



CITY OF DANA POINT
OPERATING BUDGET &
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2011-2012 & 2012-2013

City of Dana Point, California

ADOPTED BUDGET

2011-2012 & 2012-2013



**Scott Schoeffel
Lara Anderson
Lisa Bartlett
Steven Weinberg
William Brough**

**Mayor
Mayor Pro Tem
Council Member
Council Member
Council Member**

Douglas C. Chotkevys

City Manager

**Prepared by:
Department of Administrative Services**

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INTRODUCTION



May 1, 2011

The Honorable Mayor and City Council:

Introduction

In accordance with Dana Point Municipal Code Section 2.08.060(G), the City Manager is required to submit an annual budget for City Council consideration. This proposed two-year Operating Budget & Capital Improvement Program covers fiscal years 2011-2012 and 2012-2013. The City's Budget serves several purposes, including that of a financial plan, a management plan, a policy document and a communication tool.

Dana Point is constantly striving to provide high quality programs and services to its residents and visitors. The City's stated vision is to be "*the most beautiful, desirable and safest coastal community in which to live, work, visit, play or conduct business.*" In order to accurately measure how the community feels about its progress towards achieving the Dana Point vision, the City engaged a professional research firm to conduct a statistically reliable resident satisfaction survey in late 2009. The City was pleased to learn from the survey results that the majority of Dana Point residents felt that the City's overall efforts were on target. "*The overwhelming majority of residents surveyed (88%) reported that they were satisfied with the City of Dana Point's overall performance in providing municipal services – with 53% indicating that they were very satisfied in this respect.*" Such results not only affirm the City's efforts but also increase the City's resolve to sustain high levels of community satisfaction. The City is committed to not become complacent. Responsiveness to community needs remains a particular focus for us, as it is a clear expectation of our City Council and our citizenry, and as such is taken to heart by Staff. Our commitment to customer service is and will remain strong, and it is evidenced that our customers have come to expect 5-Star treatment when doing business with their City government.

I have come to believe that organizations that plan properly in good times stand to endure well during difficult times. The conservative fiscal practices that have been consistently observed by the Dana Point City Council continue to serve this community well. As the national economy slowly recovers from one of the worst economic downturns in history, Dana Point budgetary and fiscal policies and practices have left the City in sound condition.

33282 Golden Lantern, Dana Point, CA 92629 • (949) 248-3500 • FAX (949) 248-9920

Internet: www.danapoint.org

This budget outlines how we will continue to make informed, strategic fiscal decisions to maintain the excellence in services, facilities and community events that make Dana Point an extraordinary place to live, conduct business and visit.

Situation in Sacramento

The upcoming fiscal year (2012) is shaping up to be one of the most difficult budget years on record for state, county and local government agencies throughout the country. Overall, with loss of federal funding, declining revenues and the FY2011 shortfall, the State of California was facing an estimated \$26.6 billion budget deficit through June 2012. The Governor signed \$11 billion in budget cuts in early March but was banking on the success of \$12 billion in tax extensions being passed by the voters in early Summer to help close the remaining gap. With talks between the legislature and the Governor languishing, it is anyone's guess when and how the State budget will be finalized.

From the City's standpoint, there do not appear to be any revenue losses or direct cost shifts from the State that will impact our budget. In the fall of 2010, taxpayers voted for Proposition 22, the Local Taxpayer, Public Safety and Transportation Act of 2010. The measure prohibits the State, even during a period of severe fiscal hardship, from delaying the distribution of tax revenues for transportation, redevelopment, or local government projects and services. More specifically it reduces or eliminates the State's authority to:

- Use State fuel tax revenues to pay debt service on State transportation bonds.
- Borrow or change the distribution of State fuel tax revenues.
- Redirect redevelopment agency property taxes to any other local government.
- Temporarily shift property taxes from cities, counties, and special districts to schools.
- Use vehicle license fee (VLF) revenues to reimburse local governments for State mandated costs.

Proposition 22 added an additional layer of protection from State raids on local government tax dollars that was greatly needed. The State has been notorious for exploiting legal loopholes to filter money away from local governments to balance their own budget. As for the State's future plans, the Governor's proposal offers some contentious items that touch on almost every area of State funding. If the situation and actions in Sacramento change at any time during the upcoming fiscal years, Staff will return with the appropriate action plan to address any impact resulting from the State's adopted budget.

Economic Development

Vibrant and successful communities, those that enjoy a high quality of life, benefit from having strong and resilient businesses that serve their citizens and visitors alike. In addition, it is a fact that many smaller cities have a particular business segment that bolsters its tax base. Some have car dealerships; others big box retailers, a mall, manufacturing, or universities, to name but a few. For Dana Point, particularly given the rarely rivaled beauty of our location, we depend financially in large part on tourists and on all businesses that support tourism and our local residents.

Tourism is the City's primary industry; it is our main economic engine. Tourism revenue is key to adequately funding essential community services such as public safety, street and median maintenance, parks and open space maintenance, recreation, and the myriad of other critical capital assets we strive to maintain in like-new condition. Our entire community benefits from tourism in other ways as well, such as our visitor-serving businesses that provide dining, shopping, and other activities and which largely make possible Dana Point's 5-star resort-like amenities. Overnight visitors support shops, restaurants, and other businesses that also serve residents; the success of area businesses also has the ancillary benefit of helping to sustain higher property values for commercial and residential properties than would otherwise be afforded.

Our hotel industry directly generates well over 40% of City tax revenue, including hotel room tax (known as Transient Occupancy Tax or "TOT") and sales tax paid by hotel guests, and property taxes paid by hotel property owners. The recent economic downturn has negatively impacted hotel occupancy and room rates, and as such TOT paid to the City decreased almost \$4 million last fiscal year and reduced sales tax generated by our visitors as they shop and dine in town. To preserve our level of municipal services, and the excellent condition of our public assets, it is critical that we recognize and embrace our position as a high-end tourist destination, and take steps necessary to maintain and enhance it.

Two years ago, our four largest hotels encouraged and supported the City in forming what is known as a Business Improvement District. Activated in January 2010, and after a unanimous vote of support by those hotels, the Dana Point Tourism Business Improvement District (DPTBID) was established with its main objective being to maintain and increase market share and occupancy of Dana Point hotels. The main focus to achieve this objective will be brand marketing the city as a first-class tourist destination, and to support and promote community activities that build out the calendar of events for our citizens and tourists in a responsible manner.

Concurrently, and in order to build a stronger foundation for our Dana Point economy, we will increasingly be focusing on economic development efforts to encourage success of our local businesses, recognizing that the City cannot do it alone. Success of many of our businesses is reliant on the community's support to "Shop Local," and will be buoyed by an emerging, stronger Chamber of Commerce. With an active board of directors made up of local business leaders and a healthy membership, coupled with the City's support, the Chamber of Commerce is set to serve as an important private-sector component of a healthy local economy.

Proposed FY 2011-12 & FY2012-13 Budgets

Following is a summary of the proposed budget, focusing first on the revenue side of the equation.

General Fund Estimated Revenues in Dana Point

Total projected General Fund revenue for FY 2012 and FY 2013 is \$27,960,550 and \$30,018,050, respectively. Over the past year the City has seen improvement in both transient occupancy tax and sales tax, representing the City's first and fourth largest revenues, respectively. The decline in property values has resulted in a small decline in property tax

revenues, the second largest revenue. Permit and fee-based revenues have been little changed from fiscal 2010. Compared to the first eight months of FY 2010, the same period in FY 2011 recorded total General Fund revenues up over 5%. The City's largest revenue sources (transient occupancy tax, property tax, in-lieu property tax and sales tax) combined comprise over three quarters of General Fund revenues.

As it has been since incorporation, transient occupancy tax ("TOT") remains the City's largest revenue source, at about 32% of General Fund revenue. In FY 2011 the City is seeing an increase in TOT revenue compared to the prior fiscal year. Through the first eight months of FY 2011, TOT revenue was up by over 12% compared to FY 2010. We are somewhat optimistic that our hotels have successfully survived the bottoming of the recent economic downturn and that the outlook will continue to brighten. For purposes of projecting TOT revenue for FY 2012 & FY 2013, Staff estimates growth of about 8% per year. Note that the FY 2012 & FY 2013 TOT estimates at \$9.75 million and \$10.5 million, respectively, are still considerably less than the City's peak TOT revenue year in FY 2008 when actual TOT revenue was \$11.3 million.

Intent on raising additional funds to brand market the city as an upscale, overnight resort destination, in FY2009 the city's four largest hotels (Ritz Carlton, St. Regis, Marriott and Doubletree) officially formed the Dana Point Business Improvement District ("DPBIA"). Combined, these four hotels comprise approximately 70% of Dana Point's hotel rooms, and beginning January 1, 2010, they pooled monies collected from their guests via a \$3 per room-night assessment. These funds are being used to jointly-coordinate a marketing program. This will serve to build upon our foundation for future economic development efforts as we compete to attract tourism to Dana Point.

The second largest revenue source is property tax at 22% of General Fund revenue. As the City is nearly built-out, property tax revenue increases are driven mainly by reassessments occurring from re-sales, combined with the base growth in assessed value provided for under Proposition 13. As a coastal community, Dana Point has not been as negatively impacted by the weak housing market as have other areas of the County. However, this is not to say that we have not seen some individual property valuation declines, along with reductions in overall sales volumes. Properties purchased the past few years leading up to the recession are potentially on the tax roll at assessed values exceeding fair market value. A factor that could affect this particular revenue projection is the recent uptick in assessment appeals. As the assessor works through those appeals, the tax assessed on these properties may drop.

However, the vast majority of properties on the tax roll will continue to receive the 2% Proposition 13 assessment growth since they are still on the tax roll with assessed values well below current market value, and despite the weak real estate market these properties will still realize increases in their assessed values. Moreover, as new construction continues in the Headlands area, more properties will come onto the tax roll. After weighing these various factors, we anticipate about one percent growth in property tax revenues in both FY 2012 and FY2013. Based on these projections, revenue estimates for FY 2012 and FY 2013 are \$6,158,000 and \$6,269,000, respectively. In addition, in FY2013 the State is due to repay the \$828,000 of property taxes they unilaterally borrowed in FY 2010, bringing the total budgeted property tax revenues for FY 2013 to \$7,097,000.

In-lieu property tax, our third largest General Fund revenue source at 14%, is the result of the Vehicle License Fee ("VLF") swap and sales tax "Triple-Flip" that the State imposed upon cities beginning in FY2005. The VLF swap represents approximately 92% of the pre-swap motor vehicle in-lieu ("MVIL") revenues received by the City, and is a permanent swap of these revenues for property taxes. This 92% has been replaced with an equal amount of property tax revenues, the future growth of which is directly tied to growth in assessed valuation. For consistency, the appropriate growth estimate would be the same as that used for the property tax revenue estimate shown earlier. Using these growth factors, the MVIL portion of the in-lieu property tax revenue is projected to be \$2,940,000 in FY2012 and \$2,970,000 in FY 2013. The remaining 8% continues to be paid in the form of MVIL revenues.

For the Triple Flip, one-fourth of the 1% of State sales tax (i.e. our 1% is from the now 8.25% total State sales tax) due to the City has been temporarily exchanged for property taxes. However, in the case of sales tax, the amount of associated in-lieu property taxes is based upon actual sales tax generation, not on changes in the assessed valuation of properties. The Triple-Flip, formulated so the State could issue "Economic Recovery Bonds" to balance its budget, is considered temporary and will sunset once those bonds are retired by the State. Growth in the sales tax triple flip component of the in-lieu property taxes is tied to growth in sales tax revenues, and therefore uses the same assumptions as for sales tax revenues, as discussed below. This amounts to \$1,050,000 in FY 2012 and \$1,080,000 in FY 2013.

The final major revenue category, sales tax, represents about 11% of General Fund revenue. Through FY 2007 the City had seen year-over-year growth in sales tax revenues in every year since the City incorporated. In FY 2008 and continuing through FY 2010 the City experienced year-over-year declines in sales tax revenues. These declines were again driven by tourism and by falling gasoline prices (7 of our top 25 sales tax generators are gas stations). Staff worked closely with the City's sales tax consultant to project future revenue, and anticipates a return to growth, with a 0.6% increase in FY 2012 followed by 3.0% growth in FY 2013. Therefore, for FY 2012 and FY 2013, the revenue projections are \$3,120,000 and \$3,215,000, respectively.

Interest Income Earned on City Funds Held on Deposit

Each year the City updates the City's *Statement of Safekeeping and Investment of Public Funds*, and presents it to the City Council for adoption. This document governs the manner in which City funds are invested. The City's portfolio currently consists of investment in the State of California Local Agency Investment Fund ("LAIF"), and in a laddered portfolio of two-year U.S. Treasury Notes ("T-Notes"). These investments have a target allocation of approximately 47% in LAIF and 53% in T-Notes, and currently total approximately \$34.8 million.

After peaking in the third calendar quarter of 2007, interest rates achieved on the City portfolio began a steady decline. The LAIF yield stood at 5.25% in August 2007 and has since fallen to below 0.60%, while the City's T-Note portfolio yield has fallen from a peak of 4.73% to the current 0.80%. During this period the U.S. Federal Reserve reduced the federal funds interest rate from 5.25% to zero. For the next two years it appears likely that interest rates will remain historically low, although a slow increase is anticipated as the economic recovery continues to take hold. For budgetary purposes, Staff has conservatively projected that the City's investment portfolio yield will range from 0.7% to 1.5% during the budget period.

Of the City's portfolio, about \$14 million is in the Capital Improvement Projects Fund ("CIP"), with some designated for specific projects currently being constructed or planned to be in future years. As projects currently in progress are completed, it is anticipated that the City will begin FY 2012 with approximately \$10 million in the CIP on capital projects that are designated or underway, and \$4 million in CIP reserves. Of the \$4 million of reserves, \$3 million is designated for specific projects and \$1 million is undesignated. The level of CIP expenditures significantly impacts the size of the investment portfolio, and therefore the level of projected investment income. For purposes of the FY 2012 and FY 2013 budgets, Staff has estimated CIP outlays of \$7.4 million and \$4.1 million, respectively. The source of these outlays will consist of a combination of carryover funds from prior years, new revenues, grants and transfers from CIP reserves. To fund necessary citywide repair and replacement of existing public infrastructure in this austere economic environment, some CIP balances set aside for projects for which outside funding had been anticipated have been reprogrammed to more urgent requirements. The CIP balances include the library improvement project (\$1.5 million) and the High School Swimming Pool project design contribution (\$0.4 million). The total cost of the library project would be about \$15 million, and the pool about \$6 million, and funding plans for both required significant outside agency assistance. Neither the County nor the School District anticipates generating necessary resources in the near term to support these projects, and neither of these projects are likely to receive significant outside revenue during this next budget period. These two projects will continue to be carried as Priority 2 CIP projects for future year funding consideration as economic conditions improve. The projected CIP Fund portfolio balance at the end of FY 2013 is projected at a healthy \$4.9 million.

Adopted General Fund Expenditures in Dana Point

The proposed General Fund expenditure budget for FY 2012 is \$27,865,398 and \$28,869,251 for FY 2013. The primary objective when putting together this biennial budget was to allocate resources in a manner that continues to support high-quality public services and assets, and to do so without an operating deficit. The City has been able to accomplish a great deal the past two fiscal years and the goal of the next two years is to maintain and improve on what has been achieved in a fiscally responsible manner.

Citywide Personnel Costs

The proposed budget does not add any new positions, maintaining 64 full-time employees. The City continues to evaluate position vacancies on a case by case basis. We appreciate that our employees have enthusiastically responded to difficult economic times by stepping up to the plate, assuming more responsibility given less resources to draw upon. City staff is committed to providing the high level of service that our community deserves and demands.

It is important to point out that the City's hybrid service delivery model of using Staff along with a significant amount of contract services provides a great deal of flexibility when responding to economic downturns. Adjusting budgets to achieve necessary savings is much easier to manage when the vast majority of one's operating budget is not tied up in labor related costs. The City of Dana Point only invests approximately 26% of its General Fund operating budget in personnel costs, with the balance covering contract services, operating supplies and capital

outlay. This hybrid model has proven itself effective in giving us the ability to continue delivering high quality services during this past year as we have reduced our budget.

About one-half of the City's workforce is represented by the Dana Point City Employees Association (DPEA). As of this writing, the City is currently in discussions with the DPEA on a new multi-year contract. However, given the current fiscal situation, no potential proposals are incorporated in the proposed budget.

The following highlights some of the more significant issues and services in the FY 2012 and FY 2013 budgets:

Water Quality and Natural Resources in Dana Point

Water Quality continues to be a priority and we are continuing to get a tremendous amount completed on a city-wide basis. The City is facing significant regulatory mandates enacted by other governmental agencies, particularly with the new National Pollutant Discharge Elimination System (NPDES) permit requirements and Total Maximum Daily Load (TMDL) requirements for Baby Beach from the Regional Water Quality Control Board (RWQCB) that have been adopted. TMDL requirements for San Juan Creek and Doheny Beach are expected to become effective this year. The City has enhanced existing programs, and will develop new programs as needed over the next budget cycle to comply with these more stringent regulations. Increasing costs for mandated water quality regulatory compliance have been included in this budget submission. As additional mandated State monitoring and regulatory compliance requirements/permit interpretations unfold it may result in new compliance costs later in this budget period.

A DNA Epidemiological Study and Source Tracking Study conducted at Doheny State Beach concluded in Summer 2008, and Staff looks forward to receiving the initial report and recommendations this year. Results of the study by the Southern California Coastal Water Research Project (SCCWRP) will help inform plans for future efforts, and will include additional targeted studies and/or management actions to address the TMDL regulations in the San Juan Creek watershed.

