)	\$0	N/A
State Grants	0	35,923	33,624	(6.4)	0	(100.0)
General Fund	<u>10,306,012</u>	<u>10,588,340</u>	<u>10,866,477</u>	2.6	<u>11,656,499</u>	7.3
General Fund	<u>\$10,309,473</u>	<u>\$10,640,803</u>	<u>\$10,900,101</u>	2.4	<u>\$11,656,499</u>	6.9

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



FIRE

Administration
Prevention
Operations
•Training *
Fire Academy

PROGRAM DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: TRAINING

PROGRAM PURPOSE AND DESCRIPTION

The Training Program manages, supervises, conducts and coordinates the departmental training programs; maintains training manuals, materials and records; coordinates personnel testing and evaluations; participates in the City's Industrial Safety Committee and the City Manager's Accident Review Board.

PRIMARY OBJECTIVES

Schedule annual training in compliance with Federal, State, Insurance Services Office (ISO) and SARA requirements. Manage and coordinate the Fire Department's Safety Program. Supervise, administrate and conduct academies for new Firefighter/Paramedics. Conduct probationary testing for new Firefighter/Paramedics. Conduct and supervise the certification process for advancement in the Firefighter rank. Continue to upgrade the Training Center facilities.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Assistant Training Officer	1.00	1.00	1.00	0.00	1.00	0.00
Fire Battalion Chief	1.00	1.00	1.00	0.00	1.00	0.00
Fire Captain	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	4.00	4.00	4.00	0.00	4.00	0.00

PROGRAM SUMMARY

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: TRAINING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$418,660	\$468,873	\$344,902	(26.4)	\$364,162	5.6
Non-Personal/Operating	47,718	94,065	79,845	(15.1)	79,845	0.0
Interfund Service Charges	72,189	65,582	58,564	(10.7)	61,215	4.5
Capital Outlay	14,751	0			0	N/A
Program Total:	<u>\$553,318</u>	<u>\$628,520</u>	<u>\$483,311</u>	(23.1)	<u>\$505,222</u>	4.5
 Funding Source						
General Fund	<u>\$553,318</u>	<u>\$628,520</u>	<u>\$483,311</u>	(23.1)	<u>\$505,222</u>	4.5

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



FIRE

Administration
Prevention
Operations
Training
Fire Academy

PROGRAM DESCRIPTION

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: FIRE ACADEMY

PROGRAM PURPOSE AND DESCRIPTION

The Fire Academy is the introduction of firefighter safety, skills, and teamwork to ensure consistent performance in all phases of the firefighter's job tasks. It is conducted over a 15 week period prior to becoming a probationary firefighter/paramedic and measures skill and knowledge in paramedicine, structural and wildland fire suppression, vehicle extrication, hazardous materials, fire investigation and inspection, report writing and respect for fellow employees.

PRIMARY OBJECTIVES

The objective of the Recruit Fire Academy is to train an entry-level employee in the skills necessary to perform independently in a myriad of hazardous conditions, and to understand the importance of one task to the completion of the total operation. Safety awareness is always an objective when working in any hazardous environment and is stressed throughout.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Firefighter Recruit	0.00	0.00	20.00	20.00	20.00	0.00
Total Authorized:	0.00	0.00	20.00	20.00	20.00	0.00

PROGRAM SUMMARY

DEPARTMENT: FIRE

FISCAL YEARS 2002-04

PROGRAM: FIRE ACADEMY

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$401,857	N/A	\$411,972	2.5
Non-Personal/Operating	0	0	99,852	N/A	100,972	1.1
Interfund Service Charges	0	0	40,186	N/A	41,197	2.5
Capital Outlay	0	0			0	N/A
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$541,895</u>	N/A	<u>\$554,141</u>	2.3
Funding Source						
General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$541,895</u>	N/A	<u>\$554,141</u>	2.3

BUDGET HIGHLIGHTS

Personnel:

Personnel costs reflect 10 weeks in a Fire Academy at recruit firefighter salary, 5 weeks in an EMS Academy at firefighter/paramedic "A" step, instructor and academy staff salaries, instructor overtime and backfill to replace personnel assigned to the Academy from Operations.

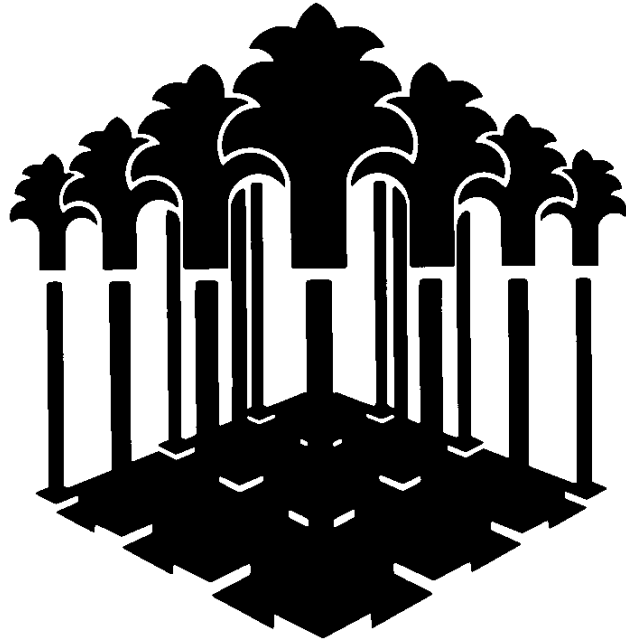
Non-Personnel-Operating:

Costs associated with conducting the Fire Academy including the initial recruitment, personal protective equipment, uniforms, supplies, training and maintenance of equipment.

Public Works

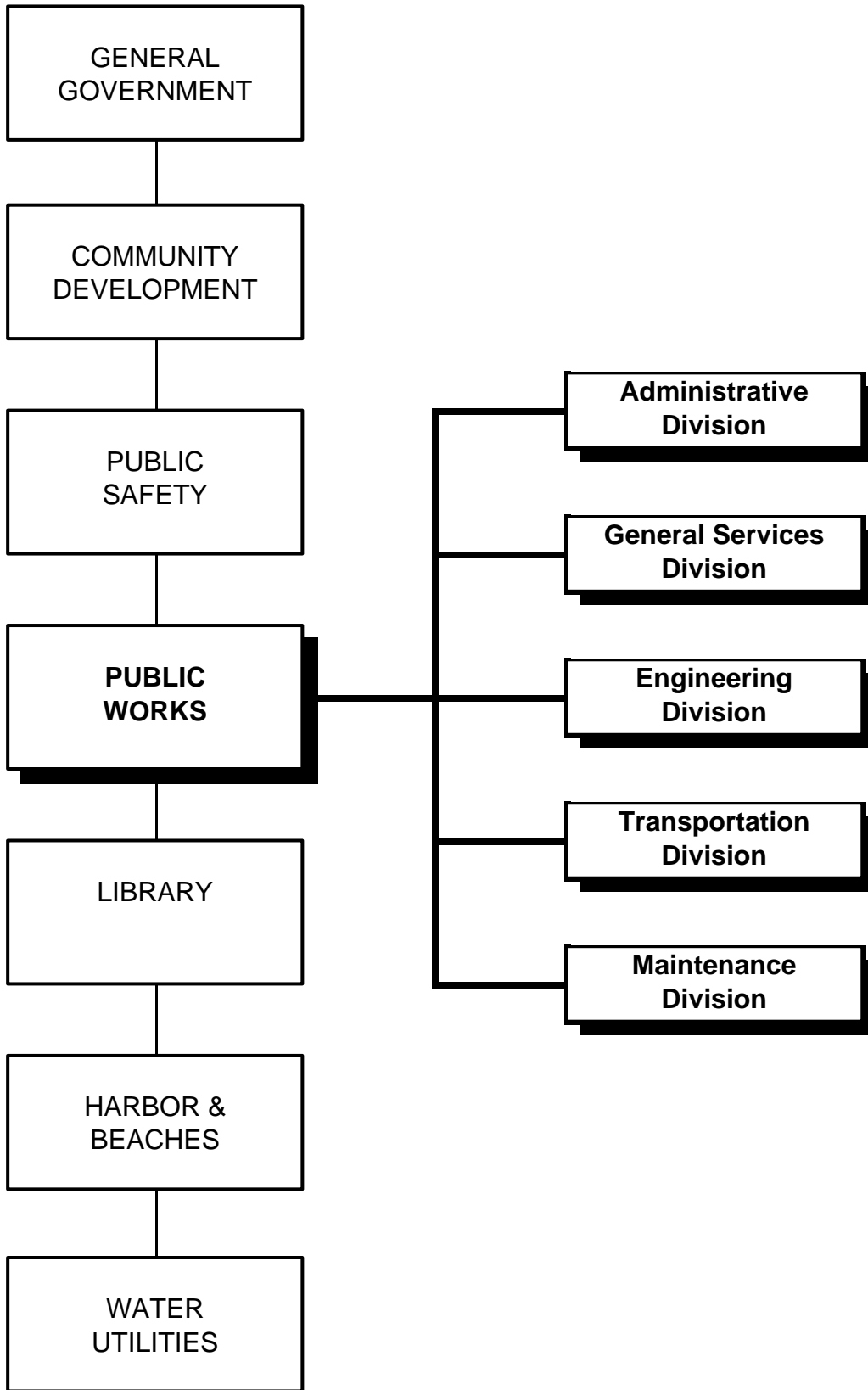






*Public
Works*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

MISSION STATEMENT

In partnership with our community, we are committed to providing the highest level of service to construct, maintain and enhance public facilities, programs and infrastructure in a cost-effective manner.

We are dedicated to serving the identified needs of the community through the recognition and involvement of Oceanside residents, and to maintaining and enhancing existing programs and facilities through the effective use of limited funding.

PRIMARY OBJECTIVES

The Public Works Department will ensure cost effective and efficient maintenance of the City's transportation system, street lights, public landscaping, parks, public buildings and municipal airport. Special emphasis will be placed on services to neighborhoods including solid waste clean-up, recycling materials, street sweeping, graffiti control and coordination of capital projects. The Public Works Department coordinates the construction of all the capital projects within the City.

We will provide a working environment where employees are:

- * Valued and appreciated
- * Encouraged to be creative, innovative and solution oriented
- * Empowered to make decisions
- * Able to maintain a high level of integrity

The Public Works Department is committed to instilling confidence, customer satisfaction and public trust in our services and raising the quality of life for Oceanside.

DEPARTMENT DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PRIMARY PROGRAM AREAS

Public Works Department

Administrative Division

Administration

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
Police/Library Building Maintenance
Building Crafts
Fleet Management

Engineering Division

Subdivision
Inspection
Capital Projects

Transportation Division

Transportation
Traffic Control
Airport Maintenance and Operation
Murray Bridge Maintenance and Operations

Maintenance Division

Anti-Graffiti
Street and Median Maintenance
Flood Control
Parking Lot Maintenance and Parking Enforcement
Parks Maintenance
Street Tree Maintenance
Solid Waste
Prior Year Programs

DEPARTMENT DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst I	0.00	0.00	2.00	2.00	2.00	0.00
Assistant City Mngr- from City Mg	0.67	0.67	0.00	(0.67)	0.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Engineer	4.00	4.00	4.00	0.00	4.00	0.00
Associate Engineer	7.00	7.00	4.00	(3.00)	4.00	0.00
Automotive Technician	3.00	3.00	3.00	0.00	3.00	0.00
City Engineer	1.00	1.00	1.00	0.00	1.00	0.00
City Manager from City Manager	0.00	0.00	0.10	0.10	0.10	0.00
Custodian	11.00	11.00	11.00	0.00	11.00	0.00
Customer Account Rep I	1.00	1.00	0.00	(1.00)	0.00	0.00
Deputy Director Public Works	0.00	0.00	1.00	1.00	1.00	0.00
Electrical Supervisor	1.00	1.00	0.00	(1.00)	0.00	0.00
Electrician	4.00	4.00	4.00	0.00	4.00	0.00
Electrician/Traffic Maint Supr	0.00	0.00	1.00	1.00	1.00	0.00
Electronic Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Electronic Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Engineering Asst I	0.00	0.00	2.00	2.00	2.00	0.00
Engineering Asst II	0.00	0.00	2.00	2.00	2.00	0.00
Engineering Staff Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Engineering Technician I	2.00	2.00	0.00	(2.00)	0.00	0.00
Engineering Technician II	2.00	2.00	0.00	(2.00)	0.00	0.00
Fleet Manager	1.00	1.00	1.00	0.00	1.00	0.00
Fleet Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Garage Service Worker	1.00	1.00	1.00	0.00	1.00	0.00
Lead Public Works Inspector	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Specialist	11.00	11.00	11.00	0.00	11.00	0.00
Maintenance Supervisor	4.00	4.00	4.00	0.00	4.00	0.00
Maintenance Worker I	6.00	6.00	10.00	4.00	10.00	0.00
Maintenance Worker II	24.00	24.00	22.00	(2.00)	22.00	0.00
Maintenance Worker III	10.00	10.00	11.00	1.00	11.00	0.00
Mechanic I	1.00	1.00	1.00	0.00	1.00	0.00
Mechanic II	7.00	7.00	7.00	0.00	7.00	0.00
Office Specialist I	2.00	2.00	1.00	(1.00)	1.00	0.00
Office Specialist II	3.00	3.00	4.00	1.00	4.00	0.00
Ordinance Enforce Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Parking Enforcement Coordinator	0.00	0.00	1.00	1.00	1.00	0.00
Parking Enforcement Officer I	6.00	6.00	6.00	0.00	6.00	0.00
Parking Enforcement Officer II	2.00	2.00	3.00	1.00	3.00	0.00
Principal Engineering Staff Asst	0.00	0.00	1.00	1.00	1.00	0.00
Program Specialist	4.00	4.00	2.50	(1.50)	2.50	0.00
Property Agent	1.00	1.00	2.00	1.00	2.00	0.00
Public Works Director	1.00	1.00	1.00	0.00	1.00	0.00
Public Works Division Mgr	2.00	2.00	2.00	0.00	2.00	0.00
Public Works Inspection Supt	1.00	1.00	0.00	(1.00)	0.00	0.00
Public Works Inspector	9.00	9.00	11.00	2.00	11.00	0.00
Purchasing Technician	1.00	1.00	1.00	0.00	1.00	0.00

(continued)

DEPARTMENT DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS (continued)

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Senior Civil Engineer	3.00	3.00	4.00	1.00	4.00	0.00
Senior Customer Acct Rep	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Engineering Assist	0.00	0.00	2.00	2.00	2.00	0.00
Senior Eng Staff Assist	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Mgmt Analyst	1.00	1.00	1.25	0.25	1.25	0.00
Senior Office Specialist	5.00	5.00	4.66	(0.34)	4.66	0.00
Senior Parking Enforce Officer	1.00	1.00	1.00	0.00	1.00	0.00
Senior Property Agent	1.00	1.00	1.00	0.00	1.00	0.00
Senior Transportation Engineer	0.00	0.00	1.00	1.00	1.00	0.00
Supervising Mechanic	0.00	0.00	0.00	0.00	0.00	0.00
Traffic Engineering Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Transportation Engineer	1.00	1.00	0.00	(1.00)	0.00	0.00
Transportation Operations Supvr	0.00	0.00	1.00	1.00	1.00	0.00
Transportation Planner	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized	156.67	156.67	162.51	5.84	162.51	0.00

DEPARTMENT SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$7,356,177	\$8,725,811	\$8,744,443	0.2	\$9,316,153	6.5
Non-Personal/Operating	22,174,622	22,192,120	21,509,353	(3.1)	22,190,389	3.2
Interfund Service Charges	4,722,454	4,973,477	5,170,376	4.0	5,280,154	2.1
Debt Service	3,724,736	3,932,775	3,932,277	(0.0)	3,935,351	0.1
Capital Outlay	34,745	2,433,516	1,510,050	(37.9)	1,395,550	(7.6)
Operating Transfers - Out	795,322	0	774,500	N/A	600,000	(22.5)
Cost Sharing Transfers - Out	594,250	679,255	726,077	6.9	757,002	4.3
Cost Sharing Reimbursements	(2,080,464)	(2,534,074)	(2,460,637)	(2.9)	(2,590,766)	5.3
Department Total	<u>\$37,321,842</u>	<u>\$40,402,880</u>	<u>\$39,906,439</u>	(1.2)	<u>\$40,883,833</u>	2.4

EXPENDITURES BY DIVISION

Divisional Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administrative Divison	\$599,627	\$571,346	\$638,286	11.7	\$672,860	5.4
General Services Division	13,606,853	14,900,016	12,863,847	(13.7)	12,983,394	0.9
Engineering Division	1,457,885	1,765,394	2,035,347	15.3	2,139,561	5.1
Transportation Division	2,437,793	2,473,642	2,041,028	(17.5)	2,111,628	3.5
Maintenance Division	19,219,684	20,692,482	22,327,931	7.9	22,976,390	2.9
Department Total	<u>\$37,321,842</u>	<u>\$40,402,880</u>	<u>\$39,906,439</u>	(1.2)	<u>\$40,883,833</u>	2.4

DEPARTMENT SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Administration	\$599,627	\$571,346	\$638,286	12.5	\$672,860	5.4
Property Management	94,658	216,864	286,471	32.1	294,695	2.9
Subdivison	749,590	654,073	993,332	51.9	1,032,471	3.9
Inspection	603,004	1,106,248	1,042,015	(5.8)	1,107,090	6.2
Capital Improvement Projects	105,291	5,073	0	(100.0)	0	N/A
Transportation	506,893	571,387	667,485	16.8	704,985	5.6
* Traffic Control	370,000	370,030	351,645	(5.0)	365,073	3.8
Anti-Graffiti	117,600	136,080	134,105	(1.5)	139,687	4.2
* Street & Median Maintenance	(70)	0	0	N/A	0	N/A
Flood Control	(23,241)	1,095	0	(100.0)	0	N/A
Parking-Lot Maint & Enforce	956,021	1,111,639	1,325,819	19.3	1,361,306	2.7
Parks Maintenance	1,548,569	1,526,699	1,608,295	5.3	1,705,652	6.1
Street Tree Maintenance	282,170	339,524	368,722	8.6	378,244	2.6
Total General fund Programs amount diff	\$5,910,112	\$6,610,058	\$7,416,175	12.2	\$7,762,063	4.7
<u>Other Programs/Funds</u>						
City-wide Street Lighting	\$1,407,222	\$1,344,200	\$1,361,233	0.7	\$1,390,885	2.2
Landscape Maint District	1,307,081	1,529,850	1,254,478	(18.0)	1,288,504	2.7
Civic Center Building Maintenance	4,475,874	4,093,120	4,112,251	0.5	4,132,639	0.5
City Operations Ctr Maintenance	485,042	378,320	491,051	29.8	364,956	(25.7)
"Old Police Bldg" Maintenance	28,514	107,330	45,000	(58.1)	47,149	4.8
Police/Library Bldg Maint	735,778	563,290	519,375	(7.8)	547,136	5.3
Building Crafts	239,996	308,090	424,095	37.7	440,531	3.9
Fleet Management	4,832,688	6,358,952	4,369,893	(31.3)	4,476,899	2.4
* Traffic Control	593,493	373,760	348,922	(6.6)	356,377	2.1
Airport Maint and Operation	194,880	116,000	143,651	23.8	147,878	2.9
Murray Toll Bridge	772,527	1,042,465	529,325	(49.2)	537,315	1.5
* Street & Median Maintenance	1,229,177	1,325,790	2,001,800	51.0	2,019,021	0.9
Solid Waste	14,856,574	15,665,275	16,889,190	7.8	17,372,480	2.9
Prior Year Programs	252,884	586,380	0	N/A	0	N/A
Total Other Programs/Funds	\$31,411,730	\$33,792,822	\$32,490,264	(3.9)	\$33,121,770	1.9
Department Total	\$37,321,842	\$40,402,880	\$39,906,439	(1.2)	\$40,883,833	2.4

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

*** Administration ***

General Services Division

Engineering Division

Transportation Division

Maintenance Division

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: ADMINISTRATION

DIVISION PURPOSE AND DESCRIPTION

The Administration Division provides the direction, management, and coordination necessary for the operation of the department's major responsibilities: Airport, Cable Television, Engineering, Transportation, Enforcement, Fleet Maintenance, Property Management, and Waste Disposal. Administration is responsible for coordinating programs, personnel, and contract services, preparing budgets and payroll, supervising and training departmental personnel, maintaining employee records, collecting fees, and managing capital projects.

PRIMARY OBJECTIVES

The primary objective of this program is to provide service to the public in a positive and prompt manner. In addition, Administration seeks to ensure that the department's budgeted objectives and program purposes are met.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst I	0.00	0.00	1.05	1.05	1.05	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	2.20	2.20	2.24	0.04	2.24	0.00
Program Specialist	1.06	1.06	0.00	(1.06)	0.00	0.00
Public Works Director	0.36	0.36	0.25	(0.11)	0.25	0.00
Senior Office Specialist	1.85	1.85	1.85	0.00	1.85	0.00
Senior Property Agent	0.00	0.00	0.50	0.50	0.50	0.00
Total Authorized:	6.47	6.47	6.89	0.42	6.89	0.00

DIVISIONAL SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: ADMINISTRATION

ADMINISTRATIVE DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$297,086	\$294,086	\$327,117	11.2	\$352,836	7.9
Non-Personal/Operating	86,152	57,350	60,840	6.1	60,840	0.0
Interfund Service Charges	216,389	219,910	250,329	13.8	259,184	3.5
Division Total:	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4
 <u>Funding Source</u>						
General Fund	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Administration	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4
Division Total:	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4
 <u>Funding Source</u>						
General Fund	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION

The Administration program provides the direction, management, and coordination necessary for the operation of the department's major programs: Airport, Cable Television, Engineering, Enforcement, Fleet Management, Property Management, and Waste Disposal. Administration is responsible for coordinating programs, personnel, and contract services, preparing budgets and payroll, supervising and training department personnel, maintaining employee records, collecting fees, and managing capital projects.

PRIMARY OBJECTIVES

The primary objective of this program is to provide service to the public in a positive and prompt manner. In addition, Administration seeks to ensure that the department's budgeted objectives and program purposes are met.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Administrative Analyst I	0.00	0.00	1.05	1.05	1.05	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	2.20	2.20	2.24	0.04	2.24	0.00
Program Specialist	1.06	1.06	0.00	(1.06)	0.00	0.00
Public Works Director	0.36	0.36	0.25	(0.11)	0.25	0.00
Senior Office Specialist	1.85	1.85	1.85	0.00	1.85	0.00
Senior Property Agent	0.00	0.00	0.50	0.50	0.50	0.00
Total Authorized:	6.47	6.47	6.89	0.42	6.89	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$297,086	\$294,086	\$327,117	11.2	\$352,836	7.9
Non-Personal/Operating	86,152	57,350	60,840	6.1	60,840	0.0
Interfund Service Charges	<u>216,389</u>	<u>219,910</u>	<u>250,329</u>	13.8	<u>259,184</u>	3.5
Program Total:	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4
Funding Source						
General Fund	<u>\$599,627</u>	<u>\$571,346</u>	<u>\$638,286</u>	11.7	<u>\$672,860</u>	5.4

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours.

Non-Personal/Operating:

Independent Contractor is for temporary clerical support.

Interfund Service Charges:

Increase due to additional General Insurance and General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
Police/Library Building Maintenance
Building Crafts
Fleet Management

Engineering Division

Transportation Division

Maintenance Division

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: GENERAL SERVICES DIVISION

DIVISION PURPOSE AND DESCRIPTION

The main purpose of this division is to maintain all City owned buildings in a safe and sanitary condition for the benefit of the public and City employees, and to maintain the City fleet in a safe efficient manner. The division provides assessment and acquisition of all property and easements required for City projects. It provides management of all properties leased by the City and the Oceanside Small Craft Harbor District, as well as the Municipal Airport.

PRIMARY OBJECTIVES

The primary objective of this division is to coordinate and manage all programs in order that those programs provide complete support services with a minimum amount of funds and personnel.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Automotive Technician	3.00	3.00	3.00	0.00	3.00	0.00
City Engineer	0.22	0.22	0.00	(0.22)	0.00	0.00
Custodian	11.00	11.00	11.00	0.00	11.00	0.00
Electrician	2.28	2.28	2.64	0.36	2.64	0.00
Electrician/ Traffic Maint Supv	0.00	0.00	1.00	1.00	1.00	0.00
Electronic Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Electrical Supervisor	0.36	0.36	0.00	(0.36)	0.00	0.00
Engineering Staff Asst	0.00	0.00	1.00	1.00	1.00	0.00
Engineering Tech I	1.00	1.00	0.00	(1.00)	0.00	0.00
Fleet Manager	1.00	1.00	1.00	0.00	1.00	0.00
Fleet Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Garage Service Worker	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Specialist	3.00	3.00	3.00	0.00	3.00	0.00
Maintenance Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker I	1.00	1.00	2.00	1.00	2.00	0.00
Maintenance Worker II	5.00	5.00	4.00	(1.00)	4.00	0.00
Mechanic I	1.00	1.00	1.00	0.00	1.00	0.00
Mechanic II	7.00	7.00	7.00	0.00	7.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Programs Specialist	0.52	0.52	0.25	(0.27)	0.25	0.00
Property Agent	0.39	0.39	0.80	0.41	0.80	0.00
Public Works Director	0.05	0.05	0.00	(0.05)	0.00	0.00
Public Works Division Manager	0.68	0.68	1.00	0.32	1.00	0.00
Public Works Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Technician	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.77	0.77	0.33	(0.44)	0.33	0.00
Senior Property Agent	0.57	0.57	0.50	(0.07)	0.50	0.00
Total Authorized:	46.84	46.84	46.52	(0.32)	46.52	0.00

DIVISIONAL SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: GENERAL SERVICES DIVISION

GENERAL SERVICES DIVISION SUMMARY

Division Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$2,201,932	\$2,442,122	\$2,363,500	(3.2)	\$2,502,683	5.9
Non-Personal/Operating	\$6,985,074	\$6,516,635	\$5,365,839	(17.7)	\$5,340,486	(0.5)
Interfund Service Charges	\$868,585	\$919,847	\$963,851	4.8	\$938,478	(2.6)
Debt Service	2,851,540	2,863,850	2,853,310	(0.4)	2,849,900	(0.1)
Capital Outlay	(150)	2,157,562	1,325,000	(38.6)	1,359,500	2.6
Operating Transfers Out	699,872	0	0	N/A	0	N/A
Cost Share Reimbursements	0	0	(7,653)	N/A	(7,653)	0.0
Division Total:	<u>\$13,606,853</u>	<u>\$14,900,016</u>	<u>\$12,863,847</u>	(13.7)	<u>\$12,983,394</u>	0.9

DIVISIONAL EXPENDITURES BY PROGRAM

Program Expenditures	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Property Management	\$94,658	\$216,864	\$286,471	32.1	\$294,695	2.9
City-wide Street Lighting	1,407,222	1,344,200	1,361,233	1.3	1,390,885	2.2
Landscape Maintenance Dist	1,307,081	1,529,850	1,254,478	(18.0)	1,288,504	2.7
Civic Center Building Maint	4,475,874	4,093,120	4,112,251	0.5	4,132,639	0.5
City Operations Ctr Bldg Maint	485,042	378,320	491,051	29.8	364,956	(25.7)
"Old Police Building" Maint	28,514	107,330	45,000	(58.1)	47,149	4.8
Police/Library Bldg Maint	735,778	563,290	519,375	(7.8)	547,136	5.3
Building Crafts	239,996	308,090	424,095	37.7	440,531	3.9
Fleet Management	4,832,688	6,358,952	4,369,893	(31.3)	4,476,899	2.4
Division Total:	<u>\$13,606,853</u>	<u>\$14,900,016</u>	<u>\$12,863,847</u>	(13.7)	<u>\$12,983,394</u>	0.9

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

*** Property Management ***

City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
Police/Library Building Maintenance
Building Crafts
Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PROPERTY MANAGEMENT

PROGRAM PURPOSE AND DESCRIPTION

The program provides assessment and acquisition of all property and easements required for City projects. It provides management of all properties leased by the City and the Oceanside Small Craft Harbor District.

PRIMARY OBJECTIVES

The program's primary objective is to comply with City Council direction by providing the highest quality of assessment and acquisition services. The program strives to provide quality customer service, maintain service levels to client departments, maintain accurate assessment records, and process all requests for vacating City right-of-way and easements.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Public Works Division Manager	0.04	0.04	0.00	(0.04)	0.00	0.00
Program Specialist	0.08	0.08	0.25	0.17	0.25	0.00
Property Agent	0.14	0.14	0.80	0.66	0.80	0.00
Senior Office Specialist	0.06	0.06	0.33	0.27	0.33	0.00
Senior Property Agent	0.33	0.33	0.50	0.17	0.50	0.00
Total Authorized:	0.65	0.65	1.88	1.23	1.88	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PROPERTY MANAGEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$86,798	\$50,468	\$126,876	151.4	\$129,381	2.0
Non-Personal/Operating	(22,316)	140,076	124,778	(10.9)	129,324	3.6
Interfund Service Charges	30,176	26,320	42,470	61.4	43,643	2.8
Cost Share Reimbursements	0	0	(7,653)	N/A	(7,653)	0.0
Program Total:	<u>\$94,658</u>	<u>\$216,864</u>	<u>\$286,471</u>	32.1	<u>\$294,695</u>	2.9
<u>Funding Source</u>						
General Fund	<u>\$94,658</u>	<u>\$216,864</u>	<u>\$286,471</u>	32.1	<u>\$294,695</u>	2.9
	<u>\$94,658</u>	<u>\$216,864</u>	<u>\$286,471</u>	32.1	<u>\$294,695</u>	2.9

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours.

Non-Personal/Operating:

Materials, supplies and services increases while community services contracts decreases a like amount (a category switch).

Interfund:

Increase due to additional General Insurance and General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management

* **City-wide Street Lighting** *

Landscape Maintenance Districts

Civic Center Building Maintenance

City Operations Center Building Maintenance

“Old Police Building” Maintenance

Police/Library Building Maintenance

Building Crafts

Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CITY-WIDE STREET LIGHTING

PROGRAM PURPOSE AND DESCRIPTION

Management and maintenance of approximately 7,000 City-owned street lights.

PRIMARY OBJECTIVES

Program's primary objective is to comply with service standards in the replacement of defective street lights, addition of new street lighting, as required and maintaining accurate assessment records required for the administration of the lighting district.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03		2003-04	
	Budget	Budget	Budget	Change	Budget	Change
City Engineer	0.11	0.11	0.00	(0.11)	0.00	0.00
Electrical Supervisor	0.36	0.36	0.00	(0.36)	0.00	0.00
Electrician	1.78	1.78	2.14	0.36	2.14	0.00
Electrician/Traffic Maint Supv	0.00	0.00	1.00	1.00	1.00	0.00
Engineering Technician I	0.44	0.44	0.00	(0.44)	0.00	0.00
Engineering Staff Assistant	0.00	0.00	0.20	0.20	0.20	0.00
Program Specialist	0.22	0.22	0.00	(0.22)	0.00	0.00
Senior Office Specialist	0.71	0.71	0.00	(0.71)	0.00	0.00
Senior Property Agent	0.12	0.12	0.00	(0.12)	0.00	0.00
Total Authorized:	3.74	3.74	3.34	(0.40)	3.34	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CITY-WIDE STREET LIGHTING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$154,884	\$237,290	\$235,850	(0.6)	\$248,078	5.2
Non-Personal/Operating	580,890	675,190	747,550	10.7	763,148	2.1
Interfund Service Charges	121,736	134,580	86,888	(35.4)	91,599	5.4
Debt Service	286,782	297,140	290,945	(2.1)	288,060	(1.0)
Operating Transfers Out	<u>262,930</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>	N/A
Program Total:	<u>\$1,407,222</u>	<u>\$1,344,200</u>	<u>\$1,361,233</u>	1.3	<u>\$1,390,885</u>	2.2
<u>Funding Source</u>						
City-Wide Lighting District	<u>\$1,407,222</u>	<u>\$1,344,200</u>	<u>\$1,361,233</u>	1.3	<u>\$1,390,855</u>	2.2
	<u>\$1,407,222</u>	<u>\$1,344,200</u>	<u>\$1,361,233</u>	1.3	<u>\$1,390,855</u>	2.2

BUDGET HIGHLIGHTS

Interfund Service Charges:

Decrease is because of a reduction to City building rental.

Debt Service:

Repayment of bonds.

To more accurately reflect program costs, summary does not include operating transfer out for debt service so as not to duplicate expense when combining funds.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management

City-wide Street Lighting

*** Landscape Maintenance Districts ***

Civic Center Building Maintenance

City Operations Center Building Maintenance

“Old Police Building” Maintenance

Police/Library Building Maintenance

Building Crafts

Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: LANDSCAPE MAINTENANCE DISTRICTS

PROGRAM PURPOSE AND DESCRIPTION

Administration and management of 11 City Landscape Maintenance Districts.

PRIMARY OBJECTIVES

Coordination with Contractor responsible for maintenance activities on approximately 300 acres of District maintained landscaping. Includes activities necessary to levy annual assessments and place on the property tax bills.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
City Engineer	0.11	0.11	0.00	(0.11)	0.00	0.00
Engineering Staff Asst	0.00	0.00	0.80	0.80	0.80	0.00
Engineering Technician	0.56	0.56	0.00	(0.56)	0.00	0.00
Program Specialist	0.22	0.22	0.00	(0.22)	0.00	0.00
Public Works Director	0.05	0.05	0.00	(0.05)	0.00	0.00
Public Works Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Senior Property Agent	0.12	0.12	0.00	(0.12)	0.00	0.00
Total Authorized:	2.06	2.06	1.80	(0.26)	1.80	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: LANDSCAPE MAINTENANCE DISTRICTS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$131,093	\$180,284	\$82,377	(54.3)	\$86,137	4.6
Non-Personal/Operating	1,107,685	1,269,279	1,094,978	(13.7)	1,121,063	2.4
Interfund Service Charges	<u>68,303</u>	<u>80,287</u>	<u>77,123</u>	(3.9)	<u>81,304</u>	5.4
Program Total:	<u>\$1,307,081</u>	<u>\$1,529,850</u>	<u>\$1,254,478</u>	(18.0)	<u>\$1,288,504</u>	2.7
 <u>Funding Source</u>						
Landscape Maint Districts	<u>\$1,307,081</u>	<u>\$1,529,850</u>	<u>\$1,254,478</u>	(18.0)	<u>\$1,288,504</u>	2.7

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management

City-wide Street Lighting

Landscape Maintenance Districts

*** Civic Center Building Maintenance ***

City Operations Center Building Maintenance

"Old Police Building" Maintenance

Police/Library Building Maintenance

Building Crafts

Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CIVIC CENTER BUILDING MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the maintenance, operations and security of the Civic Center Complex.

PRIMARY OBJECTIVES

The major objective of this program is to maintain and improve the working atmosphere in the City buildings for the benefit of the employees and the public within the program capabilities.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Custodian	7.00	7.00	7.00	0.00	7.00	0.00
Electrician	0.50	0.50	0.50	0.00	0.50	0.00
Electronic Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Maintenance Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	2.00	2.00	2.00	0.00	2.00	0.00
Property Agent	0.14	0.14	0.00	(0.14)	0.00	0.00
Public Works Division Manager	0.28	0.28	0.33	0.05	0.33	0.00
Total Authorized:	12.92	12.92	11.83	(1.09)	11.83	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CIVIC CENTER BUILDING MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$465,283	\$583,270	\$524,880	(10.0)	\$561,605	7.0
Non-Personal/Operating	1,233,266	799,510	862,831	7.9	847,832	(1.7)
Interfund Service Charges	133,245	143,630	162,175	12.9	161,362	(0.5)
Debt Services	2,557,138	2,566,710	2,562,365	(0.2)	2,561,840	
Capital Outlay	0	0	0	N/A	0	N/A
Operating Transfers Out	86,942	0	0		0	
Program Total:	<u><u>\$4,475,874</u></u>	<u><u>\$4,093,120</u></u>	<u><u>\$4,112,251</u></u>	0.5	<u><u>\$4,132,639</u></u>	0.5
<u>Funding Source</u>						
City Building Services Fund	<u><u>\$4,475,874</u></u>	<u><u>\$4,093,120</u></u>	<u><u>\$4,112,251</u></u>	0.5	<u><u>\$4,132,639</u></u>	0.5

BUDGET HIGHLIGHTS

Personal Services:

Decrease is because of redistribution of work hours.

Non-Personal/Operating:

Maintenance and Repair - Buildings and facilities increases because of power washing and painting; Maintenance and Repair - Equipment increases because of cooling tower and doors work. Equipment rents and leases decreases because of need for fewer rentals.

Interfund:

Increase due to additional Information Technology, Garage and Operations Center building rental related service.

Debt Service:

Repayment of Civic Center bonds.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management

City-wide Street Lighting

Landscape Maintenance Districts

Civic Center Building Maintenance

* **City Operations Center Building Maintenance ***

“Old Police Building” Maintenance

Police/Library Building Maintenance

Building Crafts

Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CITY OPERATIONS CENTER BUILDING MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program provides for the maintenance, operations and security of the City Operations Center.

PRIMARY OBJECTIVES

The major objective of this program is to provide a central facility for many of the City's maintenance functions as well as storage of City records and property. The functions include the City fleet facility, Police evidence storage, City Clerk records storage, Purchasing, Library storage, and the Public Works and Water Utilities maintenance facility.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Maintenance Worker I	1.00	1.00	1.00	0.00	1.00	0.00
Property Agent	0.11	0.11	0.00	(0.11)	0.00	0.00
Public Works Division Manager	0.05	0.05	0.33	0.28	0.33	0.00
Total Authorized:	1.16	1.16	1.33	0.17	1.33	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CITY OPERATIONS CENTER BUILDING MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$49,497	\$44,020	\$67,074	52.4	\$72,936	8.7
Non-Personal/Operating	380,791	278,680	364,070	30.6	230,232	(36.8)
Interfund Service Charges	54,754	55,620	59,907	7.7	61,788	3.1
Program Total:	<u>\$485,042</u>	<u>\$378,320</u>	<u>\$491,051</u>	29.8	<u>\$364,956</u>	(25.7)
Funding Source						
City Building Services Fund	<u>\$485,042</u>	<u>\$378,320</u>	<u>\$491,051</u>	29.8	<u>\$364,956</u>	(25.7)

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours.

Non-Personal/Operating:

Non-Capitalized Improvements increases because of remodeling costs.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
* **“Old Police Building” Maintenance** *
Police/Library Building Maintenance
Building Crafts
Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: "OLD POLICE BUILDING" MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program provides for maintenance and custodial services to Police Department facilities at 1617 Mission Avenue (including trailers), as needed, and One The Strand Beach Lockup.

PRIMARY OBJECTIVES

The primary objective is to maintain and improve the working environment in these buildings for the benefit of the employees and the public.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
No Permanent Positions are Assigned to this Program.						
Total Authorized:	0.00	0.00	0.00	0.00	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: "OLD POLICE BUILDING" MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$3,071	\$0	\$0	N/A	\$0	N/A
Non-Personal/Operating	25,443	107,330	45,000	(58.1)	47,149	4.8
Program Total:	<u>\$28,514</u>	<u>\$107,330</u>	<u>\$45,000</u>	(58.1)	<u>\$47,149</u>	4.8
Funding Source						
City Building Services Fund	<u>\$28,514</u>	<u>\$107,330</u>	<u>\$45,000</u>	(58.1)	<u>\$47,149</u>	4.8

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Decrease is because of a reduced need in all categories.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
*** Police/Library Building Maintenance ***
Building Crafts
Fleet Management

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: POLICE/LIBRARY BUILDING MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program provides for maintenance and custodial services to the 54,776 square foot Police facility at 3555 Mission Avenue and to the 13,858 square foot Library facility at 3861 Mission Avenue.

PRIMARY OBJECTIVES

The primary objective is to maintain and improve the working environment in these buildings for the benefit of the employees and the public.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Public Works Division Manager	0.06	0.06	0.00	(0.06)	0.00	0.00
Custodian	4.00	4.00	4.00	0.00	4.00	0.00
Maintenance Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	1.00	1.00	0.00	(1.00)	0.00	0.00
Total Authorized:	6.06	6.06	5.00	(1.06)	5.00	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: POLICE/LIBRARY BUILDING MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$299,003	\$241,330	\$198,453	(17.8)	\$210,576	6.1
Non-Personal/Operating	407,241	297,830	301,077	1.1	315,502	4.8
Interfund Service Charges	29,534	24,130	19,845	(17.8)	21,058	6.1
Program Total:	<u>\$735,778</u>	<u>\$563,290</u>	<u>\$519,375</u>	(7.8)	<u>\$547,136</u>	5.3
 <u>Funding Source</u>						
City Building Services Fund	<u>\$735,788</u>	<u>\$563,290</u>	<u>\$519,375</u>	(7.8)	<u>\$547,136</u>	5.3
	<u>\$735,788</u>	<u>\$563,290</u>	<u>\$519,375</u>	(7.8)	<u>\$547,136</u>	5.3

BUDGET HIGHLIGHTS

Personal Services:

Decrease is because of a redistribution of work hours.

Interfund:

Decrease is because of a reduction in General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
Police/Library Building Maintenance
* **Building Crafts** *
Fleet Management

Engineering Division

Transportation Division

Maintenance Division

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: GENERAL SERVICES DIVISION

DIVISION PURPOSE AND DESCRIPTION

The main purpose of this division is to maintain all City owned buildings in a safe and sanitary condition for the benefit of the public and City employees, and to maintain the City fleet in a safe efficient manner. The division provides assessment and acquisition of all property and easements required for City projects. It provides management of all properties leased by the City and the Oceanside Small Craft Harbor District, as well as the Municipal Airport.

PRIMARY OBJECTIVES

The primary objective of this division is to coordinate and manage all programs in order that those programs provide complete support services with a minimum amount of funds and personnel.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Automotive Technician	3.00	3.00	3.00	0.00	3.00	0.00
City Engineer	0.22	0.22	0.00	(0.22)	0.00	0.00
Custodian	11.00	11.00	11.00	0.00	11.00	0.00
Electrician	2.28	2.28	2.64	0.36	2.64	0.00
Electrician/ Traffic Maint Supv	0.00	0.00	1.00	1.00	1.00	0.00
Electronic Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Electrical Supervisor	0.36	0.36	0.00	(0.36)	0.00	0.00
Engineering Staff Asst	0.00	0.00	1.00	1.00	1.00	0.00
Engineering Tech I	1.00	1.00	0.00	(1.00)	0.00	0.00
Fleet Manager	1.00	1.00	1.00	0.00	1.00	0.00
Fleet Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Garage Service Worker	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Specialist	3.00	3.00	3.00	0.00	3.00	0.00
Maintenance Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker I	1.00	1.00	2.00	1.00	2.00	0.00
Maintenance Worker II	5.00	5.00	4.00	(1.00)	4.00	0.00
Mechanic I	1.00	1.00	1.00	0.00	1.00	0.00
Mechanic II	7.00	7.00	7.00	0.00	7.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Programs Specialist	0.52	0.52	0.25	(0.27)	0.25	0.00
Property Agent	0.39	0.39	0.80	0.41	0.80	0.00
Public Works Director	0.05	0.05	0.00	(0.05)	0.00	0.00
Public Works Division Manager	0.68	0.68	1.00	0.32	1.00	0.00
Public Works Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Technician	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.77	0.77	0.33	(0.44)	0.33	0.00
Senior Property Agent	0.57	0.57	0.50	(0.07)	0.50	0.00
Total Authorized:	46.84	46.84	46.52	(0.32)	46.52	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: BUILDING CRAFTS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$212,400	\$217,530	\$248,677	14.3	\$263,075	5.8
Non-Personal/Operating	12,020	68,810	150,550	118.8	151,148	0.4
Interfund Service Charges	<u>15,576</u>	<u>21,750</u>	<u>24,868</u>	14.3	<u>26,308</u>	5.8
Program Total:	<u>\$239,996</u>	<u>\$308,090</u>	<u>\$424,095</u>		<u>\$440,531</u>	3.9
<u>Funding Source</u>						
City Building Services Fund	<u>\$239,996</u>	<u>\$308,090</u>	<u>\$424,095</u>	37.7	<u>\$440,531</u>	3.9

BUDGET HIGHLIGHTS

Personal Services:

Increases because of a redistribution of work hours.

Non-Personal/Operating:

Maintenance and Repair - Buildings and grounds and equipment both increase because of work on recreation buildings and equipment.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Property Management
City-wide Street Lighting
Landscape Maintenance Districts
Civic Center Building Maintenance
City Operations Center Building Maintenance
"Old Police Building" Maintenance
Police/Library Building Maintenance
Building Crafts
*** Fleet Management ***

Engineering Division

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: FLEET MANAGEMENT

PROGRAM PURPOSE AND DESCRIPTION

Support all City departments by providing quality service, repair and maintenance on vehicles and equipment in an efficient and reliable manner. Also to provide fueling programs for City-owned vehicles and motorized equipment along with maintenance of emergency standby vehicles and equipment at various City sites.

PRIMARY OBJECTIVES

To provide efficient service and innovative maintenance programs for the City of Oceanside fleet. To maintain vehicles at the highest possible level, ensuring the health and safety of users. To reduce operational costs by maintaining a management system which will provide an accounting of the parts inventory, vendors, fuel consumption and vehicle utilization; and to manage the fleet acquisition fund. To implement and maintain a workable and cost effective preventative maintenance program reducing costs and vehicle out-of-service time.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Automotive Technician	3.00	3.00	3.00	0.00	3.00	0.00
Fleet Manager	1.00	1.00	1.00	0.00	1.00	0.00
Fleet Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Garage Svc Worker	1.00	1.00	1.00	0.00	1.00	0.00
Mechanic I	1.00	1.00	1.00	0.00	1.00	0.00
Mechanic II	7.00	7.00	7.00	0.00	7.00	0.00
Office Specialist I	1.00	1.00	1.00	0.00	1.00	0.00
Public Works Division Manager	0.25	0.25	0.34	0.09	0.34	0.00
Purchasing Technician	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	16.25	16.25	16.34	0.09	16.34	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: FLEET MANAGEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$799,903	\$887,930	\$879,313	(1.0)	\$930,895	5.9
Non-Personal/Operating	3,260,054	2,879,930	1,675,005	(41.8)	1,735,088	3.6
Interfund Service Charges	415,261	433,530	490,575	13.2	451,416	(8.0)
Debt Service	7,620	0	0	N/A	0	N/A
Capital Outlay	(150)	2,157,562	1,325,000	(38.6)	1,359,500	2.6
Operating Transfers Out	350,000	0	0	N/A	0	N/A
Program Total:	<u><u>\$4,832,688</u></u>	<u><u>\$6,358,952</u></u>	<u><u>\$4,369,893</u></u>	(31.3)	<u><u>\$4,476,899</u></u>	2.4
<u>Funding Source</u>						
Fleet Management Fund	<u><u>\$4,832,688</u></u>	<u><u>\$6,358,952</u></u>	<u><u>\$4,369,893</u></u>	(31.3)	<u><u>\$4,476,899</u></u>	2.4

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Depreciation is excluded.

Capital Outlay:

Amount reflects the ongoing replacement of old vehicles and heavy equipment.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Subdivision

Inspection

Capital Improvements Projects

Transportation Division

Maintenance Division

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: ENGINEERING DIVISION

DIVISION PURPOSE AND DESCRIPTION

The purpose of the Engineering Division is to protect the health and safety of Oceanside residents and to safeguard the City's investment in the public infrastructure within the Division's Subdivision, Inspection and Capital Improvement programs.

PRIMARY OBJECTIVES

The primary objective of this division is to provide professional engineering services to the City of Oceanside in the most efficient, effective and courteous manner.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst I	0.00	0.00	0.20	0.20	0.20	0.00
Assistant Engineer	3.25	3.25	4.00	0.75	4.00	0.00
Associate Engineer	5.25	5.25	4.00	(1.25)	4.00	0.00
City Engineer	0.53	0.53	0.68	0.15	0.68	0.00
Deputy Director Public Works	0.00	0.00	0.20	0.20	0.20	0.00
Engineering Assistant I	0.00	0.00	2.00	2.00	2.00	0.00
Engineering Assistant II	0.00	0.00	2.00	2.00	2.00	0.00
Engineering Service Manager	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Staff Assistant	1.00	1.00	0.00	(1.00)	0.00	0.00
Engineering Technician I	1.00	1.00	0.00	(1.00)	0.00	0.00
Engineering Technician II	2.00	2.00	0.00	(2.00)	0.00	0.00
Lead Public Works Inspector	2.00	2.00	2.00	0.00	2.00	0.00
Office Specialist I	1.00	1.00	0.00	(1.00)	0.00	0.00
Office Specialist II	0.37	0.37	1.33	0.96	1.33	0.00
Principal Engineering Staff Asst	0.00	0.00	1.00	1.00	1.00	0.00
Program Specialist	1.65	1.65	2.00	0.35	2.00	0.00
Property Agent	0.00	0.00	0.50	0.50	0.50	0.00
Public Works Director	0.00	0.00	0.33	0.33	0.33	0.00
Public Works Inspections Supt	1.00	1.00	0.00	(1.00)	0.00	0.00
Public Works Inspector	8.00	8.00	10.00	2.00	10.00	0.00
Senior Civil Engineer	2.97	2.97	4.00	1.03	4.00	0.00
Senior Office Specialist	0.86	0.86	0.71	(0.15)	0.71	0.00
Senior Mgmt Analyst - fr Water	0.00	0.00	0.25	0.25	0.25	0.00
Senior Engineering Asst.	0.00	0.00	0.50	0.50	0.50	0.00
Sr Engineering Staff Assistant	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Property Agent	0.43	0.43	0.00	(0.43)	0.00	0.00
Senior Transportation Engineer	0.00	0.00	0.50	0.50	0.50	0.00
Traffic Engineering Technician	0.25	0.25	0.00	(0.25)	0.00	0.00
Transportation Engineer	0.20	0.20	0.00	(0.20)	0.00	0.00
Transportation Operations Spvr	0.00	0.00	0.25	0.25	0.25	0.00
Total Authorized:	32.76	32.76	36.45	3.69	36.45	0.00

DIVISIONAL SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: ENGINEERING DIVISION

ENGINEERING DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$1,359,480	\$1,918,898	\$2,314,663	20.6	\$2,486,778	7.4
Non-Personal/Operating	362,362	491,740	319,380	(35.1)	313,242	(1.9)
Interfund Service Charges	642,763	698,240	857,464	22.8	889,645	3.8
Cost Share Reimbursements	<u>(906,720)</u>	<u>(1,343,484)</u>	<u>(1,456,160)</u>	8.4	<u>(1,550,104)</u>	6.5
Division Total:	<u>\$1,457,885</u>	<u>\$1,765,394</u>	<u>\$2,035,347</u>	15.3	<u>\$2,139,561</u>	5.1

DIVISIONAL EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Subdivision	\$749,590	\$654,073	\$993,332	51.9	\$1,032,471	3.9
Inspection	603,004	1,106,248	1,042,015	(5.8)	1,107,090	6.2
*Capital Improvement Projects	<u>105,291</u>	<u>5,073</u>	<u>0</u>	(100.0)	<u>0</u>	N/A
General Fund Programs	<u>\$1,457,885</u>	<u>\$1,765,394</u>	<u>\$2,035,347</u>	15.3	<u>\$2,139,561</u>	5.1

* Funding for this program is reflected in the CIP Budget

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

*** Subdivision ***

Inspection

Capital Improvements Projects

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: SUBDIVISION

PROGRAM PURPOSE AND DESCRIPTION

The Subdivision program provides support to the land use planning process of the City, ensuring that City imposed requirements on development are met. The program provides plan check services, review of all building, grading, and curb-cut permit applications. Staff determines, collects, and tracks fees required by City codes and ordinances, and administers improvement reimbursement agreements. The program maintains public improvement records and maps, and enforces and prepares recommendations for revision of codes and ordinances. This program also administers the City's Flood Insurance program, as well as provides counter service and public information regarding property development.

PRIMARY OBJECTIVES

The program's primary objective is to provide timely and accurate public works mapping and plan check service, promote submittal of buildable and complete plans, update mapping system and files, and reduce the number of plan checking and inspection complaints.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Assistant Engineer	1.00	1.00	2.00	1.00	2.00	0.00
Associate Engineer	1.25	1.25	2.00	0.75	2.00	0.00
City Engineer	0.11	0.11	0.18	0.07	0.18	0.00
Engineering Assistant I	0.00	0.00	1.89	1.89	1.89	0.00
Engineering Assistant II	0.00	0.00	0.50	0.50	0.50	0.00
Engineering Staff Assistant	1.00	1.00	0.00	(1.00)	0.00	0.00
Engineering Technician I	0.89	0.89	0.00	(0.89)	0.00	0.00
Engineering Technician II	1.00	1.00	0.00	(1.00)	0.00	0.00
Principal Engineering Staff Asst	0.00	0.00	1.00	1.00	1.00	0.00
Public Works Inspector	0.50	0.50	0.00	(0.50)	0.00	0.00
Sr Civil Engineer	0.75	0.75	0.75	0.00	0.75	0.00
Senior Engineering Staff Assist	1.00	1.00	0.00	(1.00)	0.00	0.00
Sr Mgmt Analyst from Water	0.00	0.00	0.25	0.25	0.25	0.00
Total Authorized:	7.50	7.50	8.57	1.07	8.57	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: SUBDIVISION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$352,831	\$403,773	\$538,269	33.3	\$576,350	7.1
Non-Personal/Operating	233,989	79,040	234,780	197.0	228,700	(2.6)
Interfund Service Charges	<u>162,770</u>	<u>171,260</u>	<u>220,283</u>	28.6	<u>227,421</u>	3.2
Program Total:	<u><u>\$749,590</u></u>	<u><u>\$654,073</u></u>	<u><u>\$993,332</u></u>	51.9	<u><u>\$1,032,471</u></u>	3.9
 <u>Funding Source</u>						
General Fund	<u><u>\$749,590</u></u>	<u><u>\$654,073</u></u>	<u><u>\$993,332</u></u>	51.9	<u><u>\$1,032,471</u></u>	3.9

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours.

Non-Personal/Operating:

Independent contractor increases because of additional plancheck activity.

Interfund:

Increase due to additional General Insurance, Information Technology and General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Subdivision

*** Inspection ***

Capital Improvements Projects

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: INSPECTION

PROGRAM PURPOSE AND DESCRIPTION

The purpose of the Inspection program is to ensure compliance with the plans, specifications, and requirements of contracts and permits for public works construction; including compliance with codes, standards, regulations of the City State and Federal government. The program coordinates construction and inspection of privately funded and publicly funded development projects in the City and inspects construction encroachment permits.

PRIMARY OBJECTIVES

The primary objective of the program is to provide the coordination of inspection services needed during the construction of private development projects, to provide for the specialized inspection needs on capital improvement projects, and support client departments with specialized needs for inspection services. The program is responsible for implementation of the Grading Ordinance with respect to development projects. Program staff strive to provide timely investigation and response to citizen concerns.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Assistant Engineer	0.75	0.75	0.00	(0.75)	0.00	0.00
Associate Engineer	0.75	0.75	0.00	(0.75)	0.00	0.00
Lead Public Works Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	0.00	0.00	0.50	0.50	0.50	0.00
Public Works Inspection Supt	1.00	1.00	0.00	(1.00)	0.00	0.00
Public Works Inspector	6.64	6.64	9.14	2.50	9.14	0.00
Senior Civil Engineer	1.11	1.11	1.11	0.00	1.11	0.00
Total Authorized:	11.25	11.25	11.75	0.50	11.75	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: INSPECTION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$426,199	\$652,728	\$694,007	6.3	\$748,940	7.9
Non-Personal/Operating	74,998	379,030	51,000	(86.5)	51,042	0.1
Interfund Service Charges	224,784	251,890	297,008	17.9	307,108	3.4
Cost Share Reimbursements	(122,977)	(177,400)	0	(100.0)	0	N/A
Program Total:	<u>\$603,004</u>	<u>\$1,106,248</u>	<u>\$1,042,015</u>	(5.8)	<u>\$1,107,090</u>	6.2
Funding Source						
General Fund	<u>\$603,004</u>	<u>\$1,106,248</u>	<u>\$1,042,015</u>	(5.8)	<u>\$1,107,090</u>	6.2
Program Total:	<u>\$603,004</u>	<u>\$1,106,248</u>	<u>\$1,042,015</u>	(5.8)	<u>\$1,107,090</u>	6.2

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Independent Contractor decreases because the need is reduced.

Interfund:

Increase due to additional Information Technology charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Subdivision

Inspection

*** Capital Improvements Projects ***

Transportation Division

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CAPITAL IMPROVEMENT PROJECTS

PROGRAM PURPOSE AND DESCRIPTION
--

The Capital Improvement Projects program provides support to all other City departments in preparation of the capital improvement program and replacement project requests. It provides the management required to design, bid and construct City capital improvements.

PRIMARY OBJECTIVES

The program's primary objective is to provide the highest level of project management possible while ensuring quality products for the money spent, and to make recommendations to the City Council related to prioritization of projects and use of available funds.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Administrative Analyst I	0.00	0.00	0.20	0.20	0.20	0.00
Assistant Engineer	1.50	1.50	2.00	0.50	2.00	0.00
Associate Engineer	3.25	3.25	2.00	(1.25)	2.00	0.00
City Engineer	0.42	0.42	0.50	0.08	0.50	0.00
Deputy Director of Public Works	0.00	0.00	0.20	0.20	0.20	0.00
Engineering Assistant I	0.00	0.00	0.11	0.11	0.11	0.00
Engineering Assistant II	0.00	0.00	1.50	1.50	1.50	0.00
Engineering Technician I	0.11	0.11	0.00	(0.11)	0.00	0.00
Engineering Technician II	1.00	1.00	0.00	(1.00)	0.00	0.00
Lead Public Works Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist I	1.00	1.00	0.00	(1.00)	0.00	0.00
Office Specialist II	0.37	0.37	1.33	0.96	1.33	0.00
Program Specialist	1.65	1.65	1.50	(0.15)	1.50	0.00
Property Agent	0.00	0.00	0.50	0.50	0.50	0.00
Public Works Director	0.00	0.00	0.33	0.33	0.33	0.00
Public Works Inspector	0.86	0.86	0.86	0.00	0.86	0.00
Senior Civil Engineer	1.11	1.11	2.14	1.03	2.14	0.00
Senior Engineering Assistant	0.00	0.00	0.50	0.50	0.50	0.00
Senior Office Specialist	0.86	0.86	0.71	(0.15)	0.71	0.00
Senior Property Agent	0.43	0.43	0.00	(0.43)	0.00	0.00
Senior Transportation Engineer	0.00	0.00	0.50	0.50	0.50	0.00
Traffic Engineering Tech	0.25	0.25	0.00	(0.25)	0.00	0.00
Transportation Engineer	0.20	0.20	0.00	(0.20)	0.00	0.00
Transportation Operations Super	0.00	0.00	0.25	0.25	0.25	0.00
Total Authorized:	14.01	14.01	16.13	2.12	16.13	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: CAPITAL IMPROVEMENT PROJECTS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$580,450	\$862,397	\$1,082,387	25.5	\$1,161,488	7.3
Non-Personal/Operating	53,375	33,670	33,600	(0.2)	33,500	(0.3)
Interfund Service Charges	255,209	275,090	340,173	23.7	355,116	4.4
Cost Share Reimbursements	<u>(783,743)</u>	<u>(1,166,084)</u>	<u>(1,456,160)</u>	24.9	<u>(1,550,104)</u>	6.5
Program Total:	<u>\$105,291</u>	<u>\$5,073</u>	<u>\$0</u>	(100.0)	<u>\$0</u>	N/A
Funding Source						
General Fund	<u>\$105,291</u>	<u>\$5,073</u>	<u>\$0</u>	(100.0)	<u>\$0</u>	N/A

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of additional staffing.

Interfund:

Increase due to additional General Insurance, Garage and General Administrative allocation charges.

Funding for this program is reflected in the CIP Budget

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Transportation

Traffic Control

Airport Maintenance and Operation

Murray Toll Bridge

Maintenance Division

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: TRANSPORTATION DIVISION

DIVISION PURPOSE AND DESCRIPTION

The Purpose of the Transportation Division is to provide traffic engineering, transportation planning, the installation and maintenance of all traffic signs, and the safe operation of all traffic signals and streetlights.

PRIMARY OBJECTIVES

The primary objective of the program is to perform traffic signal timing analysis and revisions to enable safe and efficient operation of signalized intersections; review of development applications to minimize traffic impacts to the public; perform speed surveys to establish safe speed limits for roadways; review traffic accident data to determine locations for capital improvement projects; coordinate with CalTrans on high priority projects.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst I	0.00	0.00	0.25	0.25	0.25	0.00
Assistant Engineer	0.75	0.75	0.00	(0.75)	0.00	0.00
Associate Engineer	1.75	1.75	0.00	(1.75)	0.00	0.00
City Engineer	0.25	0.25	0.32	0.07	0.32	0.00
Customer Acct Rep I	1.00	1.00	0.00	(1.00)	0.00	0.00
Deputy Director of Public Works	0.00	0.00	0.80	0.80	0.80	0.00
Electrical Supervisor	0.55	0.55	0.00	(0.55)	0.00	0.00
Electrician	1.50	1.50	1.22	(0.28)	0.00	(1.22)
Electronic Specialist	1.00	1.00	0.00	(1.00)	1.22	1.22
Maintenance Specialist	0.89	0.89	0.89	0.00	0.89	0.00
Maintenance Worker I	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	2.54	2.54	2.00	(0.54)	2.00	0.00
Maintenance Worker III	1.11	1.11	1.00	(0.11)	1.00	0.00
Office Specialist II	0.43	0.43	0.43	0.00	0.43	0.00
Program Specialist	0.27	0.27	0.25	(0.02)	0.25	0.00
Property Agent	0.61	0.61	0.30	(0.31)	0.30	0.00
Public Works Director	0.17	0.17	0.00	(0.17)	0.00	0.00
Public Works Division Manager	0.57	0.57	0.00	(0.57)	0.00	0.00
Senior Civil Engineer	0.03	0.03	0.00	(0.03)	0.00	0.00
Senior Engineering Assistant	0.00	0.00	1.50	1.50	1.50	0.00
Senior Office Specialist	0.30	0.30	0.55	0.25	0.55	0.00
Senior Transportation Engineer	0.00	0.00	0.50	0.50	0.50	0.00
Traffic Eng Tech	0.75	0.75	0.00	(0.75)	0.00	0.00
Transportation Engineer	0.80	0.80	0.00	(0.80)	0.00	0.00
Transportation Operation Supr	0.00	0.00	0.75	0.75	0.75	0.00
Transportation Planner	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	16.27	16.27	12.76	(3.51)	12.76	0.00

Includes prior years Traffic Control Program history and transfer of one Electrician from Building Maintenance.

DIVISIONAL SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: TRANSPORTATION DIVISION

TRANSPORTATION DIVISION SUMMARY

Division Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$849,973	\$1,083,907	\$771,027	(28.9)	\$824,295	6.9
Non-Personal/Operating	682,931	403,840	350,990	(13.1)	350,990	0.0
Interfund Service Charges	409,957	435,100	389,686	(10.4)	399,028	2.4
Debt Service	494,932	518,455	529,325	2.1	537,315	1.5
Capital Outlay	0	32,340	0	(100.0)	0	N/A
Cost Share Reimbursements	(569,750)	(569,780)	(351,645)	(38.3)	(365,073)	
Cost Share Transfer Out	569,750	569,780	351,645	N/A	365,073	N/A
Division Total:	\$2,437,793	\$2,473,642	\$2,041,028	(17.5)	\$2,111,628	3.5

DIVISIONAL EXPENDITURES BY PROGRAM

Program Expenditures	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Transportation	\$506,893	\$571,387	\$667,485	16.8	\$704,985	5.6
*Traffic Control	370,000	370,030	351,645	(5.0)	365,073	3.8
General Fund Programs	876,893	941,417	1,019,130	8.3	1,070,058	5.0
Other Programs/Funds						
Airport Maint & Operation	194,880	116,000	143,651	23.8	147,878	2.9
*Traffic Control	593,493	373,760	348,922		356,377	
Murray Toll Bridge	772,527	1,042,465	529,325	(49.2)	537,315	1.5
Other Programs/Funds	1,560,900	1,532,225	1,021,898	(33.3)	1,041,570	1.9
Division Total:	\$2,437,793	\$2,473,642	\$2,041,028	(17.5)	\$2,111,628	3.5

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

*** Transportation ***

Traffic Control

Airport Maintenance and Operation

Murray Toll Bridge

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: TRANSPORTATION

PROGRAM PURPOSE AND DESCRIPTION

The Transportation program provides traffic engineering, transportation planning, and support to other City departments, and to the Subdivision and Special Projects programs of the Engineering department. The program reviews the City Circulation Element and recommends improvements as required. It also serves as liaison on many inter-agency projects, and responds to community traffic concerns.

PRIMARY OBJECTIVES

The primary objective of the program is to perform traffic signal timing analysis and revisions to enable safe and efficient operation of signalized intersections; review of development applications to minimize traffic impacts to the public; perform speed surveys to establish safe speed limits for roadways; review traffic accident data to determine locations for capital improvement projects; coordinate with CalTrans on high priority projects.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Administrative Analyst I	0.00	0.00	0.25	0.25	0.25	0.00
Assistant Engineer	0.75	0.75	0.00	(0.75)	0.00	0.00
Associate Engineer	1.75	1.75	0.00	(1.75)	0.00	0.00
City Engineer	0.25	0.25	0.32	0.07	0.32	0.00
Deputy Director of Public Works	0.00	0.00	0.80	0.80	0.80	0.00
Office Specialist II	0.43	0.43	0.43	0.00	0.43	0.00
Program Specialist	0.25	0.25	0.00	(0.25)	0.00	0.00
Public Works Director	0.11	0.11	0.00	(0.11)	0.00	0.00
Senior Civil Engineer	0.03	0.03	0.00	(0.03)	0.00	0.00
Senior Engineering Assistant	0.00	0.00	1.50	1.50	1.50	0.00
Senior Office Specialist	0.22	0.22	0.22	0.00	0.22	0.00
Senior Transportation Engineer	0.00	0.00	0.50	0.50	0.50	0.00
Traffic Engineer Tech	0.75	0.75	0.00	(0.75)	0.00	0.00
Transportation Engineer	0.80	0.80	0.00	(0.80)	0.00	0.00
Transportation Operations Super	0.00	0.00	0.75	0.75	0.75	0.00
Transportation Planner	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	5.34	5.34	5.77	0.43	5.77	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: TRANSPORTATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$304,170	\$357,787	\$431,548	20.6	\$463,960	7.5
Non-Personal/Operating	73,508	80,300	81,210	1.1	81,210	0.0
Interfund Service Charges	129,215	133,300	154,727	16.1	159,815	3.3
Program Total:	<u>\$506,893</u>	<u>\$571,387</u>	<u>\$667,485</u>	16.8	<u>\$704,985</u>	5.6
Funding Source						
General Fund	<u>\$506,893</u>	<u>\$571,387</u>	<u>\$667,485</u>	16.8	<u>\$704,985</u>	5.6

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of additional staffing.

Interfund:

Increase due to additional General Insurance, Building Rental and General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Transportation

* **Traffic Control** *

Airport Maintenance and Operation

Murray Toll Bridge

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: TRAFFIC CONTROL

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the operation and maintenance of all Traffic Control devices, parking lot striping, and the installation of new street signs. Also included in this program is the operation and maintenance of all City owned lights which includes repairing fixtures, relamping and repairing all knock downs that occur.

PRIMARY OBJECTIVES

The primary objective of this program is to continue to operate and maintain the Traffic Control system in a highly safe and serviceable manner to ensure the health and safety of the residents and visitors to the City.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Electrical Supervisor	0.44	0.44	0.00	(0.44)	0.00	0.00
Electrician	1.50	1.50	1.22	(0.28)	1.22	0.00
Maintenance Specialist	0.89	0.89	0.89	0.00	0.89	0.00
Maintenance Worker I	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker III	1.00	1.00	1.00	0.00	1.00	0.00
Public Works Division Manager	0.25	0.25	0.00	(0.25)	0.00	0.00
Total Authorized:	7.08	7.08	6.11	(0.97)	6.11	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: TRAFFIC CONTROL

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$386,240	\$346,730	\$295,908	(14.7)	\$314,295	6.2
Non-Personal/Operating	396,383	204,520	211,470	3.4	211,470	0.0
Interfund Service Charges	180,870	178,120	193,189	8.5	195,685	1.3
Capital Outlay	0	14,420	0	(100.0)	0	N/A
Cost Share Transfers-Out	569,750	569,780	351,645	(38.3)	365,073	
Cost Share Reimbursements	<u>(569,750)</u>	<u>(569,780)</u>	<u>(351,645)</u>	<u>(38.3)</u>	<u>(365,073)</u>	3.8
Program Total:	<u>\$963,493</u>	<u>\$743,790</u>	<u>\$700,567</u>	<u>(5.8)</u>	<u>\$721,450</u>	3.0
Funding Source						
General Fund	\$370,000	\$370,030	\$351,645	(5.0)	\$365,073	3.8
Oceanside Lighting District	\$199,750	\$199,750				
Gas Tax Fund	<u>393,743</u>	<u>174,010</u>	<u>348,922</u>	100.5	<u>356,377</u>	2.1
	<u>\$963,493</u>	<u>\$743,790</u>	<u>\$700,567</u>	<u>(5.8)</u>	<u>\$721,450</u>	3.0

BUDGET HIGHLIGHTS

Personal Services:

Decrease is because of a redistribution of work hours.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Transportation

Traffic Control

•**Airport Maintenance and Operation ***

Murray Toll Bridge

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: AIRPORT MAINTENANCE AND OPERATION

PROGRAM PURPOSE AND DESCRIPTION

Conduct the maintenance and operations of the Municipal Airport. Perform management services including billing and collection of hangar and tiedown fees, enforce FAA and City Airport rules and regulations, enforce noise abatement procedures, provide for maintenance and improvements as needed at the Airport, operate fuel facility which sells aviation fuel, operate transient parking and Airport radio.