The City received Federal funding for the Army Corps of Engineers' study regarding water circulation at Baby Beach in the Orange County Harbor. The study is intended to help develop potential solutions to consider for implementation.

The City's coordination with the South Coast Water District continues to support implementation of innovative and mutually beneficial projects, such as the Grease Management Rebate Program, in addition to ensuring that water quality is included in SCWD's water conservation ordinance. The Rebate program alone has resulted in nine grease interceptor installations (complete or in process), each reducing the chance of sewer overflows from commercial establishments to the ocean. Staff has also developed a program to provide incentives to private communities in Dana Point to install and maintain storm drain filters that reduce the amount of debris that finds its way to the ocean.

The City will continue to seek out, research and implement water quality improvement projects, such as was done recently in partnership with MiOcean and the Niguel Shores Homeowners Association. That project resulted in the construction of facilities that divert nuisance water

away from Strand Beach. Staff continues to successfully operate the Salt Creek Ozone Treatment Plant and is diligent in exploring the recycling of this water, barring regulatory obstacles. In addition, the City has taken over the operation and maintenance of several new public facilities at the Headlands, including the storm drain system and water quality treatment filter systems, trash separation units and nuisance water diversions.

The Natural Resources Program has continued to plan, develop and implement resource protection, education and enforcement at the City's new Headlands Open Space Parks, trails and the Dana Point Marine Conservation Area.

In April of 2010, the City's new trail system and Nature Interpretive Center became open for public use. To help educate and protect these areas our Natural Resources Protection Officer (NRPO) has recruited, trained and supervised a team of volunteer docents to present interpretive programs at the Headlands Nature Center and provide tours of the City's Parks.

Since the initial opening of the Nature Interpretive Center the NRPO, with the aid of volunteer Docents, has continued to develop the exhibits within the Center. Beginning January 2011, the program initiated the first public program offered at the Center with the Docent led public tour of open space areas. Future plans for both public and school group focused events utilizing the trails and the Center will help the community understand the importance of the areas resources. Also, the exhibit work will be ongoing with new exhibits developed to enhance the visitor experience at the Nature Interpretive Center.

The City has continued to monitor the use of the Dana Point Marine Conservation Area through patrols by the NRPO, on-site work by our volunteer docents, by monitoring school group reservations. Other successful efforts positively affecting the area are being realized through collaborative work with the State of California Department of Fish and Game, the Ocean Institute and the Orange County Marine Protected Area Committee

Law Enforcement in Dana Point

The City continues to provide exemplary public safety services to its residents due to carefully managed contract services provided by the Orange County Sheriff's Department (OCSD). The City enjoys an outstanding level of service from the Sheriff that our residents and businesses have come to expect, and for which our visitors certainly appreciate. Dana Point is a 5-Star destination for our visitors that contribute considerably to the local economy, and it is imperative that the city maintain its identity as one of the safest communities in California.

The projected contract with OCSD for FY 2012 is \$9.2 million, up only 1.05% from the amended FY 2011 budget, and with the proposed level of staffing being comparable to that of FY 2011.

In 2010, The Dana Point Police Services Community Service Unit (CSU) earned international recognition as one of the top 25 Community Oriented Policing and Problem Solving programs (COPPS) worldwide. The Webber Seavey Award for Quality in Law Enforcement is one of the top accolades a unit can receive. It is jointly sponsored by the International Association of Chiefs of Police and Motorola. The Award is presented annually to agencies worldwide to recognize departments and units that promote a standard of excellence and exemplifies law enforcement's contribution and dedication to a community's quality of life.

Dana Point Police Services CSU was created to fill a void commonly found in modern day policing – to provide personalized contact for the community. Its goal is to solve problems unique to the town while providing the highest quality of police service to citizens, businesses and visitors. Statistical analysis is used to identify problems and monitor progress in solving them. Collaborative partnerships with community members are viewed as key to develop meaningful solutions to emerging issues, and to increase trust in police. Our CSU specializes in bringing all interested parties together to work toward resolution of neighborhood issues and/or crime occurring within the community.

Another recent addition to our Police Services was the Intervention Specialist Program (ISP) at Dana Hills High School (DHHS), which continues to prove itself as an invaluable resource for the community. The program was initiated mid-FY2009, and created with the goal of focusing on educating and guiding high school students, their parents and faculty to work together towards achieving a drug- and alcohol-free environment at DHHS, and to further the reduction of risky behavior of youth in the community. The feedback from students, parents and faculty has been overwhelmingly positive. The program has become a crucial tool in preventing and addressing drug-and alcohol issues among the community's youth. ISP is truly state of the art and has drawn the interest of many other schools within the Capistrano Unified School District and beyond.

Additional initiatives and programs included in the proposed budget include:

1. **Doheny Village Plan Update**: Doheny Village is the original downtown area of Capistrano Beach, one of the three distinctive communities that form Dana Point. The Doheny Village Plan is intended to establish the framework for creating new development opportunities in this underutilized area of the city. The Plan will create the foundation for a cohesive development pattern which will enhance the appearance and utilization of the area, while respecting its character. Furthermore, the intent of the Plan is to create new policies for development and standards for future public infrastructure needs. The Plan is expected to attract greater investment and thus strengthen the vitality and economic viability of the area. Much of the plan's cost is being funded through the California Sustainable Communities Planning Grant that was awarded to the City in late 2010.
2. **Community Events/Services**: The proposed budget continues to support the wide variety of community events within the City. Funds have been dedicated not only to continue these events but also to continue them at the enhanced level that the City has been able to establish the past two years. The 2011 Festival of Whales was by many reports the best to date, with the addition of the Grunion Run 10K and 5K, the Concert at Baby Beach and a spectacular parade that spotlighted more than 62 community groups. The Dana Point Grand Prix celebrated its 5th race and continues to grow into an event that attracts visitors from various parts of the country. The Dana Point Concours d' Elegance at the St. Regis, which is expected to expand in 2011 to include a high-end classic car auction, has been a fabulous addition to the City's wide variety of events. The City looks forward to continuing to support top-quality, family-oriented events for its residents, and doing so in a responsible manner that also provides opportunities for our local business community.

3. **Community Newsletter:** In early 2010, the City received the results from the community satisfaction survey that was conducted by True North Research. From the survey results one area that was noted as an opportunity for growth was city-resident communication. When asked what would be the most effective way the City could communicate with residents, respondents indicated that a community newsletter would be the most effective method (87%). In response, the City issued the first community newsletter in the fall of 2010 which was positively received by the community. The City plans to continue its efforts in expanding communication with residents by launching a combined City newsletter and recreation guide starting in the summer of 2011, and enhancing its outreach utilizing new social media platforms.
4. **General Plan Update:** Updating the General Plan will benefit the community as it provides the vision upon which many important community decisions are based. The City recently revised the Housing Element portion of the General Plan, and it was accepted by the State. Other components include: Land Use Element, Urban Design Element, Circulation Element, Noise Element, Public Safety Element, Conservation/Open Space Element, Public Facilities/Growth Management Element and Economic Development Element. Staff will begin working to complete the General Plan update, particularly since most of it has not been updated since it was adopted in July of 1991. The General Plan update process includes extensive public outreach and review to obtain input from the public to ensure the General Plan reflects the vision and goals of the Community.
5. **Electronic Document Management System (EDMS):** The City has begun the progression from paper files to electronic imaging with the procurement Sire Technologies EDMS software. By moving forward with records management/document imaging, the City has taken an important step in providing a modern method of records management which will in turn improve our ability to provide a better quality of service to the public. Electronic document imaging will create a more efficient and effective method of record retrieval not currently available to the City. In addition, as the number of documents being stored electronically grows, the City will make public documents available for viewing via the City's website.
6. **Emergency Preparedness:** Nuclear Power Emergency Planning remains one of the primary focuses of the Emergency Services Division. As one of the jurisdictions in the Emergency Planning Zone around San Onofre, Dana Point plays a key role in the Interjurisdictional Planning Committee (IPC) for the coordination and integration of offsite emergency planning and response. City incurred costs associated with nuclear power emergency planning are fully reimbursed by the through the State nuclear power emergency planning fund. The City's Emergency Services Staff participate in monthly IPC meetings, communications drills, and training programs, and attend meetings and public forums with State and Federal officials relating to nuclear power emergency planning. Our Emergency Operations Center team participates in Federally required biennial exercises to demonstrate our capabilities to protect the public's health and safety in the event of a nuclear emergency at San Onofre.

As stated previously, recovering from the recent economic recession has been slow. As a result, revenue predictions for FY2012 and FY2013 are conservative but do show some optimism compared to recent years. Staff will continue to monitor revenues and expenditures

throughout the fiscal year and will make recommendations on modifications as necessary to ensure the City is able to provide quality services while maintaining a balanced budget.

General Fund Balance Projection

In August 2006, the City Council approved the recommendation of the Investment Review Committee to adopt a General Fund Reserve Policy. This policy established three reserves: Cash Flow Reserve (set at 10% of General Fund revenue), Emergency Reserve (set at 20% of General Fund revenue), and Capital Projects Sinking Fund Reserve (balance of not less than \$2.5 million). In March 2008, the City Council created another new reserve (“Investment Mark-to-Market Reserve”), to account for unrealized gains on the City’s investment portfolio in accordance with Generally Accepted Accounting Principles. In addition, the City has established a reserve for funds that have been collected from developers which are dedicated for use in developing public art (“Art in Public Places Reserve”). Lastly, beginning in the FY 2008 budget year the City established a State Budget Impacts Reserve, which was adjusted to \$1,475,000 in FY 2010. A portion of the reserve was used to offset the State borrowing of property taxes that occurred in FY 2010, leaving the reserve at its present balance of \$648,856. When the borrowing is repaid to the City by the State in FY 2013 the reserve will be restored to \$1,475,000.

Based upon the recommended revenue and expenditure budgets, the undesignated General Fund balance will increase by \$533,000 in FY2012 and decrease by \$297,000 in FY2013.

The following are the projected General Fund balances at the end of each fiscal year:

General Fund Reserves	Estimated 6/30/2011	Projected 6/30/2012	Projected 6/30/2013
Cash Flow	\$ 2,882,000	\$ 2,737,000	\$ 2,943,000
Emergency	5,764,000	5,474,000	5,885,000
Capital Projects Sinking Fund	3,169,000	3,169,000	3,169,000
Investment Mark-to-Market	162,000	162,000	162,000
Art in Public Places	167,048	167,048	167,048
Potential State Budget Impacts	648,856	648,856	1,475,000
Total Reserved Fund Balance	13,792,904	12,357,904	13,801,048
Undesignated Fund Balance	6,788,665	7,318,817	7,024,472
Total Reserved and Undesignated Fund Balance	\$ 19,581,569	\$ 19,676,721	\$ 20,825,520

Capital Improvement Program (CIP) in Dana Point

Even given the slow recovery of the economy, the proposed budget does provide for a continued investment in capital projects. The City is committed to not fall behind on maintenance and upkeep of existing infrastructure. The community has benefitted significantly from all of the capital improvements successfully completed over the past eight years. We have been able to complete projects that have given the City a great deal of aesthetic value. Time and again we receive compliments on how well this community's assets are cared for, and it of utmost importance that the many projects the City has invested in are maintained to the highest degree possible.

Some of the CIP Projects completed in the past two fiscal years includes:

- Capo Beach Storm Drain Repair
- Stonehill/Del Prado Resurfacing (ARRA Funding)
- Annual Residential Resurfacing FY 10, Phase I
- Annual Street Slurry Seal
- Extensive Annual Sidewalk & Concrete Repair
- Sidewalk & Park ADA Improvements
- New Medians on PCH
- Pedestrian Bridge
- Playground Equipment Replacements
- Palisades Drive Railroad Crossing Safety Enhancements (Funded – to be completed late 2011)
- Lantern Village/La Cresta Medians (Funded – to be completed late 2011)

Capital Infrastructure Funding Policy

In August of 2006, the City Council approved the General Fund Reserve Policy and the Capital Infrastructure Funding Policy. The General Fund Reserve Policy requires that the City Manager and Public Works Director recommend a sufficient balance to be maintained in the General Fund Capital Project Sinking Fund Reserve, which is currently \$3,169,000, and is recommended to remain at that level. In addition, Council policy is to reserve a minimum of 10% of the cost of new Priority 1 capital projects. Based upon the proposed projects for FY12, additional funding of \$72,500 is proposed to be added to the CIP Funded Priority 1 designated reserve. Also a list of unfunded Priority 2 projects has been identified and included in the CIP budget, and should the City's financial position improve, Staff intends to engage the City Council in discussions to re-prioritize and fund those projects. Lastly, the policy directs that each year any projected General Fund surplus be transferred to the Capital Projects Fund.

Capital Improvement Projects

The following projects for mandates, repair and replacement of existing infrastructure are included in the budget:

- Minor Drainage/Diversion Repair (\$100,000/year)
- Slurry Seal (\$100,000/year)
- Arterial Roadway Rehabilitation and Repairs (\$100,000 FY 2012 / \$150,000 FY2013)
- Sidewalk and Concrete Repairs (\$100,000/year)
- Sidewalk ADA Improvements (\$100,000/year)
- Traffic Safety (\$150,000 FY 2012 / \$100,000 FY 2013)
- Annual Residential Roadway Resurfacing (\$1,000,000 FY 2012 / \$2,000,000 FY 2013)
- Arterial Highway Rehabilitation PCH (\$1,500,000 FY 2012)

Projects with appropriations proposed for carry over from FY 2011, along with new FY 2012 and FY 2013, combined totaling \$4,515,258 include:

- PCH/Del Prado Improvements Phase I (\$395,000)
- Beach Road Train Crossing Safety Improvements (\$211,860)
- PCH Medians Phase II (\$730,000)
- General Park Rehabilitation (\$247,398)
- Town Center Streetscape Construction (\$800,000)
- Annual Residential Resurfacing Phase II (\$660,000)
- La Plaza Fountain (\$20,000)
- Annual Residential Roadway Improvements III (\$1,451,000)

In developing the CIP Program budget for this cycle, staff has prepared a balanced program that maintains existing roadways and right of ways, parks infrastructure and improvements to public amenities where grant funding has been obtained.

Conclusion

The current state of the economy has placed additional pressures on everyone's budget, and local government has not escaped that pressure. As we maintain a consistent and quality level of service to our residents we must make sound, fiscally responsible decisions. Dana Point, through conservative and careful fiscal planning over the past several years, has weathered the worst of the economic downturn in good condition. As we move forward we have many things for which to be thankful and many new challenges to face. We need to explore opportunities to work with the business community to help enhance the City's economic viability. Our efforts will further establish Dana Point as a model city, and they will strengthen our community where all our residents and visitors take great pride in living, working, visiting, playing or conducting business.

I would like to thank the many City Staff for their active and thoughtful participation in developing this budget proposal. They were challenged to find creative solutions, and not surprisingly they delivered. Particular kudos goes to Andy Glass, Sea Shelton, Jennifer Anderson, Lynn Kelly and Dyanne Weamire, along with Mike Killebrew and Brad Fowler for their shepherding of this biennial budget.

Respectfully Submitted,

A handwritten signature in black ink that reads "D. Chotkevys". The signature is written in a cursive, flowing style.

Douglas C. Chotkevys
City Manager

CITY OF DANA POINT

MISSION STATEMENT

The City of Dana Point encourages community involvement and is committed to:

- Develop and ensure the highest possible quality of life for our residents, businesses and visitors.
- Provide a safe and healthy environment within a sound economic atmosphere.
- Provide an effective and efficient government which is open and responsive to the needs of the community and works for the benefit of all.