PRIMARY OBJECTIVES

Coordinate airport operations with the Fixed Base Operator (FBO) to ensure the maintenance of the Oceanside Municipal Airport at a high level of service to renters, lessees, and aircraft owners to promote enjoyable and safe use by everyone. Work through the FBO to provide field services including fuel, radio operation,, safety regulation compliance, and noise abatement programs. In addition, continue to work with the California Division of Aeronautics and the Federal Aviation Administration on grant applications and continue to provide for hangar and field maintenance and rentals.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Public Works Division Manager	0.04	0.04	0.00	(0.04)	0.00	0.00
Maintenance Worker II	0.04	0.04	0.00	(0.04)	0.00	0.00
Program Specialist	0.02	0.02	0.25	0.23	0.25	0.00
Property Agent	0.00	0.00	0.30	0.30	0.30	0.00
Senior Office Specialist	0.04	0.04	0.33	0.29	0.33	0.00
Total Authorized:	0.14	0.14	0.88	0.74	0.88	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: AIRPORT MAINTENANCE AND OPERATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$2,310	\$7,800	\$43,571	458.6	\$46,040	5.7
Non-Personal/Operating	165,487	79,350	58,310	(26.5)	58,310	0.0
Interfund Service Charges	27,083	28,850	41,770	44.8	43,528	4.2
Program Total:	<u>\$194,880</u>	<u>\$116,000</u>	<u>\$143,651</u>	23.8	<u>\$147,878</u>	2.9
Funding Source						
Airport Enterprise Fund	<u>\$194,880</u>	<u>\$116,000</u>	<u>\$143,651</u>	23.8	<u>\$147,878</u>	2.9

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours.

Non-Personal/Operating:

Increase/decrease in various items reflects actual costs to operate program.

Non-Personal/Operating:

Increase/decrease in various items reflects actual costs to operate program.

Interfund:

Increase due to additional admin In-Lieu of Taxes, Information technology and General Administrative Allocation charges.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Transportation

Traffic Control

Airport Maintenance and Operation

Murray Toll Bridge

Maintenance Division

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: MURRAY TOLL BRIDGE

PROGRAM PURPOSE AND DESCRIPTION

This program only contains Debt Service requirements.

PRIMARY OBJECTIVES

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Public Works Division Manager	0.28	0.28	0.00	(0.28)	0.00	0.00
Customer Account Rep I	1.00	1.00	0.00	(1.00)	0.00	0.00
Electrical Supervisor	0.11	0.11	0.00	(0.11)	0.00	0.00
Electronic Specialist	1.00	1.00	0.00	(1.00)	0.00	0.00
Maintenance Worker II	0.50	0.50	0.00	(0.50)	0.00	0.00
Maintenance Worker III	0.11	0.11	0.00	(0.11)	0.00	0.00
Property Agent	0.61	0.61	0.00	(0.61)	0.00	0.00
Public Works Director	0.06	0.06	0.00	(0.06)	0.00	0.00
Senior Office Specialist	0.04	0.04	0.00	(0.04)	0.00	0.00
Total Authorized:	3.71	3.71	0.00	(3.71)	0.00	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: MURRAY TOLL BRIDGE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$157,253	\$371,590	\$0	(100.0)	\$0	N/A
Non-Personal/Operating	47,553	39,670	0	(100.0)	0	N/A
Interfund Service Charges	72,789	94,830	0	(100.0)	0	N/A
Debt Service	494,932	518,455	529,325	2.1	537,315	1.5
Capital Outlay	<u>0</u>	<u>17,920</u>	<u>0</u>	(100.0)	<u>0</u>	N/A
Program Total:	<u>\$772,527</u>	<u>\$1,042,465</u>	<u>\$529,325</u>	(49.2)	<u>\$537,315</u>	1.5
Funding Source						
Murray Toll Bridge Fund	<u>\$772,527</u>	<u>\$1,042,465</u>	<u>\$529,325</u>	(49.2)	<u>\$537,315</u>	1.5

BUDGET HIGHLIGHTS

Personal Services:

Murray Toll Bridge operations have ceased.

Debt Service:

Repayment of bonds.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

Solid Waste

Prior Year Programs

DIVISIONAL DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: MAINTENANCE DIVISION

DIVISION PURPOSE AND DESCRIPTION

The purpose of the Maintenance and Operations Division is to maintain the City's streets, tolls and fees, maintain infrastructure in a safe and sanitary condition, and provide trash and recycling collection, and street sweeping services to the citizens of the City at the most reasonable costs.

PRIMARY OBJECTIVES

The primary objective of the Maintenance and Operations Division is to coordinate and manage all programs within this division in order that those programs provide complete and effective service with a minimum amount of funds and personnel.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst I	0.00	0.00	0.50	0.50	0.50	0.00
Asst City Mngr- from City Mngr	0.67	0.67	0.00	(0.67)	0.00	0.00
City Manager from City	0.00	0.00	0.10	0.10	0.10	0.00
Electrical Supervisor	0.09	0.09	0.00	(0.09)	0.00	0.00
Electrician	0.22	0.22	0.14	(0.08)	0.14	0.00
Electronic Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Maintenance Specialist	7.11	7.11	7.11	0.00	7.11	0.00
Maintenance Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker I	4.00	4.00	7.00	3.00	7.00	0.00
Maintenance Worker II	16.46	16.46	16.00	(0.46)	16.00	0.00
Maintenance Worker III	8.89	8.89	10.00	1.11	10.00	0.00
Ordinance Enf Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Parking Enf Coordinator	0.00	0.00	1.00	1.00	1.00	0.00
Parking Enf Officer I	6.00	6.00	6.00	0.00	6.00	0.00
Parking Enf Officer II	2.00	2.00	3.00	1.00	3.00	0.00
Program Specialist	0.50	0.50	0.00	(0.50)	0.00	0.00
Property Agent	0.00	0.00	0.40	0.40	0.40	0.00
Public Works Director	0.42	0.42	0.42	0.00	0.42	0.00
Public Works Division Manager	0.75	0.75	1.00	0.25	1.00	0.00
Senior Customer Acct Rep	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Management Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	1.22	1.22	1.22	0.00	1.22	0.00
Senior Parking Enf Officer	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	54.33	54.33	59.89	5.56	59.89	0.00

DIVISIONAL SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

DIVISION: MAINTENANCE DIVISION

MAINTENANCE DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$2,647,706	\$2,986,798	\$2,968,136	(0.6)	\$3,149,561	6.1
Non-Personal/Operating	14,058,103	14,722,555	15,412,304	4.7	16,124,831	4.6
Interfund Service Charges	2,584,760	2,700,380	2,709,046	0.3	2,793,819	3.1
Debt Service	378,264	550,470	549,642	(0.2)	548,136	(0.3)
Capital Outlay	34,895	243,614	185,050	(24.0)	36,050	(80.5)
Operating Transfers Out	95,450	0	774,500	N/A	600,000	(23)
Cost Share Transfers-Out	24,500	109,475	374,432	242.0	391,929	4.7
Cost Share Reimbursements	(603,994)	(620,810)	(645,179)	3.9	(667,936)	(200)
Division Total:	<u>\$19,219,684</u>	<u>\$20,692,482</u>	<u>\$22,327,931</u>	7.9	<u>\$22,976,390</u>	2.9

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Anti-Graffiti	\$117,600	\$136,080	\$134,105	(1.5)	\$139,687	4.2
Street and Median Maint	1,229,107	1,325,790	2,001,800	51.0	2,019,021	0.9
Flood Control	(23,241)	1,095	0	(100.0)	0	N/A
Parking-Lot Maint & Enforce	956,021	1,111,639	1,325,819	19.3	1,361,306	2.7
Parks Maintenance	1,548,569	1,526,699	1,608,295	5.3	1,705,652	6.1
Street Tree Maint	282,170	339,524	368,722	8.6	378,244	2.6
Prior Year Programs	252,884	586,380	0	(100.0)	0	
Solid Waste	14,856,574	15,665,275	16,889,190	7.8	17,372,480	2.9
Division Total:	<u>\$19,219,684</u>	<u>\$20,692,482</u>	<u>\$22,327,931</u>	7.9	<u>\$22,976,390</u>	2.9

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

*** Anti-Graffiti ***

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: ANTI-GRAFFITI

PROGRAM PURPOSE AND DESCRIPTION

The Anti-Graffiti Program includes one full time position, as well as a twenty-four hour graffiti hotline. The purpose of the program is to reduce and control the incidence of graffiti.

PRIMARY OBJECTIVES

The main objective of this program is to reduce graffiti with deterrents which include public awareness and education, graffiti removal, and graffiti control.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Electrical Supervisor	0.09	0.09	0.00	(0.09)	0.00	0.00
Maintenance Specialist	0.11	0.11	0.11	0.00	0.11	0.00
Maintenance Worker II	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	1.70	1.70	1.61	(0.09)	1.61	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: ANTI-GRAFFITI

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 99-00 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 00-01 Budget</u>
Personal Services	\$66,072	\$77,420	\$70,622	(8.8)	\$74,571	5.6
Non-Personal/Operating	15,611	20,680	21,650	4.7	21,737	0.4
Interfund Service Charges	35,917	37,980	41,833	10.1	43,379	3.7
Program Total:	<u>\$117,600</u>	<u>\$136,080</u>	<u>\$134,105</u>	(1.5)	<u>\$139,687</u>	4.2
 Funding Source						
General Fund	<u>\$117,600</u>	<u>\$136,080</u>	<u>\$134,105</u>	(1.5)	<u>\$139,687</u>	4.2

BUDGET HIGHLIGHTS

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

*** Street and Median Maintenance ***

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: STREET AND MEDIAN MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

The Street and Median Maintenance program responds to routine street and alley pavement maintenance, sidewalk, curb and gutter maintenance, median maintenance, and routine mowing of parkways.

PRIMARY OBJECTIVES

The main objective of this program is to maintain the City streets, alleyways, medians, parkways, curbs and sidewalk systems in a safe, and serviceable manner for the benefit of the residents of the City.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Maintenance Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	1.00	1.00	2.69	1.69	2.69	0.00
Maintenance Worker II	3.64	3.64	4.00	0.36	4.00	0.00
Maintenance Worker III	1.00	1.00	1.00	0.00	1.00	0.00
Property Agent	0.00	0.00	0.40	0.40	0.40	0.00
Public Works Division Manager	0.25	0.25	0.25	0.00	0.25	0.00
Senior Office Specialist	0.50	0.50	0.25	(0.25)	0.25	0.00
Total Authorized:	9.39	9.39	11.59	2.20	11.59	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: STREET AND MEDIAN MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$462,256	\$567,550	\$571,065	0.6	\$603,933	5.8
Non-Personal/Operating	392,355	366,820	986,497	168.9	1,016,669	3.1
Interfund Service Charges	374,496	391,420	389,238	(0.6)	398,419	N/A
Capital Outlay	0	0	55,000	N/A	0	(100.0)
Cost Share Reimbursements	(24,500)	(24,500)	(24,500)	0.0	(24,500)	0.0
Cost Share Transfers-Out	24,500	24,500	24,500	0.0	24,500	0.0
Program Total:	<u><u>\$1,229,107</u></u>	<u><u>\$1,325,790</u></u>	<u><u>\$2,001,800</u></u>	51.0	<u><u>\$2,019,021</u></u>	0.9

Funding Source

General Fund	(\$70)	\$0	\$0	N/A	\$0	N/A
Gas Tax Fund	1,204,677	1,301,290	1,977,300	51.9	1,994,521	0.9
Solid Waste Fund	24,500	24,500	24,500	0.0	24,500	0.0
	<u><u>\$1,229,107</u></u>	<u><u>\$1,325,790</u></u>	<u><u>\$2,001,800</u></u>	51.0	<u><u>\$2,019,021</u></u>	0.9

BUDGET HIGHLIGHTS

Non-Personal/Operating:

Increase/decrease in various items reflects actual costs to operate program.

This program is also funded by a transfer to Gas Tax Fund from Solid Waste Fund of \$600,000 in each Fiscal Year.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

* **Flood Control** *

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: FLOOD CONTROL

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the routine maintenance of approximately 83 miles of the City's public flood control drainage system in a safe and serviceable manner. The day-to-day tasks consist of cleaning catch basins and pipelines as well as improved and unimproved channels, reconstruction of crossings with City equipment. Major cleaning and reconstruction of facilities is accomplished by force account. In addition, this program responds to emergency situations during the winter storm season.

PRIMARY OBJECTIVES

Productivity will be improved through the use of the Public Facilities Maintenance Management System. Major flood facility maintenance on all the City's waterways will be accomplished. Further, this program will continue the effectiveness of the appropriate herbicides to prevent plant growth and siltation and to improve flow of water through those channels. Another objective is to have the entire drainage channel system fully functional in advance of the rainy season to reduce emergency maintenance costs.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Maintenance Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	0.00	0.00	1.00	1.00	1.00	0.00
Maintenance Worker II	3.00	3.00	2.00	(1.00)	2.00	0.00
Maintenance Worker III	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	6.00	6.00	6.00	0.00	6.00	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: FLOOD CONTROL

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$267,632	\$278,165	\$282,982	1.7	\$298,436	5.5
Non-Personal/Operating	106,204	130,210	135,210	3.8	135,210	0.0
Interfund Service Charges	182,417	189,030	202,487	7.1	209,790	3.6
Cost Share Reimbursements	<u>(579,494)</u>	<u>(596,310)</u>	<u>(620,679)</u>	4.1	<u>(643,436)</u>	3.7
Program Total:	<u>(\$23,241)</u>	<u>\$1,095</u>	<u>\$0</u>	(100.0)	<u>\$0</u>	N/A
<u>Funding Source</u>						
General Fund	<u>(\$23,241)</u>	<u>\$1,095</u>	<u>\$0</u>	(100.0)	<u>\$0</u>	(37.0)

BUDGET HIGHLIGHTS

Funding for this program is reflected in Water Utilities.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

*** Parking Lot Maintenance and Parking Enforcement ***

Parks Maintenance

Street Tree Maintenance

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PARKING LOT MAINTENANCE AND ENFORCEMENT

PROGRAM PURPOSE AND DESCRIPTION

The program combines the enforcement of parking regulations with the maintenance and operations of parking lots. This includes all City pay parking lots, street parking meters, handicapped and timed parking regulations, fire lanes, and the removal of abandoned vehicles from City streets. This program is also responsible for administration of the City's Parking Permit program, and in addition, handles all disputed parking citations.

PRIMARY OBJECTIVES

- * Enforce the City's parking regulations in a professional and courteous manner.
- * Enhance the appearance of the City by towing abandoned vehicles from the City streets.
- * Provide courteous and knowledgeable handling of parking citation reviews.
- * Ensure parking machines and meters are fully operational.
- * Provide safe, serviceable, and aesthetically acceptable parking.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Electrician	0.06	0.06	0.06	0.00	0.06	0.00
Electronic Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Maintenance Specialist	0.11	0.11	0.11	0.00	0.11	0.00
Maintenance Worker I	0.00	0.00	0.31	0.31	0.31	0.00
Maintenance Worker II	0.82	0.82	1.00	0.18	1.00	0.00
Ordinance Enforcement Super	0.50	0.50	0.50	0.00	0.50	0.00
Parking Enforcement Coordinato	0.00	0.00	1.00	1.00	1.00	0.00
Parking Enforcement Officer I	2.50	2.50	2.00	(0.50)	2.00	0.00
Parking Enforcement Officer II	1.00	1.00	2.50	1.50	2.50	0.00
Public Works Division Manager	0.00	0.00	0.25	0.25	0.25	0.00
Sr Customer Acct Rep	1.00	1.00	0.00	(1.00)	0.00	0.00
Sr Parking Enforcement Officer	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	6.49	6.49	9.23	2.74	9.23	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PARKING LOT MAINTENANCE AND ENFORCEMENT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$309,821	\$303,449	\$450,565	48.5	\$480,380	6.6
Non-Personal/Operating	125,957	113,070	143,750	27.1	143,750	0.0
Interfund Service Charges	107,084	108,600	145,812	34.3	152,990	4.9
Debt Service	378,264	550,470	549,642	(0.2)	548,136	(0.3)
Capital Outlay	<u>34,895</u>	<u>36,050</u>	<u>36,050</u>	0.0	<u>36,050</u>	0.0
Program Total:	<u>\$956,021</u>	<u>\$1,111,639</u>	<u>\$1,325,819</u>	19.3	<u>\$1,361,306</u>	2.7
Funding Source						
General Fund	<u>\$956,021</u>	<u>\$1,111,639</u>	<u>\$1,325,819</u>	19.3	<u>\$1,361,306</u>	2.7

BUDGET HIGHLIGHTS

Personal Services:

Increase is because of a redistribution of work hours and additional staffing.

Non-Personal/Operating:

Increase/decrease in various items reflects actual costs to operate program.

Interfund:

Increase is due to General Insurance, Information Technology and General Administrative Allocation charges.

Debt Service:

Bond payments on Parking Lots.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

* **Parks Maintenance** *

Street Tree Maintenance

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PARKS MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for maintenance of the City's Parks system, and for public facility landscaping of the Civic Center. In addition this program is responsible for the planning and development of new parks within the system.

PRIMARY OBJECTIVES

The major objective of this program is to maintain all City Parks and other public facilities according to the standards set by the Parks and Recreation Commission and the City Council.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Maintenance Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	5.00	5.00	5.00	0.00	5.00	0.00
Maintenance Worker III	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	9.00	9.00	9.00	0.00	9.00	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PARKS MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$486,427	\$447,700	\$428,073	(4.4)	\$457,107	6.8
Non-Personal/Operating	842,216	848,359	948,523	11.8	1,011,771	6.7
Interfund Service Charges	219,926	230,640	231,699	0.5	236,774	2.2
Program Total:	<u>\$1,548,569</u>	<u>\$1,526,699</u>	<u>\$1,608,295</u>	5.3	<u>\$1,705,652</u>	6.1
Funding Source						
General Fund	<u>\$1,548,569</u>	<u>\$1,526,699</u>	<u>\$1,608,295</u>	5.3	<u>\$1,705,652</u>	6.1

BUDGET HIGHLIGHTS

Personal Services:

Decrease is due to a redistribution of work hours.

Non-Personal/Operating:

Maintenance and Repair - Buildings and grounds increases while Independent Contractor decreases for most of the amount (a category switch).

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

* **Street Tree Maintenance** *

Solid Waste

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: STREET TREE MAINTENANCE

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the maintenance (trimming and removal) of the City's Street Trees.

PRIMARY OBJECTIVES

The primary objective of this program is to continue to maintain all City Street Trees in a safe, healthy, and attractive manner. In addition, Street Trees will be trimmed to allow for street sweeper clearance.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Maintenance Specialist	0.89	0.89	0.89	0.00 *	0.89	0.00
Maintenance Worker II	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker III	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	3.89	3.89	3.89	0.00	3.89	0.00

* Transferred from Parks.

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: STREET TREE MAINTENANCE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$169,071	\$212,174	\$201,374	(5.1)	\$211,073	4.8
Non-Personal/Operating	14,586	22,790	58,487	156.6	54,107	(7.5)
Interfund Service Charges	98,513	104,560	108,861	4.1	113,064	3.9
Program Total:	<u>\$282,170</u>	<u>\$339,524</u>	<u>\$368,722</u>	8.6	<u>\$378,244</u>	2.6
Funding Source						
General Fund	<u>\$282,170</u>	<u>\$339,524</u>	<u>\$368,722</u>	8.6	<u>\$378,244</u>	2.6

BUDGET HIGHLIGHTS

Personal Services:

Decrease is because of a redistribution of work hours.

Non-Personal/Operating:

Maintenance and Repair - Buildings and grounds increases because of supplemental tree contracts.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

* **Solid Waste** *

Prior Year Programs

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: SOLID WASTE OPERATIONS

PROGRAM PURPOSE AND DESCRIPTION
--

The Solid Waste program is responsible for the operation and maintenance of the City's Waste Disposal operation, Street Sweeping operation, Landfill monitoring, and City's Curbside Recycling projects.

PRIMARY OBJECTIVES

The major objective of this program is to continue to ensure the provision of the highest quality Solid Waste collection service at the lowest possible rate. In addition, all County and State mandates related to disposal and recycling will be met.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Administrative Analyst I	0.00	0.00	0.50	0.50	0.50	0.00
Assist City Mnger-from City	0.67	0.67	0.00	(0.67)	0.00	0.00
City Manager- from City Mnger	0.00	0.00	0.10	0.10	0.10	0.00
Electrician	0.16	0.16	0.08	(0.08)	0.08	0.00
Maintenance Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker I	3.00	3.00	3.00	0.00	3.00	0.00
Maintenance Worker II	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker III	2.89	2.89	4.00	1.11	4.00	0.00
Ordinance Enforcement Supervis	0.50	0.50	0.50	0.00	0.50	0.00
Parking Enforcement Officer I	3.50	3.50	4.00	0.50	4.00	0.00
Parking Enforcement Officer II	1.00	1.00	0.50	(0.50)	0.50	0.00
Program Specialist	0.50	0.50	0.00	(0.50)	0.00	0.00
Public Works Director	0.42	0.42	0.42	0.00	0.42	0.00
Public Works Division Manager	0.50	0.50	0.50	0.00	0.50	0.00
Senior Mangement Analyst	1.00	1.00	1.00	0.00	1.00	0.00
Senior Office Specialist	0.22	0.22	0.47	0.25	0.47	0.00
Sr. Parking Enforcement Officer	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	17.86	17.86	18.57	0.71	18.57	0.00

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: SOLID WASTE OPERATIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$885,862	\$1,085,340	\$963,455	(11.2)	\$1,024,061	6.3
Non-Personal/Operating	12,308,855	12,673,710	13,118,187	3.5	13,741,587	4.8
Interfund Service Charges	1,566,407	1,638,150	1,589,116	(3.0)	1,639,403	3.2
Capital Outlay	0	183,100	94,000	(48.7)	0	(100.0)
Operating Transfers-Out	95,450	0	774,500	N/A	600,000	(22.5)
Cost Share Transfer-Out	0	84,975	349,932	311.8	367,429	5.0
Program Total:	<u>\$14,856,574</u>	<u>\$15,665,275</u>	<u>\$16,889,190</u>	7.8	<u>\$17,372,480</u>	2.9
Funding Source						
Waste Disposal Enterprise	<u>\$14,856,574</u>	<u>\$15,665,275</u>	<u>\$16,889,190</u>	7.8	<u>\$17,372,480</u>	2.9

BUDGET HIGHLIGHTS

Personal Services:

Decrease is because of a redistribution of work hours and a reduction in hourly extra help.

Non-Personal/Operating:

Increase/decrease in various items reflects actual costs to operate program. Increase in Waste Disposal Contract reflects actual cost.

Capital Outlay:

Skiploader and pick-up additions.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



PUBLIC WORKS

Administrative Division

General Services Division

Engineering Division

Transportation Division

Maintenance Division

Anti-Graffiti

Street and Median Maintenance

Flood Control

Parking Lot Maintenance and Parking Enforcement

Parks Maintenance

Street Tree Maintenance

Solid Waste

*** Prior Year Programs ***

PROGRAM DESCRIPTION

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PRIOR YEAR PROGRAMS

PROGRAM PURPOSE AND DESCRIPTION
--

Programs included are from General Fund for Deferred Building Maintenance, Parks Maintenance/Upgrades and Median/Gateway Landscape. Also included are miscellaneous grants.

PROGRAM SUMMARY

DEPARTMENT: PUBLIC WORKS

FISCAL YEARS 2002-04

PROGRAM: PRIOR YEAR PROGRAMS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$565	\$15,000	\$0	N/A	\$0	N/A
Non-Personal/Operating	252,319	546,916	0	N/A	0	N/A
Capital Outlay	0	24,464	0	N/A	0	N/A
Program Total:	<u>\$252,884</u>	<u>\$586,380</u>	<u>\$0</u>	(100.0)	<u>\$0</u>	N/A

Funding Source

General Fund Comm. Facilities	\$ 223,124	\$ 499,380	\$0	N/A	\$0	N/A
State Grants	29,761	87,000	0	N/A	0	N/A
Program Total	<u>\$ 252,885</u>	<u>\$ 586,380</u>	<u>\$0</u>	N/A	<u>\$0</u>	N/A

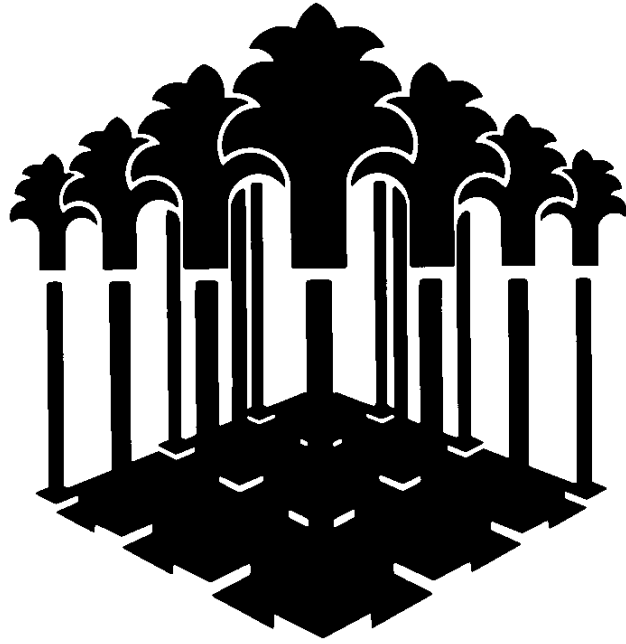
BUDGET HIGHLIGHTS



Library and Recreation Services

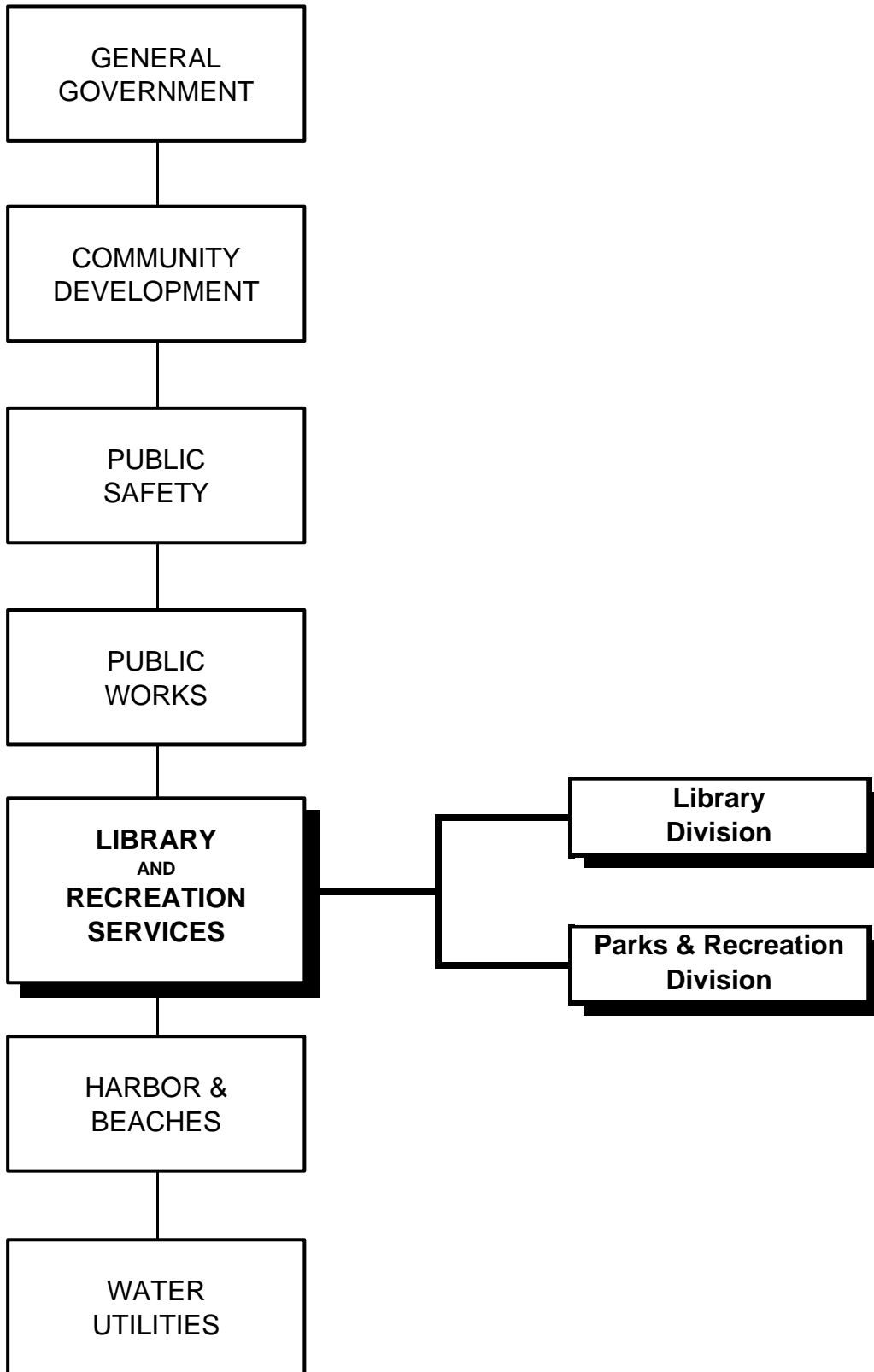






*Library and
Recreation
Services*

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

MISSION STATEMENT

The mission of the Department of Library & Recreation Services is to meet the informational, educational, recreational and cultural needs of a growing diverse community through a connected network of programs and services. We do this by building high quality, cost-effective programs and services focused on our residents.

PRIMARY OBJECTIVE

Provide top quality community-oriented educational, recreational, cultural, civic and special programming for Oceanside youth, adults and senior citizens through libraries, parks, athletic fields and recreation centers – programming which enhances the quality of life for Oceanside residents of all ages

PRIMARY PROGRAM AREAS

Library Division

- Administration
- Youth Services
- Adult Services
- Support Services
- Bookmobile
- Mission Branch
- Community Computer Center
- Adelante
- Literacy

Parks & Recreation Division

- Parks & Recreation Administration
- Youth Services
- Neighborhood Based Services
- Recreation / Leisure Services
- Sports & Athletics
- Senior Services
- Aquatics Services
- Special Events
- Recreation Programs

DEPARTMENT DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Analyst II	1.00	1.00	3.00	2.00	2.00	(1.00)
Administrative Secretary	1.00	1.00	2.00	1.00	2.00	0.00
*Aquatics Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
*Aquatics Technician	0.00	0.00	6.00	6.00	6.00	0.00
Assistant Library Director	1.00	1.00	0.00	(1.00)	0.00	0.00
Bookmobile Driver/Tech	2.00	2.00	0.00	(2.00)	0.00	0.00
*Computer Operator	1.00	1.00	2.00	1.00	2.00	0.00
Custodian	3.00	3.00	3.00	0.00	3.00	0.00
Lib/Rec Services Division Mgr	1.00	1.00	1.00	0.00	1.00	0.00
*Librarian I	8.00	8.00	2.00	(6.00)	2.00	0.00
Librarian II	3.00	3.00	8.00	5.00	8.00	0.00
*Library Assistant	2.00	2.00	5.00	3.00	5.00	0.00
*Library Clerk II	3.00	3.00	5.00	2.00	5.00	0.00
Library Director	1.00	1.00	1.00	0.00	1.00	0.00
*Library Technician	2.00	2.00	9.00	7.00	8.00	(1.00)
*Literacy Coordinator	1.00	1.00	1.00	0.00	1.00	0.00
Principal Librarian	3.00	3.00	3.00	0.00	3.00	0.00
Program Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Recreation Specialist I	1.00	1.00	7.00	6.00	7.00	0.00
Recreation Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Recreation Supervisor	6.00	6.00	6.00	0.00	6.00	0.00
Senior Librarian	0.00	0.00	3.00	3.00	3.00	0.00
Senior Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Senior Office Specialist	4.00	4.00	3.00	(1.00)	3.00	0.00
Total Authorized	48.00	48.00	78.00	30.00	76.00	(2.00)

FY02:

In the Library Division, one Administrative Analyst II position and one Library Technician position (part-time, benefited) were created when the ELLI Literacy grant was accepted in July 2001. Another Administrative Analyst II position was authorized to be the Parks Projects Coordinator for the Parks & Recreation Division.

FY04:

The ELLI Literacy grant runs through FY03. For FY04, staff is shown as eliminated pending confirmation of alternative funding.