CITY OF DANA POINT DIRECTORY

Administrative Staff

Douglas Chotkevys	City Manager/City Treasurer
Mike Killebrew	Asst. City Manager / Director of Administrative Services
Kathy Ward	City Clerk
Kyle Butterwick	Director of Community Development
Brad Fowler	Director of Public Works & Engineering Services
Mike Rose	Director of Emergency and Support Services
Lt. Mark Levy	Chief of Police Services
Patrick Muñoz	City Attorney

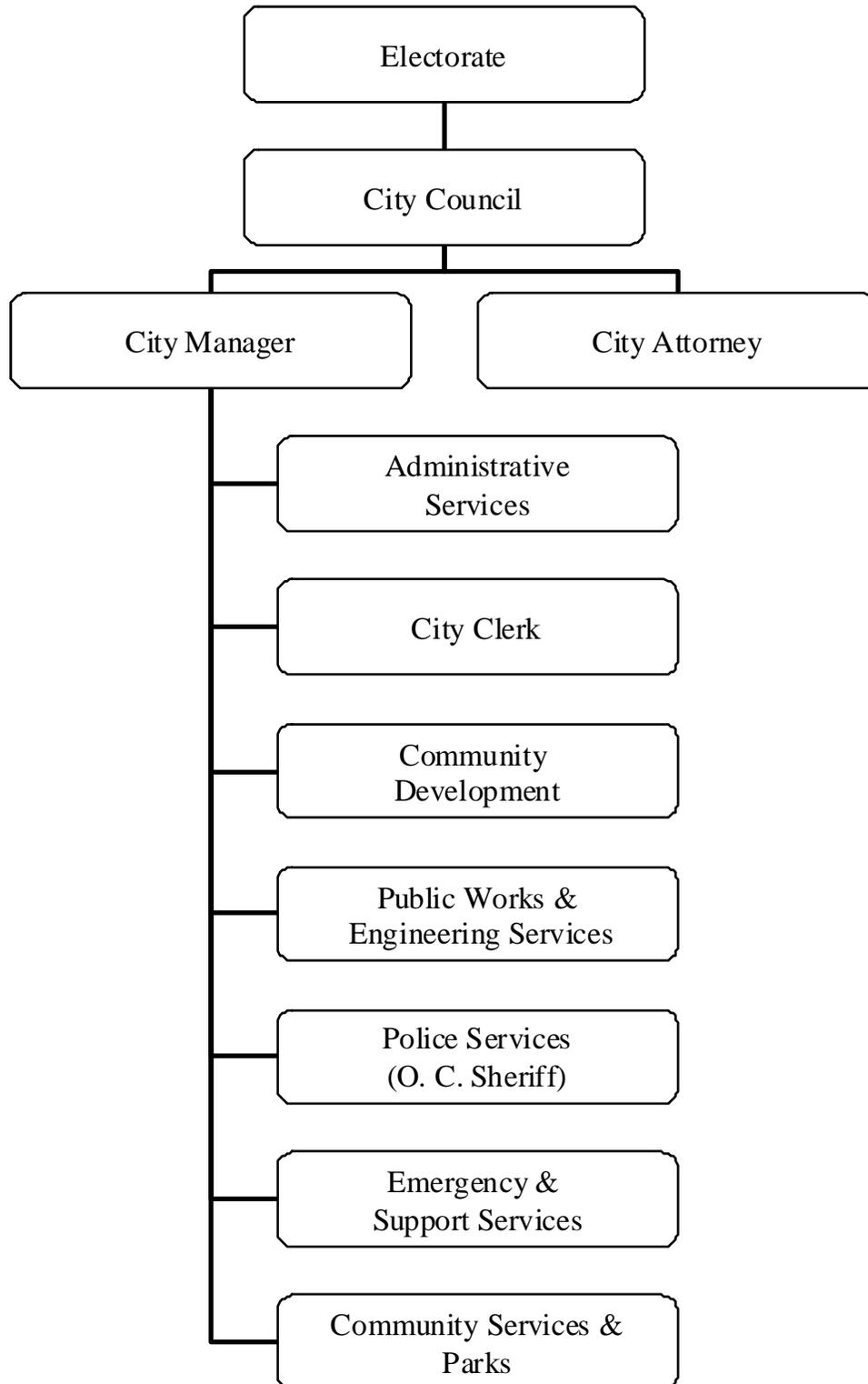
Department of Administrative Services

(Finance & Administration Division)

Mike Killebrew	Asst. City Manger / Director of Administrative Services
Andrew Glass	Accounting & Data Processing Manager
Sea Shelton	Senior Management Analyst
Beverly Brion	Management Analyst
Shelley Velez	Personnel Analyst
Tina Pacific	Accounting Technician
Dyanne Weamire	Administrative Secretary
Shelby Savage	Account Clerk

City of Dana Point

ORGANIZATIONAL CHART



BUDGET PHILOSOPHY AND OPERATING GUIDELINES

1. The City of Dana Point's budget is designed to serve four major purposes:
 - Definition of **policy** in compliance with legal requirements for General Law cities in the State of California, Governmental Accounting Standards Board (GASB) financial reporting requirements and audit standards, and fiscal directions of the City Council.
 - Utilization as an **operations guide** for administrative staff in the management and control of fiscal resources.
 - Presentation of the City's **financial plan** for the ensuing fiscal year, itemizing projected revenues and estimated expenditures.
 - Illustration as a **communications** document for citizens who wish to understand the operations and costs of City services.
2. The budget is constructed by program and a budget detail supporting document has been prepared for control purposes.
3. Departmental budgets are originated within each department.
4. Where applicable, the department head will assign priorities to projects and activities in preparing program budgets for the department.
5. Department Heads are responsible for operating within their budget amount as approved by the City Manager and authorized by the City Council.
6. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will neither have a significant policy impact nor affect budgeted year-end fund balances.
7. Current year requirements of the Capital Improvement Program (CIP) will be incorporated into the annual operational budget and defined as the capital budget.
8. Fund balances will be maintained at levels which will protect the City from future uncertainties.

CITY OF DANA POINT SUMMARY OF ACCOUNTING PRINCIPALS

Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into generic fund types and broad fund categories as follows:

Governmental Funds:

General Fund

Special Revenue Fund

Capital Projects Fund

Fiduciary Fund:

Agency Fund

Accounting Basis

All governmental funds and the agency fund are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The primary revenue sources susceptible to accrual are property, sales and cigarette taxes, investment income, federal entitlements, motor vehicle fees and gas tax subventions. Sources not susceptible to accrual are uniform transient occupancy taxes and franchise fees.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest due on general long-term debt which is recognized when due.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in the governmental funds. Open encumbrances are recorded as reservation of fund balance since the commitments will be paid by subsequent years budget appropriations. Encumbrances do not constitute expenditures or liabilities.

BUDGET CALENDAR

February 7	Distribute budget materials to departments.
March 7	Completed budget materials due to Administrative Services Department (“ASD”) for General Fund departments, Community Facilities District Funds and Facilities Improvement Fund.
March 9	Budget Narratives & Major Accomplishments due to ASD.
March 14-18	ASD consolidates budget information. ASD to provide City Manager with preliminary estimate of General Fund operating balance on March 11.
March 21-28	Meetings w/ City Manager, ASD and Department Heads to review budget submittals, identify initial revisions.
March 29-April 1	City Manager meets individually with City Council to solicit input on operating and CIP budget priorities.
April 4	City Manager to provide direction to Public Works re: Capital Improvement Projects (“CIP”) budget priorities, based upon City Council input and funding availability. Public Works to continue development of CIP budget.
April 4 – April 20	ASD prepares preliminary budget incorporating initial revisions identified during City Manager review. Preliminary budget will consist of revenues, department budgets, narratives and CIP budget.
April 18	Draft 7-year CIP budget due from Public Works to City Manager and ASD.
April 18	City Manager meeting w/ ASD & Public Works to finalize proposed CIP budget.
April 20	Final proposed CIP budget spreadsheets due to ASD for inclusion in Proposed Budget package.
April 20-24	ASD assembles Draft Proposed Budget.
April 24	Draft Proposed Budget distributed.
April 26-May 9	Individual budget briefings by CM with City Council.
May 23	Public Hearing and adoption of Budget.

FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/36,669
Assessed Valuation:	\$8,687,748,036

Fire Protection:

Number of Stations	2
Number of Staff Fire Fighters & Officers	23
Number of Reserve Fire Fighters	30

Police Protection:

Number of Sworn Officers	34
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Education:

Attendance Centers	3
Number of Teachers (est)	150
Number of Students (est)	3,900

Recreation & Culture:

Parks	23
Libraries	1

Hotels/Motels

Number of Lodging Properties	15
Total Number of Rooms	1,935

Number of Registered Voters	23,766
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ECONOMIC CONDITION AND OUTLOOK

The City serves a significant number of visitors each year, many of whom are drawn by the small boat harbor, beaches, parks, golf courses and resorts in the City. The City currently has two five-star resorts, one four-star resort, nine hotels and motels, and a 29 unit bed-and-breakfast inn, for a total of approximately 1,850 rooms. The City's coastal resources continue to draw visitors that support the visitor-oriented commercial and retail establishments within the City.

The City is highly reliant upon the tourism industry which is the City's principal revenue source. Transient occupancy taxes are the City's single largest revenue source and is imposed at the rate of 10% upon visitors staying in lodgings located in the City. The luxury hotels that many visitors stay in are also the City's largest individual property-tax payers, the largest employers and the largest sales-tax generators. Moreover, their guests dine in the restaurants, shop in retail establishments and partake of recreational opportunities within the City that provide other streams of revenue to the City's merchants as well as its government. In total, it is estimated that the tourism industry (directly or indirectly) typically contributes 45-50% of General Fund revenues.

Due to high property values and the limited availability of suitable sites, there is limited commercial and industrial development within the City. Most businesses are oriented toward serving visitors or local residents. The City does not have any malls, new car dealerships or major franchise retailers. The City is nearly built-out, with limited future opportunities for new residential or commercial construction. The largest contiguous undeveloped parcels are located in the Headlands area of the City, which is adjacent to the Dana Point Harbor. The Headlands project received final development approval from the City and the California Coastal Commission in fiscal 2006 and final grading operations were completed in fiscal 2008. The first new custom homes were completed during fiscal 2010. The Headlands development will ultimately include 118 luxury homes together with public park facilities, open space, lodging and visitor-serving retail establishments. The Headlands area was originally expected to be built-out over the next five years, however this timetable is likely to be significantly extended due to the poor economic environment, particularly in relation to the California real estate market.

The City also receives significant revenue streams through the State of California. These include motor vehicle in-lieu fees and gasoline taxes, both of which are apportioned by the State based upon population, and property taxes in-lieu of motor vehicle license fees, which are apportioned similarly to property taxes.

Due to the weak economy, the City has experienced declines in transient occupancy tax revenues over the past few years. The City's two largest hotels, the Ritz Carlton and St. Regis Resort & Spa, appeal primarily to high-end domestic and international visitors, in addition to corporate events, and have been impacted by the recession to a larger degree than the smaller lodgings which tend to draw mostly domestic visitors. Since many of the largest sales tax generating businesses are reliant on tourism, this revenue tends to move along the same trend line with transient occupancy. The summer season, when the largest proportion of transient occupancy and sales tax revenues are generated, saw significant improvement in both transient occupancy tax and sales tax in fiscal 2011, and the City anticipates this will continue through fiscal 2011 as the economy slowly improves.

Until 2007, California's economic growth and unemployment rates largely mirrored that of the rest of the United States. However, beginning in 2008 and continuing throughout 2010 the California economy, due largely to the collapse of the housing market, weakened to a greater extent than the nation as a whole. Most experts believe that California's recovery will, similarly, occur later and more slowly than the rest of the country. The local unemployment rate, which stood at 2.8% in calendar year 2007, surged to 6.5% by fiscal 2009. The final rate for 2010 is not yet available, but the expectation is that it has not changed significantly from the 2009 rate. With a relatively higher-educated populace, Dana Point is somewhat better off than California as a whole, which experienced an unemployment rate of over 12% in 2009. Locally, Dana Point has experienced significant long-term growth in median household income (up 24.8% since 2001) and per capita income (up 14.3% since 2001). However, over the last two years, both median household income and per capita income have declined, falling by \$1,329 (1.5%) and \$2,996 (5.9%), respectively. Recent economic forecasts point to income growth resuming over the next five years. Home prices remain very weak, with median prices having fallen from their peak of \$715,000 in fiscal 2008 to \$563,000 in fiscal 2010, a drop of 21.2%. Prices are widely expected to remain flat or drop further over the next several years.

Despite the large decline in median home prices, citywide assessed real property valuation decreased by a much smaller percentage, falling by only \$75 million, or .9%, in fiscal 2011. There are a couple of factors behind this. First, the valuation date for the 2010 assessments is actually the April preceding the start of the fiscal year (i.e. April 2009), so the assessment does not fully reflect the continuing decline in resale values. Secondly, and more importantly, the actual underlying *market* values typically increase or decrease much more than the assessed valuations. This is because, under California's Proposition 13, growth in *assessed* valuation is limited to 2% per year, except in cases where property is sold, at which time it is reassessed to market value. As a result, in a period when housing prices grew astronomically, as they did in California through the mid-2000's, assessed values could grow by only 2% per year. Subsequently, when the housing market declined, the market value of many properties still remained above the assessed value.

An ongoing threat to the City's economic future remains in the State of California's budget problems. The State continues to face structural budget deficits and in fiscal 2011 (again) used a variety of spending cuts, tax increases and accounting gimmickry in an attempt to address the issue. Lawmakers did not enact the State fiscal 2011 budget until October 8 (the 100th day of the fiscal year), which was the longest budget delay in State history. However, due to rising unemployment and increasing economic weakness, the tax increases are producing less revenue than expected, and the expenditure cuts are not producing the savings anticipated, and as a result the State continues to face budget shortfalls. In response to the local impacts caused by State fiscal problems, in November 2011, by an overwhelming majority, California voters passed Proposition 22, which bars the State from future taking of locally imposed taxes, including transient occupancy taxes and sales taxes, as well as prohibits the taking of local transportation funds, including gasoline taxes.

HIGHLIGHTS OF FISCAL YEAR 2009 & 2010 ACCOMPLISHMENTS

The following is a synopsis of the major accomplishments of the City of Dana Point during the 2009 & 2010 Fiscal Year.

ADMINISTRATIVE SERVICES DEPARTMENT

1. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2009 Comprehensive Annual Financial Reports (CAFR).
2. Completed the 2008-2009 and the 2009-2010 annual City audits with no negative audit findings.
3. Administered and implemented the City's seventh two-year budget process for fiscal years 2011-2012 and 2012-2013.
4. Completed 24 comprehensive "Monthly Financial Reports" and two Mid-Year Reports.
5. Established and managed budget and trust accounts. For CFD 2008 Bonds for the Headlands area public improvements.
6. In conjunction with Community Development, established and implemented the Dana Point Tourism Business Improvement District.
7. In conjunction with the Festival of Whales Foundation and other City departments, established the Grunion Run 5K/10K, Mickey Munoz Mongoose Cup Stand Up Paddleboard competition and the Whale of a Concert and BBQ.
8. Recruited 22 outstanding Dana Point high school students to serve on the Dana Point Youth Board between 2010 and 2011 to serve the community through volunteering and support of City-sponsored events.
9. In conjunction with Community Service Programs, Inc., four Orange County families were "adopted" by City residents and employees through fundraising drives and events during the 2009 and 2010 Holiday Season.
10. Successfully negotiated a year contract between the City of Dana Point and the Dana Point Employees Association (DPEA) and effectively implemented terms of the contract.
11. Netted zero instances of fraud with continued usage of Bank of America's Positive Pay reconciliation and anti-fraud software.
12. Continued implementing a cyclical computer upgrade plan, including servers and workstations.
13. Continued positive labor relations with Dana Point Employees Association (DPEA).

14. Administered and coordinated citywide in-house and off-site employee training opportunities, including training required by California laws and regulations.
15. Conducted annual Health Benefits Open Enrollment and annual Performance Evaluation/Merit Review process for all eligible City staff
16. Winner of the 2009 CJPIA Risk Management award for most improved General Liability program.
17. Coordinated the City's fir Community Newsletter.
18. Contracted and worked in conjunction with consultant to develop citywide IT Master Plan.
19. Coordinated with City Clerk to identify, procure, and implement new City automated records management system.
20. Managed contract with True North Research to develop and conduct a statistically valid community opinion survey.
21. Implemented process to accept credit cards for payment of permit fees.
22. Coordinated with the Public Works Department the recruitment, selection, and orientation of 30 docents for the Nature Interpretive Center.
23. Designed and coordinated 5-Star customer service training program for all City employees.
24. In conjunction with the City Manager, Police Services, CUSD, and Dana Hills High School established an on-campus drug and alcohol early intervention program staffed by a contract intervention specialist.
25. Worked with the Community Alliance Network of the Council on Alcohol and Drug Dependence – Orange County (NCADD-OC) to further educate our youth on alcohol and drug dependence.
26. Participated in the biannual San Onofre Nuclear Generating Station graded exercise.
27. Identified and submitted claims to the State of California for costs incurred by the City totaling over \$100,000 in regards to State mandates.

EMERGENCY & SUPPORT SERVICES DIVISION

EMERGENCY SERVICES

1. Emergency Services and City Staff participated in the 2011 Ingestion Pathway Exercise for the San Onofre Nuclear Generating Station. This is a FEMA/NRC

evaluated exercise requiring the jurisdictions surrounding nuclear power plants to effectively demonstrate their ability to protect the public's health and safety in the event of an emergency. This exercise takes place over 3 days during which the decision makers, emergency managers, and technical support staff from the affected areas out to a radius of 50 miles around the plant must coordinate their response efforts.

2. The Director of Disaster Preparedness continued to serve as the Chair of the Interjurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station (through 2010). In this capacity, he developed a positive working relationship and reputation with the NRC Commissioners and Staff and has led the IPC organization for almost 7 years.
3. The City of Dana Point Community Emergency Response Team (CERT) program continues to provide valuable disaster preparedness training to interested residents. This program continues to be applauded by those who have completed the course.
4. Division Staff maintains our public safety wireless mesh network capable of supporting cameras used for public asset protection, public safety, crime prevention, disaster response, and traffic engineering.
5. In addition to maintaining information on the City's website, Dana Point Emergency Services worked to provide disaster preparedness information to the public in several ways. These included developing a Community Alert Siren DVD that was sent to all addresses in the Emergency Planning Zone, providing substantial content and design input on the IPC "Ever-Ready" mailer that was sent to all addresses in the Emergency Planning Zone, and conducting awareness meetings with local citizen groups and HOAs.
6. Division Staff, supported by volunteers from the CERT program, planned and hosted the annual Emergency Preparedness EXPO. This event is designed to generate community interest in our disaster preparedness and first responder capabilities. This event involves a partnership with OCSD, OCFA, SCE, and many other agencies and vendors that support emergency and disaster response in the community.
7. The Dana Point Emergency Operations Center continues to evolve in our ongoing effort to set the bar for local disaster preparedness and planning. We continue to impress representatives of other agencies at all levels of government, with the size, design, use of technology, and level of readiness that we demonstrate with this facility.
8. In conjunction with the Interjurisdictional Planning Committee, Emergency Services Staff conducted a distribution of Potassium Iodide pills to all residents and businesses.
9. Participated in monthly, quarterly, and annual tests of communications systems, such as the Yellow Phone System (YPS), the conference call bridge line, the Community Alert Siren System, OA-1 EOC-EOC Radio, CUSD Emergency Radio, Tri-Cities RACES, and the AlertOC mass notification system.
10. Maintained the City's inventory of radiological monitoring equipment.