- * **Number of positions included in the total which are Permanent Part-Time: 1 Accounting Specialist I, 6 Aquatics Technicians, 1 Computer Operator, 2 Librarian I, 3 Library Assistant, 3 Library Clerk II, 6 Library Technician (5 in FY 03-04), 1 Literacy Coordinator, and 7 Recreation Specialist I**

DEPARTMENT SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

Department Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$3,675,278	\$4,134,986	\$4,455,525	7.8	\$4,471,953	0.4
Non-Personal/Operating	1,416,851	1,477,095	1,828,665	23.8	1,587,244	(13.2)
Interfund Service Charges	2,724,980	2,806,803	2,960,740	5.5	3,016,567	1.9
Capital Outlay	59,871	0	0	N/A	0	N/A
Department Total	\$7,876,980	\$8,418,884	\$9,244,930	9.8	\$9,075,764	(1.8)

EXPENDITURES BY DIVISION

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Library Division	\$4,261,099	\$4,571,892	\$4,699,819	2.8	\$4,839,277	3.0
Recreation Division	2,594,594	2,463,174	3,230,652	31.2	3,235,390	0.1
Department Total	\$6,855,693	\$7,035,066	\$7,930,471	12.7	\$8,074,667	1.8

EXPENDITURES BY PROGRAM

General Fund Programs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administration	\$2,119,384	\$2,136,794	\$2,100,670	(1.7)	\$2,083,370	(0.8)
Youth Services-Library	323,144	341,548	368,123	7.8	393,598	6.9
Adult Services	297,041	361,909	481,972	33.2	514,286	6.7
Support Services	635,625	702,876	700,676	(0.3)	741,323	5.8
Bookmobile	107,356	117,403	124,380	5.9	133,930	7.7
Mission Branch	609,945	723,021	696,688	(3.6)	735,827	5.6
Community Computer Center	148,144	142,513	150,294	5.5	159,750	6.3
Adelante	20,460	20,728	24,996	20.6	25,173	0.7
Literacy	0	25,100	52,020	0.0	52,020	0.0
Parks & Recreation Administration	0	0	473,521	100.0	499,919	5.6
Youth Services-Recreation	734,648	713,927	762,480	6.8	635,002	(16.7)
Neighborhood Based Services	197,230	235,795	233,217	(1.1)	249,288	6.9
Recreation / Leisure Services	244,491	273,608	294,915	7.8	309,148	4.8
Sports & Athletics	553,187	412,242	429,964	4.3	449,952	4.6
Senior Services	257,161	230,790	291,620	26.4	304,305	4.3
Aquatics Services	498,840	460,260	573,894	24.7	593,275	3.4
Special Events	109,037	136,552	171,041	25.3	187,957	9.9
Total General Fund Programs	\$6,855,693	\$7,035,066	\$7,930,471	12.7	\$8,068,123	1.7

(continued)

DEPARTMENT SUMMARY (continued)

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Other Funds/Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Library Administration	\$53,026	\$0	\$0	N/A	\$0	N/A
Youth Services	118,756	134,030	133,491	(0)	133,491	0
Adult Services	279,449	312,760	311,479	(0.4)	311,479	0.0
Support Services	7,572	0	0	N/A	0	N/A
Mission Branch	1,215	0	0	N/A	0	N/A
Adelante	12,500	12,460	14,000	12.4	11,957	(14.6)
Literacy	136,632	227,722	160,702	(29.4)	5,465	(96.6)
Parks & Recreation Administration	0	64,540	61,527	(4.7)	67,059	9.0
Neighborhood Based Services	14,135	12,360	7,500	(39.3)	0	(100.0)
Recreation / Leisure Services	15,786	7,860	10,800	37.4	0	(100.0)
Recreation Programs	<u>382,216</u>	<u>612,086</u>	<u>614,960</u>	0.5	<u>478,190</u>	(22.2)
Total Other Funds/Programs	\$1,021,287	\$1,383,818	\$1,314,459	(5.0)	\$1,007,641	(23.3)
Department Total	<u><u>\$7,876,980</u></u>	<u><u>\$8,418,884</u></u>	<u><u>\$9,244,930</u></u>	9.8	<u><u>\$9,075,764</u></u>	(1.8)

*Library
Division*

DIVISIONAL DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

DIVISION: LIBRARY

DIVISION PURPOSE AND DESCRIPTION

Oceanside Public Library's mission is to serve the informational, educational, cultural and recreational needs of our diverse community by facilitating literacy, cultural enrichment, information equity and civic involvement in a welcoming, customer-focused environment.

PRIMARY OBJECTIVES

- * Design and implement a community needs assessment project to determine demographic changes and community needs as related to library services issues.
- * Utilizing recognized library standards and comparable community benchmarks, design a 3-5 year library facilities plan which anticipates future City growth and optimizes availability of public library services for all geographic areas of our community.
- * Undertake an assessment of computer technology resources available to the public citywide, and utilize the results as a basis and guide to future technology planning.
- * Design and implement a public relations or outreach campaign to target non-library users.
- * Make new or expanded learning and information resources available through development of the Library's Internet-based services.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
*Accounting Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Analyst II	0.00	0.00	1.00	1.00	0.00	(1.00)
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Library Director	1.00	1.00	0.00	(1.00)	0.00	0.00
*Computer Operator	1.00	1.00	2.00	1.00	2.00	0.00
*Librarian I	8.00	8.00	2.00	(6.00)	2.00	0.00
Librarian II	3.00	3.00	8.00	5.00	8.00	0.00
*Library Assistant	2.00	2.00	5.00	3.00	5.00	0.00
*Library Clerk II	3.00	3.00	5.00	2.00	5.00	0.00
Library Director	1.00	1.00	1.00	0.00	1.00	0.00
*Library Technician	2.00	2.00	9.00	7.00	8.00	(1.00)
*Literacy Coordinator	1.00	1.00	1.00	0.00	1.00	0.00
Principal Librarian	3.00	3.00	3.00	0.00	3.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Librarian	0.00	0.00	3.00	3.00	3.00	0.00
Senior Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	0.00	0.00	0.70	0.70	0.70	0.00
Bookmobile Driver/Tech	2.00	2.00	0.00	(2.00)	0.00	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	30.00	30.00	45.70	15.70	43.70	(2.00)

* **Number of positions included in the total which are permanent part-time: 1 Accounting Specialist, 1 Computer Operator, 2 Librarian I, 3 Library Assistant, 3 Library Clerk II, 6 Library Technician (5 in FY 03-04), and 1 Literacy Coordinator**

DIVISIONAL SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

DIVISION: LIBRARY

LIBRARY DIVISION SUMMARY

Division Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$2,093,903	\$2,391,652	\$2,383,245	(0.4)	\$2,418,631	1.5
Non-Personal/Operating	619,166	643,015	691,324	7.5	604,335	(12.6)
Interfund Service Charges	2,157,180	2,224,197	2,244,922	0.9	2,278,703	1.5
Division Total:	\$4,870,249	\$5,258,864	\$5,319,491	1.2	\$5,301,669	(0.3)

DIVISIONAL EXPENDITURES BY PROGRAM

Program Expenditures	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Administration	\$2,172,410	\$2,136,794	\$2,100,670	(1.7)	\$2,083,370	(0.8)
Youth Services	441,900	475,578	501,614	5.5	527,089	5.1
Adult Services	576,490	674,669	793,451	17.6	825,765	4.1
Support Services	643,197	702,876	700,676	(0.3)	741,323	5.8
Bookmobile	107,356	117,403	124,380	5.9	133,930	7.7
Mission Branch	611,160	723,021	696,688	(3.6)	735,827	5.6
Community Computer Center	148,144	142,513	150,294	5.5	159,750	6.3
Adelante	32,960	33,188	38,996	17.5	37,130	(4.8)
Literacy Programs	136,632	252,822	212,722	(15.9)	57,485	(73.0)
Division Total:	\$4,870,249	\$5,258,864	\$5,319,491	1.2	\$5,301,669	(0.3)

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

*** Administration ***

Youth Services

Adult Services

Support Services

Bookmobile

Mission Branch

Community Computer Center

Adelante

Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION
--

Library Administration plans, coordinates and evaluates all library programs and services, providing leadership, direction and general administrative support for library operations. Administration has oversight of all grants, library budgets and personnel issues including staff development activities and the Library Volunteer Program, while ensuring that all deadlines and other requirements are met. Administration works with the Library Board of Trustees, and networks with the Friends of the Library and other community groups to support fund-raising activities and cultivate community partnerships.

PRIMARY OBJECTIVES

- * Provide optimal use of the Civic Center Library facility by establishing a facility review task force to study space reconfigurations and furnishings, and create a work plan for improvements.
- * Provide improved service to Library computer users and enhance staff efficiency by implementing an online reservation system for public access computers.
- * Plan and implement additional cultural events as part of the *“Mozart to Mambo: Diversity Cultural Celebration”*.
- * Improve library emergency and disaster preparedness.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
*Accounting Specialist I	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant Library Director	1.00	1.00 ¹	0.00	(1.00)	0.00	0.00
Librarian II	0.25	0.25	0.00	(0.25)	0.00	0.00
Library Director	1.00	1.00	1.00	0.00	1.00	0.00
Senior Librarian	0.00	0.00	0.25	0.25	0.25	0.00
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	4.25	4.25	4.25	0.00	4.25	0.00

¹ Position eliminated in Departmental reorganization.

* **Position is permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-2004 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$359,724	\$360,924	\$235,355	(34.8)	\$252,055	7.1
Non-Personal/Operating	89,615	22,780	80,710	254.3	24,520	(69.6)
Interfund Service Charges	1,723,071	1,753,090	1,784,605	1.8	1,806,795	1.2
Program Total:	<u><u>\$2,172,410</u></u>	<u><u>\$2,136,794</u></u>	<u><u>\$2,100,670</u></u>	(1.7)	<u><u>\$2,083,370</u></u>	(0.8)
Funding Source						
General Fund	\$2,119,384	\$2,136,794	\$2,100,670	(1.7)	\$2,083,370	(0.8)
Grant - Sulu O Le Tautua	\$53,026	\$0	\$0	N/A	\$0	N/A
	<u><u>\$2,172,410</u></u>	<u><u>\$2,136,794</u></u>	<u><u>\$2,100,670</u></u>	(1.7)	<u><u>\$2,083,370</u></u>	(0.8)

BUDGET HIGHLIGHTS

Personal Services:

Two part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. One became vacant and was returned to hourly extra help basis. The Assistant Director position was eliminated in the departmental reorganization, and a new Principal Librarian position created in Adult Services. A second Administrative Secretary position, created in the departmental reorganization, was shifted to Parks & Recreation Administration.

Non-Personal/Operating:

Funding has been added to maintain the Library's storage building and to repair existing vandalism damage. Funding has also been added for (1) a computer booking software acquisition to be used to book public computers at three Library facilities; (2) a new Library Division pool in Small Tools and Equipment to handle annual purchases and replacement of furnishings; and (3) the conservation of historical Oceanside photographs on display in the Administration offices.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Administration

*** Youth Services ***

Adult Services

Support Services

Bookmobile

Mission Branch

Community Computer Center

Adelante

Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: YOUTH SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

Youth Services provides a progressive educational environment accessible to children, young adults and adults, including parents, caregivers, educators and professionals working with children. This environment provides consistent, quality user-assistance, integrating technology into children's reference services to support curriculum-based research. The program provides exceptional cultural and educational youth activities, fosters partnerships for library outreach to local schools, service agencies, community organizations, and youth-at-risk. Community-wide access is offered to a current, accurate, and outstanding collection of print and non-print materials for infant through sixth grade.

PRIMARY OBJECTIVES

- * Maximize and increase outreach to local educators, homeschoolers, and professionals working with families and youth.
- * Plan, coordinate, and implement a *"Born to Read"* campaign connecting new parents to library resources and information in partnership with local obstetricians and pediatricians.
- * Plan, coordinate, and implement computer clubs for elementary school age children in collaboration with the Civic Center Community Computer Center and the Mission Branch Library Computer Resource Center.
- * Plan and coordinate a collection of *"English as a Second Language"* materials for youth using the Adelante program.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Librarian I	3.00	3.00 ¹	0.00	(3.00)	0.00	0.00
Librarian II	0.75	0.75 ¹	3.00	2.25	3.00	0.00
Library Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Principal Librarian	1.00	1.00	1.00	0.00	1.00	0.00
Senior Librarian	0.00	0.00 ¹	0.75	0.75	0.75	0.00
Total Authorized:	5.75	5.75	5.75	0.00	5.75	0.00

¹ Reclassed due to Salary & Compensation Study

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: YOUTH SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$287,263	\$304,458	\$328,631	7.9	\$351,869	7.1
Non-Personal/Operating	125,912	141,170	139,691	(1.0)	139,691	0.0
Interfund Service Charges	28,725	29,950	33,292	11.2	35,529	6.7
Program Total:	<u>\$441,900</u>	<u>\$475,578</u>	<u>\$501,614</u>	5.5	<u>\$527,089</u>	5.1
 Funding Source						
General Fund	\$323,144	\$341,548	\$368,123	7.8	\$393,598	6.9
Library Fund	118,756	134,030	133,491	(0.4)	133,491	0.0
	<u>\$441,900</u>	<u>\$475,578</u>	<u>\$501,614</u>	5.5	<u>\$527,089</u>	5.1

BUDGET HIGHLIGHTS

Personal Services:

Librarian positions were reclassified following a Salary and Compensation Study. The hourly wage for Community Assistant - Library Page was increased following two minimum wage increases.

Non-Personal/Operating:

No increase is planned for Non-Personal expenditures.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Administration

Youth Services

*** Adult Services ***

Support Services

Bookmobile

Mission Branch

Community Computer Center

Adelante

Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADULT SERVICES

PROGRAM PURPOSE AND DESCRIPTION

Adult Services meets the Library access, resource, and programming needs of teens (grade seven and up), adults and other City staff and agencies. Library users can expect consistency and quality in Adult Services' answers to their questions, and in Library tours and classes. Adult Services is part of the team helping the public use free access to computers, the Internet and computer training. Adult Services staff select and maintain an outstanding, current collection of books, magazines, videos, CD's, databases & other resources needed by the community, and offer access to the entire universe of reading and information as part of the "Library of California". Cultural and educational programming appealing to teens and adults is coordinated by Adult Services staff, who also maintain effective relationships with local schools, businesses, organizations, and the military, and provide Library outreach services to the homebound and the disabled.

PRIMARY OBJECTIVES

- * Evaluate the current plan for adult materials selection, acquisition and maintenance, and revise as needed, in accordance with the Library's Materials Selection Policy and community needs.
- * Devise new ways to market the Adult Services collection and services to readers through displays and exhibits, programming, and workshops.
- * Increase access to local government information by devising and implementing a procedure for obtaining, cataloging, and archiving those government documents most relevant to our community's information
- * Evaluate the Heritage Room collection in view of the Library's Centennial Celebration in 2004. Continue preservation and archival efforts through ongoing collaborations with other agencies and community
- * Study new ways to effectively use space, equipment and staff in providing adult access to computers at the Civic Center Library.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
*Librarian I	3.00	3.00	1.00	(2.00)	1.00	0.00
Librarian II	1.00	1.00	3.00	2.00	3.00	0.00
*Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Principal Librarian	0.00	0.00	1.00	1.00	1.00	0.00
Senior Librarian	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	4.00	4.00	7.00	3.00	7.00	0.00

* **These positions are permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADULT SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$275,775	\$322,459	\$431,905	33.9	\$461,294	6.8
Non-Personal/Operating	273,141	320,510	317,864	(0.8)	317,949	0.0
Interfund Service Charges	27,574	31,700	43,682	37.8	46,522	6.5
Program Total:	<u>\$576,490</u>	<u>\$674,669</u>	<u>\$793,451</u>	17.6	<u>\$825,765</u>	4.1
Funding Source						
General Fund	\$297,041	\$361,909	\$481,972	33.2	\$514,286	6.7
State Grants (Infórmate, Non-English Language)	15,530	0	0		0	
Library Fund	263,919	312,760	311,479	(0.4)	311,479	0.0
	<u>\$576,490</u>	<u>\$674,669</u>	<u>\$793,451</u>	17.6	<u>\$825,765</u>	4.1

BUDGET HIGHLIGHTS

Personal Services:

Two part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. Librarian positions were reclassified following a Salary and Compensation Study. The hourly rate for Community Assistant - Library Page was increased following two minimum wage increases. The hourly rate for part-time Librarians was increased in order to remain competitive with other public libraries in the region.

Non-Personal/Operating:

No increases are planned for Non-Personal expenditures.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Administration
Youth Services
Adult Services

*** Support Services ***

Bookmobile
Mission Branch
Community Computer Center
Adelante
Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SUPPORT SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

This program unites essential services supporting the provision of library services to the community as a whole including the receipt, cataloging and processing of all new materials to be added to library collections in all facilities, with materials searchable by the Internet-based webcat. Support Services maintains all library records, including catalog records, circulation records, registration of borrowers, checking materials out to borrowers, checking-in and reshelving returned materials. Support Services is also responsible for Inter-Library Loans, maintaining Library statistics, preparing Library budgets, and coordinating management of the Library's automated systems and processes to facilitate public access to Library resources.

PRIMARY OBJECTIVES

- * Assist Administration in preparation of an assessment of computer technology resources available to the public citywide.
- * Improve and maximize self-serve capabilities such as self-renewal and reserve placement through the Internet-based webcat.
- * Study addition of authority control to the catalog to provide added tools for patrons in searching the webcat.
- * Increase library information available to users off-site by enhancing the library webpage with additional program information and resources.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Librarian II	1.00	1.00	0.00	(1.00)	0.00	0.00
*Library Assistant	1.00	1.00	1.00	0.00	1.00	0.00
*Library Clerk II	3.00	3.00	4.00	1.00	4.00	0.00
*Library Technician	2.00	2.00	4.00	2.00	4.00	0.00
Principal Librarian	1.00	1.00	0.00	(1.00)	0.00	0.00
Senior Librarian	0.00	0.00	1.00	1.00	1.00	0.00
Senior Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	0.00	0.00	0.70	0.70	0.70	0.00
Total Authorized:	8.00	8.00	11.70	3.70	11.70	0.00

* **Library Assistant, 2 Library Clerks and 2 Library Technicians are permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SUPPORT SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$490,181	\$542,832	\$532,495	(1.9)	\$564,914	6.1
Non-Personal/Operating	88,997	91,260	92,640	1.5	96,950	4.7
Interfund Service Charges	<u>64,019</u>	<u>68,784</u>	<u>75,541</u>	9.8	<u>79,459</u>	5.2
Program Total:	<u><u>\$643,197</u></u>	<u><u>\$702,876</u></u>	<u><u>\$700,676</u></u>	(0.3)	<u><u>\$741,323</u></u>	5.8
Funding Source						
General Fund	\$635,625	\$702,876	\$700,676	(0.3)	\$741,323	5.8
Library Fund - Technology	<u>7,572</u>	<u>0</u>	<u>0</u>		<u>0</u>	
	<u><u>\$643,197</u></u>	<u><u>\$702,876</u></u>	<u><u>\$700,676</u></u>		<u><u>\$741,323</u></u>	

BUDGET HIGHLIGHTS

Personal Services:

Five part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. A Librarian position was reclassified following a Salary and Compensation Study. The hourly rate for Community Assistant - Library Page was increased following two minimum wage increases.

Non-Personal/Operating:

Budgeting for Non-Personal expenditures has been modestly increased to cover inflation in the cost of technical processing supplies.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Administration
Youth Services
Adult Services
Support Services
* **Bookmobile** *
Mission Branch
Community Computer Center
Adelante
Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: BOOKMOBILE

PROGRAM PURPOSE AND DESCRIPTION

The Oceanside Public Library Bookmobile makes library services accessible for residents who live at a distance from, and are unable to travel to the Civic Center and Mission Branch Libraries. Serving large numbers of children and seniors, Bookmobile staff deliver reading materials and simplified reference services, as well as visit local schools and conduct class tours. To facilitate the establishment of new library services within the growing community, the Bookmobile acts as a vehicle for strengthening library partnerships with other City agencies, schools and community organizations.

PRIMARY OBJECTIVES

- * Provide optimum access to timely materials for children, teens and adults including books, magazines and compact discs in English and Spanish.
- * Enhance the service and increase the usage by continuing popular programs at varying Bookmobile stops for children and adults.
- * Coordinate provisions of library services at Recreation Centers by offering computer classes in conjunction with staff and volunteers from the Mission Branch Library Computer Resource Center.
- * Work with the Library's automation vendor and City Information Technology staff to complete the Bookmobile automation function and provide remote online access to the library catalog and circulation system.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Bookmobile Driver/Technician	2.00	2.00	0.00	(2.00)	0.00	0.00
Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Library Technician	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	2.00	2.00	2.00	0.00	2.00	0.00

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: BOOKMOBILE

PROGRAM PURPOSE AND DESCRIPTION

The Oceanside Public Library Bookmobile makes library services accessible for residents who live at a distance from, and are unable to travel to the Civic Center and Mission Branch Libraries. Serving large numbers of children and seniors, Bookmobile staff deliver reading materials and simplified reference services, as well as visit local schools and conduct class tours. To facilitate the establishment of new library services within the growing community, the Bookmobile acts as a vehicle for strengthening library partnerships with other City agencies, schools and community organizations.

PRIMARY OBJECTIVES

- * Provide optimum access to timely materials for children, teens and adults including books, magazines and compact discs in English and Spanish.
- * Enhance the service and increase the usage by continuing popular programs at varying Bookmobile stops for children and adults.
- * Coordinate provisions of library services at Recreation Centers by offering computer classes in conjunction with staff and volunteers from the Mission Branch Library Computer Resource Center.
- * Work with the Library's automation vendor and City Information Technology staff to complete the Bookmobile automation function and provide remote online access to the library catalog and circulation system.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Bookmobile Driver/Technician	2.00	2.00	0.00	(2.00)	0.00	0.00
Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Library Technician	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	2.00	2.00	2.00	0.00	2.00	0.00

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Administration
Youth Services
Adult Services
Support Services
Bookmobile

*** Mission Branch ***

Community Computer Center
Adelante
Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: MISSION BRANCH

PROGRAM PURPOSE AND DESCRIPTION
--

Mission Branch Library delivers a complete array of library services and programs for people of all ages in the central area of the City, which includes a sizable population of seniors and young families. Located inside the Branch is the Library's second computer center, the Computer Resource Center, providing public access computers and computer classes at no charge. Mission Branch Library also provides a free community meeting room for the public and offers a wide variety of informational and cultural programs and activities for all ages. Homebound Services, which delivers library materials to the disabled throughout the City, is coordinated through the Mission Branch Library.

PRIMARY OBJECTIVES

- * Continue and expand the number of cultural programs, special events and activities for children, teens and
- * Enhance computer services to the community by expanding classes offered by staff and volunteers at Mission Branch's Computer Resource Center.
- * Expand opportunities for family and adult literacy services on site in collaboration with Youth Services and the Oceanside READS Program.
- * Continue on-going project to upgrade and improve the Mission Branch Library materials collection to meet the needs of its service population.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Computer Operator	1.00	1.00	1.00	0.00	1.00	0.00
*Librarian I	2.00	2.00	1.00	(1.00)	1.00	0.00
Librarian II	0.00	0.00	2.00	2.00	2.00	0.00
*Library Assistant	0.00	0.00	1.00	1.00	1.00	0.00
*Library Clerk II	0.00	0.00	1.00	1.00	1.00	0.00
*Library Technician	0.00	0.00	1.00	1.00	1.00	0.00
Principal Librarian	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	4.00	4.00	8.00	4.00	8.00	0.00

* **These positions are permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: MISSION BRANCH

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$354,229	\$448,855	\$451,835	0.7	\$479,624	6.2
Non-Personal/Operating	7,560	8,590	9,400	9.4	9,700	3.2
Interfund Service Charges	249,371	265,576	235,453	(11.3)	246,503	4.7
Program Total:	<u><u>\$611,160</u></u>	<u><u>\$723,021</u></u>	<u><u>\$696,688</u></u>	(3.6)	<u><u>\$735,827</u></u>	5.6
Funding Source						
General Fund	\$609,945	\$723,021	\$696,668	(3.6)	\$735,827	5.6
State Grant (Chatauqua History)	1,215	0	0		0	
	<u><u>\$611,160</u></u>	<u><u>\$723,021</u></u>	<u><u>\$696,688</u></u>	(3.6)	<u><u>\$735,827</u></u>	5.6

BUDGET HIGHLIGHTS

Personal Services:

Four part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. Librarian positions were reclassified following a Salary and Compensation Study. The hourly rate for Community Assistant - Library Page was increased following two minimum wage increases. The hourly rate for part-time Librarians was increased in order to remain competitive with other public libraries in the region.

Non-Personal/Operating:

Budgeting for Non-Personal has been increased to cover inflation in the cost of supplies.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

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*** Community Computer Center ***

Adelante
Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: COMMUNITY COMPUTER CENTER

PROGRAM PURPOSE AND DESCRIPTION
--

The Community Computer Center offers access to current information technology, in English, Spanish and other languages, for career development, business, education and lifelong learning. Its staff also develops special programs such as the IMAGN Teen Computer Club. The Center offers full Internet access, as well as software applications including word processing and résumé preparation, and adaptive software and hardware for patrons with disabilities. Use of computers and software is free, with fee-based use of a laser printer, scanner, FAX machine and photocopier. The Center includes a training room, where free computer instruction for all levels is provided by volunteers or through partnerships with other agencies. Other groups may also reserve the training facility. Software and hardware are upgraded as needed to keep current with industry developments.

PRIMARY OBJECTIVES

- * Expand the number of computers available at the Center in response to community demand, working in collaboration with Information Technologies staff.
- * Improve Spanish language services at the Center, including more computer classes taught in Spanish.
- * Educate the community about the availability of computers equipped with special software and adaptive technology for use by the disabled.
- * Study and implement an online reservation system for public access computers at all library facilities.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
*Computer Operator	0.00	0.00	1.00	1.00	1.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Computer Systems Specialist	1.00	1.00	2.00	1.00	2.00	0.00

* **This position is permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: COMMUNITY COMPUTER CENTER

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$131,108	\$128,833	\$134,904	4.7	\$143,482	6.4
Non-Personal/Operating	4,109	1,090	1,900	74.3	1,920	1.1
Interfund Service Charges	<u>12,927</u>	<u>12,590</u>	<u>13,490</u>	7.1	<u>14,348</u>	6.4
Program Total:	<u>\$148,144</u>	<u>\$142,513</u>	<u>\$150,294</u>	5.5	<u>\$159,750</u>	6.3
Funding Source						
General Fund	<u>\$148,144</u>	<u>\$142,513</u>	<u>\$150,294</u>	5.5	<u>\$159,750</u>	6.3

BUDGET HIGHLIGHTS

Personal Services:

Two part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. One became vacant and was re-converted back to hourly, extra help basis. The hourly rate for Community Assistant - Computer Aide was increased following two minimum wage increases.

Non-Personal/Operating:

Costs for Independent Contractors in FY02 were actually the costs for part-time help through a Temp Agency, prior to the conversion of part-time help to City hourly, extra help.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

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* **Adelante** *
Literacy Programs

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADELANTE!

PROGRAM PURPOSE AND DESCRIPTION
--

Adelante provides services to improve health, safety and education in low-income and multicultural neighborhoods of Oceanside by providing direct access to public health services and information resources in a welcoming, bilingual environment. The program provides families with literacy, early learning, parenting, and health information as well as books for reading readiness and an introduction to the services of the library and other agencies.

PRIMARY OBJECTIVES

- * Enhance Adelante services by identifying new community partners and locations for better delivery of service.
- * Plan and coordinate a collection of "English as a Second Language" materials for youth on the Adelante bookmobile.
- * Conduct a user survey and target audience to target Adelante services and resources to meet the needs of its service population.
- * Work with the Library's automation vendor and City Information Technology staff to complete the Bookmobile automation function and provide remote online access to the library catalog and circulation system.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
*Library Technician	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

* **This position is permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: ADELANTE!

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$18,571	\$18,128	\$20,042	10.6	\$21,730	8.4
Non-Personal/Operating	32	730	5,341	631.6	1,270	(76.2)
Interfund Service Charges	14,357	14,330	13,613	(5.0)	14,130	3.8
Program Total:	\$32,960	\$33,188	\$38,996	17.5	\$37,130	(4.8)
Funding Source						
General Fund	\$20,460	\$20,728	\$24,996	20.6	\$25,173	0.7
CDBG	12,500	12,460	14,000	12.4	11,957	(14.6)
	\$32,960	\$33,188	\$38,996	17.5	\$37,130	(4.8)

BUDGET HIGHLIGHTS

Personal Services:

One part-time position was converted to permanent, benefited part-time as authorized by Council in 2000.

Non-Personal/Operating:

Funds are budgeted in FY03 to repaint the bookmobile's distinctive exterior logos and artwork; the remainder of the cost to repaint the vehicle will be covered by Fleet Maintenance. Unallocated funding from the CDBG grant is responsible for most of the increase in Non-Personal. That funding will be dedicated to Adelante supplies, materials and services.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

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Community Computer Center
Adelante

*** Literacy Programs ***

Parks & Recreation Division

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: LITERACY PROGRAMS

PROGRAM PURPOSE AND DESCRIPTION
--

Both the Oceanside READS Literacy Program and the ELLI – English Language Literacy Intensive – Program are committed to reducing illiteracy in Oceanside. Oceanside READS provides trained volunteer tutors who work one-on-one with adults and at-risk school age youth to improve their reading, writing, and basic math skills. The ELLI program offers an after-school computer lab and classroom instruction to middle school students at academic risk due to a lack of basic English language skills. It also offers English language enrichment activities on-site at the participating middle schools during the lunch periods. Both literacy programs work in partnership with the school district and in collaboration with community organizations, government agencies, and local businesses.

PRIMARY OBJECTIVES

- * Obtain grant funding, donations and corporate support to maintain and expand the Oceanside READS literacy program.
- * Implement a “Literate Families First” component of Oceanside READS to target functionally illiterate parents of children enrolled in the youth tutoring program.
- * Implement a high-profile visual and audio public relations campaign targeting potential adult and youth learners by establishing a partnership with local television and radio media.
- * Expand the ELLI program to include middle school students attending summer school.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	0.00	0.00 ²	1.00	1.00	0.00	(1.00)
*Library Technician	0.00 ¹	0.00 ²	2.00	2.00	1.00	(1.00)
*Literacy Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>
Total Authorized:	1.00	1.00	4.00	3.00	2.00	(2.00)

¹ Position conversions part-time permanent

² ELLI grant accepted by Council 7/2/01

* **These positions are permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: LITERACY PROGRAMS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$98,320	\$180,470	\$158,313	(12.3)	\$47,291	(70.1)
Non-Personal/Operating	29,186	54,305	38,578	(29.0)	5,465	(85.8)
Interfund Service Charges	9,126	18,047	15,831	(12.3)	4,729	(70.1)
Program Total:	<u>\$136,632</u>	<u>\$252,822</u>	<u>\$212,722</u>	(15.9)	<u>\$57,485</u>	(73.0)
Funding Source						
General Fund	\$0	\$25,100	\$52,020	107.3	\$52,020	0.0
State Literacy Grants	127,332	227,722	151,202	(33.6)	5,465	(96.4)
CDBG	9,300	0	9,500	N/A	0	(100.0)
	<u>\$136,632</u>	<u>\$252,822</u>	<u>\$212,722</u>	(15.9)	<u>\$57,485</u>	(73.0)

BUDGET HIGHLIGHTS

Personal Services:

The English Language Learning Intensive [ELLI] grant was received near the end of FY01. It is a three year grant ending with FY03; no staffing is shown for ELLI in FY04, although alternative funding will be sought. The five year California Library Literacy Service [CLLS] grant for *Oceanside READS* officially ends with FY02 and funding is reduced to a 16.3% match of locally-raised funding. Several initiatives to continue this valuable service are underway including partnerships with local businesses and a grant from CDBG.

Non-Personal/Operating:

The primary expenditures are for materials and programs for ELLI participants from local elementary schools. Expansion of ELLI into local middle schools is planned.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

*Parks &
Recreation
Division*

DIVISIONAL DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

DIVISION: PARKS & RECREATION

DIVISION PURPOSE AND DESCRIPTION

Oceanside Parks & Recreation is committed to enhancing the quality of life of Oceanside residents, and serves as a change agent in building strong families and safe communities through people, parks and programs. Parks & Recreation is responsible for planning, promoting and directing activities at parks, athletic fields, swimming centers, recreation centers, on the beach and at other facilities throughout the City. The division coordinates City-wide special events, youth and adult sports, and cultural activities. Parks & Recreation provides a variety of recreational and educational programs which offer a positive environment that stimulate the growth of self-esteem.

PRIMARY OBJECTIVES

- * Update and modify the Parks & Recreation Master Plan of 1996.
- * Evaluate, purchase, and implement a network software solution to Parks & Recreation management that includes program registration, facility rentals, field scheduling, electronic fee-paying and site-based equipment inventory, that may be accessed by the public via the Internet.
- * In collaboration with Public Works' Green Team, develop a management scheduling/tracking system for the planning and maintenance of Oceanside parks and athletic fields. Develop maintenance programs specific to the park sites, based on type of usage.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst II	1.00	1.00	2.00	1.00	2.00	0.00
Administrative Secretary	0.00	0.00	1.00	1.00	1.00	0.00
Aquatics Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
*Aquatics Technician	0.00	0.00	6.00	6.00	6.00	0.00
Custodian	3.00	3.00	3.00	0.00	3.00	0.00
Library/Rec Services Div Mgr	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Recreation Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
*Recreation Specialist I	1.00	1.00	7.00	6.00	7.00	0.00
Recreation Supervisor	6.00	6.00	6.00	0.00	6.00	0.00
Office Specialist II	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	0.00	0.00	0.30	0.30	0.30	0.00
Senior Office Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Total Authorized:	18.00	18.00	32.30	14.30	32.30	0.00

* **These positions are permanent part-time**

DIVISIONAL SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

DIVISION: PARKS & RECREATION

RECREATION DIVISION SUMMARY

Division Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$1,581,375	\$1,743,334	\$2,072,280	18.9	\$2,053,322	(0.9)
Non-Personal/Operating	797,685	834,080	1,137,341	36.4	982,909	(13.6)
Interfund Service Charges	567,800	582,606	715,818	22.9	737,864	3.1
Capital Outlay	59,871	0	0		0	
Division Total:	\$3,006,731	\$3,160,020	\$3,925,439	24.2	\$3,774,095	(3.9)

DIVISIONAL EXPENDITURES BY PROGRAM

Program Expenditures	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Parks & Recreation						
Administration	\$0	\$64,540	\$535,048	729.0	\$566,978	6.0
Youth Services	734,648	713,927	762,480	6.8	635,002	(16.7)
Neighborhood Based Services	211,365	248,155	240,717	(3.0)	249,288	3.6
Recreation / Leisure	260,277	281,468	305,715	8.6	309,148	1.1
Sports & Athletics	553,187	412,242	429,964	4.3	449,952	4.6
Senior Services	257,161	230,790	291,620	26.4	304,305	4.3
Aquatics Services	498,840	460,260	573,894	24.7	593,275	3.4
Special Events	109,037	136,552	171,041	25.3	187,957	9.9
Recreation Programs	382,216	612,086	614,960	0.5	478,190	(22.2)
Division Total:	\$3,006,731	\$3,160,020	\$3,925,439	24.2	\$3,774,095	(3.9)

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

- Youth Services
- Neighborhood Based Services
- Recreation / Leisure Services
- Sports & Athletics
- Senior Services
- Aquatics Services
- Special Events
- Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: PARKS & RECREATION ADMINISTRATION

PROGRAM PURPOSE AND DESCRIPTION
--

Parks & Recreation Administration directs, manages and coordinates all Parks & Recreation programs and services, providing leadership and general administrative support. Administration has oversight of all grants, budgets and personnel issues including contract management, payroll and staff development activities. Parks & Recreation Administration works with the Parks & Recreation Commission, and provides direction for interaction of staff with the Arts Commission, the Senior Commission, the Youth Commission and other community organizations to ensure the public's wishes guide the planning and delivery of recreation services. Parks planning, development and maintenance scheduling are functions of this program.