11. Emergency Services Staff maintained our certification as a NOAA/NWS StormReady and TsunamiReady City.

FACILITIES

12. The Facilities Division received several new facilities as part of the turnover of the Headlands Development projects and Public Works construction. These include the Nature Interpretive Center, the South Strands Restroom, the Funicular inclined elevator, and the PCH Pedestrian Bridge.
13. The Facilities Division partnered with Public Works to use acquire grant monies for the purpose of installing solar electrical panels on the Nature Interpretive Center and the Community Center. The NIC system was brought on line in July 2010 and has generated over 4,500 kilowatt hours (kWh) of electricity. The Community Center solar system came on line in October 2010 and has generated over 9,500 kWh. These systems will combine to create a significant savings on our monthly electrical bills for these facilities and are helping to reduce the volume of greenhouse gases produced.
14. As part of an agreement between the City and County of Orange, the Facilities Division has taken over maintenance responsibility for the County owned restroom facilities in the Headlands area. The goal of this was to improve the condition of the restroom and maintain these facilities at the higher standard of our other public restrooms.
15. Coordinated all contract efforts to maintain and support the operations of City-owned buildings.
16. Maintenance staff responded daily to facilities related issues identified by staff and members of the public.

CITY CLERK DEPARTMENT

1. Creation of City's Ticket Distribution Policy for the monthly implementation, completion and posting of FFPC California Form 802.
2. Successfully administered the November 2, 2010 election.
3. Successfully purchased, and began implementation of a new Records Management and Document Imaging System to be used city-wide. Once fully implemented, the new system will enhance customer service to the citizens and businesses of Dana Point by providing information and public services on-line in an effective, assessable manner. In addition, it will help the City realize operational efficiencies and increased productivity of City staff.

In addition to the above projects/accomplishments, this is the list of our other departmental accomplishments:

1. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
2. Coordinated and maintained the Records Management Program with all City departments which include archive, inactive and microfilmed records, and conducted an annual destruction of records per the City's Retention Schedule.
3. Responded to approximately 357 annual requests for copies of records from the public pursuant to the Public Records Act and deposition subpoenas; responded to daily requests for records from staff.
4. Processed over 100 Statements of Economic Interest Statements and numerous semi-annual and election campaign disclosure statements annually as required by the Political Reform Act.
5. Published notices and processed applications for the Planning Commission, Traffic Improvement Commission, Youth Board and all other City Subcommittees and Task Forces, scheduled interviews, and administered oaths of office.
6. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
7. Managed the maintenance of the City's website.
8. Coordinated the City's Charitable Grant Program.
9. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
10. Received and processed approximately 53 annual City contracts including required bonds and insurance.
11. Received and processed summons and lawsuits against the City.
12. Published, posted and processed 11 ordinances and approximately 41 resolutions annually.
13. Published, posted and processed approximately 71 legal notices.
14. Recorded approximately 32 legal documents through the County's Recorders Office.
15. Participated in a SONGS Emergency drill under the City's Emergency Plan.
11. Received and processed approximately 35 annual City contracts including required bonds and insurance.

12. Received and processed summons and lawsuits against the City.
13. Published, posted and processed 15 ordinances and approximately 40 resolutions annually.
14. Published, posted and processed approximately 100 legal notices.
15. Recorded approximately 20 legal documents through the County's Recorders Office.
16. Participated in a SONGS Emergency drill under the City's Emergency Plan.

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING

1. Town Center Plan – Since the City Council's approval of the Town Center Plan in June, 2008, city staff has been actively involved in administration of the Plan. Several preliminary development plans have been reviewed under the new plan and the recent public improvement plan for Town Center incorporates many design aspects contained in the plan. The Environmental Impact Report for the public improvements was completed in November, 2010.
2. Dana Point Harbor Revitalization Plan – This project continues to be a high priority in the Department, working closely with the Orange County Harbor Department. The first phase of the project (Land Use Plan) was approved and certified by the California Coastal Commission in October, 2010.
3. Housing Element Certification by State of California – In June, 2009, California Housing and Community Development officially certified the City's General Plan Housing Element, which is the first Certified Housing Element since the City's incorporation.
4. Special Studies – Staff recently collaborated with the Public Works Department in the development of new General Plan policies and standards to implement State mandated Water Quality measures.
5. Zoning Code Clean-Up – Over the past 18 months, the Department has completed numerous updates to the Zoning Code to add clarifying language and eliminate inconsistencies in the Code.
6. Doheny Village Sustainable Communities Grant – Planning and Economic Development staff successfully prepared a California Planning Grant in the amount of \$340,000 for the revitalization plan for Doheny Village.

ECONOMIC DEVELOPMENT

7. Tourism Business Improvement District - The City Council established the Dana Point Tourism Business Improvement District (TBID) and approved assessments to be levied as of January 1, 2010. These assessments are allocated to marketing Dana Point as an overnight visitor destination to increase hotel overnight stays and support local community events. The TBID has hired an advertising agency and is in the process of developing a branding and marketing strategy. The brand launch and marketing plan will begin in 2011.
8. How to Do Business in Dana Point Resources Guide – Developed to assist new and expanding businesses, the guide helps lead businesses through the permitting process, including information on local permits typically needed to do business. This resource provides a detailed description and contact information for permits and applicable agencies and has been well-received by the business community.
9. Housing Resource Directory – This 21-page document lists information and resources available for housing and other basic needs.
10. Public Information Outreach – The City of Dana Point increased its online presence through social media ventures, including Facebook and Twitter. These outlets engage residents, business owners, and potential visitors and convey a positive City image while providing current new updates. Other public outreach provided by Economic Development include: regular news updates via the e-news program on the City’s website, preparation of Business of the Month and Business of the Year presentations, assistance to Mayor for annual State of the City presentations, and various writing projects.
11. Tri-City Trolley/Go Local Program – Coordination of two potential OCTA GO LOCAL projects include the Tri-City Trolley to provide service to the cities of Dana Point, San Clemente, and San Juan Capistrano. The Dana Point City/Harbor Shuttle program is designed to complement the Tri-City Trolley and focus on high-traffic, high demand peak periods and special events. OCTA has approved the first step in the Tri-City Trolley and City/Harbor Shuttle plans, and both projects in the OCTA implementation phases for Measure M2 funds available beginning in Summer 2011.
12. Dana Point Grand Prix – The City has held the successful Dana Point Grand Prix of Cycling event since 2007. The Department’s Economic Development Division has partnered with the Dana Point Community Cycling Foundation, the Chamber of Commerce, non-profits, local residents and businesses to produce this nationally recognized event.

CODE ENFORCMENT

13. Code Enforcement Tracking – In 2009, the Department reorganized the Code Enforcement Program to integrate building code violations into the enforcement Trak-

It system. In addition, all code enforcement cases are now managed by a comprehensive software tracking system.

14. Code Enforcement – With the addition of a Code Enforcement Officer from the 2007-08 budget, the City’s ability to respond to code enforcement complaints has increased by 400 cases annually. Also there has been an added focus on property maintenance standards in the Lantern District along with providing support to the new Tracking Automated and Graffiti Reporting System (TAGRS) through the Orange County Sheriffs’ Department. Completion of the Neighborhood Maintenance Guide has provided the community with resources to address common nuisances.

BUILDING

15. New Development Services Center (DSC) – The Department has established a new DSC, enhancing our customer service experience by expanding our customer service counter area, creating new public informational handouts, adding work stations, offering a Kiosks for up to the date development/processing information and re-engineering the process so our customers will move through the development process in a smooth and consistent manner. The informational handouts are now available on our web site and allow our customers to download and print the desired documents from the convenience from their home or business.
16. Adoption of the Solar Photovoltaic Energy Fee Reduction Incentive Program – The City adopted a solar photovoltaic energy fee reduction incentive program for the community to promote Energy conservation through renewable sources and to continue to protect the environment through the reduction of Green House Gases. The program provided a fixed inspection fee which reduced the average permit cost by 60% of the previous fees.
17. Adoption of the 2010 California Building Codes – Completed the evaluation and adoption of the 2010 California Building codes Parts 1 – 12 which included the amendments that are unique to the City of Dana Point and this local area and implements the first State-Wide Green Building Standards for new construction.
18. Department Organizational Changes –The Department has expanded services in the City’s Building and Safety operations and is offering “Over-the-Counter” plan review for minor projects/revisions and rechecks of large projects. The expanded services have allowed a closer working relationship with our developers/contrac-tors/citizens on development projects and give the customer a better understanding of the latest code requirements.
19. Development Tracking – Completed the configuration and updating of the Trakit system to the Trakit.Net version. This update allows for an enhance compatibility with the web and other automated systems. The update allows staff to provide development statuses on the web such as plan review, inspection and planning applications. Know current statuses will allow customers to be more vigilant with their projects and will expedite the processing of new development projects from the initial review though the issuance of the Certificate of Occupancy.

20. Portable Training Lab – The new training lab has expanded the Departments’ ability to provide training on our critical programs and processes which has enhanced our abilities to provide better services to our community and expedite the development process.

Future Goals of the Community Development Department:

1. Headlands Development Project – Continue to monitor the build-out of the Headlands and process building permits/Coastal Development Permits through the City for individual homes and commercial uses.
2. Harbor Revitalization Plan – Continue to coordinate efforts with the County Harbor Department in completion of the Harbor Local Coastal Plan and corresponding Coastal Development Permit.
3. City General Plan – Complete the update of the City General Plan.
4. Doheny Village Plan – Complete the Doheny Village Plan working with appropriate Stakeholders.
5. Major Development Projects – Continue to give priority to pending major development projects such as the Makar zone change, Doheny Hotel, South Shores Church Master Plan and renovation of the Ritz Carlton Hotel.
6. Economic Development – Promote and advance Economic Development activities to ensure business and tourism opportunities
7. Code Enforcement – Continue a vigilant Code Enforcement program to maintain public health and safety standards and enhance the physical qualities of the community.
8. Permit Tracking – Expand the use of the permit tracking system to other departments and programs, including Public Works, ECommerce and the Business Registration Program.
9. Development Tracking – Expand and enhance the use of the new development tracking system by re-engineering and coordinating the development processes. When the IT master plan is completed, processes such as E-Commerce, Mobile Trakit, Payments by Credit Card, etc. will be considered for future customer service enhancements. In Addition, staff will be proposing to add an Interactive voice response (IVR) system to allow contractors/developers the ability to request and check on statuses of inspection requests and projects, through the use of a telephone. This, coupled with the expanded web services, will allow customers many new ways of obtaining information on their projects without having to come to City Hall or contact staff.

10. Training for the 2010 California Building Codes – With the adoption of the 2010 California Building codes Parts 1 – 12 numerous changes in the code have occurred and in an effort to advise our customers of these changes, staff will conduct several training session with both in-house staff as well as our developers/contractors/engineers which included the amendments that are unique to the City of Dana Point and this local area.
11. Over-The-Counter (OTC) Plan Review Dedicated Daily Schedule Time - The implementation of a daily dedicated schedule for OTC plan reviews will facilitate a stream-lined process for small residential and commercial projects to obtain a quick review response and help to facilitate the permit process.
12. Tourism Business Improvement District – Continue support of TBID branding and marketing efforts.

PUBLIC WORKS DEPARTMENT

CAPITAL IMPROVEMENT PROJECTS

1. Constructed the award winning PCH Congestion Relief Project, which included much needed Street Improvements, a pedestrian bridge, and other beautification components on Pacific Coast Highway between Crystal Lantern and San Juan Creek.
2. Completed several in-house design efforts for roadway repair projects, saving considerable costs for contract design services. Also, in house construction management is also being provided which has improved customer service and costs about one-half of the costs if outside consultants were used.
3. Continued to work on the design for the Town Center Street Improvements Project Phase I with the Roma Design Group. Easement acquisition and environmental documentation have essentially been completed.
4. Successfully secured \$500,000 in Economic Stimulus Funding for the Stonehill/Del Prado Arterial Roadway Rehabilitation Project in 2010.
5. Designed and constructed the Annual Roadway Rehabilitation Project Phase I in 2010/early 2011.

ENGINEERING

6. Fully Transitioned the Public Works and Engineering Department to using in-house staff for Development Plan Check and Inspection Services, including Geotechnical review, saving the agency and our applicants' time and money.

7. Completed the Headlands Development public facilities inspection and acceptance process. This included a funicular, several public parks, nature trails, beach restrooms, a Veterans Memorial, water quality diversions and filters, and a Nature Interpretive Center.
8. Adopted a new cable ordinance to reduce urban utility box blight.

WATER QUALITY AND NATURAL RESOURCES PROTECTION

9. Successfully “delisted” previously impaired water bodies off the State’s 303(d) List of Impaired Waterbodies for bacteria, such as Salt Creek and Monarch Beach and Baby Beach for certain parameters.
10. Coordinated with MiOcean and the Niguel Shores HOA to complete construction of the Niguel Shores/Strands Beach nuisance water diversion.
11. Adopted an updated water quality ordinance and updated each of the twelve components of the City’s Local Implementation Plan to meet new NPDES MS4 Permit Requirements.
12. Coordinated with watershed partners to draft Watershed Management Plans for San Juan Creek and the Dana Point Coastal Streams/Salt Creek Watersheds.
13. Continue to administer the Grease Interceptor Rebate program to prevent sewer block and spills caused by grease. A total of 9 interceptors have been installed to date under this program.
14. Continue innovative solutions to water quality issues, such as the prototype ozone treatment system at North Creek, the Salt Creek Ozone Treatment System and maintain efficient operation of the nuisance water diversions, including the filter systems and diversions at the Headlands.
15. Successfully obtained authorization and funds from Congress for the Army Corps of Engineers to begin to study the water circulation issues in the Dana Point Harbor.
16. In an effort to reduce overall electrical power demand at City facilities, Staff successfully applied for and received grant funding from the Department of Energy for the purchase and installation of solar panels at the Nature Interpretive Center and the Community Center as well as developing a City-wide Energy Policy document.
17. Developed a Docent program for the Ocean Institute tidepool area and the Headlands nature parks.
18. Participation in development of the State’s Marine Life Protection Program as it relates to Dana Point waters.

SOLID WASTE & RECYCLING

19. Coordinated efforts with other South OC Cities serviced by CR&R for implementation of a Commercial Food Waste Pilot Program. Funding for this innovative pilot program, the first of its kind in Orange County, was awarded by OC Waste and Recycling. Dana Point's participating businesses are: Salt Creek Grille, The Ritz-Carlton and The St. Regis Monarch Beach.
20. Successfully completed an on-going SHARPS mail-back program for City residents who need a safe, convenient, and free way to dispose of medical SHARPS.
21. Implemented an expanded household battery and CFL bulb recycling program at City Hall for residents and visitors to City Hall.
22. Achieved a 52% solid waste diversion rate, exceeding the State's 50% mandate in the most recent 2009 Annual Report.
23. Implemented a Multi-Family Residence Recycling Signage Program as a public outreach effort to continue to educate residents about diverting recyclables from the landfill.
24. Coordinated efforts with Dana Hills High School to provide eye-catching Bottle and Cans recycling receptacles to help promote the school recycling program.
25. Resident participation in the City's Tri-Annual Bulky Item Clean Up Day events divert approximately 100 tons of recyclable material from the landfill each year.
26. Adopted a Plastic Bag and Styrofoam Voluntary Ban Program.

STREET MAINTENANCE

27. Provided timely flood control prevention and clean-up response for the December 2010 rainstorm and the 40-50 associated landslides. Continued efforts have been made to help property owners improve slope management and reduce potential for future landslides.
28. Continued to complete disabled access ramps with all City projects, where requested, in response to complaints from our citizens.
29. Continued to annually inspect all public walkways citywide and make necessary repairs to eliminate potential tripping hazards.
30. Worked with Caltrans to take actions to improve appearance and cleanliness of landscape areas and other areas along the State Route 1/Interstate 5 Freeway corridor.

31. Continued to support and hold public events such as the Grand Prix Bike Race, Festival of Whales, the Turkey Trot, and Concours d'Elegance.
32. Initiated a lower cost street maintenance service to pick up trash along all major arterial streets weekly, saving the City money and improving the appearance of the City.
33. Continued to provide various street maintenance activities including street sweeping, sidewalk inspections, pavement condition assessment and repair on City roadways, weekly trash collection, emergency response, storm drain maintenance, maintenance of water quality diversions and trash collection units, and storm drain filter maintenance activities.

ADMINISTRATION

34. Hired a Natural Resources Protection Officer to oversee the Marine Life Protect Act regulation and manage the Nature Interpretive Center and Headlands nature parks.
35. Completed the expanded City-wide Special Events Banner Program to highlight and advertise upcoming events taking place within the City and the OC Harbor.
36. Obtained Grant Funding for three key projects in the City as follows:
 - a. For the construction of a new water proof concrete bike trail along San Juan Creek under PCH to avoid the current flooded condition
 - b. New drought tolerant landscaped medians on PCH between Selva Road and Niguel Shores Drive.
 - c. New drought tolerant landscaped medians on PCH between Blue Lantern and Selva Road.
37. Continued to implement effective ways to do more with in-house staff, hence offsetting outside costs. Examples include assuming all emergency response duties for traffic signal and street maintenance related emergencies, performing street light inspections with in-house staff, and setting traffic control for events and emergencies with in-house staff.
38. Received the American Public Works Association 2010 B.E.S.T. APWA Project of the Year Award for the Tri-Cities Water Savers Committee Program.
39. Received multiple awards for the PCH Pedestrian Bridge construction project.