PRIMARY OBJECTIVES

- * Coordinate an overall Parks & Recreation fees assessment to update the existing fee schedule for programs and services.
- * Assess current City and Oceanside Unified School District facilities for expansion opportunities to meet the increased demand for recreation programs and services.
- * Work with the Parks & Recreation Commission to create an Oceanside parks conservancy or "Friends of Oceanside Parks" group to promote and support parks into the future.
- * Cultivate collaboration with the California Park & Recreation Society (CPRS) and the National Recreation and Park Association (NRPA) to ensure professional growth and the enhancement of available resources.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	0.00	0.00	2.00	2.00	2.00	0.00
Administrative Secretary	0.00	0.00	1.00	1.00	1.00	0.00
Library/Rec Services Division Mgr	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	0.00	0.00	0.30	0.30	0.30	0.00
Senior Office Specialist	0.00	0.00	2.00	2.00	2.00	0.00
Total Authorized:	0.00	0.00	6.30	6.30	6.30	0.00

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: PARKS & RECREATION ADMINISTRATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$64,540	\$364,660	465.0	\$388,540	6.5
Non-Personal/Operating	0	0	26,660	n/a	28,500	6.9
Interfund Service Charges	0	0	143,728	n/a	149,938	4.3
Program Total:	<u>\$0</u>	<u>\$64,540</u>	<u>\$535,048</u>	729.0	<u>\$566,978</u>	6.0
Funding Source						
General Fund	\$0	\$0	\$473,521	n/a	\$499,919	5.6
Park Fees Fund	\$0	\$64,540	\$61,527	(4.7)	\$67,059	9.0
	<u>\$0</u>	<u>\$64,540</u>	<u>\$535,048</u>		<u>\$566,978</u>	

BUDGET HIGHLIGHTS

Personal Services:

Positions have been shifted from other programs to create this new cost center. From Youth Services (formerly J. Landes Recreation Center): the Division Manager and two Senior Office Specialist. From Sports & Athletics: an Administrative Analyst II. From Library Administration: the Administrative Secretary. Additionally, one Administrative Analyst II was approved by Council in July 2001 as the Parks Project Coordinator and is funded from the Park Fees Fund 598.

Non-Personal/Operating:

Funds have also been shifted from other programs to support Non-Personal expenditures. Others such as Advertising reflect current costs.

Interfund:

Interfund Charges have all been shifted from other programs, to be united under Parks & Recreation Administration.

Capital Outlay:

No Capital Outlay projects are currently planned except through the CIP budget.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: YOUTH SERVICES - PARKS & RECREATION

PROGRAM PURPOSE AND DESCRIPTION
--

The Youth Services Section takes an active role in the healthy development of Oceanside's youth through prevention and intervention programs as well as by ensuring safe places to gather and alternative recreational opportunities for young adults. Programs and services include character building, values, and leadership components. Teen Programs is a specialized area where young adults plan, implement and evaluate their own programs to meet their specific needs that include teen dances, drug-free raves, and leadership development. In collaboration with the Youth Commission, the Youth Services Section provides and facilitates opportunities for youth to engage in leadership roles in government such as planning and designs of skate parks as well as provide support to the City's Youth Commission. John Landes Community Center has been designated a dedicated youth facility that houses the Youth Services Section and Teen Programs.

Additionally, the Youth Services Section provides direct services to at-risk youth through the operation of afterschool programs at local elementary and middle school sites. It also provides supplemental assistance for the management of resources for other school and community programs providing special activities to at-risk youth. Special services include contracting for programs and activities through the Boys & Girls Club and the YMCA.

PRIMARY OBJECTIVES

- * In collaboration with the Oceanside Unified School District, expand afterschool programs at elementary school sites with fee-based, cost recovery services.
- * Facilitate youth-in-leadership programs in collaboration with the Youth Commission.
- * Assess and develop a plan for increasing services to Oceanside Teens through additional programming.
- * Conduct an assessment process for the development of a permanent skate park.
- * Complete the development of mini-skate parks at Joe Balderrama and Libby Lake Parks. Assess the potential development of additional mini-skate parks elsewhere in the City.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Custodian	1.00	1.00	1.00	0.00	1.00	0.00
Library/Rec Services Division Manager	0.25	0.25	0.00	(0.25)	0.00	0.00
Office Specialist II	1.00	1.00	0.00	(1.00)	0.00	0.00
Program Specialist	0.00	0.00	1.00	1.00	1.00	0.00
*Recreation Specialist I	0.00	0.00	2.00	2.00	2.00	0.00
Recreation Supervisor	2.00	2.00	1.00	(1.00)	1.00	0.00
Senior Office Specialist	2.00	2.00	0.00	(2.00)	0.00	0.00
Total Authorized:	6.25	6.25	5.00	(1.25)	5.00	0.00

* **These positions are permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: YOUTH SERVICES - PARKS & RECREATION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$464,841	\$452,756	\$450,314	(0.5)	\$331,778	(26.3)
Non-Personal/Operating	121,967	127,625	191,690	50.2	190,820	(0.5)
Interfund Service Charges	132,840	133,546	120,476	(9.8)	112,404	(6.7)
Capital Outlay	<u>15,000</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Program Total:	<u>\$734,648</u>	<u>\$713,927</u>	<u>\$762,480</u>	6.8	<u>\$635,002</u>	(16.7)
Funding Source						
General Fund	<u>\$734,648</u>	<u>\$713,927</u>	<u>\$762,480</u>	6.8	<u>\$635,002</u>	(16.7)

BUDGET HIGHLIGHTS

Personal Services:

Permanent, fulltime positions have been shifted into the new Parks & Recreation Administration program. Part-time positions were converted into permanent, benefited part-time as authorized by Council in 2000. As part of the departmental reorganization, one Recreation Supervisor position was shifted to the Special Events Section, and the Program Specialist position was shifted to Youth Services to become the new Teen Programs Coordinator.

Part-time staffing at the temporary Downtown Skate Park is budgeted through FY03, but eliminated for FY04 when it is anticipated that the temporary park will close.

Non-Personal/Operating:

Costs have been re-distributed between accounts, and some have been shifted to Parks & Recreation Administration. Costs formerly budgeted under "Consultant" have been shifted to the more accurate "Community Service Organizations".

Interfund:

Interfund costs reflect projected City rates for FY 2002-02 and 2003-04.

Capital Outlay:

No Capital Outlay is planned in this Section. The CIP budget includes projects related to John Landes Park.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: NEIGHBORHOOD BASED SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

As part of an overall multidisciplinary approach in building strong communities, the Neighborhood Based Services Section facilitates and provides recreational, cultural, and educational opportunities to high-risk targeted communities in Oceanside. Such identified communities are described as having high density of low-income youth and seniors in specific geographic areas such as the Eastside, Crown Heights, and Libby Lake. Services are provided through Parks and Recreation facilities such as Joe Balderrama Recreation Center and the Americanization School, and include the park improvements and design in specific parks such as Cesar Chavez Park, Libby Lake Park and the Joe Balderrama Park. The Neighborhood Based Services collaborates with social services agencies and the City Housing and Code Enforcement Department to address the overall needs of a community.

PRIMARY OBJECTIVES

- * In coordination with Housing, assess the programs and services being provided to the public through Recreation Centers and Community Resource Centers to ensure effective delivery of public services and avoid duplication of effort.
- * Participate in the City's Grant Team to represent open space and recreational needs in these low-income areas.
- * Transition recreational programs from "drop-in" to structured outcome-based services.
- * Develop and nourish partnerships with juvenile delinquency prevention agencies to address gang prevention and intervention.
- * Infuse parenting components to services.
- * Participate in neighborhood associations, as a resource, and address open space as well as recreational needs.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Lib/Rec Services Division Mgr	0.08	0.08	0.00	(0.08)	0.00	0.00
*Recreation Specialist I	0.00	0.00	1.00	1.00	1.00	0.00
Recreation Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	1.08	1.08	2.00	0.92	2.00	0.00

* **This position is permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: NEIGHBORHOOD BASED SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$92,694	\$113,919	\$102,715	(9.8)	\$112,227	9.3
Non-Personal/Operating	37,531	53,599	57,520	7.3	52,040	(9.5)
Interfund Service Charges	<u>81,140</u>	<u>80,637</u>	<u>80,482</u>	(0.2)	<u>85,021</u>	5.6
Program Total:	<u>\$211,365</u>	<u>\$248,155</u>	<u>\$240,717</u>	(3.0)	<u>\$249,288</u>	3.6
Funding Source						
General Fund	\$197,230	\$235,795	\$233,217	(1.1)	\$249,288	6.9
CDBG 237	<u>\$14,135</u>	<u>12,360</u>	<u>7,500</u>	(39.3)	<u>0</u>	(100.0)
	<u>\$211,365</u>	<u>\$248,155</u>	<u>\$240,717</u>	(3.0)	<u>\$249,288</u>	3.6

BUDGET HIGHLIGHTS

Personal Services:

Part-time positions were converted into permanent part-time, benefited positions, as authorized by Council in 2000. For FY03, one is shifted to Sports & Athletics to be in charge of Adult Sports.

Non-Personal/Operating:

Costs have been redistributed across accounts. The primary increase is in Electrical Utilities, as reflected across the Recreation Centers. Meters are being reallocated across the centers so that costs may be tracked more accurately.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004

Capital Outlay:

No Capital Outlay is planned in this Section. The CIP budget includes projects related to Joe Balderrama Park.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: RECREATION / LEISURE SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

Recreation / Leisure Services Section facilitates and provides year-round and seasonal camp offerings. Identifies overall gaps in services while addressing key recreational trends and facilitates or provides services in specific geographic areas that fall outside the recreation facilities service radii. The Recreation / Leisure Services customizes State and Federal programs that impact significant community issues such as the children's obesity epidemic. The provision and facilitation of services to children between the ages of 6 months to three years has been identified as a primary focus for this section. Through the Rec Express Program, services are being provided to children during the summer months in specific park sites where a recreational facility is non-existent and the park site falls outside the service radius. In addition, the Recreation / Leisure Services Section oversees the contractual services of the City's Nature Center and collaborates with the Buena Vista Audubon Society to enhance nature programs for the preservation of open space and habitat areas.

PRIMARY OBJECTIVES

- * Expand the popular Rec Express program (created Summer 2001) to a fourth site to provide children's recreational services in areas located at a distance from existing Recreation Centers.
- * Facilitate camp offerings to ensure diverse summer recreational opportunities for Oceanside youth and families.
- * Assess and plan for the expansion of the Tiny Tots program if funding is located to meet the public demand for services for the very young.
- * Re-establish the partnership with the Buena Vista Audubon Society and provide oversight of the City's property agreement for the Nature Center.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Custodian	1.00	1.00	1.00	0.00	1.00	0.00
Lib/Rec Services Division Mgr	0.08	0.08	0.00	(0.08)	0.00	0.00
*Recreation Specialist I	0.00	0.00	1.00	1.00	1.00	0.00
Recreation Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	2.08	2.08	3.00	0.92	3.00	0.00

* **This position is permanent part-time.**

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: RECREATION / LEISURE SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$124,110	\$131,160	\$153,147	16.8	\$161,252	5.3
Non-Personal/Operating	59,902	71,025	67,980	(4.3)	58,900	(13.4)
Interfund Service Charges	76,265	79,283	84,588	6.7	88,996	5.2
Program Total:	<u>\$260,277</u>	<u>\$281,468</u>	<u>\$305,715</u>	8.6	<u>\$309,148</u>	1.1
Funding Source						
General Fund	\$244,491	\$273,608	\$294,915	7.8	\$309,148	4.8
CDBG 237	15,786	7,860	10,800	37.4	0	(100.0)
	<u>\$260,277</u>	<u>\$281,468</u>	<u>\$305,715</u>	8.6	<u>\$309,148</u>	1.1

BUDGET HIGHLIGHTS

Personal Services:

Part-time positions were converted into permanent part-time, benefited positions, as authorized by Council in 2000.

Non-Personal/Operating:

Costs have been redistributed across accounts. The primary increase is in Electrical Utilities, as reflected across the Recreation Centers. Meters are being reallocated across the centers so that costs may be tracked more accurately.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004

Capital Outlay:

No Capital Outlay is planned in this Section. The CIP budget includes projects related to North River Road Park and its facilities.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SPORTS & ATHLETICS

PROGRAM PURPOSE AND DESCRIPTION
--

The Sports and Athletics Section facilitates and provides citywide youth and adult sports as well as coordinates City and Oceanside Unified School District athletic fields. In collaboration with community-based sports organizations such as the Little League, Pop Wagner Football, and Girls Softball, the Sports and Athletics Services Section brings communities together to engage in a healthy active life-style as well as enhances school-based athletic teams through specialized sport clinics and camp offerings. The Sports and Athletics Services Section manages contractual services of the Tennis Center and Hockey Rink. It also administers access and usage to snack bars, athletic field lights, and field storage areas as well as provides support to the Oceanside Athletic Federation. An award winning youth golf program, funded by the USGA, infuses youth access to Oceanside's municipal golf courses. In addition, this service are provides oversight and management of the Beach Community Center. Drop-in basketball is provided through two full size gymnasiums located at the North River Road and the Beach Community Centers.

PRIMARY OBJECTIVES

- * Develop and facilitate the Oceanside Athletic Federation (OAF), comprised of locally active sports organizations to coordinate field schedules, maintenance and policies.
- * Develop a "Youth Volunteer Coaches" program that will focus on fostering the growth of sportsmanship, solid values and good character in Oceanside youth.
- * Collaborate with the Oceanside Athletic Federation (OAF) and Public Works' Green Team on developing guidelines and standards for preparing baseball and soccer fields that include the proper use of City equipment.
- * Develop a pre- and post-game checklist that incorporates field preparation guidelines for maximum playing capacity as well as safety.
- * Continue collaboration with OUSD on sharing resources such as athletic fields.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	1.00	1.00	0.00	(1.00)	0.00	0.00
Lib/Rec Division Manager	0.08	0.08	0.00	(0.08)	0.00	0.00
*Recreation Specialist I	1.00	1.00	3.00	2.00	3.00	0.00
Recreation Supervisor	0.60	0.60	1.00	0.40	1.00	0.00
Total Authorized:	2.68	2.68	4.00	1.32	4.00	0.00

* These positions are permanent part-time.

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SPORTS & ATHLETICS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$238,615	\$215,646	\$153,731	(28.7)	\$164,130	6.8
Non-Personal/Operating	232,692	114,241	189,120	65.5	193,980	2.6
Interfund Service Charges	81,880	82,355	87,113	5.8	91,842	5.4
Program Total:	<u>\$553,187</u>	<u>\$412,242</u>	<u>\$429,964</u>	4.3	<u>\$449,952</u>	4.6
<u>Funding Source</u>						
General Fund	<u>\$553,187</u>	<u>\$412,242</u>	<u>\$429,964</u>	4.3	<u>\$449,952</u>	4.6

BUDGET HIGHLIGHTS

Personal Services:

Part-time positions were converted into permanent part-time, benefited positions, as authorized by Council in 2000. As the functional elements of the reorganization were realized, one Recreation Specialist I was placed in charge of Youth Sports and based at North River Road Recreation Center while remaining under the Sports & Athletics Section. One is in charge of Adult Sports, based at the Beach Recreation Center, and the remaining Recreation Specialist is in charge of the Beach Center itself. The Recreation Supervisor is responsible for general supervision of all three functional areas in addition to the USGA Golf grant.

Non-Personal/Operating:

Costs have been redistributed across accounts. The primary increase is in Electrical Utilities, as reflected across the Recreation Centers. Meters are being reallocated across the centers so that costs may be tracked more accurately.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-2004

PROGRAM: SENIOR SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

Senior Services provides programs and services for seniors in Oceanside by providing places where mature citizens can gather together and participate in activities that will enhance dignity, support independence, and encourage involvement in and with the community. This program meets the needs of seniors by offering information, learning opportunities, and the development and delivery of recreational, social and nutritional services designed for older persons. Additionally, the program targets outreach services to homebound seniors. Staff work with the Senior Commission under direction of Parks & Recreation Administration. The existing Senior Citizens Center, located immediately south of Ron Ortega Recreation Park, will be joined by a new satellite center in eastern Oceanside soon. Additional services and programs for seniors may also be provided in other Oceanside Recreation Centers, within space capacity.

PRIMARY OBJECTIVES

- * Complete the planning and approval process to develop and implement a center for satellite senior services to serve the eastern area of Oceanside.
- * Investigate increasing services to seniors by expanding senior programming at North River Road Recreation Center in northeast Oceanside and at John Landes Recreation Center in southeast Oceanside.
- * Conduct an analysis of senior programs and services offered, and prepare an action plan to meet the gaps in services for a new senior generation (Baby Boomers).

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Custodian	1.00	1.00	1.00	1.00	1.00	0.00
Lib/Rec Services Division Mgr	0.17	0.17	0.00	1.00	0.00	0.00
Recreation Specialist II	0.00	0.00	1.00	1.00	1.00	0.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
Total Authorized:	2.17	2.17	3.00	0.83	3.00	0.00

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-2004

PROGRAM: SENIOR SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$126,667	\$111,874	\$154,511	38.1	\$162,691	5.3
Non-Personal/Operating	37,134	41,050	49,930	21.6	49,960	0.1
Interfund Service Charges	77,860	77,866	87,179	12.0	91,654	5.1
Capital Outlay	<u>15,500</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Program Total:	<u>\$257,161</u>	<u>\$230,790</u>	<u>\$291,620</u>	26.4	<u>\$304,305</u>	4.3
Funding Source						
General Fund	<u>\$257,161</u>	<u>\$230,790</u>	<u>\$291,620</u>	26.4	<u>\$304,305</u>	4.3

BUDGET HIGHLIGHTS

Personal Services:

At the end of FY00, the Recreation Specialist II was transferred back to its original home program Senior Citizens Center after being based at the Beach Community Center for several years.

Non-Personal/Operating:

Costs have been redistributed across accounts. The primary increase is in Electrical Utilities, as reflected across the Recreation Centers. Meters are being reallocated across the centers so that costs may be tracked more accurately.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004

Capital Outlay:

No Capital Outlay is planned in this Section, except the satellite Senior Center which will be submitted as a separate CIP proposal.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: AQUATICS SERVICES

PROGRAM PURPOSE AND DESCRIPTION
--

The Aquatics Section includes two City swim centers on Brooks Street and Marshall Street, along with aquatics services provided on the beach adjacent to the Oceanside Pier and Beach Community Center. Opportunities are available for use by all ages: swimming lessons, diving lessons, competitive swimming, swim lessons for the physically challenged, water safety classes, Summer Surf Camp, life-guarding lessons, and many other programs. The program's focus is on water safety with a continuing emphasis on meeting the needs and aquatic desires of the community.

PRIMARY OBJECTIVES

- * Incorporate the summer "Surf Camp" into seasonal aquatics services and plan for its expansion to reach more Oceanside youth.
- * Develop a work plan for the provision of year-round Ocean aquatics programs.
- * Extend use of Marshall Street Swim Center by expanding its summer season of operation by a few weeks in both directions: spring and fall, as weather permits.
- * Initiate feasibility study and assessment process for a third swim center in eastern Oceanside.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Aquatics Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
*Aquatics Technician	0.00	0.00	6.00	6.00	6.00	0.00
Lib/Rec Services Division Mgr	0.17	0.17	0.00	(0.17)	0.00	0.00
Total Authorized:	2.17	2.17	8.00	5.83	8.00	0.00

* These positions are permanent part-time.

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: AQUATICS SERVICES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$255,832	\$268,155	\$317,462	18.4	\$339,138	6.8
Non-Personal/Operating	141,658	117,580	188,270	60.1	182,195	(3.2)
Interfund Service Charges	71,979	74,525	68,162	(8.5)	71,942	5.5
Capital Outlay	<u>29,371</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Program Total:	<u>\$498,840</u>	<u>\$460,260</u>	<u>\$573,894</u>	24.7	<u>\$593,275</u>	3.4
Funding Source						
General Fund	<u>\$498,840</u>	<u>\$460,260</u>	<u>\$573,894</u>	24.7	<u>\$593,275</u>	3.4

BUDGET HIGHLIGHTS

Personal Services:

Part-time positions were converted to permanent, benefited part-time as authorized by Council in 2000. They were filled beginning in Spring 2002 following extended labor negotiations, which also brought the costs in higher than anticipated.

Non-Personal/Operating:

Costs have been redistributed across accounts. The primary increase is in Electrical Utilities, as reflected across the Recreation Centers. Meters are being reallocated across the centers so that costs may be tracked more accurately.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004

Capital Outlay:

No Capital Outlay is planned in this Section. The CIP budget includes projects related to improvements at both swim centers.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Service

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SPECIAL EVENTS

PROGRAM PURPOSE AND DESCRIPTION
--

The Special Events Section is responsible for the coordination and permitting process on all Oceanside special events including parades, downtown events such as those planned by MainStreet Oceanside, departmental events such as National Parks & Recreation Day, concerts and other cultural events held for the public at Oceanside parks. Special events are comprised of international events such as the Ironman Triathlon, national events such as Vans Skateboarding World Championship, regional and community events. The Special Events Section is responsible for the operation and management of the Sunshine Brooks Theater in downtown Oceanside. Special Events staff represents Parks & Recreation with the Arts Commission, and chairs the Citywide Special Events Committee, composed of representatives from Police, Fire, Public Works and Harbor & Beaches departments.

PRIMARY OBJECTIVES

- * Design and implement a special events City-sponsorship roundtable to evaluate proposals and make recommendations to the City Council.
- * Initiate planning process in the community to prepare recommendations for the location and construction of an amphitheater at an Oceanside park.
- * Plan and submit to Council for funding a proposal for family-oriented events to increase access to Heritage
- * In collaboration with MainStreet Oceanside, the Oceanside Chamber of Commerce and Visitors' Center, develop a master special events calendar for the City.
- * Develop a work plan for the Friends of the Sunshine Brooks Theater in conjunction with developing a five-year master plan for the operation and upgrade of the theater.
- * Prepare proposed amendments of the City Special Event Ordinance for Council approval and adoption with the goal of providing a more efficient and effective permitting process that incorporates First Amendment language, a fee-waiver provision, and appropriate definitions for special events.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Lib/Rec Services Division Mgr	0.17	0.17	0.00	(0.17)	0.00	0.00
Program Specialist	1.00	1.00	0.00	(1.00)	0.00	0.00
Recreation Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	1.17	1.17	1.00	(0.17)	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: SPECIAL EVENTS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$53,439	\$81,651	\$62,223	(23.8)	\$75,633	21.6
Non-Personal/Operating	39,196	35,470	96,080	170.9	98,050	2.1
Interfund Service Charges	<u>16,402</u>	<u>19,431</u>	<u>12,738</u>	(34.4)	<u>14,274</u>	12.1
Program Total:	<u>\$109,037</u>	<u>\$136,552</u>	<u>\$171,041</u>	25.3	<u>\$187,957</u>	9.9
Funding Source						
General Fund	<u>\$109,037</u>	<u>\$136,552</u>	<u>\$171,041</u>	25.3	<u>\$187,957</u>	9.9

BUDGET HIGHLIGHTS

Personal Services:

A Recreation Supervisor position has been shifted back to this Section, in alignment with the philosophy that major functional areas should be managed by a Supervisor. The vacant Program Specialist position was shifted to Youth Services to act as the "Teen Programs Coordinator". A part-time Professional Assistant has been added at 15 hours per week in FY03 to help manage the increasing number of events. That position has been increased to 20 hours per week for FY04. The category of Independent Contractor (theater manager) has been changed to a Non-Personal account number by Finance.

Non-Personal/Operating:

Costs have been redistributed across accounts, and some have been shifted to Parks & Recreation Administration. The category of Independent Contractor (theater manager) has been changed to a Non-Personal account number by Finance. Special Event funding has been increased for some annually-recurring events.

Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004. Some charges have been shifted to Parks & Recreation Administration.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



LIBRARY

Library Division

Parks & Recreation Division

Parks & Recreation Administration

Youth Services

Neighborhood Based Services

Recreation / Leisure Services

Sports & Athletics

Senior Services

Aquatics Services

Special Events

Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: RECREATION PROGRAMS

PROGRAM PURPOSE AND DESCRIPTION
--

Recreation Programs is the fund through which all self-sustaining programs and activities are provided throughout recreation facilities in Oceanside: pre-school programs, martial arts classes, dance, sport and swim programs as well as building rentals.

This program includes the revenues from the Coca Cola contract, devoted to recreational services in Oceanside

PRIMARY OBJECTIVES

* Provide the widest variety of recreational opportunities possible for the citizens of Oceanside by supporting programs and activities which are based on cost-recovery, yet are not cost-prohibitive.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Recreation Supervisor	0.40	0.40	0.00	(0.40)	0.00	0.00
Total Authorized:	0.40	0.40	0.00	(0.40)	0.00	0.00

* 9% of some Recreation Supervisor positions formerly budgeted in this program. Element was removed in order to capture more costs associated with direct service provision.

PROGRAM SUMMARY

DEPARTMENT: LIBRARY & RECREATION SERVICES

FISCAL YEARS 2002-04

PROGRAM: RECREATION PROGRAMS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$225,177	\$303,633	\$313,517	3.3	\$317,933	1.4
Non-Personal/Operating	127,605	273,490	270,091	(1.2)	128,464	(52.4)
Interfund Service Charges	<u>29,434</u>	<u>34,963</u>	<u>31,352</u>	(10.3)	<u>31,793</u>	1.4
Program Total:	<u>\$382,216</u>	<u>\$612,086</u>	<u>\$614,960</u>	0.5	<u>\$478,190</u>	(22.2)
<u>Funding Source</u>						
Recreation Fund 108	<u>\$382,216</u>	<u>\$612,086</u>	<u>\$614,960</u>	0.5	<u>\$478,190</u>	(22.2)

BUDGET HIGHLIGHTS

Personal Services:

Public demand has increased the number of classes, league games and other special services, requiring that a greater number of staff be available to officiate at the games or keep facilities open for meetings, programs and special events. A larger percentage of the Fund is devoted to providing that needed hourly, extra help staffing.

Non-Personal/Operating:

Allocations for expenditures for the Coca Cola Funds are based upon Council direction issued December 2001. Other costs reflect the rate of inflation for supplies and materials.

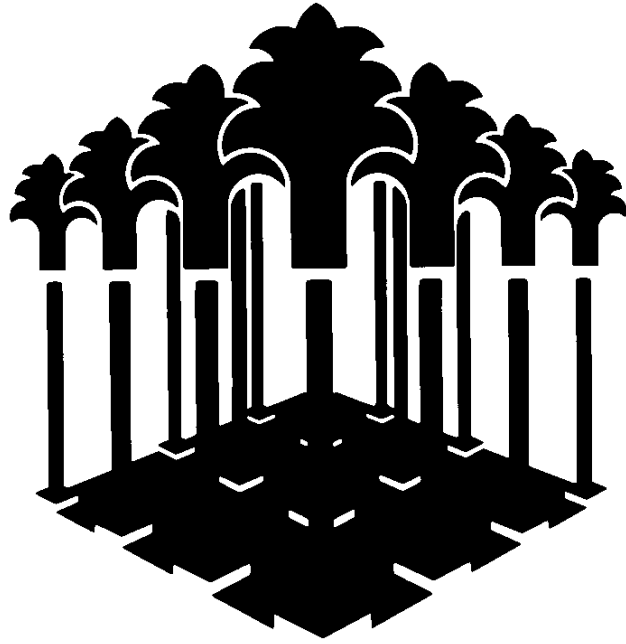
Interfund:

Interfund costs reflect projected City rates for FY 2002-2003 and 2003-2004

Harbor and Beaches

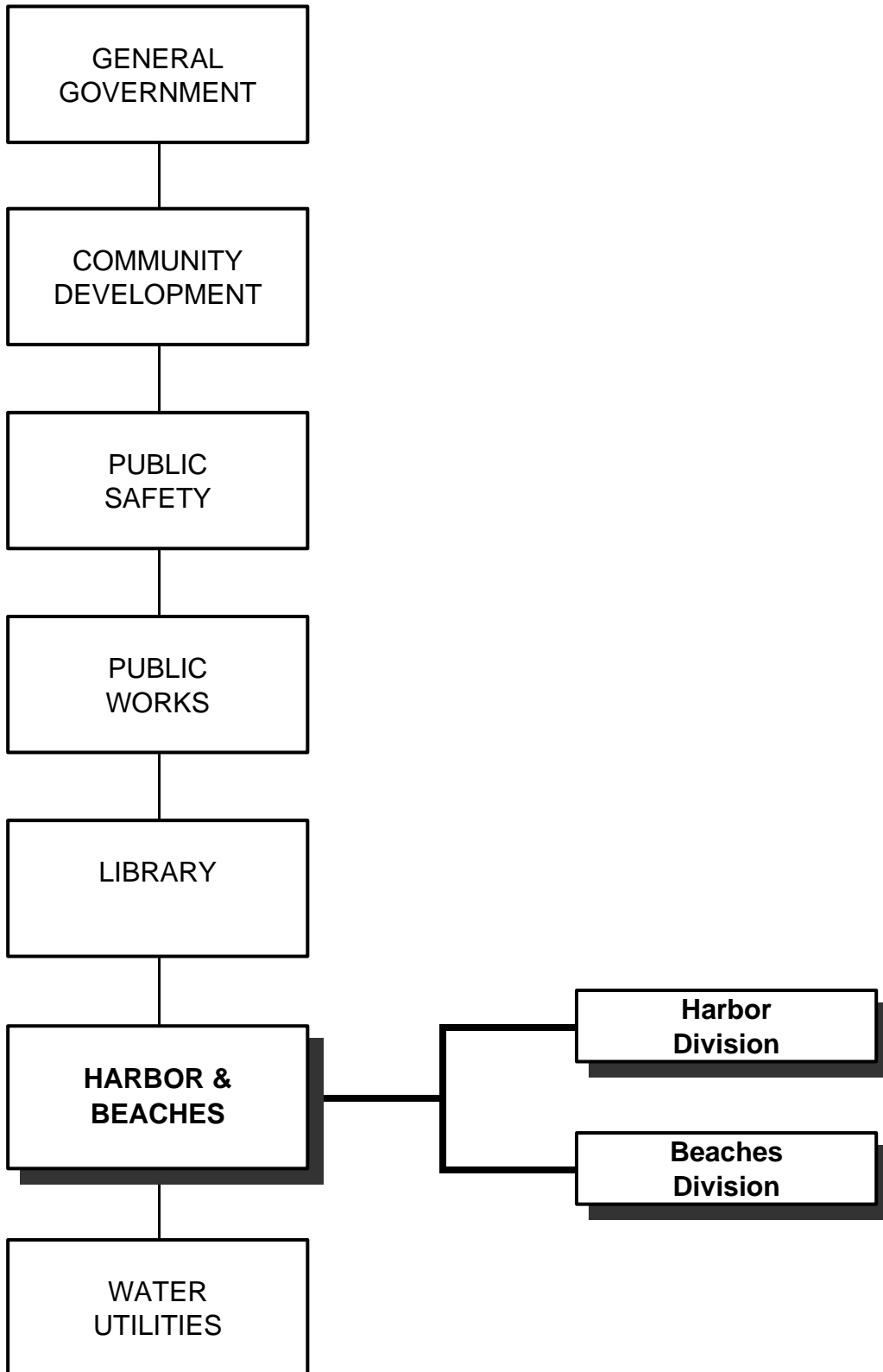






Harbor and Beaches

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

MISSION STATEMENT

To provide quality public facilities and services to the City's residents and visitors alike in the harbor, beach and pier areas. The Department of Harbor and Beaches is committed to continuing the high level of service in the harbor, as well as, focusing resources and management to enhance services and facilities in the coastal beach and pier area.

The unification of management and supervision focus within the Department, combined with coordination and cooperation of other appropriate departments, will continue to provide improved planning, development and overall management capabilities.

The Department of Harbor and Beaches will provide cost effective operations in the marina slip-rental program, facility maintenance, capital improvements, and Harbor Police and Lifeguard Services.

PRIMARY OBJECTIVE

The primary objective of the Department of Harbor and Beaches is to plan, develop, operate, and maintain the public areas within the Harbor District, beaches and municipal pier to the highest level with the most effective utilization of resources possible.

PRIMARY PROGRAM AREAS

Harbor Division

Administration
Harbor Maintenance
Harbor Police

Beaches Division

Beach Maintenance
Pier Maintenance
Lifeguard Services
Recreation Fund - Lifeguard Programs

DEPARTMENT DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Technician	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Manager	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Specialist	2.00	2.00	3.00	1.00	3.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
*Aquatics Technician	0.00	0.00	5.00	5.00	5.00	0.00
City Manager	0.00	0.00	0.10	0.10	0.10	0.00
Customer Account Rep II	2.00	2.00	2.00	0.00	2.00	0.00
Electrician	1.00	1.00	1.00	0.00	1.00	0.00
Harbor & Beaches Director	1.00	1.00	1.00	0.00	1.00	0.00
Harbor Police Corporal	0.00	0.00	3.00	3.00	3.00	0.00
Harbor Police Officer	8.00	8.00	5.00	(3.00)	5.00	0.00
Harbor Police Sergeant	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Manager	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	10.00	10.00	8.00	(2.00)	8.00	0.00
Maintenance Worker III	3.00	3.00	5.00	2.00	5.00	0.00
Program Specialist (Public Wks)	0.00	0.00	0.50	0.50	0.50	0.00
Senior Office Spec (Public Wks)	0.00	0.00	0.34	0.34	0.34	0.00
Total Authorized:	<u>34.00</u>	<u>34.00</u>	<u>40.94</u>	<u>6.94</u>	<u>40.94</u>	<u>0.00</u>

* These positions are permanent part-time.

DEPARTMENT SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$2,475,456	\$2,686,614	\$3,115,202	16.0	\$3,278,592	5.2
Non-Personal/Operating	2,219,325	2,628,650	1,660,610	(36.8)	1,729,040	4.1
Interfund Service Charges	917,933	952,990	1,168,793	22.6	1,206,368	3.2
Debt Service	210,742	393,912	393,912	0.0	393,912	0.0
Capital Outlay	0	364,429	183,200	(49.7)	99,000	(46.0)
Department Total	\$5,823,456	\$7,026,595	\$6,521,717	(7.2)	\$6,706,912	2.8

EXPENDITURES BY DIVISION

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Beaches Division	\$1,470,479	\$1,643,784	\$1,976,730	20.6	\$2,027,541	2.5
Harbor Division	4,352,977	5,382,811	4,544,987	5.0	4,679,371	3.0
Department Total	\$5,823,456	\$7,026,595	\$6,521,717	9.3	\$6,706,912	2.8

EXPENDITURES BY PROGRAM

<u>General Fund Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Pier Maintenance	\$121,674	\$137,850	\$139,158	0.9	\$146,522	5.3
Beach Maintenance	410,919	471,524	522,386	10.8	533,374	2.1
Lifeguard Services	790,169	862,330	1,112,167	29.0	1,134,026	2.0
Total General Fund Programs	\$1,322,762	\$1,471,704	\$1,773,711	20.5	\$1,813,922	2.3

DEPARTMENT SUMMARY

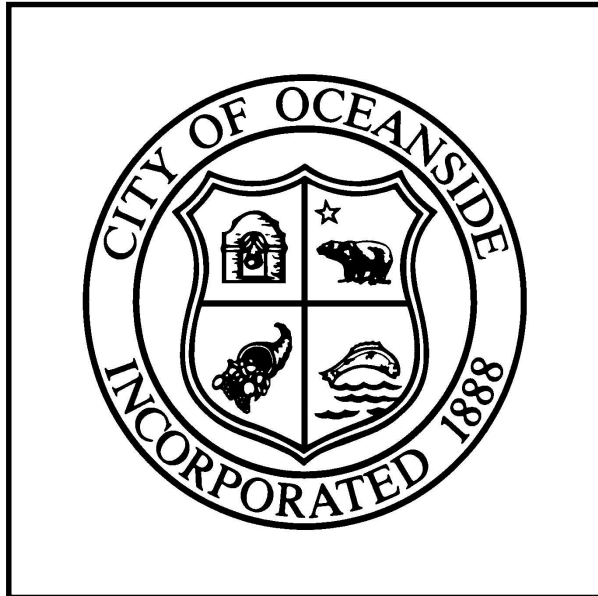
DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

EXPENDITURES BY PROGRAM (continued)

<u>Other Funds/Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Recreation Fund Programs - Fd 108	\$147,717	\$172,080	\$203,019	18.0	\$213,619	5.2
Harbor Administration - Fd 751	2,099,472	2,567,052	1,537,459	(40.1)	1,573,309	2.3
Harbor Police - Fd 751	1,027,231	1,314,529	1,203,951	(8.4)	1,299,897	8.0
Harbor Maintenance - Fd 751	<u>1,226,274</u>	<u>1,501,230</u>	<u>1,803,577</u>	20.1	<u>1,806,165</u>	0.1
Total Other Fund Programs	<u>\$4,500,694</u>	<u>\$5,554,891</u>	<u>\$4,748,006</u>	(14.5)	<u>\$4,892,990</u>	3.1
Department Total	<u>\$5,823,456</u>	<u>\$7,026,595</u>	<u>\$6,521,717</u>	(7.2)	<u>\$6,706,912</u>	2.8

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration
Harbor Maintenance
Harbor Police

Beaches Division

Beach Maintenance
Pier Maintenance
Lifeguard Services
Lifeguard Recreation Programs

DIVISIONAL DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

DIVISION: HARBOR

DIVISION PURPOSE AND DESCRIPTION

The Harbor Division is comprised of 26 full-time personnel to provide maintenance, capital improvement, Harbor Police, customer service and slip-renter services, and management direction and support for the Harbor District's portion of responsibilities within the Department of Harbor and Beaches.

PRIMARY OBJECTIVES

The primary objective of this Division is to develop, coordinate and manage Harbor programs in a complete, effective, and safe manner at the highest possible level of service.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Technician	0.92	0.92	0.92	0.00	0.92	0.00
Administrative Secretary	0.86	0.86	0.86	0.00	0.86	0.00
Aquatics Manager	0.07	0.07	0.07	0.00	0.07	0.00
City Manager	0.00	0.00	0.10	0.10	0.10	0.00
Customer Account Rep II	2.00	2.00	2.00	0.00	2.00	0.00
Electrician	0.86	0.86	0.86	0.00	0.86	0.00
Harbor & Beaches Director	0.85	0.85	0.85	0.00	0.85	0.00
Harbor Police Corporal	0.00	0.00	3.00	3.00	3.00	0.00
Harbor Police Officer	8.00	8.00	5.00	(3.00)	5.00	0.00
Harbor Police Sergeant	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Manager	0.75	0.75	0.75	0.00	0.75	0.00
Maintenance Supervisor	0.86	0.86	0.86	0.00	0.86	0.00
Maintenance Worker II	8.00	8.00	6.00	(2.00)	6.00	0.00
Maintenance Worker III	1.00	1.00	3.00	2.00	3.00	0.00
Program Specialist (Public Wks)	0.00	0.00	0.50	0.50	0.50	0.00
Senior Office Spec (Public Wks)	0.00	0.00	0.34	0.34	0.34	0.00
Total Authorized:	25.17	25.17	26.11	0.94	26.11	0.00

DIVISIONAL SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

DIVISION: HARBOR

HARBOR DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$1,580,700	\$1,670,590	\$1,881,767	12.6	\$1,993,647	5.9
Non-Personal/Operating	1,901,133	2,274,360	1,247,290	(45.2)	1,311,010	5.1
Interfund Service Charges	661,402	679,520	856,818	26.1	881,802	2.9
Debt Service	210,742	393,912	393,912	0.0	393,912	0.0
Capital Outlay	0	364,429	165,200	(54.7)	99,000	(40.1)
Division Total:	<u>\$4,353,977</u>	<u>\$5,382,811</u>	<u>\$4,544,987</u>	(15.6)	<u>\$4,679,371</u>	3.0
 <u>Funding Source</u>						
Harbor District	<u>\$4,353,977</u>	<u>\$5,382,811</u>	<u>\$4,544,987</u>	(15.6)	<u>\$4,679,371</u>	3.0

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Harbor Administration	\$2,099,472	\$2,567,052	\$1,537,459	(40.1)	\$1,573,309	2.3
Harbor Maintenance	1,226,274	1,501,230	1,803,577	20.1	1,806,165	0.1
Harbor Police	1,027,231	1,314,529	1,203,951	(8.4)	1,299,897	8.0
Division Total:	<u>\$4,352,977</u>	<u>\$5,382,811</u>	<u>\$4,544,987</u>	(15.6)	<u>\$4,679,371</u>	3.0
 <u>Funding Source</u>						
Harbor District	<u>\$4,352,977</u>	<u>\$5,382,811</u>	<u>\$4,544,987</u>	(15.6)	<u>\$4,679,371</u>	3.0

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

*** Administration ***

Harbor Maintenance

Harbor Police

Beaches Division

Beach Maintenance

Pier Maintenance

Lifeguard Services

Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION - HARBOR

PROGRAM PURPOSE AND DESCRIPTION

The Harbor Administration program provides a full range of administrative and management support for the other programs in the Department, as well as manages the slip-rental permit program and general marina operations. This program assures conformity with all applicable policies, laws, regulations and ordinances by both Department personnel and facility users, and provides a liaison between the facility users and the City Council/Harbor District Board of Directors and other citizen advisory committees/commissions.

PRIMARY OBJECTIVES

The Harbor Administration program provides a full range of customer service to all harbor visitors. The program maintains an open avenue of communications with other similar organizations through activity in the "California Marine Affairs and Navigation Conference", "California Marine Parks and Harbors Association" and "California Association of Harbor Masters and Port Captains". In addition, this program provides planning and support for the other programs in the Department.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accounting Technician	0.92	0.92	0.92	0.00	0.92	0.00
Administrative Secretary	0.86	0.86	0.86	0.00	0.86	0.00
Aquatics Manager	0.07	0.07	0.07	0.00	0.07	0.00
City Manager	0.00	0.00	0.10	0.10	0.10	0.00
Customer Account Rep II	2.00	2.00	2.00	0.00	2.00	0.00
Harbor & Beaches Director	0.62	0.62	0.62	0.00	0.62	0.00
Program Specialist (Public Wks)	0.00	0.00	0.50	0.50	0.50	0.00
Senior Office Spec (Public Wks)	0.00	0.00	0.34	0.34	0.34	0.00
Total Authorized:	4.47	4.47	5.41	0.94	5.41	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION - HARBOR

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$257,678	\$279,640	\$359,115	28.4	\$377,052	5.0
Non-Personal/Operating	1,167,132	1,422,750	185,000	(87.0)	190,250	2.8
Interfund Service Charges	463,920	470,750	599,432	27.3	612,095	2.1
Debt Service	<u>210,742</u>	<u>393,912</u>	<u>393,912</u>	0.0	<u>393,912</u>	0.0
Program Total:	<u>\$2,099,472</u>	<u>\$2,567,052</u>	<u>\$1,537,459</u>	(40.1)	<u>\$1,573,309</u>	2.3

Funding Source

Harbor District	<u>\$2,099,472</u>	<u>\$2,567,052</u>	<u>\$1,537,459</u>	(40.1)	<u>\$1,573,309</u>	2.3
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BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation, City Manager and Property Management Costs.

Interfund:

Reflects City-wide rates for City Vehicle, General Liability Insurance and Information Technologies.
Reflects increases for Harbor Land Lease and charges for Lifeguards on Harbor Beach.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration

* **Harbor Maintenance** *

Harbor Police

Beaches Division

Beach Maintenance

Pier Maintenance

Lifeguard Services

Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: MAINTENANCE - HARBOR

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the maintenance, repair, upkeep and construction of the harbor's docks, slips, fishing pier, launch ramp, service/restroom and administration buildings, and parking lots. Additional responsibilities include landscaping and lawn care plus slope and tree care. The range of services provided include electrical, plumbing, concrete, carpentry, painting, and emergency or non-emergency responses to hazardous material incidents.

PRIMARY OBJECTIVES

The main objective of this program is to provide and maintain the harbor facilities in a safe, serviceable, and attractive manner for the benefit of its resident and visitor users.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Electrician	0.86	0.86	0.86	0.00	0.86	0.00
Maintenance Manager	0.75	0.75	0.75	0.00	0.75	0.00
Maintenance Supervisor	0.86	0.86	0.86	0.00	0.86	0.00
Maintenance Worker II	8.00	8.00	6.00	(2.00)	6.00	0.00
Maintenance Worker III	1.00	1.00	3.00	2.00	3.00	0.00
Total Authorized:	11.47	11.47	11.47	0.00	11.47	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: MAINTENANCE - HARBOR

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$533,397	\$557,600	\$592,435	6.2	\$633,154	6.9
Non-Personal/Operating	617,919	725,890	927,320	27.7	984,660	6.2
Interfund Service Charges	74,958	79,390	118,622	49.4	124,351	4.8
Capital Outlay	0	138,350	165,200	19.4	64,000	(61.3)
Program Total:	<u>\$1,226,274</u>	<u>\$1,501,230</u>	<u>\$1,803,577</u>	20.1	<u>\$1,806,165</u>	0.1
Funding Source						
Harbor District	<u>\$1,226,274</u>	<u>\$1,501,230</u>	<u>\$1,803,577</u>	20.1	<u>\$1,806,165</u>	0.1

BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation.

Non-Personal/Operating:

FY2002-03 reflects increases in utility costs, \$125,000 for Phase 2/3 of the Commercial Dock replacement and \$18,000 to rekey all Harbor docks and service buildings.

FY2003-04 includes \$125,000 for Phase 3/3 of the Commercial Dock replacement and increases in janitorial and beach cleaning contracts.

Interfund:

Reallocation of IT Services from Administration to Operating Division.

Capital Outlay:

FY2002-03: \$130,000 to replace playground equipment and related site improvements, \$25,000 for sidewalk and block wall; \$12,000 to replace one Harbor Maintenance electric cart.

FY2003-04: \$25,600 for sidewalk and block wall; \$14,000 to replace one Harbor Maintenance electric cart.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration
Harbor Maintenance
* Harbor Police *

Beaches Division

Beach Maintenance
Pier Maintenance
Lifeguard Services
Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: HARBOR POLICE - HARBOR

PROGRAM PURPOSE AND DESCRIPTION

This program contains the Department's emergency response element for traditional and maritime law enforcement, search and rescue, maritime fire fighting, emergency medical aid and scuba diving services provided by the Harbor Police Division. Harbor Police Officers are deployed on a 24-hour basis and respond to both emergency and non-emergency service calls.

Non-emergency services include vessel safety inspections, general assistance to boaters, dock inspections and after-hours assistance to the public on harbor related matters. The Harbor Police utilize four-wheel drive vehicles, boats and foot patrol to support field operations.

PRIMARY OBJECTIVES

The primary objective of the Harbor Police Division is to provide protection of life and property, both proactively and in response to service calls.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Harbor & Beaches Director	0.23	0.23	0.23	0.00	0.23	0.00
Harbor Police Corporal	0.00	0.00	3.00	3.00	3.00	0.00
Harbor Police Officer	8.00	8.00	5.00	(3.00)	5.00	0.00
Harbor Police Sergeant	1.00	1.00	1.00	3.00	1.00	0.00
Total Authorized:	9.23	9.23	9.23	0.00	9.23	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: HARBOR POLICE - HARBOR

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$789,625	\$833,350	\$930,217	11.6	\$983,441	5.7
Non-Personal/Operating	116,082	125,720	134,970	7.4	136,100	0.8
Interfund Service Charges	121,524	129,380	138,764	7.3	145,356	4.8
Capital Outlay	0	226,079	0	(100.0)	35,000	
Program Total:	<u>\$1,027,231</u>	<u>\$1,314,529</u>	<u>\$1,203,951</u>	(8.4)	<u>\$1,299,897</u>	8.0
Funding Source						
Harbor District	<u>\$1,027,231</u>	<u>\$1,314,529</u>	<u>\$1,203,951</u>	(8.4)	<u>\$1,299,897</u>	8.0

BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation and overtime.

Non-Personal/Operating:

Includes Contract for outside Security Services in Harbor Lot #1.

Interfund:

Reflects City-wide rates for Equipment Rental, Information Technologies and General Admin Allocation.

Capital Outlay:

FY2003-04 : \$35,000 to replace Harbor Police Vehicle

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration

Harbor Maintenance

Harbor Police

Beaches Division

Beach Maintenance

Pier Maintenance

Lifeguard Services

Lifeguard Recreation Programs

DIVISIONAL DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

DIVISION: BEACHES

DIVISION PURPOSE AND DESCRIPTION

The purpose of the Beach Division is to provide beach and pier facility maintenance and capital improvements, Lifeguard services, and management direction and support to the City's portion of the Department of Harbor and Beaches. The Division's purposes are primarily accomplished by a full-time Lifeguard staff of 9.15, a part-time F.T.E. staff of 8, and a full-time maintenance staff of 4.

PRIMARY OBJECTIVES

The primary objective of this Division is to coordinate and manage its programs in a complete, effective, and safe manner at the highest level of service possible.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Accounting Technician	0.08	0.08	0.08	0.00	0.08	0.00
Administrative Secretary	0.14	0.14	0.14	0.00	0.14	0.00
Aquatics Manager	0.93	0.93	0.93	0.00	0.93	0.00
Aquatics Specialist	2.00	2.00	3.00	1.00	3.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Aquatics Technician	0.00	0.00	5.00	5.00	5.00	0.00
Electrician	0.14	0.14	0.14	0.00	0.14	0.00
Harbor & Beaches Director	0.15	0.15	0.15	0.00	0.15	0.00
Maintenance Manager	0.25	0.25	0.25	0.00	0.25	0.00
Maintenance Supervisor	0.14	0.14	0.14	0.00	0.14	0.00
Maintenance Worker II	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker III	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	8.83	8.83	14.83	6.00	14.83	0.00

DIVISIONAL SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

DIVISION: BEACHES

BEACH DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$894,756	\$1,016,024	\$1,233,435	21.4	\$1,284,945	4.2
Non-Personal/Operating	318,192	354,290	413,320	16.7	418,030	1.1
Interfund Service Charges	257,531	273,470	311,975	14.1	324,566	4.0
Capital Outlay	0	0	18,000	N/A	0	(100.0)
Division Total:	<u>\$1,470,479</u>	<u>\$1,643,784</u>	<u>\$1,976,730</u>	20.3	<u>\$2,027,541</u>	2.6
<u>Funding Source</u>						
Recreation Fund	\$147,717	\$172,080	\$203,019	18.0	\$213,619	5.2
General Fund	1,397,418	1,719,934	1,849,439	7.5	1,813,922	(1.9)
Division Total:	<u>\$1,545,135</u>	<u>\$1,892,014</u>	<u>\$2,052,458</u>	8.5	<u>\$2,027,541</u>	(1.2)

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Pier Maintenance	\$196,330	\$217,370	\$214,886	(1.1)	\$146,522	(31.8)
Beach Maintenance	410,919	471,524	522,386	10.8	533,374	2.1
Lifeguard Services	790,169	1,031,040	1,112,167	7.9	1,134,026	2.0
Recreation Fund Programs	147,717	172,080	203,019	18.0	213,619	5.2
Division Total:	<u>\$1,545,135</u>	<u>\$1,892,014</u>	<u>\$2,052,458</u>	8.5	<u>\$2,027,541</u>	(1.2)
<u>Funding Source</u>						
Recreation Fund	\$147,717	\$172,080	\$203,019	18.0	\$213,618	5.2
General Fund	1,397,418	1,719,934	1,849,439	7.5	1,818,575	(1.7)
Division Total:	<u>\$1,545,135</u>	<u>\$1,892,014</u>	<u>\$2,052,458</u>	8.5	<u>\$2,027,541</u>	(1.2)

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration

Harbor Maintenance

Harbor Police

Beaches Division

* **Beach Maintenance** *

Pier Maintenance

Lifeguard Services

Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: BEACH MAINTENANCE - BEACHES

PROGRAM PURPOSE AND DESCRIPTION

Oceanside's Beach Maintenance program provides maintenance and cleaning services for the City's 3.7 miles of beachfront and associated facilities.

PRIMARY OBJECTIVES

The primary objective of the Beach Maintenance program is to provide the beach-going public with a clean, safe environment where they may enjoy modern amenities and facilities.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accounting Technician	0.03	0.03	0.03	0.00	0.03	0.00
Administrative Secretary	0.06	0.06	0.04	(0.02)	0.04	0.00
Electrician	0.07	0.07	0.10	0.03	0.10	0.00
Harbor & Beaches Director	0.03	0.03	0.03	0.00	0.03	0.00
Maintenance Manager	0.15	0.15	0.20	0.05	0.20	0.00
Maintenance Supervisor	0.07	0.07	0.10	0.03	0.10	0.00
Maintenance Worker II	1.00	1.00	2.00	1.00	2.00	0.00
Maintenance Worker III	2.00	2.00	1.00	(1.00)	1.00	0.00
Total Authorized:	3.41	3.41	3.50	0.09	3.50	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: BEACH MAINTENANCE - BEACHES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$170,611	\$205,704	\$206,944	0.6	\$218,963	5.8
Non-Personal/Operating	170,209	190,000	239,200	25.9	234,920	(1.8)
Interfund Service Charges	<u>70,099</u>	<u>75,820</u>	<u>76,242</u>	0.6	<u>79,491</u>	4.3
Program Total:	<u>\$410,919</u>	<u>\$471,524</u>	<u>\$522,386</u>	10.8	<u>\$533,374</u>	2.1
Funding Source						
General Fund	<u>\$410,919</u>	<u>\$471,524</u>	<u>\$522,386</u>	10.8	<u>\$533,374</u>	2.1

BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation.

Non-Personal/Operating:

Reflects increased electrical costs, increases in janitorial and beach cleaning contracts and replacement roll-up doors at the Lifeguard Headquarters building.

Interfund:

Increase due to rate revisions.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration
Harbor Maintenance
Harbor Police

Beaches Division

Beach Maintenance
*** Pier Maintenance ***
Lifeguard Services
Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: PIER MAINTENANCE - BEACHES

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the maintenance of the Oceanside municipal pier.

PRIMARY OBJECTIVES

The major objective of this program is to maintain the municipal pier facilities in a clean and safe manner for the enjoyment of fishers, restaurant patrons, and other users of the pier.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accounting Technician	0.01	0.01	0.01	0.00	0.01	0.00
Administrative Secretary	0.03	0.03	0.01	(0.02)	0.01	0.00
Electrician	0.07	0.07	0.04	(0.03)	0.04	0.00
Harbor & Beaches Director	0.03	0.03	0.03	0.00	0.03	0.00
Maintenance Manager	0.10	0.10	0.05	(0.05)	0.05	0.00
Maintenance Supervisor	0.07	0.07	0.04	(0.03)	0.04	0.00
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	0.00
Total Authorized:	1.31	1.31	1.18	(0.13)	1.18	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: PIER MAINTENANCE - BEACHES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$74,656	\$79,520	\$75,728	(4.8)	\$79,549	5.0
Non-Personal/Operating	28,988	39,490	43,590	10.4	46,230	6.1
Interfund Service Charges	<u>18,030</u>	<u>18,840</u>	<u>19,840</u>	5.3	<u>20,743</u>	4.6
Program Total:	<u>\$121,674</u>	<u>\$137,850</u>	<u>\$139,158</u>	0.9	<u>\$146,522</u>	5.3
Funding Source						
General Fund	<u>\$121,674</u>	<u>\$137,850</u>	<u>\$139,158</u>	0.9	<u>\$146,522</u>	5.3

BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation.

Non-Personal/Operating:

Reflects increase in janitorial and approachway maintenance contracts.

Interfund:

Increase due to rate revisions.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration
Harbor Maintenance
Harbor Police

Beaches Division

Beach Maintenance
Pier Maintenance
*** Lifeguard Services ***
Lifeguard Recreation Programs

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: LIFEGUARD SERVICES - BEACHES

PROGRAM PURPOSE AND DESCRIPTION

Oceanside's Beach Lifeguard Services program provides service to the City's 3.7 miles of beachfront: maintaining and operating Lifeguard Headquarters, 13 outlying towers and the pier tower, a variety of emergency vehicles, rescue boats and other equipment. Services also provide for beach and ocean safety, rescues, first-aid treatments, missing persons (children) and other water related rescue activities.

PRIMARY OBJECTIVES

The major objectives of the Beach Lifeguard Service are to serve the community by providing information and beach and ocean safety for users of Oceanside's beaches; to be aware of the needs and desires of the community; to train and nurture a staff that will provide the best possible service at the least possible risk; to maintain and operate the facilities at a high standard; to maintain the current safety record and continue to improve safety and lifeguarding skill; to encourage community participation in water safety programs such as Junior Lifeguards; to develop and enrich the public image of the City as a whole; and to be ready to assist in other areas of the department or City.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Accounting Technician	0.04	0.04	0.04	0.00	0.04	0.00
Administrative Secretary	0.05	0.05	0.09	0.04	0.09	0.00
Aquatics Manager	0.93	0.93	0.93	0.00	0.93	0.00
Aquatics Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Aquatics Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
*Aquatics Technician	0.00	0.00	5.00	5.00	5.00	0.00
Harbor & Beaches Director	0.09	0.09	0.09	0.00	0.09	0.00
Total Authorized:	4.11	4.11	9.15	5.04	9.15	0.00

* These positions are permanent part-time positions

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: LIFEGUARD SERVICES - BEACHES

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$569,051	\$629,800	\$820,682	30.3	\$848,489	3.4
Non-Personal/Operating	59,680	63,820	70,600	10.6	75,000	6.2
Interfund Service Charges	161,438	168,710	202,885	20.3	210,537	3.8
Capital Outlay	<u>0</u>	<u>0</u>	<u>18,000</u>	N/A	<u>0</u>	(100.0)
Program Total:	<u>\$790,169</u>	<u>\$862,330</u>	<u>\$1,112,167</u>	29.0	<u>\$1,134,026</u>	2.0
Funding Source						
General Fund	<u>\$790,169</u>	<u>\$862,330</u>	<u>\$1,112,167</u>	29.0	<u>\$1,134,026</u>	2.0

BUDGET HIGHLIGHTS

Personal Services:

Reflects M.O.U. negotiated compensation, including an increase of 19% for all extra help lifeguards. Additional \$20,000 for 1/2 clerical support staff for the Lifeguard Division.

Non-Personal/Operating:

Reflects anticipated product and services cost increases.

Interfund:

Reflects City-wide rates for Equipment Rental, Telecommunications, IT Services, General Insurance and General Admin Allocations.

Capital Outlay:

Initial purchase of a fourth line Lifeguard Vehicle.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



HARBOR AND BEACHES

Harbor Division

Administration
Harbor Maintenance
Harbor Police

Beaches Division

Beach Maintenance
Pier Maintenance
Lifeguard Services

*** Lifeguard Recreation Programs ***

PROGRAM DESCRIPTION

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: RECREATION FUND - LIFEGUARD PROGRAMS

PROGRAM PURPOSE AND DESCRIPTION

This enterprise account system includes all self-sustaining programs contained within the Lifeguard Division, including special cost-recovered lifeguarding for special events, the Junior Lifeguard Program, and the co-hosting of the World Body Surfing Championship.

PRIMARY OBJECTIVES

The primary objective of this program is to provide individuals and organizations specific lifeguarding services, programs, and events which are not restricted by funding.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Aquatics Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Total Authorized:	0.00	0.00	1.00	1.00	1.00	0.00

PROGRAM SUMMARY

DEPARTMENT: HARBOR AND BEACHES

FISCAL YEARS 2002-04

PROGRAM: RECREATION FUND - LIFEGUARD PROGRAMS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$80,438	\$101,000	\$130,081	28.8	\$137,944	6.0
Non-Personal/Operating	59,315	60,980	59,930	(1.7)	61,880	3.3
Interfund Service Charges	<u>7,964</u>	<u>10,100</u>	<u>13,008</u>	28.8	<u>13,795</u>	6.1
Program Total:	<u>\$147,717</u>	<u>\$172,080</u>	<u>\$203,019</u>	18.0	<u>\$213,619</u>	5.2
Funding Source						
Recreation Fund	<u>\$147,717</u>	<u>\$172,080</u>	<u>\$203,019</u>	18.0	<u>\$213,619</u>	5.2

BUDGET HIGHLIGHTS

Personal Services:

Funds a full-time position to manage the Junior Lifeguard Program.

Interfund:

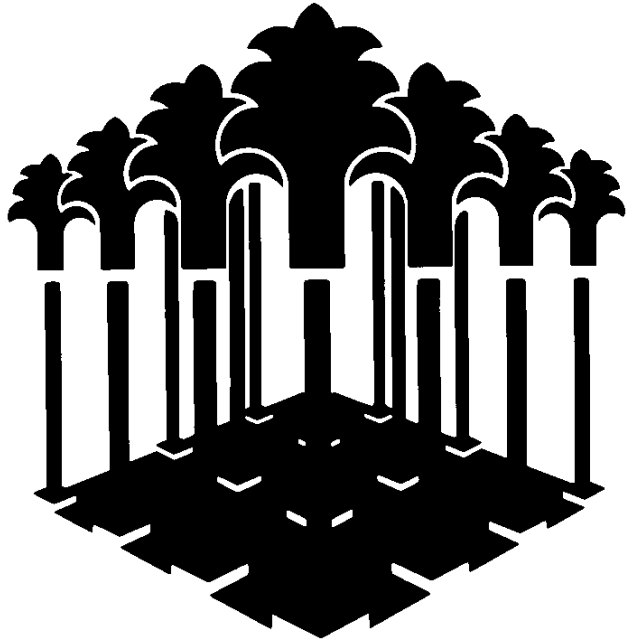
Reflects General Admin Allocation based on Personal Services costs.



Water Utilities

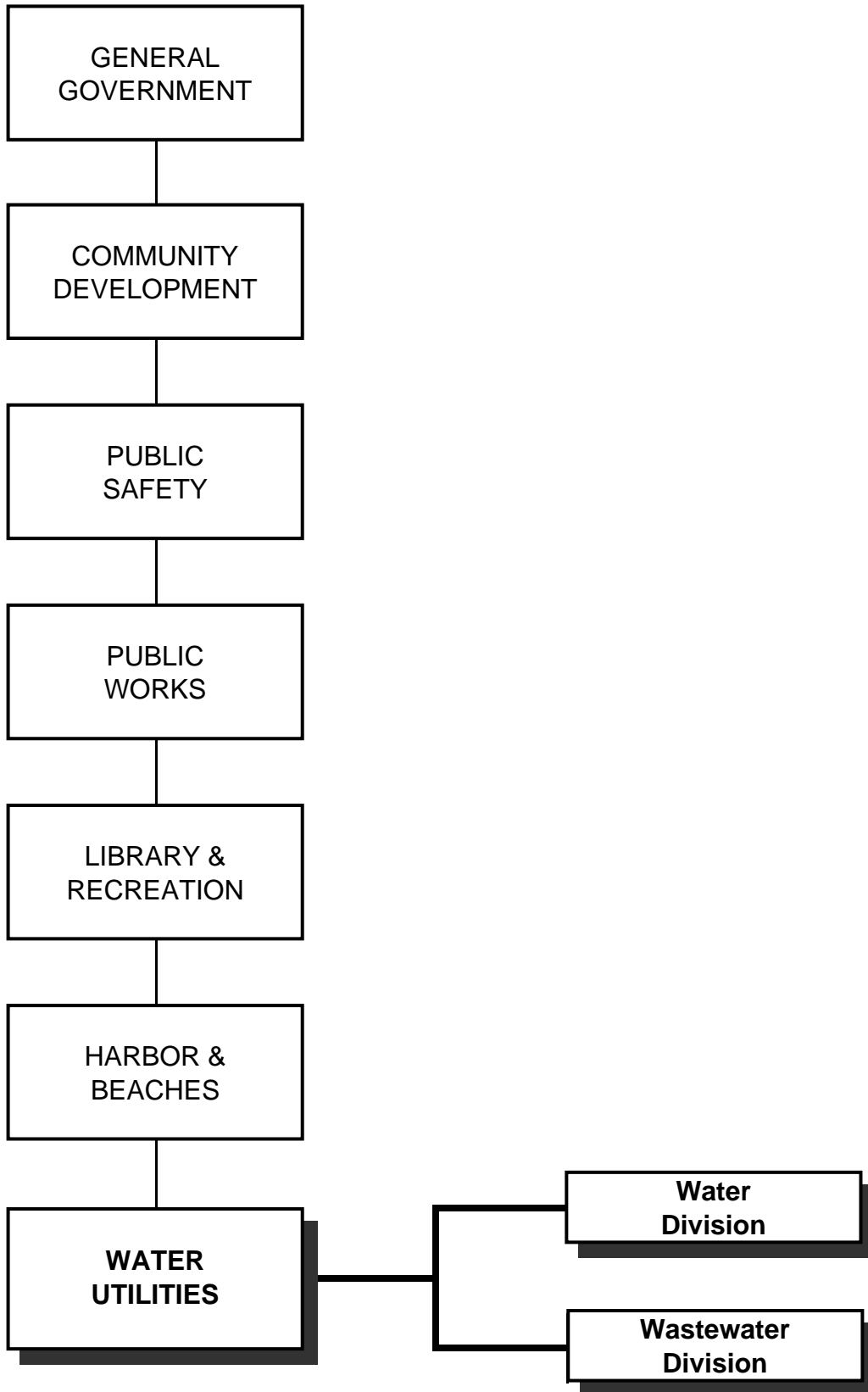






Water Utilities

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



DEPARTMENT DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

MISSION STATEMENT

The Mission of the Water Utilities Department is to provide a safe and reliable water supply to the citizens of Oceanside, and to collect, treat and dispose of wastewater in an environmentally acceptable way at the least possible cost.

(During this budget year the Water Utilities Department will develop a departmental Strategic Plan to evaluate future needs, redefine the organization, provide additional analytical capability and improve administrative support for the operating divisions.)

PRIMARY PROGRAM AREAS

Water Division

- Source and Supply
- Hydro-Electric Generation
- Water Pumping
- Water Treatment
- Groundwater Purification Plant
- Maintenance and Construction
- Meter Service
- Administration and Debt Service
- Laboratory
- Monitor and Control System
- Water G.I.S.
- Clean Water Program
- Water Service Connections

Wastewater Division

- Administration and Debt Service
- Collection and Transmission
- La Salina Wastewater Treatment Plant
- San Luis Rey Wastewater Treatment Plant
- Laboratory
- Monitor and Control System
- Wastewater G.I.S.

DEPARTMENT DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Manager	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00	1.00	0.00
Assistant City Manager	0.16	0.16	0.00	(0.16)	0.00	0.00
Assistant Engineer	1.00	1.00	1.00	0.00	1.00	0.00
Associate Chemist	1.00	1.00	1.00	0.00	1.00	0.00
Chief Plant Operator	4.00	4.00	4.00	0.00	4.00	0.00
City Manager	0.00	0.00	0.20	0.20	0.20	0.00
Code Enforcement Officer III	0.00	0.00	2.00	2.00	2.00	0.00
Cross Connection Control Tech	0.00	0.00	1.00	1.00	1.00	0.00
Distribution Operator II	0.00	0.00	3.00	3.00	3.00	0.00
Distribution Operator III	0.00	0.00	2.00	2.00	2.00	0.00
Electrician	2.00	2.00	2.00	0.00	2.00	0.00
Engineer Assistant I	0.00	0.00	1.00	1.00	1.00	0.00
Engineering Technician I	1.00	1.00	0.00	(1.00)	0.00	0.00
Env/Reg Compliance Officer	1.00	1.00	1.00	0.00	1.00	0.00
Geographic Info Sys Specialist	4.00	4.00	4.00	0.00	4.00	0.00
Geographic Info Sys Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Groundwater Comp Insp	1.00	1.00	1.00	0.00	1.00	0.00
Industrial Waste Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Instrumentation Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Instrumentation Technician I	2.00	2.00	2.00	0.00	2.00	0.00
Instrumentation Technician II	1.00	1.00	1.00	0.00	1.00	0.00
Laboratory Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Laboratory Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Laboratory Technician	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Specialist	7.00	7.00	5.00	(2.00)	5.00	0.00
Maintenance Supervisor	2.00	2.00	2.00	0.00	2.00	0.00
Maintenance Worker I	7.00	7.00	7.00	0.00	7.00	0.00
Maintenance Worker II	19.00	19.00	7.00	(12.00)	7.00	0.00
Maintenance Worker III	5.00	5.00	1.00	(4.00)	1.00	0.00
Mechanic II	1.00	1.00	1.00	0.00	1.00	0.00
Mechanical Technologist I	4.00	4.00	4.00	0.00	4.00	0.00
Mechanical Technologist II	2.00	2.00	2.00	0.00	2.00	0.00
Meter Service Worker I	3.00	3.00	4.00	1.00	4.00	0.00
Meter Service Worker II	4.00	4.00	4.00	0.00	4.00	0.00
Meter Service Worker III	1.00	1.00	1.00	0.00	1.00	0.00
Meter Shop Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Microbiologist	1.00	1.00	1.00	0.00	1.00	0.00
Office Specialist II	5.00	5.00	5.00	0.00	5.00	0.00
Plant Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Program Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Project Manager	2.00	2.00	2.00	*	2.00	*
Public Information Officer	0.50	0.50	0.50	0.00	0.50	0.00
Purchasing Technician	1.00	1.00	1.00	0.00	1.00	0.00
Senior Chemist	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	1.75	0.75	1.75	0.00
Senior Meter Service Worker	1.00	1.00	1.00	0.00	1.00	0.00

DEPARTMENT DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

AUTHORIZED POSITIONS (continued)

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Senior Office Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Utility Inspector	2.00	2.00	2.00 *	0.00	2.00 *	0.00
Utility Worker I	0.00	0.00	5.00	5.00	5.00	0.00
Utility Worker II	0.00	0.00	6.00	6.00	6.00	0.00
Wastewater Plant Operator I	3.00	3.00	2.00	(1.00)	2.00	0.00
Wastewater Plant Operator II	5.00	5.00	5.00	0.00	5.00	0.00
Wastewater Plant Operator III	16.00	16.00	17.00	1.00	17.00	0.00
Water Distribution Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Water Plant Operator I	7.00	7.00	7.00	0.00	7.00	0.00
Water Plant Operator II	2.00	2.00	2.00	0.00	2.00	0.00
Water Utilities Director	1.00	1.00	1.00	0.00	1.00	0.00
Water Utilities Division Manager	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized	137.66	137.66	141.45 *	3.79	141.45 *	0.00

* Project Manager positions (2) and Utility Inspector positions (2) are funded by CIP-Water and CIP-Sewer.