TRAFFIC

40. Continued to improve traffic safety and circulation by reconfiguring travel lanes and adding speed awareness signage.
41. Worked with the Traffic Improvement Subcommittee to identify areas in the City where street sweeping was not effectively being done due to parked cars, and modified the

City's ordinance to post those areas for No Parking on Street Sweeping Days to collect trash and debris and improve water quality.

42. Worked with the Traffic Improvement Subcommittee to develop an ordinance revision relative to Commercial and Recreational Vehicle Parking Restrictions to address recent community complaints in this area, which was approved by the City Council.
43. Installed and managed signal coordination timing on PCH, Golden Lantern and Stonehill Drive. This included automating several controllers so that timing changes could be made from City Hall, saving staff time and providing more efficient operations. In 2011, the remaining portion of Golden Lantern will be coordinated, and include multiple jurisdictions. In addition, the City Council recently adopted the first Signal Synchronization Plan for the City of Dana Point.

POLICE SERVICES DEPARTMENT

POLICE SERVICES

1. Our Community Services Unit (CSU) has performed in an outstanding manner during this reporting period. They have utilized the Community Oriented Policing and Problem Solving (COPPS) model of policing to reduce crime and build stronger relationships between Law Enforcement and the community.
2. To improve service and responsiveness to the public we have created a phone number and email address that is available for the community to use to contact us directly on non-emergency matters (questions, comments and community concerns). Those who contact us receive a response in a timely manner to acknowledge the receipt of the call or email and receive a follow up call (if desired) to report on the outcome of our efforts and/or response to the matter. This system has eliminated complaints by citizens regarding our response to issues in a timely manner.
3. Police Services is working with the City Attorney's office and the Orange County District Attorney to create pro-active measures to ensure that those individuals on Parole or Probation are restricted from being out in the community during certain hours of the night; without cause.
4. The crime prevention program "Hide it, Lock it, or Lose it" was implemented at the beginning of 2009. It has already become an award winning program and the hoped for reductions in property crimes it was designed to accomplish are already being seen.
 - a. During 2009 we saw overall crime drop by 12%
 - b. Property crime was reduced by 28%
 - c. Thefts from unlocked vehicles by 38%
 - i. Citizen participation in crime prevention works
 1. This large reduction of "opportunistic thefts" from vehicles has directly driven down those other statistical areas.

- d. The first two months of 2011 in comparison to 2010 have seen a continued reduction in Part I Crimes by over 20%
2. Police Services and the City of Dana Point recognize the importance of protecting our students at Dana Hills High School. Our School Resource Officer Program continues with the funding provided by a grant from Citizen Options for Public Safety (C.O.P.S.). Each of our deputies and supervisors are required to spend at least one hour per month on campus to remain familiar with the atmosphere of the high school environment and the physical layout of the campus. All of our personnel are trained in Rapid Response Tactics and are prepared to respond quickly and effectively to violence on the school grounds.

To enhance our ability to effectively respond to emergencies on campus we have coordinated with Dana Point Emergency Operations Department, CUSD, and the Boy Scouts to have all of the buildings on campus clearly numbered for quick identification from the ground and air. Eagle Scout Gardner will be finishing the project early in the spring of 2011.

In addition to these safeguards; the City and Police Services have implemented an Early Intervention Program to help prevent student involvement in the abuse of alcohol and drugs. The program is staffed by an Early Intervention Specialist who provides counseling and resources to students who have become involved in these behaviors and require assistance in recovery.

- a. This Early Intervention program has had a very positive impact on the student body and staff at the high school.
 - b. We believe that this program is helping reduce risky behaviors by students and has prevented many instances where otherwise we would have seen students causing serious harm or death to themselves or others.
3. We continued our agreement with the County of Orange Harbors, Beaches and Parks Department to have a deputy patrol the beach areas on an All Terrain Vehicle (ATV) during the summer months.
4. Police services continued the assignment of one deputy to work full time with the South Operations Directed Enforcement Team (DET). This team targets career criminals and assists South Investigations with additional manpower for more labor intensive investigations.
5. Police Services joined with four other South County cities to form the Medical Marijuana Task Force. We have assigned one deputy to this group and will continue to deploy him/her based upon quarterly activity reviews of the Task Forces progress. During this time we have worked closely with City Staff to close all known Marijuana trafficking establishments in the community.

6. Police Services has actively sought out grant funding to offset operational and program costs. During this period we obtained funding to offset our HILIOLI program development, our SRO position and assist with funding our COPPS project in the city.

VIPS

1. Volunteers performed 9,834 hours of community service during the 2009-through 2011 time period. Since the inception of the program VIPS have accumulated 123,253 hours of service, saving the city approximately \$2,632,684.00 (Based on a nationwide volunteer standard of \$21.36 an hour).
2. Issued 1,724 parking citations.
3. Performed 654 vacation home checks.
4. Removed over 3,288 illegal signs and/or stickers on city property
5. Provided assistance to code enforcement on 514 occasions.
6. Conducted 3,574 park inspections
7. Had 3,035 contacts with the public at the Police Services front counter.
8. Provided 2,866 citizen assists.
9. Conducted high visibility bicycle patrols to both residents and businesses.
10. Continued to provide valuable traffic control assistance to police services at several special events including the Festival of Whales parade, Wag-A-Thon, Fourth of July, Doheny music festivals, Bicycle Grand Prix, Turkey Trot, and Concours d'Elegance.
11. Patrolled business and residential areas of the city to deter criminal activity.
12. Provided traffic control on various road closures during mudslides in Capistrano Beach.
13. Conducted T-3 patrols in the Dana Point Harbor.

COMMUNITY SERVICES & PARKS DEPARTMENT

COMMUNITY SERVICES

1. Collaborated with local non-profits to help produce the following events:
 - a. Grand Prix of Cycling/Kid's Race
 - b. Dana Point Harbor Boat Parade
 - c. Dana Point Relay for Life

- d. Dana Point Bark for Life
 - e. VFW Memorial Day Event
 - f. VFW Veteran's Day Event
 - g. Shakespeare in the Park
 - h. South Orange County School of the Arts Inferno Concert Tour
2. Produced and conducted twenty-three successful major city wide events:
 - a. Festival of Whales Parade
 - b. Festival of Whales Movie in the Park
 - c. Festival of Whales Concert & BBQ
 - d. Egg Hunts (2 locations, Pines Park & Sea Canyon Park, averaging 1,000 in attendance at each location)
 - e. Movies in the Park (4 movies, averaging 1,000 in attendance for each movie)
 - f. 4th of July Fireworks Display
 - g. Summer Concert Series (9 concerts, averaging 3,000 per concert, highlighting Heritage Park and Lantern Bay Park.
 - h. Labor Day Concert & BBQ (BBQ & beverage area raised \$10,000 for the 5th Regiment Support Group)
 - i. Star Spangled Spectacular Concert (Featured the Capistrano Valley Symphony and Marine Corp Band).
 3. Upgraded the Recreation Program software to improve financial tracking, program registration, and customer service.
 4. Upgraded the Recreation Program software to include online registration, where customers can access it 24/7 to register for recreational classes. Shortly after implantation, 30% of customers were registering for classes online.
 5. Expanded programming for the Dana Point Senior Center and Age Well Senior Services by adding a yearly Senior Center Open House to attract new clients to the facility. Added the Senior New Year's Eve Dinner Dance and took over the sponsorship of the Senior St. Patrick's Day Luncheon.

PARKS

6. Added doggy drinking fountain and shade structures at Creekside Park.
7. Installed new dinosaur themed play equipment at Dana Crest Park.
8. Completely renovated Harry Otsubo Community Gardens.
9. Removed old wooden sign and installed new rock monument sign at Pines Park.
10. Added new picnic tables at Sea Canyon Park.
11. Installed new benches around play area at Lantern Bay Park.

12. Removed dilapidated wooden sign and installed new rock monument sign at Dana Woods Park.
13. Renovated Seven Seas median with drought tolerant landscaping and lights.
14. Erected new rock monument sign at Lantern Bay Park.
15. Installed new concrete picnic tables in the old section of Sea Terrace Park.
16. Planted over 250 trees along parkways and in City parks.
17. Re-landscaped planter at Chloe Luke Park.
18. Installed new picnic tables and BBQ's at Dana Crest Park.
19. Removed and replaced play equipment at Sea View Park.

City of Dana Point Appropriations Subject to Limit

The Appropriations Limitation imposed by Propositions 4 and 11 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. Not all revenues are restricted by the Limit, only those which are referred to as "proceeds of taxes". The purpose of the law is to limit governmental spending by putting a cap on the total proceeds of taxes that may be appropriated each year. This limit is increased each year through a formula that takes into consideration changes in population, the Consumer Price Index and State per-capita income. The City of Dana Point's appropriations limit for fiscal year 2012 is \$71,938,936, and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2011):	\$69,979,510
FY 2012 Adjustment Factors:	
1. Population %	.28
2. Inflation %	2.51
3. Population converted to a ratio	1.0028
4. Inflation converted to a ratio	<u>1.0251</u>
Total Adjustment Factor (=3 x 4)	<u><u>1.0280</u></u>
FY 2012 Appropriations Limit (\$69,979,510 x 1.0280)	<u><u>\$71,938,936</u></u>

BUDGET GRAPHICS & SUMMARIES

Budget Graphics and Summaries Overview

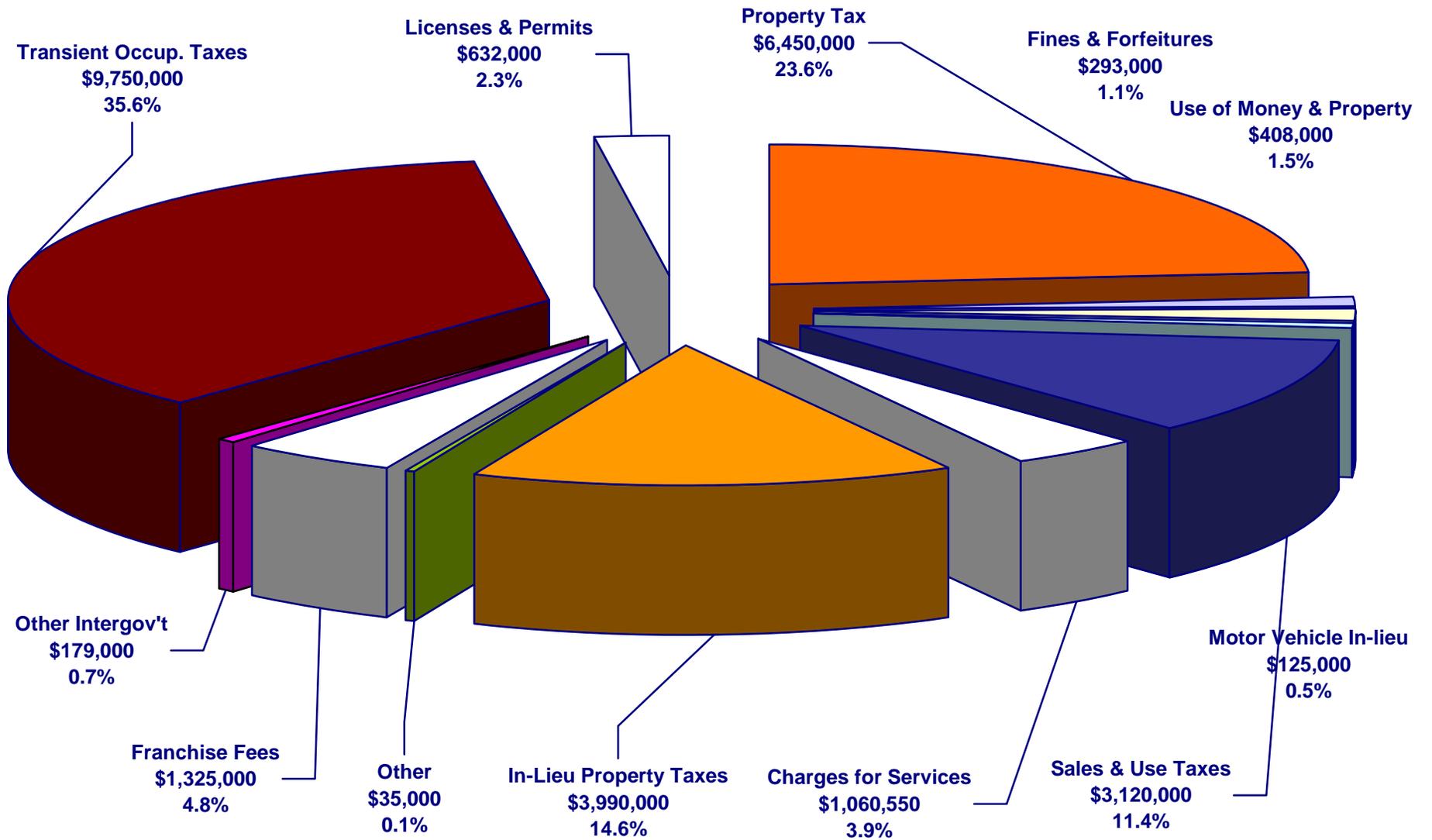
The budget graphics and summaries section includes a breakdown of revenues and expenditures by funds including General Fund specifics and City totals. The overviews include comparative information for fiscal years 2009 through 2013

The graphics and summaries presented include the following:

- General Fund Revenue Summary
- General Fund Expenditure Summary
- General Fund Revenue Comparison
- General Fund Revenue Comparison – By Source
- General Fund Expenditure Comparison
- General Fund Expenditure Comparison – By Department
- General Fund Operating Expenditures By Type
- General Fund Total Sources & Allocation Comparison
- Total Revenues (All Sources) – By Fund
- Total Expenditures (By Type) – All Funds
- Authorized Full-time Positions – Comparison By Year
- Authorized full-time Positions – By Department
- Personnel Classifications

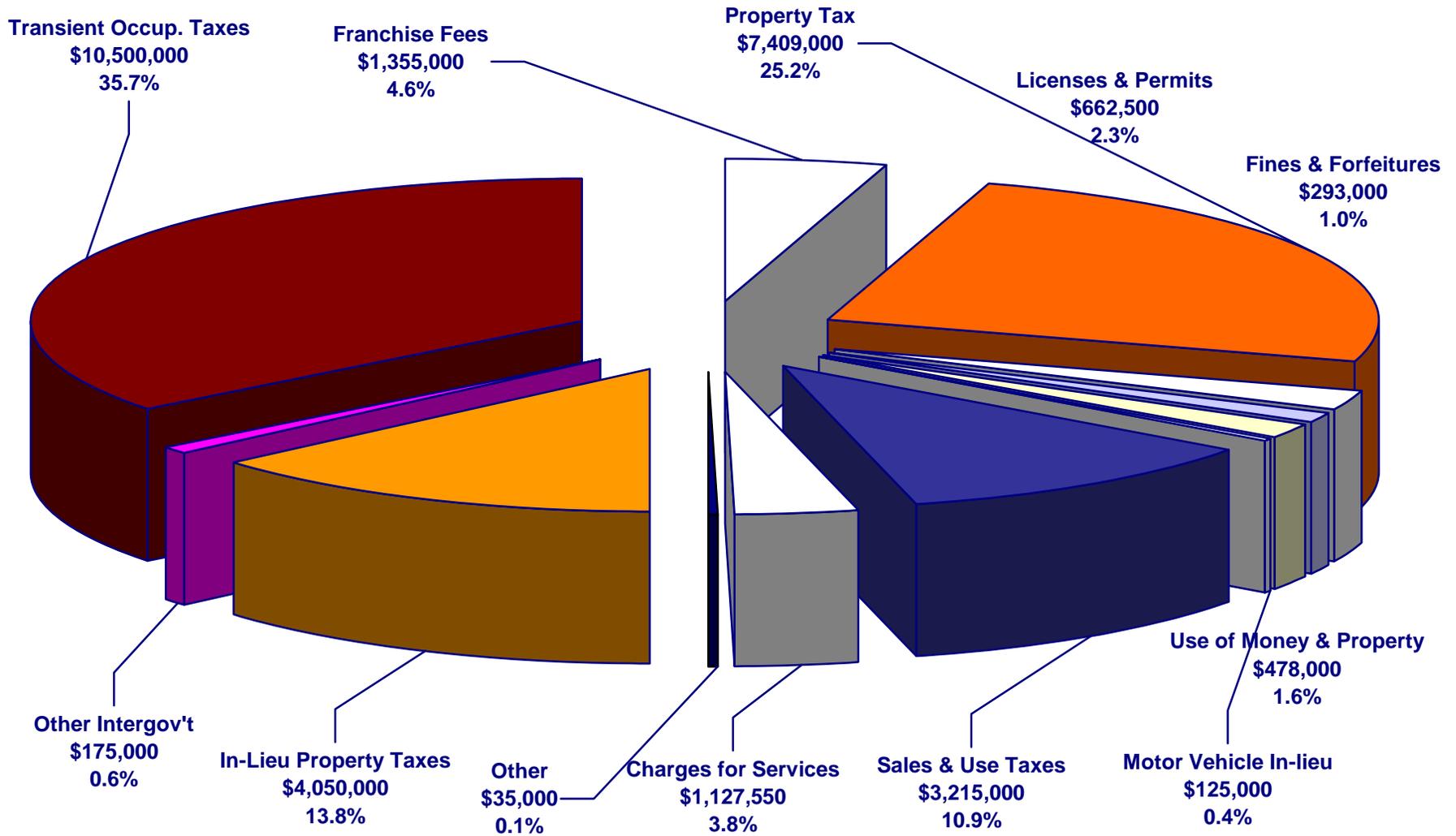
GENERAL FUND REVENUES - FISCAL YEAR 2012

TOTAL REVENUES - \$27,367,550



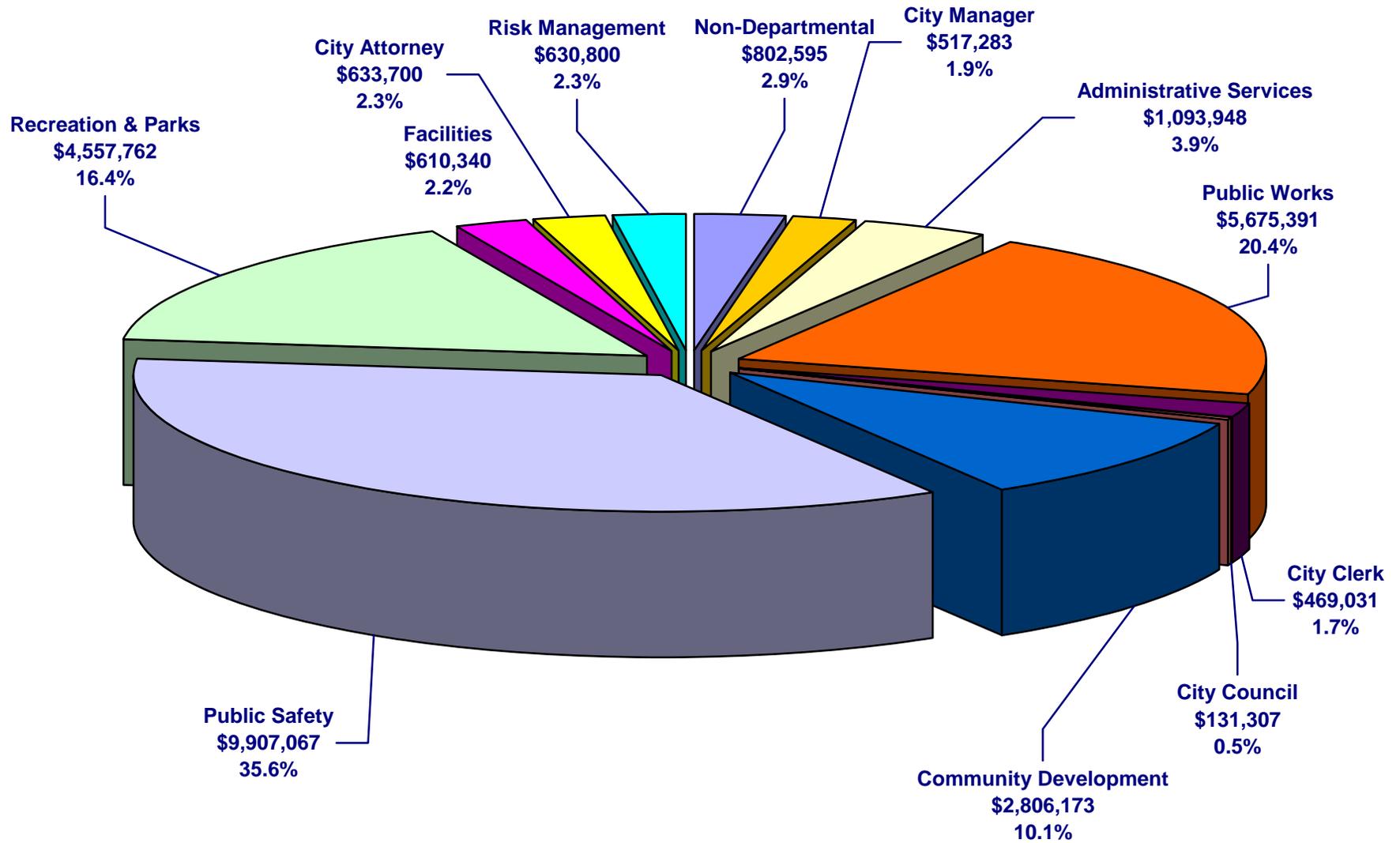
GENERAL FUND REVENUES - FISCAL YEAR 2013

TOTAL REVENUES - \$29,425,050



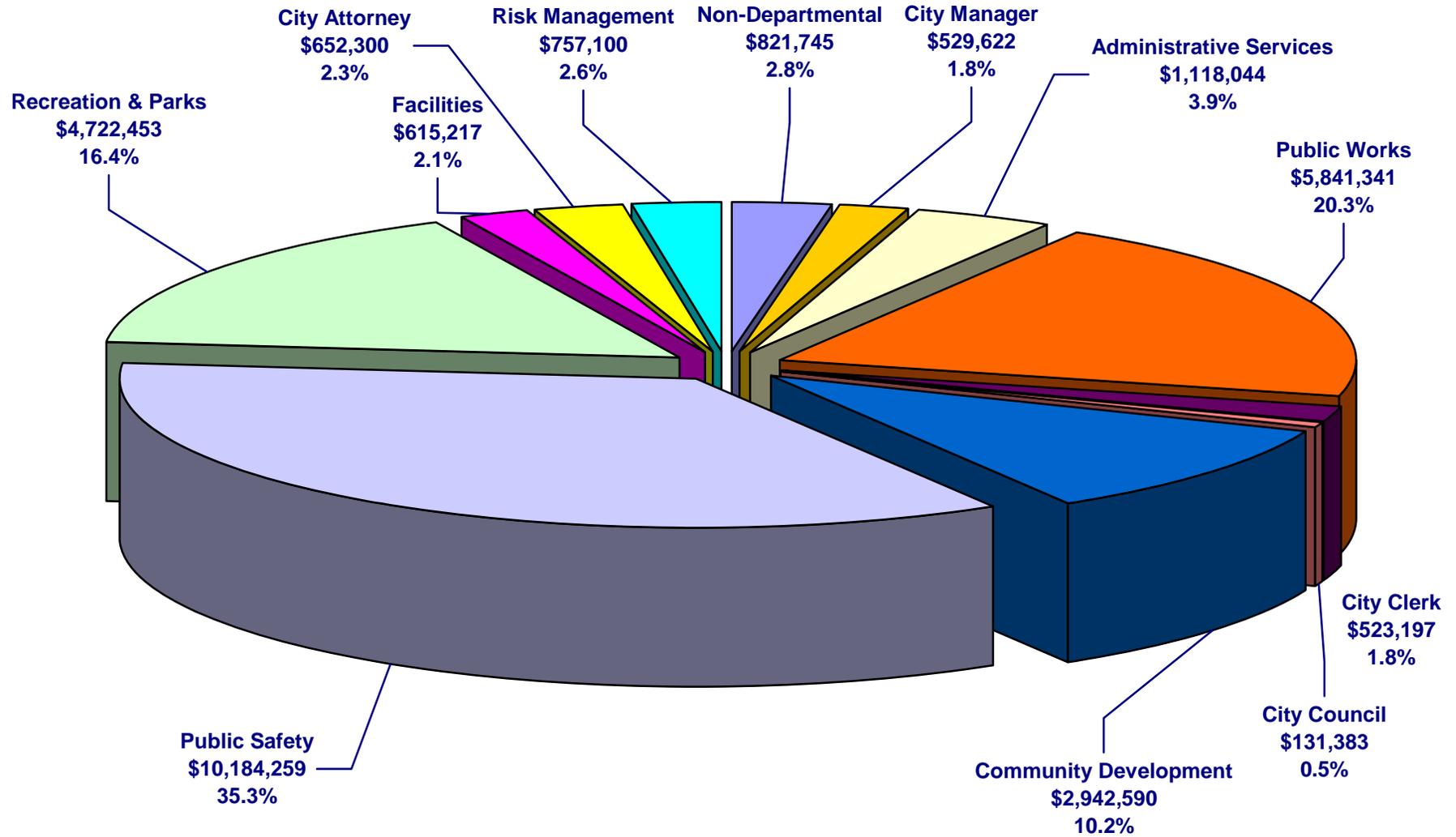
General Fund Expenditures - Fiscal Year 2012

Total Expenditures - \$27,835,398



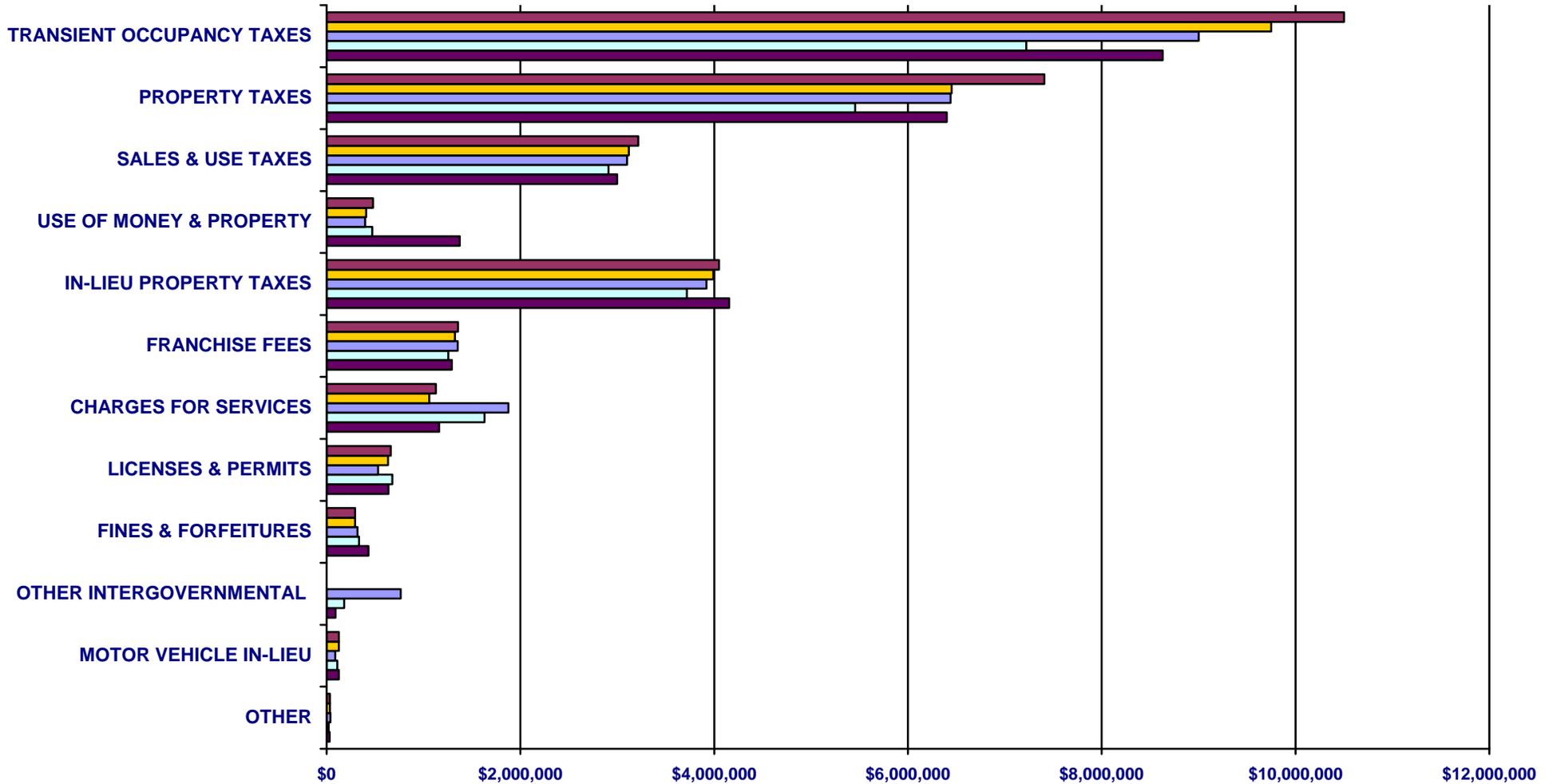
General Fund Expenditures - Fiscal Year 2013

Total Expenditures - \$28,839,251



General Fund Revenue Comparison

FY2009 THROUGH FY2013



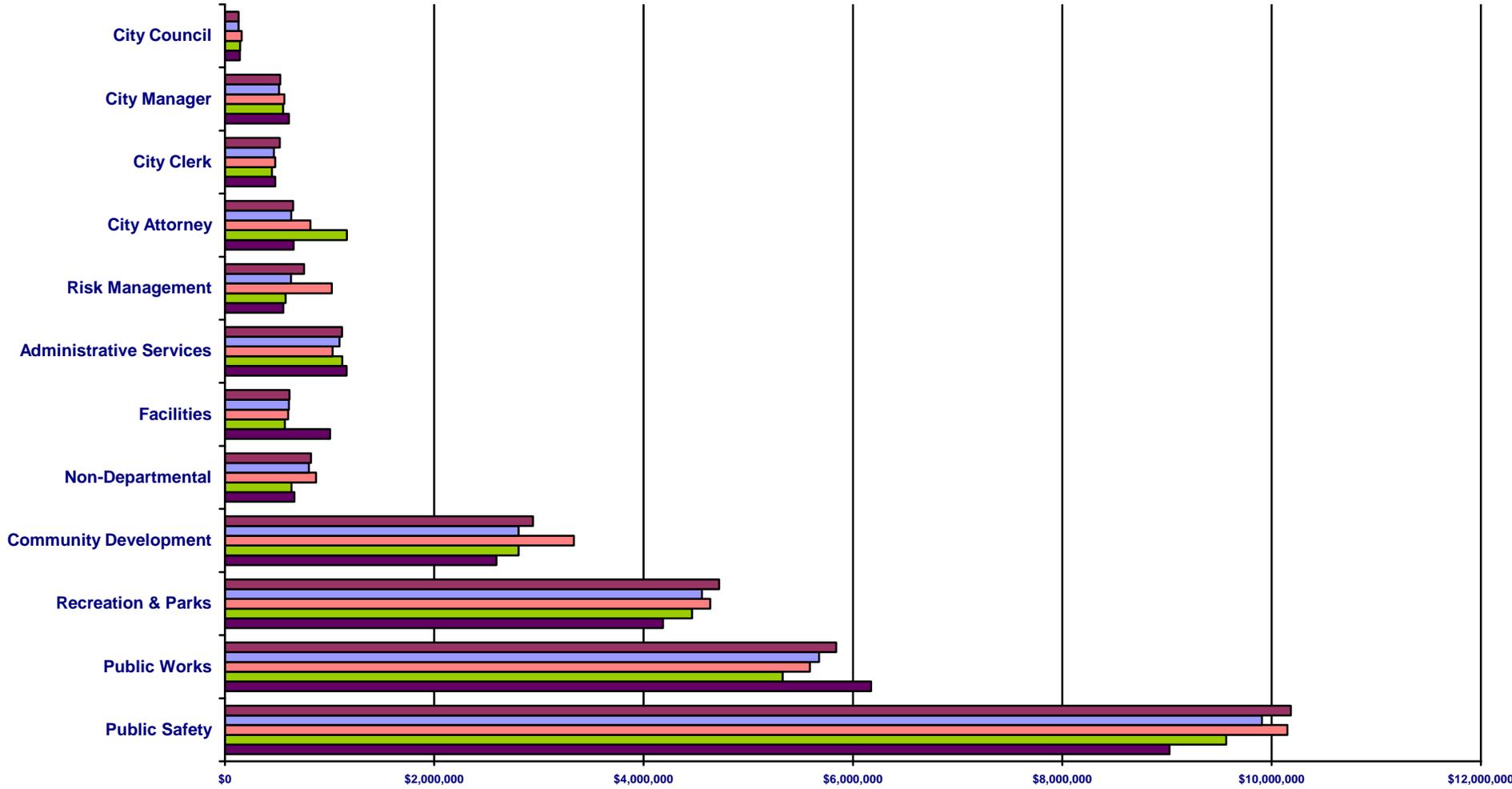
FY 2009 \$27,553,348
 FY 2010 \$24,141,371
 FY 2011 \$28,009,516
 FY 2012 \$27,367,550
 FY 2013 \$29,425,050

CITY OF DANA POINT
GENERAL FUND REVENUE COMPARISON - BY SOURCE
Fiscal Years 2009 Through 2013

	FY2009 Actual	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
TAXES & FRANCHISES					
Property Taxes	6,124,426	5,175,528	6,135,000	6,158,000	7,097,000
Franchise Fees	1,293,519	1,254,944	1,352,000	1,325,000	1,355,000
Property Transfer Taxes	223,776	229,244	252,000	240,000	260,000
In-lieu Property Taxes	4,154,369	3,718,803	3,920,000	3,990,000	4,050,000
Transient Occupancy Taxes	8,630,213	7,221,119	9,000,000	9,750,000	10,500,000
Sales & Use Taxes	2,998,490	2,908,858	3,100,000	3,120,000	3,215,000
Homeowner Property Tax Relief	51,240	50,873	52,000	52,000	52,000
LICENSES & PERMITS					
Engineering Permits	67,846	61,332	47,800	52,000	56,000
Planning Permits	96,691	168,276	66,500	130,000	136,500
Building Permits	474,936	449,389	416,000	450,000	470,000
FINES & FORFEITURES					
Fines & Forfeitures	331,829	283,216	275,000	243,000	243,000
Penalties, Interest & Restitution	101,120	51,382	45,000	50,000	50,000
USE OF MONEY & PROPERTY					
Rental of Property	66,703	57,477	41,000	70,000	70,000
City Plaza Rent	81,135	78,416	75,000	88,000	88,000
Investment Interest	1,227,088	334,480	282,000	250,000	320,000
INTERGOVERNMENTAL					
Motor Vehicle In-Lieu	125,747	108,942	90,000	125,000	125,000
State/Local Grants	0	0	0	0	0
Intergovernmental Cost Reimbursements	91,582	180,183	765,171	0	0
Nuclear Power Program	218,506	160,056	178,000	179,000	175,000
CHARGES FOR SERVICES					
Engineering Fees	63,420	46,042	154,200	77,000	81,000
Art in Public Places Fee	7,826	17,491	0	0	0
Planning Fees	72,596	64,603	61,750	61,000	64,000
Building Fees	339,869	321,673	334,000	300,000	310,000
Recreation Classes & Activities	194,030	196,343	222,000	210,000	210,000
Solid Waste Administration Fee	50,097	46,837	48,000	50,000	50,000
Development Impact Fees	8,242	4,096	10,000	10,000	10,000
Reimbursed Expenses	425,720	931,983	1,046,095	351,550	401,550
Planning Appeals	0	0	1,000	1,000	1,000
OTHER					
Abandoned Vehicle Abatement Program	14,266	14,080	20,000	15,000	15,000
Beverage Container Recycling	9,692	0	5,000	5,000	5,000
Litigation Settlements	0	0	0	0	0
Miscellaneous Revenue	8,374	5,705	15,000	15,000	15,000
GENERAL FUND TOTAL	\$27,553,348	\$24,141,371	\$28,009,516	\$27,367,550	\$29,425,050

General Fund Expenditure Comparison

FY2009 THROUGH FY2013



FY 2009 \$27,256,618

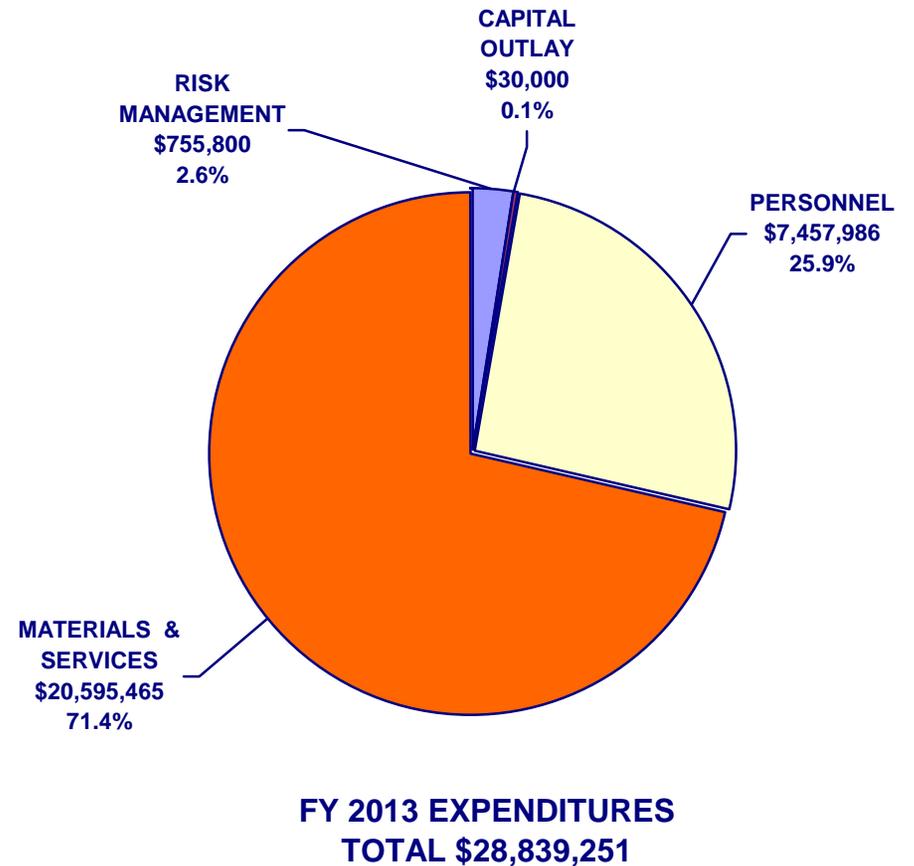
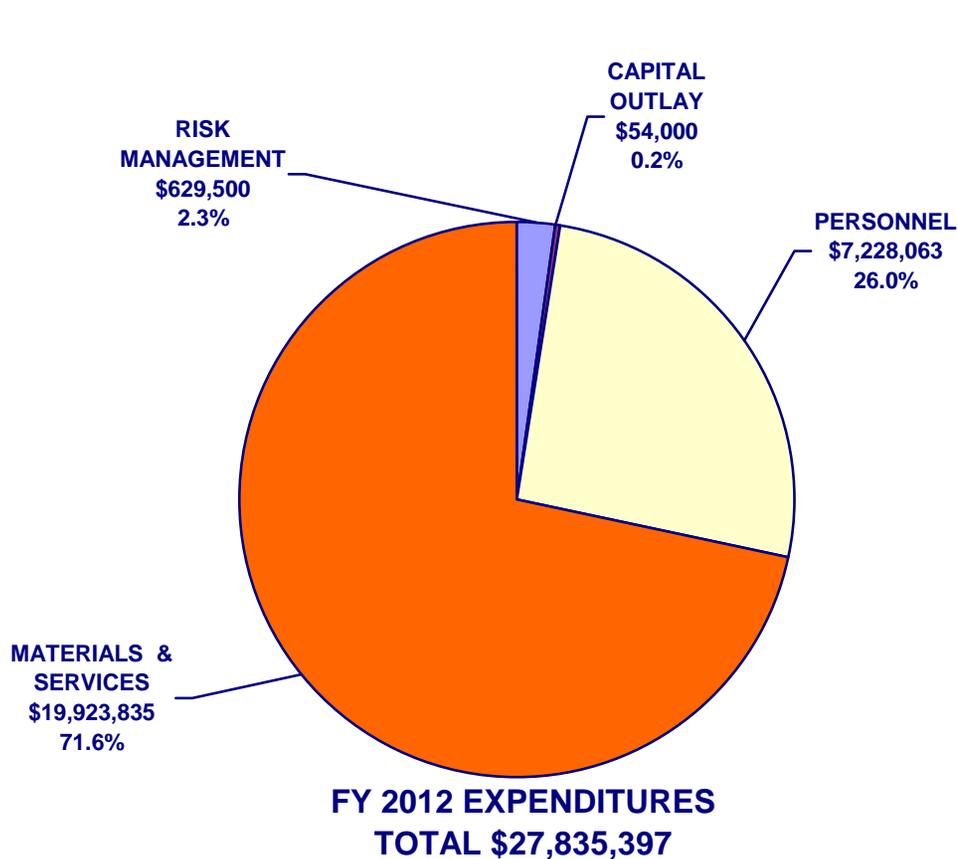
FY 2010 \$27,383,341

FY 2011 \$29,262,511

FY 2012 \$27,835,397

FY 2013 \$28,839,251

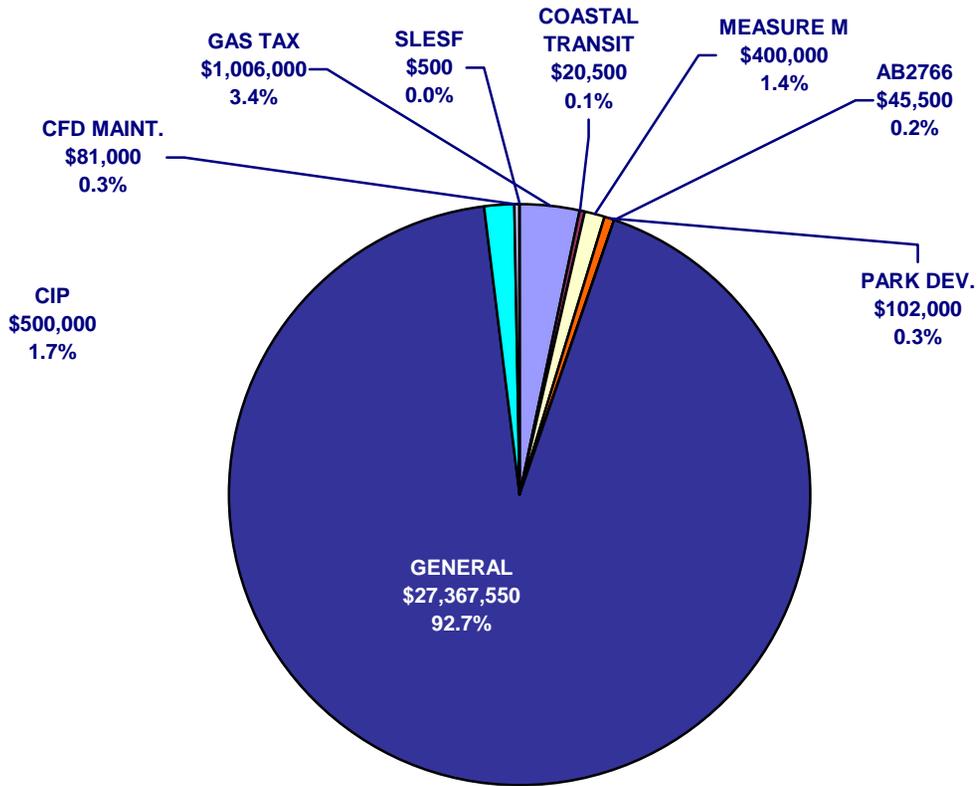
GENERAL FUND – OPERATING EXPENDITURES BY TYPE FY 2012 & 2013



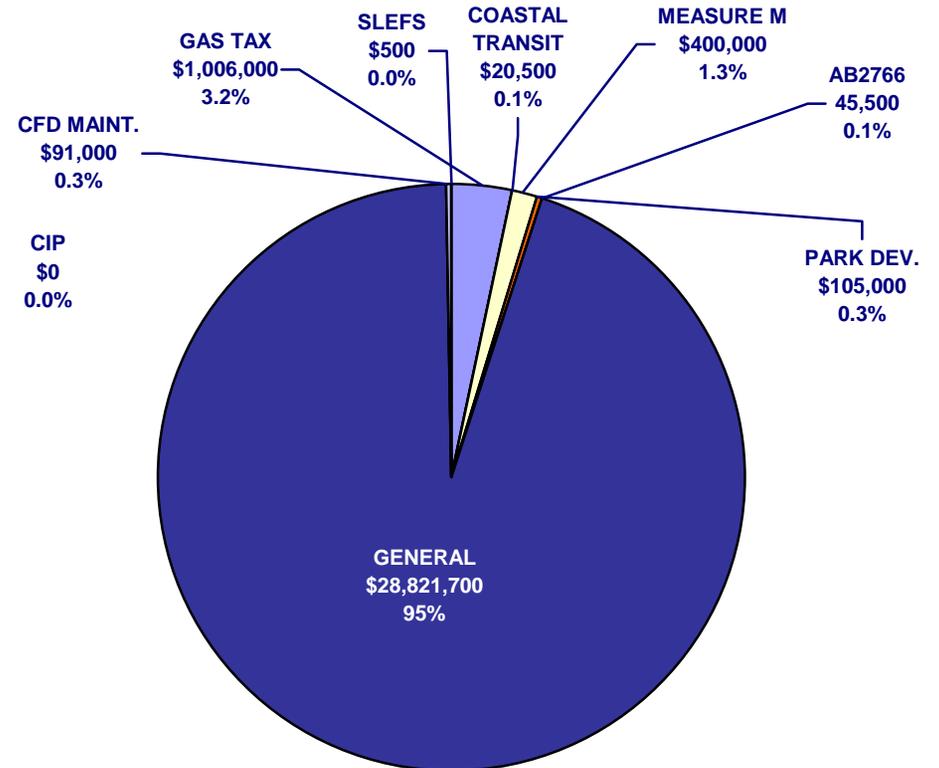
CITY OF DANA POINT
GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON
Fiscal Years 2009 Through 2013

REVENUES & SOURCES	FY2009 Actual	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
General Fund - Revenue	\$27,553,348	\$24,141,371	\$28,009,516	\$27,367,550	\$29,425,050
Transfer In - from Facilities Improvement Fund	0	250,000	0	0	0
Transfer In - from Capital Improvements Fund	0	2,036,555	0	0	0
Transfer In - from Gas Tax Fund	764,080	600,944	659,000	593,000	593,000
TOTAL REVENUES & SOURCES	<u>\$28,317,428</u>	<u>\$27,028,870</u>	<u>\$28,668,516</u>	<u>\$27,960,550</u>	<u>\$30,018,050</u>
EXPENDITURES & USES					
General Fund - Operating Expenditures	\$27,256,618	\$27,383,341	\$29,262,511	\$27,835,397	\$28,839,251
Transfer Out - to Capital Improvements Fund	1,829,304	0	100,000	0	0
Transfer Out - to CFD2006-1 Maintenance Fund	0	25,000	30,000	30,000	30,000
Transfer Out - to Facilities Improvement Fund	525,000	145,900	25,171	0	0
TOTAL EXPENDITURES & USES	<u>\$29,610,922</u>	<u>\$27,554,241</u>	<u>\$29,417,682</u>	<u>\$27,865,397</u>	<u>\$28,869,251</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	<u>(\$1,293,494)</u>	<u>(\$525,371)</u>	<u>(\$749,166)</u>	<u>\$95,153</u>	<u>\$1,148,799</u>

TOTAL REVENUES (ALL SOURCES) – BY FUND FY 2012 & 2013

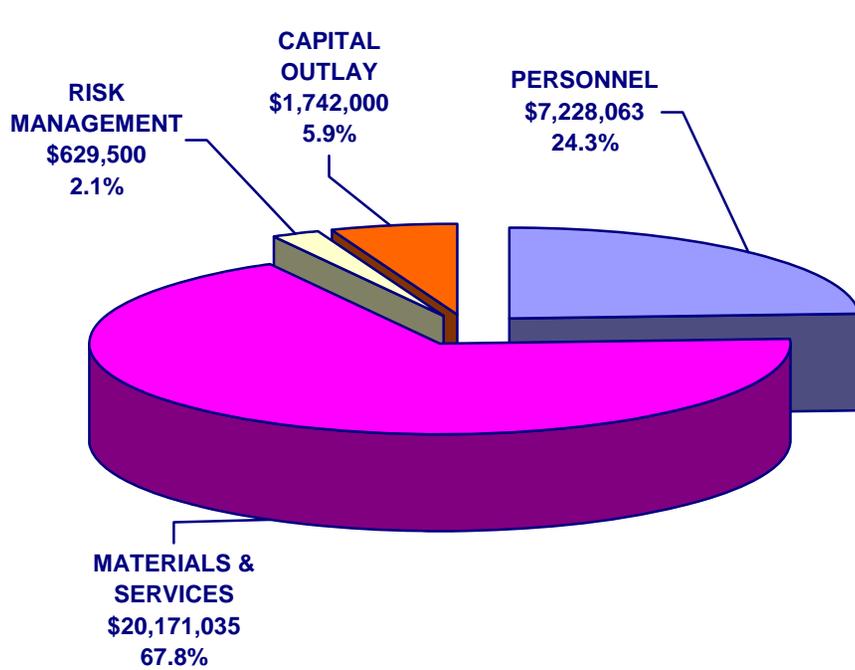


**FY2012 REVENUES
TOTAL \$29,523,050**

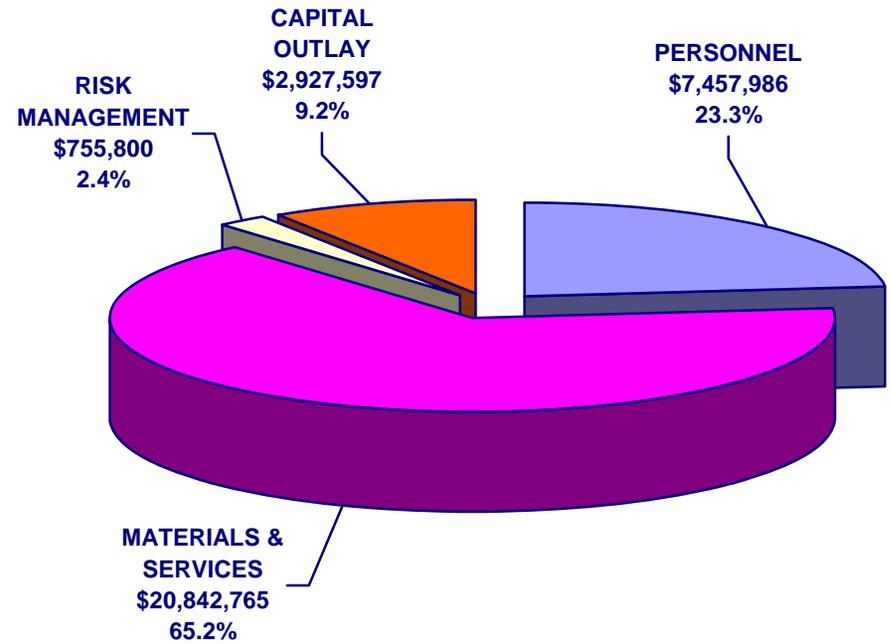


**FY2013 REVENUES
TOTAL \$31,093,550**

TOTAL EXPENDITURES (BY TYPE) – ALL FUNDS FY 2012 & 2013

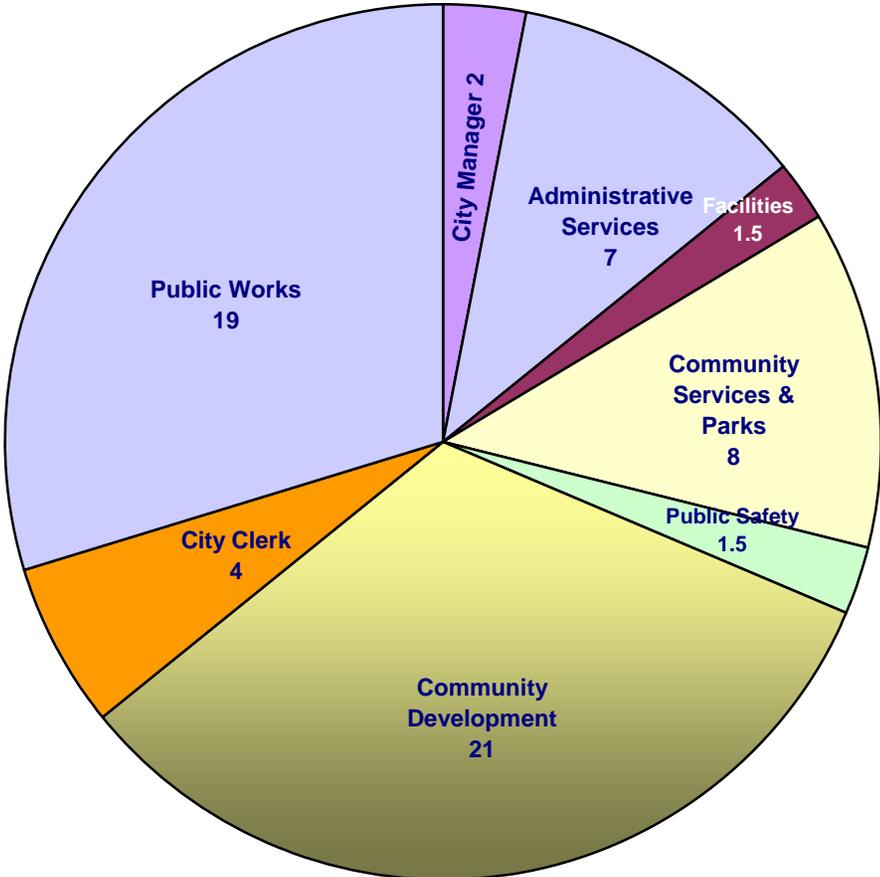


**FY2012 EXPENDITURE
TOTAL \$29,770,598**

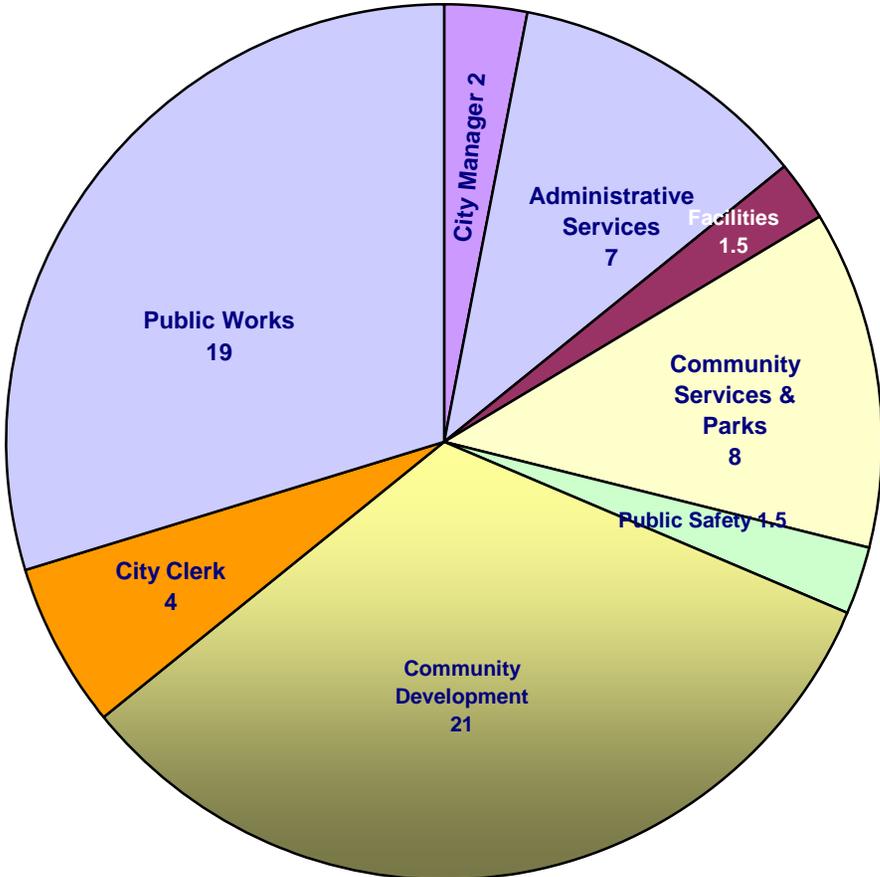


**FY2013 EXPENDITURE
TOTAL \$31,984,148**

AUTHORIZED FULL-TIME POSITIONS – SUMMARY BY DEPARTMENT FY 2012 & 2013



**FISCAL YEAR 2012
TOTAL 64**



**FISCAL YEAR 2013
TOTAL 64**

CITY OF DANA POINT
AUTHORIZED FULL-TIME POSITIONS - BY DEPARTMENT
Fiscal Years 2010 Through 2013

	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>		<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>
<u>City Manager</u>					<u>Public Works - Street/Drainage Maintenance</u>				
City Manager	1	1	1	1	PW Administrative Manager	0.33	0.33	0.33	0.33
Executive Secretary	1	1	1	1	Streets Mgr./Pub Works Inspec.	1	1	1	1
<u>City Clerk</u>					<u>Public Works - Traffic Engineering</u>				
City Clerk	1	1	1	1	Senior Civil Engineer	1	1	1	1
Deputy City Clerk	1	1	1	1	<u>Public Works - Solid Waste</u>				
City Clerk Specialist	1	1	1	1	PW Administrative Manager	0.33	0.33	0.33	0.33
Secretary	1	1	1	1	<u>Public Works - Engineering</u>				
<u>Administrative Services</u>					<u>Public Works - Water Quality</u>				
Dir. of Administrative Services	1	1	1	1	Engineering Technician III	2	2	2	2
Acct./Data Processing Manager	1	1	1	1	City Engineer	1	1	1	1
Accounting Technician	1	1	1	1	Senior Construction Inspector	1	1	1	1
Management Analyst	1	1	1	1	Principal Civil Engineer	1	1	1	1
Senior Management Analyst	1	1	1	1	Associate Engineer	1	1	1	1
Personnel Analyst	1	1	1	1	Secretary	2	2	2	2
Administrative Secretary	1	1	1	1	Senior Civil Engineer	4	4	4	4
<u>Community Development - Planning</u>					<u>Facilities</u>				
Dir. of Community Development	1	1	1	1	Bldg. & Facil. Maint. Worker	1	1	1	1
Administrative Secretary	1	1	1	1	Director of Emerg. & Supp Svcs	0.5	0.5	0.5	0.5
City Architect/Planning Manager	1	1	1	1	Emergency & Support Svcs. Mgr	0	0	0	0
Associate Planner	2	2	2	2	<u>Public Safety - Emergency Services</u>				
Senior Planner	3	3	3	3	Emergency Services Coordinator	1	1	1	1
<u>Community Development - Building</u>					<u>Community Services - Parks</u>				
Secretary	0.5	0.5	0.5	0.5	Parks Manager	1	1	1	1
Permit Technician	1	1	1	1	Parks Supervisor	1	1	1	1
Building Official	1	1	1	1	Parks Maintenance Worker III	1	1	1	1
Senior Structural Engineer	1	1	1	1	<u>Community Services</u>				
Chief Building Inspector	1	1	1	1	Administrative Aide	1	1	1	1
Senior Building Inspector	2	2	2	2	Recreation Manager	1	1	1	1
Senior Permit Technician	1	1	1	1	Dir. Parks & Recreation	1	1	1	1
<u>Community Development - Code Enforcement</u>					<u>Community Services</u>				
Code Enforcement Officer	3	3	3	3	Recreation Supervisor	1	1	1	1
Secretary	0.5	0.5	0.5	0.5	Recreation Coordinator	1	1	1	1
<u>Community Development - Economic Development</u>					<u>Public Works - Administration</u>				
Economic Development Manager	1	1	1	1	Dir. of Pub. Works & Engr. Svcs.	1	1	1	1
Management Analyst	1	1	1	1	Administrative Secretary	1	1	1	1
<u>Public Works - Administration</u>					<u>Total Personnel</u>				
Dir. of Pub. Works & Engr. Svcs.	1	1	1	1		64.00	64.00	64.00	64.00
Administrative Secretary	1	1	1	1					
PW Administrative Manager	0.33	0.33	0.33	0.33					

**CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS**

<u>TITLE</u>	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS
	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY 2013</u>
Full-time Personnel				
Accounting Technician	1	1	1	1
Accounting/Data Processing Manager	1	1	1	1
Administrative Aide	1	1	1	1
Administrative Secretary	4	4	4	4
Assistant City Manager/Director of Administrative Services	1	1	1	1
Associate Engineer	1	1	1	1
Associate Planner	2	2	2	2
Building Official	1	1	1	1
Building/Facilities Maintenance Worker III	1	1	1	1
Chief Building Inspector	1	1	1	1
City Architect/Planning Manager	1	1	1	1
City Clerk	1	1	1	1
City Clerk Specialist	1	1	1	1
City Engineer	1	1	1	1
City Manager	1	1	1	1
Code Enforcement Officer	3	3	3	3
Deputy City Clerk	1	1	1	1
Director of Community Development	1	1	1	1
Director of Community Services & Parks	1	1	1	1
Director of Disaster Preparedness & Facilities	1	1	1	1
Director of Public Works & Engineering Services	1	1	1	1
Economic Development Manager	1	1	1	1
Emergency Services Coordinator	1	1	1	1
Engineering Technician III	2	2	2	2
Executive Secretary	1	1	1	1
Management Analyst	2	2	2	2
Natural Resource Protection Officer	1	1	1	1
Parks Maintenance Worker III	1	1	1	1
Parks Manager	1	1	1	1
Parks Supervisor	1	1	1	1
Permit Technician	1	1	1	1
Personnel Analyst	1	1	1	1
Principal Civil Engineer	1	1	1	1
Recreation Coordinator	1	1	1	1
Recreation Supervisor II	1	1	1	1
Secretary	4	4	4	4
Senior Building Inspector	2	2	2	2
Senior Civil Engineer	6	6	6	6
Senior Construction Inspector	1	1	1	1
Senior Management Analyst	2	2	2	2
Senior Permit Technician	1	1	1	1
Senior Planner	3	3	3	3
Senior Structural Engineer	1	1	1	1
Streets & Fleet Manager	1	1	1	1
TOTAL FULL TIME	64	64	64	64
Part-time Personnel (Hours vary from 0 to a max of 30 hrs per week depending on position)				
Account Clerk	1	1	1	1
Administrative Intern	1	1	1	1
Public Works Intern	2	2	2	2
Records Assistant	1	1	1	1
Recreation Leader	4	4	4	4
Secretary	2	2	2	2
Secretary - On Call	1	1	1	1
Staff Aide - Recreation	1	1	1	1
Staff Aide - Visitor's Center (Seasonal)	4	4	4	4

CHANGES IN FUND BALANCE

DESCRIPTION OF FUND BALANCES

GENERAL FUND:

General Fund balances are comprised of two components: Unreserved balances and Reserved balances. Reserved balances constitute that portion of the General Fund which is restricted for cash flow, interest earning and financing purposes. Unreserved balances are a resource against which expenditures or appropriations are made and are the result of either: (1) expenditure savings from the prior fiscal years; or (2) revenue surplus from the prior fiscal years.

The General Fund reserve items components correspond to the following purposes:

- Encumbrance reserves are monies carried over from the previous budget year to pay for previous year obligations.
- Reserve for State budget impacts corresponds to funds set aside to deal with potential City budget impacts that could result from actions taken by the State of California to balance its budget.
- Reserve 20% of General Fund revenues in an emergency reserve that can only be utilized by a 4/5 majority City Council vote.
- Reserve \$105,796 collected from developers for the creation and display of artwork in public locations in the City of Dana Point.
- Investment mark to market represents unrealized gains on the market value of City investments.
- Cash Flow Reserve, established at 10% of General Fund revenues, is the fund balance amount which may be required for expenditures early in the fiscal year, when the revenues necessary for such expenditures may not be received until later in the fiscal year.
- Capital Projects Sinking Fund corresponds to funds set aside for future replacement of City infrastructure.

Because the Reserved balances may not be available for current year General Fund expenditures, the Unreserved balances more accurately reflect the financial situation of the General Fund.

MEASURE M FUND:

All Measure M revenues are transferred to the Capital Improvement Fund and are used to pay for qualifying Capital Improvement Projects.

GAS TAX FUND:

All Gas Tax revenues are transferred to the General Fund and will be used to pay for ongoing road maintenance costs.

AB2766 FUND:

This fund accounts for all unexpended funds received by the City pursuant to Assembly Bill 2766, and are restricted for use in implementing elements of the California's Clean Air Act.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND:

This fund accounts for the proceeds of Assembly Bill 3229, passed by the California State legislature in 1996. These funds are allocated to the City by the State, and are restricted for use in enhancing front line law enforcement activities.

FACILITIES IMPROVEMENT FUND

This fund was established to account for major one-time expenditures to improve city-owned facilities including City Plaza and the Del Obispo Recreation Center.

CAPITAL IMPROVEMENT PROJECTS FUND:

This fund was established to account for major improvements to the City's infrastructure, including streets, medians, sidewalks, storm drains, parks and other facilities. Funds reserved include accumulations for future open space acquisition, transportation improvements and undergrounding of utilities.

PARK DEVELOPMENT FUND:

This fund accounts for monies received by the City through the County, State and Federal Governments, as well as contributions from developers, which are restricted for use in park site acquisition, development and improvement.

COASTAL TRANSIT FUND:

This fund accounts for funds received by the City to mitigate impacts to coastal access that were anticipated to result from the projected residential development in Orange County. The funds are restricted for use to provide coastal recreational transit services. The City plans to develop a transit program which will improve summer access to and from the beach and harbor areas, but not compete with existing transit systems. A final program plan detailing the desired shuttle route program must be developed and approved by the Coastal Commission prior to expenditure of the funds. Following authorization, a transit provider would be selected for managing and operating the shuttle system. Project implementation may occur in 2007.

CFD 2006-1 ACQUISITION FUND:

This fund accounts for the acquisition of public improvements by Community Facilities District 2006-1 of the City of Dana Point (the "District"). The District was formed pursuant to the Mello-Roos Community Facilities Act of 1982 in order to finance the acquisition and/or construction of certain public improvements in the area of the City commonly referred to as the monies received by the City through the County, State and Federal Governments, as well as "The Headlands".

CFD 2006-1 FACILITIES MAINTENANCE FUND:

This fund was established to account for expenditures relating to the ongoing maintenance of landscaping, revetment, storm water quality and funicular associated with CFD 2006-1.

**CITY OF DANA POINT
FISCAL YEAR 2012 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	<u>General</u>	<u>Gas Tax</u>	<u>Coastal Transit</u>	<u>Measure M</u>	<u>Park Develop.</u>	<u>AB2766</u>	<u>SLESE</u>	<u>Facilities Impvmnt.</u>	<u>CFD2006-1 Acquisition</u>	<u>CFD2006-1 Maint.</u>	<u>CIP</u>	<u>Total</u>
EST. FUND BALANCE, 6-30-11	\$19,581,569	\$121,946	\$1,222,114	\$346,538	\$647,650	\$160,646	\$34,238	\$672,500	\$24,255	\$1,073	\$4,168,251	\$26,980,780
REVENUES & TRANSFERS-IN												
REVENUES:												
Taxes & Franchises	24,635,000	593,000		400,000								25,628,000
Licenses & Permits	632,000											632,000
Fines & Forfeitures	293,000											293,000
Use of Money & Property	408,000		20,000		2,000	500	500			1,000		432,000
Intergovernmental	304,000	413,000	500			45,000					500,000	1,262,500
Charges for Services	1,060,550									80,000		1,140,550
Other	35,000				100,000						0	135,000
Sub-total Revenues	27,367,550	1,006,000	20,500	400,000	102,000	45,500	500	0	0	81,000	500,000	29,523,050
TRANSFERS-IN:												
from Gas Tax Fund	593,000										413,000	1,006,000
from Park Development Fund											0	0
from CIP Fund												0
from General Fund								0		30,000	0	30,000
from AB2766 Fund												0
from Measure M Fund											400,000	400,000
Sub-total Transfers-in	593,000	0	0	0	0	0	0	0	0	30,000	813,000	1,436,000
TOTAL REVENUES & TRANSFERS-IN	\$27,960,550	\$1,006,000	\$20,500	\$400,000	\$102,000	\$45,500	\$500	\$0	\$0	\$111,000	\$1,313,000	\$30,959,050
EXPENDITURES & TRANSFERS-OUT												
EXPENDITURES:												
Personnel	7,228,063											7,228,063
Materials & Services	19,923,835		120,000			0				127,200		20,171,035
Risk Management	629,500											629,500
Capital Outlay	54,000							0			1,688,000	1,742,000
Sub-total Operating Expenditures	27,835,398	0	120,000	0	0	0	0	0	0	127,200	1,688,000	29,770,598
TRANSFERS-OUT:												
to CIP Fund	0	413,000		400,000	0							813,000
to Headlands CFD Maint. Fund	30,000											30,000
to Facility Improvement Fund	0											0
to General Fund		593,000										593,000
Sub-total Operating Transfers-out	30,000	1,006,000	0	400,000	0	0	0	0	0	0	0	1,436,000
TOTAL EXPEND & TRANSFERS OUT	\$27,865,398	\$1,006,000	\$120,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$127,200	\$1,688,000	\$31,206,598
YEAR-END FUND BALANCE SUMMARY:												
Reserved:												
Total Reserved Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved - Designated:												
Cash Flow	2,737,000											2,737,000
Capital Projects Sinking Fund	3,169,000											3,169,000
Emergencies	5,474,000											5,474,000