DEPARTMENT SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

EXPENDITURES BY CATEGORY

<u>Department Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$6,511,657	\$7,444,330	\$7,798,312	4.8	\$8,337,601	6.9
Non-Personal/Operating	32,572,144	34,018,180	28,186,887	(17.1)	28,606,143	1.5
Interfund Service Charges	6,715,891	7,105,020	7,837,076	10.3	8,061,602	2.9
Debt Service	2,515,062	4,785,829	4,764,105	(0.5)	4,756,605	(0.2)
Capital Outlay	0	37,800	457,500	1,110.3	269,800	(41.0)
Operating Transfers-Out	600,000	900,000	900,000	0.0	900,000	0.0
Cost Sharing Transfers-Out	861,994	887,285	620,679	(30.0)	643,436	3.7
Department Total	<u>\$49,776,748</u>	<u>\$55,178,444</u>	<u>\$50,564,559</u>	(8.4)	<u>\$51,575,187</u>	2.0

EXPENDITURES BY DIVISION

<u>Water Divisions</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Water Division	\$31,766,165	\$36,993,384	\$34,214,690	(7.5)	\$34,788,506	1.7
Wastewater Division	18,010,583	18,185,060	16,349,869	(10.1)	16,786,681	2.7
Department Total	<u>\$49,776,748</u>	<u>\$55,178,444</u>	<u>\$50,564,559</u>	(8.4)	<u>\$51,575,187</u>	2.0

EXPENDITURES BY PROGRAM

<u>Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Source and Supply	\$16,038,216	\$18,661,740	\$18,182,406	(2.6)	\$18,246,708	0.4
Hydro-Electric Generation	6,111	11,620	6,233	(46.4)	6,291	0.9
Water Pumping	173,081	128,800	114,807	(10.9)	116,799	1.7
Water Treatment	872,703	903,540	968,659	7.2	991,784	2.4
Goundwater Purification Plant	1,250,545	981,230	1,662,854	69.5	1,879,597	13.0
Maintenance and Construction	857,321	1,010,530	1,066,608	5.5	1,122,187	5.2
Meter Service	1,679,318	1,920,820	1,918,090	(0.1)	2,011,022	4.8
Admin & Debt Service-Water	8,083,498	9,267,082	5,845,868	(36.9)	5,903,084	1.0
Flood Control/ Storm Drains	579,494	596,310	620,679	4.1	643,436	3.7
Debt Service - Miscellaneous Wtr	1,672,680	2,664,872	2,663,723	(0.0)	2,658,904	(0.2)
Laboratory-Water	220,078	314,030	425,543	35.5	436,588	2.6
Monitor And Control Sys-Water	129,281	177,510	184,127	3.7	198,899	8.0
Clean Water Program	0	0	244,483	N/A	240,832	(1.5)

DEPARTMENT SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

EXPENDITURES BY PROGRAM (continued)

<u>Programs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Water G.I.S.	144,760	250,900	234,610	(6.5)	256,375	9.3
Water Service Connections	59,079	104,400	76,000	(27.2)	76,000	0.0
Admin & Debt Service-Sewer	6,492,682	7,606,997	4,630,117	(39.1)	4,651,685	0.5
Collection and Transmission	2,902,760	2,386,000	2,860,700	19.9	2,997,975	4.8
La Salina WWTP	2,650,081	2,160,834	2,317,411	7.2	2,396,129	3.4
San Luis Rey WWTP	4,638,667	3,922,796	4,566,416	16.4	4,760,717	4.3
Laboratory-Sewer	418,286	582,930	501,491	(14.0)	511,303	2.0
Monitor and Control Sys-Sewer	120,983	192,260	244,895	27.4	224,993	(8.1)
Debt Service - Miscellaneous Swr	673,641	985,143	983,668	(0.1)	980,988	(0.3)
Energy Management	0	97,200	0	(100.0)	0	N/A
Wastewater G.I.S.	113,483	250,900	245,171	(2.3)	262,891	7.2
Department Total	<u><u>\$49,776,748</u></u>	<u><u>\$55,178,444</u></u>	<u><u>\$50,564,559</u></u>	(8.4)	<u><u>\$51,575,187</u></u>	2.0



Water Division

DIVISIONAL DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

DIVISION: WATER

DIVISION PURPOSE AND DESCRIPTION

The Water Utilities Department is responsible for purchasing water from the San Diego County Water Authority and delivering it throughout the City for domestic, commercial, irrigation and fire protection needs. Water must be available for all purposes 24-hours a day, 365 days a year. Reservoirs are maintained at levels to prevent any interruption of service. Water line repairs are made at all hours of the day or night. Meter reading, customer service and administrative support are also performed by this department. In addition, this department funds a portion of the City's laboratory which tests the water as mandated by the State of California, and the Supervisory Control and Data Acquisition (SCADA) system which monitors and controls data from the various water department facilities throughout the City. The department also owns and operates a groundwater purification plant that extracts and treats water from the San Luis Rey River Basin.

PRIMARY OBJECTIVES

- * Provide safe and reliable water service that meets or exceeds Federal and State water quality standards at the reasonable rates.
- * Maintain system chlorine residuals.
- * Continue to test and repair large water meters.
- * Respond effectively to customer water quality concerns and questions.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Administrative Analyst II	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Manager	1.00	1.00	0.50	(0.50)	0.50	0.00
Administrative Secretary	0.50	0.50	0.50	0.00	0.50	0.00
Assistant City Manager	0.50	0.50	0.00	(0.50)	0.00	0.00
Assistant Engineer	0.50	0.50	0.50	0.00	0.50	0.00
Associate Chemist	0.50	0.50	0.50	0.00	0.50	0.00
Chief Plant Operator	0.50	0.50	2.00	1.50	2.00	0.00
City Manager	0.50	0.50	0.20	(0.30)	0.20	0.00
Code Enforcement Officer III	3.00	3.00	2.00	(1.00)	2.00	0.00
Cross Connection Control Tech	2.00	2.00	1.00	(1.00)	1.00	0.00
Distribution Operator II	0.50	0.50	3.00	2.50	3.00	0.00
Distribution Operator III	0.00	0.00	2.00	2.00	2.00	0.00
Electrician	0.50	0.50	0.00	(0.50)	0.00	0.00
Engineer Assistant I	0.00	0.00	0.50	0.50	0.50	0.00
Engineering Technician I	0.08	0.08	0.00	(0.08)	0.00	0.00
Environmental Reg/Comp	2.00	2.00	0.50	(1.50)	0.50	0.00
Geographic Info Sys Specialist	1.00	1.00	2.00	1.00	2.00	0.00
Geographic Info Sys Supervisor	0.00	0.00	0.50	0.50	0.50	0.00
Groundwater Comp Insp	0.06	0.06	1.00	0.94	1.00	0.00
Industrial Waste Inspector	0.50	0.50	0.50	0.00	0.50	0.00
Instrumentation Supervisor	2.00	2.00	0.50	(1.50)	0.50	0.00
Instrumentation Technician I	7.00	7.00	1.00	(6.00)	1.00	0.00
Instrumentation Technician II	1.00	1.00	0.50	(0.50)	0.50	0.00

AUTHORIZED POSITIONS (continued)

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Laboratory Assistant	5.00	5.00	0.50	(4.50)	0.50	0.00
Laboratory Supervisor	3.00	3.00	0.50	(2.50)	0.50	0.00
Laboratory Technician	11.00	11.00	1.00	(10.00)	1.00	0.00
Maintenance Specialist	2.00	2.00	4.00	2.00	4.00	0.00
Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
Maintenance Worker I	1.00	1.00	3.00	2.00	3.00	0.00
Maintenance Worker II	1.00	1.00	3.00	2.00	3.00	0.00
Maintenance Worker III	1.00	1.00	0.00	(1.00)	0.00	0.00
Mechanic II	4.00	4.00	1.00	(3.00)	1.00	0.00
Mechanical Technologist I	3.00	3.00	0.00	(3.00)	0.00	0.00
Mechanical Technologist II	0.50	0.50	0.00	(0.50)	0.00	0.00
Meter Service Worker I	1.00	1.00	4.00	3.00	4.00	0.00
Meter Service Worker II	0.50	0.50	4.00	3.50	4.00	0.00
Meter Service Worker III	0.50	0.50	1.00	0.50	1.00	0.00
Meter Shop Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Microbiologist	0.16	0.16	0.50	0.34	0.50	0.00
Office Specialist II	0.00	0.00	2.50	2.50	2.50	0.00
Plant Maintenance Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Program Specialist	0.50	0.50	1.00	0.50	1.00	0.00
Public Information Officer	0.00	0.00	0.50	0.50	0.50	0.00
Purchasing Technician	0.04	0.04	0.50	0.46	0.50	0.00
Senior Chemist	0.18	0.18	0.50	0.32	0.50	0.00
Senior Meter Service Worker	0.00	0.00	1.00	1.00	1.00	0.00
Senior Office Specialist	0.25	0.25	0.50	0.25	0.50	0.00
Sr Management Analyst	0.00	0.00	1.25	1.25	1.25	0.00
Utility Worker II	0.25	0.25	4.00	3.75	4.00	0.00
Water Distribution Supervisor	0.25	0.25	1.00	0.75	1.00	0.00
Water Plant Operator I	1.00	1.00	7.00	6.00	7.00	0.00
Water Plant Operator II	0.25	0.25	2.00	1.75	2.00	0.00
Water Utilities Director	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Division Manager	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	63.02	63.02	67.45	4.43	67.45	0.00

DIVISIONAL SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

DIVISION: WATER

WATER DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$2,921,122	\$3,405,410	\$3,725,407	9.4	\$4,017,102	7.8
Non-Personal/Operating	21,720,305	24,616,460	21,238,086	(13.7)	21,430,726	0.9
Interfund Service Charges	3,894,385	4,114,710	4,400,273	6.9	4,520,816	2.7
Debt Service	1,850,859	3,142,494	3,122,245	(0.6)	3,117,426	(0.2)
Capital Outlay	0	12,000	208,000	1633.3	159,000	(23.6)
Operating Transfers-Out	600,000	900,000	900,000	0.0	900,000	0.0
Cost Sharing Transfers-Out	779,494	802,310	620,679	(22.6)	643,436	3.7
Division Total:	<u>\$31,766,165</u>	<u>\$36,993,384</u>	<u>\$34,214,690</u>	(7.5)	<u>\$34,788,506</u>	1.7
Funding Source						
Water Fund	<u>\$31,766,165</u>	<u>\$36,993,384</u>	<u>\$34,214,690</u>	(7.5)	<u>\$34,788,506</u>	1.7

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Source and Supply	\$16,038,216	\$18,661,740	\$18,182,406	(2.6)	\$18,246,708	0.4
Hydro-Electric Generation	6,111	11,620	6,233	(46.4)	6,291	0.9
Water Pumping	173,081	128,800	114,807	(10.9)	116,799	1.7
Water Treatment	872,703	903,540	968,659	7.2	991,784	2.4
Groundwater Purification Plant	1,250,545	981,230	1,662,854	69.5	1,879,597	13.0
Maintenance and Construction	857,321	1,010,530	1,066,608	5.5	1,122,187	5.2
Meter Service	1,679,318	1,920,820	1,918,090	(0.1)	2,011,022	4.8
Administration and Debt	8,083,498	9,267,082	5,845,868	(36.9)	5,903,084	1.0
Flood Control/Storm Drains	579,494	596,310	620,679	4.1	643,436	3.7
Debt Service - Miscellaneous	1,672,680	2,664,872	2,663,723	(0.0)	2,658,904	(0.2)
Laboratory	220,078	314,030	425,542	35.5	436,588	2.6
Monitor and Control System	129,281	177,510	184,128	3.7	198,899	8.0
Water G.I.S.	144,760	250,900	234,610	(6.5)	256,375	9.3
Clean Water Program	0	0	244,483	N/A	240,832	(1.5)
Water Service Connections	59,079	104,400	76,000	(27.2)	76,000	0.0
Division Total:	<u>\$31,766,165</u>	<u>\$36,993,384</u>	<u>\$34,214,690</u>	(7.5)	<u>\$34,788,506</u>	1.7
Funding Source						
Water Fund	<u>\$31,766,165</u>	<u>\$36,993,384</u>	<u>\$34,214,690</u>	(7.5)	<u>\$34,788,506</u>	1.7

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

*** Source and Supply ***

Hydro-Electric Generation

Water Pumping

Water Treatment

Groundwater Purification Plant

Maintenance and Construction

Meter Service

Administration and Debt Service

Laboratory

Monitor and Control System

Water Geographic Information System

Clean Water Program

Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: SOURCE AND SUPPLY

PROGRAM PURPOSE AND DESCRIPTION
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This program is responsible for the operation of the City's water system including the purchasing, delivering and monitoring of the water. This program is also responsible for the distribution of reclaimed water, water quality analysis, testing and repair of large water meters and control valves, and assuring compliance with the City's Water Backflow Prevention ordinance.

PRIMARY OBJECTIVES

- * Continue to provide safe and reliable water service that meets or exceeds Federal and State water quality standards at the most reasonable rate.
- * Maintain system chlorine residuals.
- * Add sample stations.
- * Respond to customer water quality complaints.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-01 Budget</u>	<u>2001-02 Budget</u>	<u>2002-03 Budget</u>	<u>Change</u>	<u>2003-04 Budget</u>	<u>Change</u>
Cross Connection Control Tech	0.00	0.00	1.00	1.00	1.00	0.00
Distribution Operator II	0.00	0.00	3.00	3.00	3.00	0.00
Distribution Operator III	0.00	0.00	2.00	2.00	2.00	0.00
Maintenance Specialist	1.00	1.00	0.00	(1.00)	0.00	0.00
Maintenance Worker II	5.00	5.00	0.00	(5.00)	0.00	0.00
Mechanic II	0.50	0.50	0.00	(0.50)	0.00	0.00
Water Distribution Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	7.50	7.50	7.00	(0.50)	7.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: SOURCE AND SUPPLY

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$322,712	\$386,000	\$395,124	2.4	\$421,762	6.7
Non-Personal/Operating	15,683,740	18,237,140	17,747,770	(2.7)	17,782,770	0.2
Interfund Service Charges	<u>31,764</u>	<u>38,600</u>	<u>39,512</u>	2.4	<u>42,176</u>	6.7
Program Total:	<u>\$16,038,216</u>	<u>\$18,661,740</u>	<u>\$18,182,406</u>	(2.6)	<u>\$18,246,708</u>	0.4
Funding Source						
Water Fund	<u>\$16,038,216</u>	<u>\$18,661,740</u>	<u>\$18,178,386</u>	(2.6)	<u>\$18,242,284</u>	0.4

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects reallocation of hours and salary increases.

Non-Personal/Operating:

Decrease reflects a reduction in the amount of imported water projected to be purchased from the San Diego County Water Authority. This water will be replaced by groundwater to be produced at our expanded Groundwater Purification Plant.

Interfund:

Increase reflects General Administration Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply

*** Hydro-Electric Generation ***

Water Pumping

Water Treatment

Groundwater Purification Plant

Maintenance and Construction

Meter Service

Administration and Debt Service

Laboratory

Monitor and Control System

Water Geographic Information System

Clean Water Program

Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: HYDRO-ELECTRIC GENERATION - WATER

PROGRAM PURPOSE AND DESCRIPTION

The Hydro-Electric Generation program is responsible for the operation and maintenance of the City's Hydro-Electric Generation facility. This includes maximizing the operation of the generators in order to realize income which can be used in maintaining the existing facility as well as providing funding for other hydro-electric generation facilities in the future.

PRIMARY OBJECTIVES

- * Operate and maintain the existing Hydro-Electric Generation station while keeping labor and material costs at
- * Conduct the operations of the plant to produce the maximum revenue possible.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Maintenance Specialist	0.09	0.09	0.00	(0.09)	0.00	0.00
Total Authorized:	0.09	0.09	0.00	(0.09)	0.00	0.00

*** NOTE: Personnel for this program are supplied from the Source and Supply Program.**

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: HYDRO-ELECTRIC GENERATION - WATER

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$2,630	\$6,220	\$1,321	(78.8)	\$1,374	4.0
Non-Personal/Operating	3,218	4,780	4,780	0.0	4,780	0.0
Interfund Service Charges	<u>263</u>	<u>620</u>	<u>132</u>	(78.7)	<u>137</u>	3.8
Program Total:	<u>\$6,111</u>	<u>\$11,620</u>	<u>\$6,233</u>	(46.4)	<u>\$6,291</u>	0.9
<u>Funding Source</u>						
Water Fund	<u>\$6,111</u>	<u>\$11,620</u>	<u>\$6,233</u>	(46.4)	<u>\$6,291</u>	0.9

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects reallocation of hours.

Interfund:

Decrease reflects General Administrative Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
* **Water Pumping** *
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: WATER PUMPING

PROGRAM PURPOSE AND DESCRIPTION

This program operates and maintains the City's Water Pumping facilities. These facilities include ten water pumping stations, of which three are active and seven are emergency standby stations. The department uses pumping stations only when absolutely necessary.

PRIMARY OBJECTIVES

- * Efficient operation of water pumping facilities through control of operating time of the pumps and preventive maintenance.
- * Keep operating and maintenance costs to absolute minimums.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Electrician	0.04	0.04	0.00	(0.04)	0.00	0.00
Mechanical Technologist I	0.18	0.18	0.00	(0.18)	0.00	0.00
Mechanical Technologist II	0.02	0.02	0.00	(0.02)	0.00	0.00
Plant Maintenance Supervisor	0.03	0.03	0.00	(0.03)	0.00	0.00
Total Authorized:	0.27	0.27	0.00	(0.27)	0.00	0.00

*** NOTE: Personnel for this program are supplied from Source and Supply Program.**

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: WATER PUMPING

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$4,070	\$15,410	\$961	(93.8)	\$999	4.0
Non-Personal/Operating	168,604	111,850	113,750	1.7	115,700	1.7
Interfund Service Charges	407	1,540	96	(93.8)	100	4.2
Program Total:	<u>\$173,081</u>	<u>\$128,800</u>	<u>\$114,807</u>	(10.9)	<u>\$116,799</u>	1.7
Funding Source						
Water Fund	<u>\$173,081</u>	<u>\$128,800</u>	<u>\$114,807</u>	(10.9)	<u>\$116,799</u>	1.7

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects reallocation of hours.

Non-Personal/Operating:

Increase reflects electrical costs.

Interfund:

Decrease reflects General Administration Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply

Hydro-Electric Generation

Water Pumping

*** Water Treatment ***

Groundwater Purification Plant

Maintenance and Construction

Meter Service

Administration and Debt Service

Laboratory

Monitor and Control System

Water Geographic Information System

Clean Water Program

Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: WATER TREATMENT

PROGRAM PURPOSE AND DESCRIPTION

The Water Treatment program covers operation and maintenance of the Water Filtration Plant and the disinfection of the City water supply. The Water Filtration Plant filters water at a cost lower than the cost of water purchased from the San Diego County Water Authority. All water supplied to the City is routinely tested under this program in accordance with State Health Department requirements.

PRIMARY OBJECTIVES

* Continue to produce filtered water that meets or exceeds State Health Department standards while minimizing operating costs.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Chief Plant Operator	1.00	1.00	1.00	0.00	1.00	0.00
Electrician	0.04	0.04	0.00	(0.04)	0.00	0.00
Mechanical Technologist II	0.02	0.02	0.00	(0.02)	0.00	0.00
Plant Maintenance Supervisor	0.03	0.03	0.00	(0.03)	0.00	0.00
Water Plant Operator I	3.00	3.00	3.00	0.00	3.00	0.00
Water Plant Operator II	2.00	2.00	2.00	0.00	2.00	0.00
Total Authorized:	6.09	6.09	6.00	(0.09)	6.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: WATER TREATMENT

Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$393,744	\$382,260	\$403,208	5.5	\$421,504	4.5
Non-Personal/Operating	439,745	483,050	525,130	8.7	528,130	0.6
Interfund Service Charges	<u>39,214</u>	<u>38,230</u>	<u>40,321</u>	5.5	<u>42,150</u>	4.5
Program Total:	<u><u>\$872,703</u></u>	<u><u>\$903,540</u></u>	<u><u>\$968,659</u></u>	7.2	<u><u>\$991,784</u></u>	2.4
Funding Source						
Water Fund	<u><u>\$872,703</u></u>	<u><u>\$903,540</u></u>	<u><u>\$968,659</u></u>	7.2	<u><u>\$991,784</u></u>	2.4

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases.

Non-Personal/Operating:

Increase reflects outside lab water quality analysis, maintenance of facilities and equipment, equipment rental and utilities costs.

Interfund:

Increase reflects General Administration Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply

Hydro-Electric Generation

Water Pumping

Water Treatment

*** Groundwater Purification Plant ***

Maintenance and Construction

Meter Service

Administration and Debt Service

Laboratory

Monitor and Control System

Water Geographic Information System

Clean Water Program

Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: GROUNDWATER PURIFICATION PLANT

PROGRAM PURPOSE AND DESCRIPTION

This program includes the extraction and treatment of water from the San Luis Rey River Basin. Water produced by this program meets or exceeds all State and Federal regulations and is blended into the City water supply.

PRIMARY OBJECTIVES

* Operate well fields and a treatment facility that meets or exceeds State Health Department standards while minimizing operating costs.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Chief Plant Operator	1.00	1.00	1.00	0.00	1.00	0.00
Grndwtr Compliance Inspector	1.00	1.00	1.00	0.00	1.00	0.00
Water Plant Operator I	4.00	4.00	4.00	0.00	4.00	0.00
Total Authorized:	6.00	6.00	6.00	0.00	6.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: GROUNDWATER PURIFICATION PLANT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$347,129	\$349,700	\$370,276	5.9	\$390,025	5.3
Non-Personal/Operating	868,189	596,560	1,255,550	110.5	1,450,570	15.5
Interfund Service Charges	35,227	34,970	37,028	5.9	39,002	5.3
Program Total:	<u>\$1,250,545</u>	<u>\$981,230</u>	<u>\$1,662,854</u>	69.5	<u>\$1,879,597</u>	13.0

Funding Source

Water Fund	<u>\$1,250,545</u>	<u>\$981,230</u>	<u>\$1,662,854</u>	69.5	<u>\$1,879,597</u>	13.0
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BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases.

Non-Personal/Operating:

Increase reflects associated costs of plant expansion.

Interfund:

Increase reflects General Administrative Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
*** Maintenance and Construction ***
Meter Service
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: MAINTENANCE AND CONSTRUCTION

PROGRAM PURPOSE AND DESCRIPTION

This program covers maintenance and repair of all underground water and sewer lines including installation of valves, pressure regulators, fire hydrants and repair of water and sewer leaks. This work is performed during normal work hours and after-hour emergencies.

PRIMARY OBJECTIVES

- * Continue to maintain the preventative maintenance program by replacing damaged or worn valves, fire hydrants and other appurtenances.
- * Continue to respond to emergency calls and minimize service interruptions.
- * Continue mandated State Department of Health valve exercise program.
- * Continue fire hydrant maintenance program.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Maintenance Specialist	2.91	2.91	3.00	0.09	3.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	2.00	2.00	3.00	1.00	3.00	2.00
Maintenance Worker II	3.78	3.78	2.00	(1.78)	2.00	0.00
Maintenance Worker III	2.64	2.64	0.00	(2.64)	0.00	0.00
Mechanic II	0.50	0.50	1.00	0.50	1.00	0.50
Utility Worker II	0.00	0.00	4.00	4.00	4.00	0.00
Total Authorized:	12.83	12.83	14.00	1.17	14.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: MAINTENANCE AND CONSTRUCTION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$564,269	\$637,820	\$688,644	8.0	\$738,943	7.3
Non-Personal/Operating	235,792	308,930	309,100	0.1	309,350	0.1
Interfund Service Charges	<u>57,260</u>	<u>63,780</u>	<u>68,864</u>	8.0	<u>73,894</u>	7.3
Program Total:	<u>\$857,321</u>	<u>\$1,010,530</u>	<u>\$1,066,608</u>	5.5	<u>\$1,122,187</u>	5.2
 <u>Funding Source</u>						
Water Fund	<u>\$857,321</u>	<u>\$1,010,530</u>	<u>\$1,066,608</u>	5.5	<u>\$1,122,187</u>	5.2

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects reallocation of hours and salary increases.

Non-Personal/Operating:

Increase reflects State mandated training.

Interfund:

Increase reflects General Administration Allocation.

Capital Outlay:

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
*** Meter Service ***
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: METER SERVICE

PROGRAM PURPOSE AND DESCRIPTION

This program includes reading and maintaining approximately 40,000 water meters, ranging in size from 5/8-inch to 10-inch. Additionally, personnel from this program respond to customer service calls for maintenance, turn on and off service and collection for delinquent accounts. They also provide administrative and operational support to the Finance Department as required.

PRIMARY OBJECTIVES

- * Read and exchange water meters as needed.
- * Provide customer service support and perform field assignments relating to customer service.
- * Provide customer service as quickly as possible and in a courteous and professional manner.
- * Test and repair large meters.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Maintenance Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker II	2.00	2.00	1.00	(1.00)	1.00	0.00
Meter Service Worker I	3.00	3.00	4.00	1.00	4.00	0.00
Meter Service Worker II	4.00	4.00	4.00	0.00	4.00	0.00
Meter Service Worker III	1.00	1.00	1.00	0.00	1.00	0.00
Meter Shop Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Senior Meter Service Worker	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	13.00	13.00	13.00	0.00	13.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: METER SERVICE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$466,299	\$582,690	\$609,346	4.6	\$653,952	7.3
Non-Personal/Operating	214,595	289,320	294,760	1.9	299,860	1.7
Interfund Service Charges	998,424	1,048,810	1,013,984	(3.3)	1,057,210	4.3
Program Total:	<u>\$1,679,318</u>	<u>\$1,920,820</u>	<u>\$1,918,090</u>	(0.1)	<u>\$2,011,022</u>	4.8
Funding Source						
Water Fund	<u>\$1,679,318</u>	<u>\$1,920,820</u>	<u>\$1,918,090</u>	(0.1)	<u>\$2,011,022</u>	4.8

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases.

Non-Personal/Operating:

Increase reflects anticipated postage rate increase and maintenance and operation of meters.

Interfund:

Increase reflects General Administrative Allocation and Utility Billing.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
*** Administration and Debt Service ***
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION AND DEBT SERVICE

PROGRAM PURPOSE AND DESCRIPTION

This program provides all administrative, drafting and supply functions, as well as direction for the implementation of policy, regulations, and operating procedures. This program also provides the mechanism for repaying the Water Revenue Bonds.

PRIMARY OBJECTIVES

- * Continue to upgrade all water system maps and plans.
- * Coordinate planning, design and construction of water capital projects.
- * Identify funding sources such as long-term financing and state funds for water capital projects.
- * Provide conservation information through public information programs.

AUTHORIZED POSITIONS

Classification Title	2000-01	2001-02	2002-03	Change	2003-04	Change
	Budget	Budget	Budget		Budget	
Administrative Analyst II	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Manager	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Secretary	0.50	0.50	0.50	0.00	0.50	0.00
Asst. City Manager (CM Office)	0.16	0.16	0.00	(0.16)	0.00	0.00
City Manager (CM Office)	0.00	0.00	0.20	0.20	0.20	0.00
Environmental/Reg Comp	0.50	0.50	0.50	0.00	0.50	0.00
Office Specialist II	3.00	3.00	2.50	(0.50)	2.50	0.00
Public Information Officer (CM Office)	0.50	0.50	0.50	0.00	0.50	0.00
Purchasing Technician	0.50	0.50	0.50	0.00	0.50	0.00
Senior Management Analyst	0.50	0.50	0.50	0.00	0.50	0.00
Senior Office Specialist	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Director	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Division Mgr	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	8.66	8.66	8.20	(0.46)	8.20	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION AND DEBT SERVICE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$488,020	\$554,490	\$576,175	3.9	\$607,535	5.4
Non-Personal/Operating	3,917,368	4,289,890	594,870	(86.1)	606,980	2.0
Interfund Service Charges	2,699,931	2,839,080	3,132,301	10.3	3,188,047	1.8
Debt Service	1,850,859	3,142,494	3,122,245	(0.6)	3,117,426	(0.2)
Capital Outlay	0	0	184,000	N/A	142,000	(22.8)
Operating Transfers-Out	600,000	900,000	900,000	0.0	900,000	0.0
*Cost Sharing Transfers-Out	779,494	802,310	620,679	(22.6)	643,436	N/A
Program Total:	<u>\$10,335,672</u>	<u>\$12,528,264</u>	<u>\$9,130,270</u>	(27.1)	<u>\$9,205,424</u>	0.8
Funding Source						
Water Fund	<u>\$10,335,672</u>	<u>\$12,528,264</u>	<u>\$9,130,270</u>	(27.1)	<u>\$9,205,424</u>	0.8

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects reallocation of hours.

Non-Personal/Operating:

FY 2000-2001 and 2001-2002 include depreciation.

Interfund:

Increase reflects General Insurance. Increase in Administration Charge in lieu of taxes is due to the increased size and value of infrastructure. Increase in COC Building Rental is due to escalating operating costs. Increase reflects telecommunication of five remote locations and the Monitor and Control System.

Debt Service:

Increase reflects San Luis Rey River debt service.

*Also included in this program summary is a transfer out to Public Works for Flood Control/Storm Drains.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
* **Laboratory** *
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: LABORATORY

PROGRAM PURPOSE AND DESCRIPTION

This program covers testing and reporting of all water samples and customer complaints in accordance with all State and Federal regulations.

PRIMARY OBJECTIVES

* Perform all weekly system bacteriological testing, quarterly general physical testing, VOC and TTHM testing, and any other testing necessary or required.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Associate Chemist	0.25	0.25	0.50	0.25	0.50	0.00
Industrial Waste Inspector	0.00	0.00	0.50	0.50	0.50	0.00
Laboratory Assistant	0.25	0.25	0.50	0.25	0.50	0.00
Laboratory Supervisor	0.25	0.25	0.50	0.25	0.50	0.00
Laboratory Technician	1.00	1.00	1.00	0.00	1.00	0.00
Microbiologist	0.25	0.25	0.50	0.25	0.50	0.00
Senior Chemist	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	2.50	2.50	4.00	1.50	4.00	0.00

*** NOTE: Personnel for this program are supplied from Laboratory-Sewer (Program 6960). Personnel hours are split 50/50 between Programs 6760 and 6960.**

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: LABORATORY

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$122,431	\$137,680	\$227,056	64.9	\$243,462	7.2
Non-Personal/Operating	85,404	150,580	151,780	0.8	151,780	0.0
Interfund Service Charges	12,243	13,770	22,706	64.9	24,346	7.2
Capital Outlay	<u>0</u>	<u>12,000</u>	<u>24,000</u>	100.0	<u>17,000</u>	(29.2)
Program Total:	<u>\$220,078</u>	<u>\$314,030</u>	<u>\$425,542</u>	35.5	<u>\$436,588</u>	2.6
 <u>Funding Source</u>						
Water Fund	<u>\$220,078</u>	<u>\$314,030</u>	<u>\$425,542</u>	35.5	<u>\$436,588</u>	2.6

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects reallocation of hours and salary increases.

Non-Personal/Operating:

Increase reflects additional training costs.

Interfund:

Increase reflects General Administration Allocation.

Capital Outlay:

Increase reflects replacement of lab equipment.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
Laboratory
*** Monitor and Control System ***
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: MONITOR AND CONTROL SYSTEM

PROGRAM PURPOSE AND DESCRIPTION

This program provides monitoring, controlling and data acquisition for all the various Water Utilities Department facilities. This includes control of installation, maintenance and computer interface within the Monitor and Control System.

PRIMARY OBJECTIVES

* Provide efficient, reliable monitoring and control of the water system, including reservoir levels, line pressures, pumps, valves and generators.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Instrumentation Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Instrumentation Technician I	1.00	1.00	1.00	0.00	1.00	0.00
Instrumentation Technician II	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	2.00	2.00	2.00	0.00	2.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: MONITOR AND CONTROL SYSTEM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$84,709	\$122,500	\$127,635	4.2	\$136,517	7.0
Non-Personal/Operating	36,019	42,760	43,730	2.3	48,730	11.4
Interfund Service Charges	<u>8,553</u>	<u>12,250</u>	<u>12,763</u>	4.2	<u>13,652</u>	7.0
Program Total:	<u>\$129,281</u>	<u>\$177,510</u>	<u>\$184,128</u>	3.7	<u>\$198,899</u>	8.0
Funding Source						
Water Fund	<u>\$129,281</u>	<u>\$177,510</u>	<u>\$184,128</u>	3.7	<u>\$198,899</u>	8.0

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases.

Non-Personal/Operating:

Interfund:

Increase reflects General Administrative Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: GEOGRAPHIC INFORMATION SYSTEM

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for developing a connection to a standard GIS mapping system through the City's existing network. It will provide a solid GIS foundation and platform for future integration with CIP, work management, permitting and meter tracking. This program will provide a central relational database hub where other departments can store, maintain and retrieve their specific geographic related data.

PRIMARY OBJECTIVES

- * Conversion of existing graphics and data into a new GIS system.
- * Provide a GIS system compatible with other systems with capability to meet future needs.
- * Maintain and update department's water and sewer base maps.
- * Provide maps and data to the department's field employees.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2002-04 Budget	Change
Assistant Engineer	0.50	0.50	0.50	0.00	0.50	0.00
Engineering Assistant I	0.00	0.00	0.50	0.50	0.50	0.00
Engineering Technician I	0.50	0.50	0.00	(0.50)	0.00	0.00
Geographic Info Sys Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Geographic Info Sys Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	3.50	3.50	3.50	0.00	3.50	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: GEOGRAPHIC INFORMATION SYSTEM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$120,146	\$204,820	\$182,736	(10.8)	\$201,614	10.3
Non-Personal/Operating	14,011	25,600	33,600	31.3	34,600	3.0
Interfund Service Charges	10,603	20,480	18,274	(10.8)	20,161	10.3
Program Total:	<u>\$144,760</u>	<u>\$250,900</u>	<u>\$234,610</u>	(6.5)	<u>\$256,375</u>	9.3
Funding Source						
Water Fund	<u>\$144,760</u>	<u>\$250,900</u>	<u>\$234,610</u>	(6.5)	<u>\$256,375</u>	9.3

BUDGET HIGHLIGHTS

Personal Services:

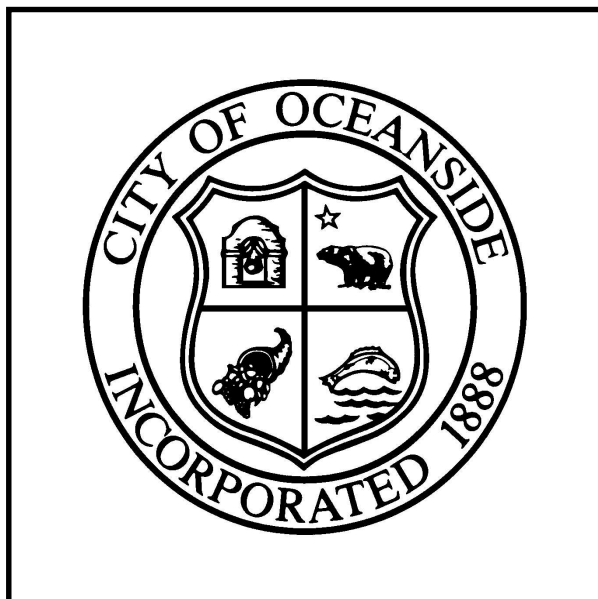
Decrease reflects reallocation of hours.

Non-Personal/Operating:

Increase reflects maintenance agreement.

Interfund:

Decrease reflects General Administration Allocation



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program
Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: CLEAN WATER PROGRAM

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for developing a regulatory program to insure compliance with the Clean Water Act and more specifically with the Waste Discharge Requirements for Discharges of Urban Runoff from Municipal Separate Storm Sewer Systems issued by California Regional Water Quality Control Board. This program will be responsible for coordinating the work of several departments in order to meet the requirements of the regulations. The Water Utilities Department will be responsible for overseeing the compliance of industrial, commercial, municipal and residential facilities and providing education on the program city-wide.

PRIMARY OBJECTIVES

- * Develop written programs as required to document program.
- * Develop necessary personnel structure for carrying out program.
- * Establish a monitoring program for the City and associated watersheds.
- * Provide necessary education to all parties concerning storm water pollution and prevention.
- * Develop inspection, enforcement and reporting programs.
- * Coordinate with Engineering Department of construction related storm water issues.
- * Develop a watershed based program in conjunction with the surrounding cities and county.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Code Enforcement Officer III	0.00	0.00	2.00	2.00	2.00	0.00
Program Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Senior Management Analyst	0.00	0.00	0.75	0.75	0.75	0.00
Total Authorized:	0.00	0.00	3.75	3.75	3.75	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WATER

FISCAL YEARS 2002-04

PROGRAM: CLEAN WATER PROGRAM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$0	\$0	\$142,925	N/A	\$199,415	39.5
Non-Personal/Operating	0	0	87,266	N/A	21,476	(75.4)
Interfund Service Charges	<u>0</u>	<u>0</u>	<u>14,292</u>	N/A	<u>19,941</u>	39.5
Program Total:	<u>\$0</u>	<u>\$0</u>	<u>\$244,483</u>	N/A	<u>\$240,832</u>	(1.5)
 <u>Funding Source</u>						
Water Fund	<u>\$0</u>	<u>\$0</u>	<u>\$244,483</u>	N/A	<u>\$240,832</u>	(1.5)

BUDGET HIGHLIGHTS

Personal Services:

This is a new program.

Non-Personal/Operating:

Interfund:

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Source and Supply
Hydro-Electric Generation
Water Pumping
Water Treatment
Groundwater Purification Plant
Maintenance and Construction
Meter Service
Administration and Debt Service
Laboratory
Monitor and Control System
Water Geographic Information System
Clean Water Program

Water Service Connections

Wastewater Division

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: WATER SERVICE CONNECTIONS

PROGRAM PURPOSE AND DESCRIPTION

This program budgets funds the costs of new water meter services and labor to perform meter installations. This program includes funds for the purchase of new water meters that are to be installed in the City's water system.

PRIMARY OBJECTIVES

- * Install new water meter services, water meters, meter boxes and ball valves as needed by property owners and developers in a timely and efficient manner (service levels are dictated by the rate of development).

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Maintenance Worker II	0.22	0.22	0.00	(0.22)	0.00	0.00
Maintenance Worker III	0.36	0.36	0.00	(0.36)	0.00	0.00
Total Authorized:	0.58	0.58	0.00	(0.58)	0.00	0.00

* **NOTE: Personnel for this program are supplied from Maintenance and Construction (Program 6730).**

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

PROGRAM: WATER SERVICE CONNECTIONS

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$4,963	\$25,820	\$0	(100.0)	\$0	N/A
Non-Personal/Operating	53,620	76,000	76,000	0.0	76,000	0.0
Interfund Service Charges	<u>496</u>	<u>2,580</u>	<u>0</u>	(100.0)	<u>0</u>	N/A
Program Total:	<u>\$59,079</u>	<u>\$104,400</u>	<u>\$76,000</u>	(27.2)	<u>\$76,000</u>	0.0
Funding Source						
Water Fund	<u>\$59,079</u>	<u>\$104,400</u>	<u>\$76,000</u>	(27.2)	<u>\$76,000</u>	0.0

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects reallocation of hours.

Non-Personal/Operating:

Interfund:

Decrease reflects General Administration Allocation.



Wastewater Division

DIVISIONAL DESCRIPTION

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

DIVISION: WASTEWATER

DIVISION PURPOSE AND DESCRIPTION

This division is responsible for the operation and maintenance of the City's Wastewater Collection and Treatment facilities. This system includes over 450 miles of pipelines, two Wastewater Treatment Plants, 30 Sewer Lift Stations, Monitor and Control System and an Industrial Waste Inspection program. Presently, sewage is treated at Full Secondary Treatment level according to EPA standards.

PRIMARY OBJECTIVES

- * Maintain and check over 450 miles of sewer mains.
- * Upgrade and maintain all sewer system maps and plans.
- * Improve and computerize water/sewer base maps, files and other documentation.
- * Continue sewer system hydraulic modeling program.
- * Monitor and control odor in neighborhoods.
- * Provide effective and cost efficient services while ensuring that all County, State and Federal standards are met.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-2001 Budget</u>	<u>2001-2002 Budget</u>	<u>2002-2003 Budget</u>	<u>Change</u>	<u>2003-2004 Budget</u>	<u>Change</u>
Administrative Analyst II	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Manager	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Secretary	0.50	0.50	0.50	0.00	0.50	0.00
Assistant Engineer	0.50	0.50	0.50	0.00	0.50	0.00
Associate Chemist	0.75	0.75	0.50	(0.25)	0.50	0.00
Chief Plant Operator	2.00	2.00	2.00	0.00	2.00	0.00
Electrician	1.92	1.92	2.00	0.08	2.00	0.00
Engineering Assistant I	0.00	0.00	0.50	0.50	0.50	0.00
Engineering Technician I	0.50	0.50	0.00	(0.50)	0.00	0.00
Environmental/Reg Comp	0.50	0.50	0.50	0.00	0.50	0.00
Geographic Info Sys Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Geographic Info Sys Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Industrial Waste Inspector	1.00	1.00	0.50	(0.50)	0.50	0.00
Instrumentation Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Instrumentation Technician	1.00	1.00	0.00	(1.00)	0.00	0.00
Instrumentation Technician I	0.00	0.00	1.00	1.00	1.00	0.00
Instrumentation Technician II	0.50	0.50	0.50	0.00	0.50	0.00
Laboratory Assistant	0.75	0.75	0.50	(0.25)	0.50	0.00
Laboratory Supervisor	0.75	0.75	0.50	(0.25)	0.50	0.00
Laboratory Technician	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	5.00	5.00	4.00	(1.00)	4.00	0.00
Maintenance Worker II	8.00	8.00	4.00	(4.00)	4.00	0.00
Maintenance Worker III	2.00	2.00	1.00	(1.00)	1.00	0.00

Continued

AUTHORIZED POSITIONS (continued)

Classification Title	2000-2001	2001-2002	2002-2003	Change	2003-2004	Change
	Budget	Budget	Budget		Budget	
Mechanical Technologist I	3.82	3.82	4.00	0.18	4.00	0.00
Mechanical Technologist II	1.96	1.96	2.00	0.04	2.00	0.00
Microbiologist	0.75	0.75	0.50	(0.25)	0.50	0.00
Office Specialist II	2.00	2.00	2.50	0.50	2.50	0.00
Plant Maintenance Supervisor	0.94	0.94	1.00	0.06	1.00	0.00
Project Manager*	2.00	2.00	2.00	0.00	2.00	0.00
Purchasing Technician	0.50	0.50	0.50	0.00	0.50	0.00
Senior Chemist	0.50	0.50	0.50	0.00	0.50	0.00
Senior Management Analyst	0.50	0.50	0.50	0.00	0.50	0.00
Senior Office Specialist	0.50	0.50	0.50	0.00	0.50	0.00
Utility Inspector*	2.00	2.00	2.00	0.00	2.00	0.00
Utility Worker I	0.00	0.00	5.00	5.00	5.00	0.00
Utility Worker II	0.00	0.00	2.00	2.00	2.00	0.00
Wastewater Plant Operator I	3.00	3.00	2.00	(1.00)	2.00	0.00
Wastewater Plant Operator II	5.00	5.00	5.00	0.00	5.00	0.00
Wastewater Plant Operator III	16.00	16.00	17.00	1.00	17.00	0.00
Water Utilities Director	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Division Manager	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	74.64	74.64	74.00	(0.64)	74.00	0.00

*Included in CIP Budget

DIVISIONAL SUMMARY

DEPARTMENT: WATER UTILITIES

FISCAL YEARS 2002-04

DIVISION: WASTEWATER

WASTEWATER DIVISION SUMMARY

<u>Division Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$3,590,535	\$4,038,920	\$4,072,905	0.8	\$4,320,499	6.1
Non-Personal/Operating	10,851,839	9,401,720	6,948,801	(26.1)	7,175,417	3.3
Interfund Service Charges	2,821,506	2,990,310	3,436,803	14.9	3,540,786	3.0
Debt Service	664,203	1,643,335	1,641,860	(0.1)	1,639,179	(0.2)
Cost Sharing - Transfers Out	82,500	84,975	0	(100.0)	0	N/A
Capital Outlay	0	25,800	249,500	867.1	110,800	(55.6)
Division Total:	<u>\$18,010,583</u>	<u>\$18,185,060</u>	<u>\$16,349,869</u>	(10.1)	<u>\$16,786,681</u>	2.7
Funding Source						
Water Fund	\$18,010,583	\$18,185,060	\$16,349,869	(10.1)	\$16,786,681	2.7
State Grant	0	97,200	0	(100.0)	0	N/A
	<u>\$18,010,583</u>	<u>\$18,282,260</u>	<u>\$16,349,869</u>	(10.6)	<u>\$16,786,681</u>	2.7

DIVISIONAL EXPENDITURES BY PROGRAM

<u>Program Expenditures</u>	<u>2001-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Administration and Debt	\$6,492,682	\$7,606,997	\$4,630,117	(39.1)	\$4,651,685	0.5
Energy Management	0	97,200	0	(100.0)	0	N/A
Wastewater Misc Debt	673,641	985,143	983,668	(0.1)	980,988	(0.3)
Collection & Transmission	2,902,760	2,386,000	2,860,700	19.9	2,997,975	4.8
La Salina Wastewater T. P.	2,650,081	2,160,834	2,317,411	7.2	2,396,129	3.4
San Luis Rey Wastewater T. P.	4,638,667	3,922,796	4,566,416	16.4	4,760,717	4.3
Laboratory	418,286	582,930	501,491	(14.0)	511,303	2.0
Monitor and Control System	120,983	192,260	244,895	27.4	224,993	(8.1)
Wastewater G.I.S.	113,483	250,900	245,171	(2.3)	262,891	7.2
Division Total:	<u>\$18,010,583</u>	<u>\$18,185,060</u>	<u>\$16,349,869</u>	(10.1)	<u>\$16,786,681</u>	2.7
Funding Source						
Water Fund	<u>\$18,010,583</u>	<u>\$18,185,060</u>	<u>\$16,349,869</u>	(10.1)	<u>\$16,786,681</u>	2.7

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service

Collection and Transmission
La Salina Wastewater Treatment Plant
San Luis Rey Wastewater Treatment Plant
Laboratory
Monitor and Control System
Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION AND DEBT SERVICE

PROGRAM PURPOSE AND DESCRIPTION

This program provides operational supervision, budgetary, administrative and engineering support to the Sewer Division. It also provides the mechanism for repaying bond issues.

PRIMARY OBJECTIVES

- * Continue to upgrade all sewer system maps and plans with GIS.
- * Coordinate planning, design and construction of sewer capital projects.
- * Identify funding sources such as long-term financing and state funds for water sewer capital projects.
- * Continue to research and develop cost saving measures.
- * Develop and implement operational policies and guidelines.

AUTHORIZED POSITIONS

Classification Title	2000-01 Budget	2001-02 Budget	2002-03 Budget	Change	2003-04 Budget	Change
Administrative Analyst II	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Manager	0.50	0.50	0.50	0.00	0.50	0.00
Administrative Secretary	0.50	0.50	0.50	0.00	0.50	0.00
Environmental/Reg Comp	0.50	0.50	0.50	0.00	0.50	0.00
Office Specialist II	1.00	1.00	1.50	0.50	1.50	0.00
Purchasing Technician	0.50	0.50	0.50	0.00	0.50	0.00
Senior Management Analyst	0.50	0.50	0.50	0.00	0.50	0.00
Senior Office Specialist	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Director	0.50	0.50	0.50	0.00	0.50	0.00
Water Utilities Division Manager	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized:	6.00	6.00	6.50	0.50	6.50	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: ADMINISTRATION AND DEBT SERVICE

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$375,345	\$419,910	\$458,347	9.2	\$478,663	4.4
Non-Personal/Operating	3,543,711	3,912,720	276,230	(92.9)	278,230	0.7
Interfund Service Charges	2,500,564	2,628,400	3,075,348	17.0	3,156,601	2.6
Capital Outlay	0	0	162,000	N/A	80,000	(50.6)
Cost Sharing - Transfers Out	82,500	84,975	0	(100.0)	0	N/A
Debt Service	<u>664,203</u>	<u>1,643,335</u>	<u>1,641,860</u>	(0.1)	<u>1,639,179</u>	(0.2)
Program Total:	<u><u>\$7,166,323</u></u>	<u><u>\$8,689,340</u></u>	<u><u>\$5,613,785</u></u>	(35.4)	<u><u>\$5,632,673</u></u>	0.3
Funding Source						
Water Fund	\$7,166,323	\$8,592,140	\$5,613,785	(34.7)	\$5,632,673	0.3
State Grant	<u>0</u>	<u>97,200</u>	<u>0</u>	(100.0)	<u>0</u>	N/A
	<u><u>\$7,166,323</u></u>	<u><u>\$8,689,340</u></u>	<u><u>\$5,613,785</u></u>	(35.4)	<u><u>\$5,632,673</u></u>	0.3

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases and reallocation of hours. The Project Manager and Utility Inspector positions are charged to C.I.P.

Non-Personal/Operating:

Decrease reflects reallocation of equipment maintenance to Information Technologies.

Interfund:

Increase reflects General Administrative Allocations.

Debt Service:

Increase reflects increase in bond expense.

Capital Outlay:

Vehicle replacements will total \$162,000 in FY03 and \$80,000 in FY04.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service

Collection and Transmission

La Salina Wastewater Treatment Plant

San Luis Rey Wastewater Treatment Plant

Laboratory

Monitor and Control System

Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: COLLECTION AND TRANSMISSION

PROGRAM PURPOSE AND DESCRIPTION
--

The Collection program includes the operations and maintenance of the City's Wastewater Collection facilities. This system includes 450 miles of pipeline, two wastewater treatment plants, 34 sewer lift stations and industrial waste inspection.

PRIMARY OBJECTIVES

- * Continue to provide a trouble-free wastewater collection system and handle citizen inquiries in a professional manner.
- * Maintain and check over 450 miles of sewer mains.
- * Televiser sewer mains for infiltration.
- * Detect problem areas by televising sewer lines.
- * Reduce sewer spills by jetting and rodding sewer mains.
- * Increase and enhance safety programs throughout plant maintenance division.
- * Minimize odor complaints through Preventive Odor Control Program.

AUTHORIZED POSITIONS

Classification Title	2000-2001	2001-2002	2002-2003		2003-2004	
	Budget	Budget	Budget	Change	Budget	Change
Electrician	0.60	0.60	2.00	1.40	2.00	0.00
Industrial Waste Inspector	0.50	0.50	0.00	(0.50)	0.00	0.00
Maintenance Specialist	2.00	2.00	1.00	(1.00)	1.00	0.00
Maintenance Supervisor	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	4.69	4.69	4.00	(0.69)	4.00	0.00
Maintenance Worker II	7.10	7.10	4.00	(3.10)	4.00	0.00
Maintenance Worker III	2.00	2.00	1.00	(1.00)	1.00	0.00
Mechanical Technologist I	1.71	1.71	4.00	2.29	4.00	0.00
Mechanical Technologist II	1.04	1.04	2.00	0.96	2.00	0.00
Plant Maintenance Supervisor	0.36	0.36	1.00	0.64	1.00	0.00
Utility Worker I	0.00	0.00	5.00	5.00	5.00	0.00
Utility Worker II	0.00	0.00	2.00	2.00	2.00	0.00
Total Authorized:	21.00	21.00	27.00	6.00	27.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: COLLECTION AND TRANSMISSION

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$977,717	\$999,550	\$1,332,905	33.4	\$1,419,986	6.5
Non-Personal/Operating	1,828,721	1,286,490	1,394,505	8.4	1,435,990	3.0
Interfund Service Charges	<u>96,322</u>	<u>99,960</u>	<u>133,290</u>	33.3	<u>141,999</u>	6.5
Program Total:	<u>\$2,902,760</u>	<u>\$2,386,000</u>	<u>\$2,860,700</u>	19.9	<u>\$2,997,975</u>	4.8
Funding Source						
Water Fund	<u>\$2,902,760</u>	<u>\$2,386,000</u>	<u>\$2,860,700</u>	19.9	<u>\$2,997,975</u>	4.8

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases and reallocation of hours.

Non-Personal/Operating:

Increase reflects safety, and odor control chemicals and maintenance utilities.

Interfund:

Increase reflects City-wide increases.

Capital Outlay:

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service

Collection and Transmission

La Salina Wastewater Treatment Plant

San Luis Rey Wastewater Treatment Plant

Laboratory

Monitor and Control System

Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: LA SALINA WASTEWATER TREATMENT PLANT

PROGRAM PURPOSE AND DESCRIPTION

This program's purpose is to reduce the concentrations of pollutants in the wastewater discharged to levels that will allow the objectives of the Federal Water Pollution Control Act and Amendments, the Water Quality Control Plan and the California Water Pollution Control laws. Areas served are west of I-5, downtown and coastal areas. Presently, this treatment plant has the capacity of 5.5 million gallons a day.

PRIMARY OBJECTIVES

- * Continue to employ the most cost effective and efficient methods possible to insure that County, State and Federal standards are met.
- * Continue ongoing training program for safety, operations and maintenance.
- * Continue to monitor and control odors around the plant and surrounding neighborhood.
- * Provide monthly reports on all plant process data and provide accurate documentation of all events.

AUTHORIZED POSITIONS

Classification Title	2000-2001	2001-2002	2002-2003	Change	2003-2004	Change
	Budget	Budget	Budget		Budget	
Chief Plant Operator	1.00	1.00	1.00	0.00	1.00	0.00
Maintenance Worker I	0.15	0.15	0.00	(0.15)	0.00	0.00
Maintenance Worker II	0.45	0.45	0.00	(0.45)	0.00	0.00
Mechanical Technologist I	1.00	1.00	0.00	(1.00)	0.00	0.00
Mechanical Technologist II	0.50	0.50	0.00	(0.50)	0.00	0.00
Plant Maintenance Supervisor	0.25	0.25	0.00	(0.25)	0.00	0.00
Wastewater Plant Operator I	1.00	1.00	1.00	0.00	1.00	0.00
Wastewater Plant Operator II	3.00	3.00	3.00	0.00	3.00	0.00
Wastewater Plant Operator III	6.00	6.00	6.00	0.00	6.00	0.00
Total Authorized:	13.35	13.35	11.00	(2.35)	11.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: LA SALINA WASTEWATER TREATMENT PLANT

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$824,058	\$840,990	\$707,786	(15.8)	\$745,529	5.3
Non-Personal/Operating	1,744,104	1,221,944	1,515,346	24.0	1,562,247	3.1
Interfund Service Charges	81,919	84,100	70,779	(15.8)	74,553	5.3
Capital Outlay	0	13,800	23,500	70.3	13,800	(41.3)
Program Total:	<u>\$2,650,081</u>	<u>\$2,160,834</u>	<u>\$2,317,411</u>	7.2	<u>\$2,396,129</u>	3.4
<u>Funding Source</u>						
Water Fund	<u>\$2,650,081</u>	<u>\$2,160,834</u>	<u>\$2,317,411</u>	7.2	<u>\$2,396,129</u>	3.4

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects change in City-wide leave and fringe benefit costs and reallocation of hours.

Non-Personal/Operating:

Increase reflects additional maintenance cost, safety equipment, (small tools account) permit fees and Utilities, sludge haulers.

Interfund:

Decrease reflects Personal Services cost decrease.

Capital Outlay:

FY 03: Replacement Forklift \$23,500; FY 04: Replacement Taylor Dunn Cart \$8,000 and replacement Hot Pressure Washer \$5,500 for a total of \$13,500.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service

Collection and Transmission

La Salina Wastewater Treatment Plant

San Luis Rey Wastewater Treatment Plant

Laboratory

Monitor and Control System

Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: SAN LUIS REY WASTEWATER TREATMENT PLANT

PROGRAM PURPOSE AND DESCRIPTION
--

The San Luis Rey Wastewater Treatment Plant treats domestic and industrial wastewater for those areas of the City that generally lie east of I-5. This Plant operates under the guidelines established and enforced by Federal, State and County regulatory agencies, and presently has a capacity of 10.7 million gallons a day. The Rainbow Municipal Water District conveys to the San Luis Rey Plant approximately 225,000 gallons per day of sewage. The plant treats Rainbow's sewage, and Rainbow reimburses the City per contract agreement.

PRIMARY OBJECTIVES

- * Continue to employ the most cost effective and efficient methods possible to insure that County, State and Federal standards are met.
- * Supply quality Title 22 reclaimed water to the Oceanside Municipal Golf Course.
- * Continue to monitor and control odors around the plant and surrounding neighborhoods.
- * Reduce potable water consumption by recycling reclaimed water where possible.
- * Develop an ongoing training program for safety, operations and maintenance.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-2001 Budget</u>	<u>2001-2002 Budget</u>	<u>2002-2003 Budget</u>	<u>Change</u>	<u>2003-2004 Budget</u>	<u>Change</u>
Chief Plant Operator	1.00	1.00	1.00	0.00	1.00	0.00
Electrician	0.56	0.56	0.00	(0.56)	0.00	0.00
Maintenance Worker I	0.16	0.16	0.00	(0.16)	0.00	0.00
Maintenance Worker II	0.45	0.45	0.00	(0.45)	0.00	0.00
Mechanical Technologist I	1.11	1.11	0.00	(1.11)	0.00	0.00
Mechanical Technologist II	0.42	0.42	0.00	(0.42)	0.00	0.00
Office Specialist II	1.00	1.00	1.00	0.00	1.00	0.00
Plant Maintenance Supervisor	0.33	0.33	0.00	(0.33)	0.00	0.00
Wastewater Plant Operator I	2.00	2.00	1.00	(1.00)	1.00	0.00
Wastewater Plant Operator II	2.00	2.00	2.00	0.00	2.00	0.00
Wastewater Plant Operator III	10.00	10.00	11.00	1.00	11.00	0.00
Total Authorized:	19.03	19.03	16.00	(3.03)	16.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: SAN LUIS REY WASTEWATER TREATMENT PLANT

Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$977,862	\$1,107,200	\$995,642	(10.1)	\$1,061,615	6.6
Non-Personal/Operating	3,563,158	2,704,876	3,471,210	28.3	3,592,940	3.5
Interfund Service Charges	<u>97,647</u>	<u>110,720</u>	<u>99,564</u>	(10.1)	<u>106,162</u>	6.6
Program Total:	<u>\$4,638,667</u>	<u>\$3,922,796</u>	<u>\$4,566,416</u>	16.4	<u>\$4,760,717</u>	4.3

Funding Source

Water Fund	<u>\$4,638,667</u>	<u>\$3,922,796</u>	<u>\$4,566,416</u>	16.4	<u>\$4,760,717</u>	4.3
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BUDGET HIGHLIGHTS

Personal Services:

Reduction due to reallocation of hours.

Non-Personal/Operating:

Increase reflects Odor Control, Utilities Costs, and sludge hauling.

Interfund:

Decrease in General Administrative Allocation.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service
Collection and Transmission
La Salina Wastewater Treatment Plant
San Luis Rey Wastewater Treatment Plant
Laboratory
Monitor and Control System
Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: LABORATORY

PROGRAM PURPOSE AND DESCRIPTION
--

As directed, comply with all applicable County, State, and Federal requirements through the interpretation of the regulations and the administration of the monitoring and reporting program for reclamation, ocean discharge and sludge disposal.

PRIMARY OBJECTIVES

- * Plan, schedule and implement testing as required by the EPA, the California Regional Water Quality Control Board, and the County of San Diego (process control testing is also carried out for both San Luis Rey and La Salina Wastewater treatment plants).
- * EPA discharge monitoring -- 12 monthly and 4 quarterly reports for sewage solids.
- * State Ocean Discharge Monitoring reports for the California Regional Water Quality Control Board -- 12 monthly and 4 quarterly reports for sewage solids, and an annual summary of these reports plus the pre-treatment program data from both plants.
- * State Land Disposal of Wastewater (reclamation) reports for California Regional Water Quality Control Board -- 12 monthly and 4 quarterly reports for sewage solids.
- * County of San Diego Solid Waste Division -- 4 quarterly reports for sewage solids (reclamation) and 4 quarterly reports for sewage solids (discharge monitoring).
- * County of San Diego Environmental Health Services -- 13 biweekly and 26 weekly shore station reports.
- * Industrial Waste Inspector -- 26 laboratory analysis reports annually.
- * Maintain registration as a California Certified Wastewater Laboratory.
- * Process various samples for Camp Pendleton, upon request.

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-2001 Budget</u>	<u>2001-2002 Budget</u>	<u>2002-2003 Budget</u>	<u>Change</u>	<u>2003-2004 Budget</u>	<u>Change</u>
Associate Chemist	0.75	0.75	0.50	(0.25)	0.50	0.00
Electrician	0.76	0.76	0.00	(0.76)	0.00	0.00
Industrial Waste Inspector	0.50	0.50	0.50	0.00	0.50	0.00
Laboratory Assistant	0.75	0.75	0.50	(0.25)	0.50	0.00
Laboratory Supervisor	0.75	0.75	0.50	(0.25)	0.50	0.00
Laboratory Technician	1.00	1.00	1.00	0.00	1.00	0.00
Microbiologist	0.75	0.75	0.50	(0.25)	0.50	0.00
Senior Chemist	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	5.76	5.76	4.00	(1.76)	4.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: LABORATORY

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$259,591	\$340,700	\$254,665	(25.3)	\$269,948	6.0
Non-Personal/Operating	131,279	196,160	197,360	0.6	197,360	0.0
Interfund Service Charges	27,416	34,070	25,466	(25.3)	26,995	6.0
Capital Outlay	0	12,000	24,000	100.0	17,000	(29.2)
Program Total:	<u>\$418,286</u>	<u>\$582,930</u>	<u>\$501,491</u>	(14.0)	<u>\$511,303</u>	2.0
Funding Source						
Water Fund	<u>\$418,286</u>	<u>\$582,930</u>	<u>\$501,491</u>	(14.0)	<u>\$511,303</u>	2.0

BUDGET HIGHLIGHTS

Personal Services:

Decrease reflects reallocation of hours between the Water and Sewer Divisions.

Non-Personal/Operating:

Increase reflects maintenance - equipment and small tools and equipment.

Interfund:

Decrease reflects General Administration Allocation.

Capital Outlay:

FY 03: 50% of new autoclave \$20,000. FY 04: Upgrade of Ion Chromatograph \$12,500 and Replacement of BOD unit \$4,500 for a total of \$17,000.

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service
Collection and Transmission
La Salina Wastewater Treatment Plant
San Luis Rey Wastewater Treatment Plant
Laboratory
Monitor and Control System
Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: MONITOR & CONTROL

PROGRAM PURPOSE AND DESCRIPTION
--

The purpose of the Monitor and Control System program is to monitor 52 remote sites by computerized telemetry control and deliver this information to six different locations 24-hours a day. This program's work load has increased due to additional monitoring of the two sewage treatment plants and the water filtration plant. The completion of these program activities require a minimum of outside professional assistance. The system is maintained and operated by four personnel.

PRIMARY OBJECTIVES

- * Keep all remote sites operating and communicating to the central computer.
- * Update Hewlett Packard System program and provide redundancy.
- * Complete Programmable Logic Controllers (PLC) for La Salina Wastewater Plant.
- * Begin conversion to PC based platform during San Luis Rey Wastewater Plant Expansion. New SCADA

AUTHORIZED POSITIONS

<u>Classification Title</u>	<u>2000-2001 Budget</u>	<u>2001-2002 Budget</u>	<u>2002-2003 Budget</u>	<u>Change</u>	<u>2003-2004 Budget</u>	<u>Change</u>
Instrumentation Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Instrumentation Technician	1.00	1.00	0.50	(0.50)	0.50	0.00
Instrumentation Technician I	0.00	0.00	0.50	0.50	0.50	0.00
Instrumentation Technician II	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	2.00	2.00	2.00	0.00	2.00	0.00

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES - WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: MONITOR & CONTROL

Program Costs	2000-01 Actual	2001-02 Budget	2002-03 Adopted	% Chng fr 01-02 Budget	2003-04 Adopted	% Chng fr 02-03 Budget
Personal Services	\$76,423	\$125,750	\$132,768	5.6	\$139,221	4.9
Non-Personal/Operating	36,876	53,930	58,850	9.1	71,850	22.1
Interfund Service Charges	7,684	12,580	13,277	5.5	13,922	4.9
Capital Outlay	<u>0</u>	<u>0</u>	<u>40,000</u>	N/A	<u>0</u>	(100.0)
Program Total:	<u><u>\$120,983</u></u>	<u><u>\$192,260</u></u>	<u><u>\$244,895</u></u>	27.4	<u><u>\$224,993</u></u>	(8.1)
 <u>Funding Source</u>						
Water Fund	<u><u>\$120,983</u></u>	<u><u>\$192,260</u></u>	<u><u>\$244,895</u></u>	27.4	<u><u>\$224,993</u></u>	(8.1)

BUDGET HIGHLIGHTS

Personal Services:

Increase reflects salary increases.

Non-Personal/Operating:

Increase reflects material, supplies and services, independent contractors, and training.

Interfund:

Decrease reflects General Administrative Allocation.

Capital Outlay:

FY 03: New SCADA Van

CITY OF OCEANSIDE BIENNIAL BUDGET
FISCAL YEARS 2002-04



WATER UTILITIES

Water Division

Wastewater Division

Administration and Debt Service

Collection and Transmission

La Salina Wastewater Treatment Plant

San Luis Rey Wastewater Treatment Plant

Laboratory

Monitor and Control System

Wastewater Geographic Information System

PROGRAM DESCRIPTION

DEPARTMENT: WATER UTILITIES-WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: WASTEWATER GEOGRAPHIC INFORMATION SYSTEM

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for developing a connection to a standard GIS mapping system through the City's existing network. It will provide a solid GIS foundation and platform for future integration with CIP, work management, permitting and meter tracking. This program will provide a central relational database hub where other departments can store, maintain and retrieve their specific geographic related data.

PRIMARY OBJECTIVES

- * Conversion of existing graphics and data into a new GIS system.
- * Provide a GIS system compatible with other systems with capability to meet future needs.
- * Maintain and update department's water and sewer base maps.
- * Provide maps and data to the department's field employees.

AUTHORIZED POSITIONS

Classification Title	2000-2001	2001-2002	2002-2003	Change	2003-2004	Change
	Budget	Budget	Budget		Budget	
Assistant Engineer	0.50	0.50	0.50	0.00	0.50	0.00
Engineering Assistant I	0.50	0.50	0.50	0.00	0.50	0.00
Geographic Info Sys Specialist	2.00	2.00	2.00	0.00	2.00	0.00
Geographic Info Sys Supervisor	0.50	0.50	0.50	0.00	0.50	0.00
Total Authorized:	3.50	3.50	3.50	0.00	3.50	0.00

Note: Personnel for this program are supplied from Water Geographic Information System (Program 6775)

PROGRAM SUMMARY

DEPARTMENT: WATER UTILITIES-WASTEWATER

FISCAL YEARS 2002-04

PROGRAM: WASTEWATER GEOGRAPHIC INFORMATION SYSTEM

<u>Program Costs</u>	<u>2000-01 Actual</u>	<u>2001-02 Budget</u>	<u>2002-03 Adopted</u>	<u>% Chng fr 01-02 Budget</u>	<u>2003-04 Adopted</u>	<u>% Chng fr 02-03 Budget</u>
Personal Services	\$99,539	\$204,820	\$190,792	(6.8)	\$205,537	7.7
Non-Personal/Operating	3,990	25,600	35,300	37.9	36,800	4.2
Interfund Service Charges	<u>9,954</u>	<u>20,480</u>	<u>19,079</u>	(6.8)	<u>20,554</u>	7.7
Program Total:	<u>\$113,483</u>	<u>\$250,900</u>	<u>\$245,171</u>	(2.3)	<u>\$262,891</u>	7.2
 Funding Source						
Water Fund	<u>\$113,483</u>	<u>\$250,900</u>	<u>\$245,171</u>	(2.3)	<u>\$262,891</u>	7.2

BUDGET HIGHLIGHTS

Personal Services:

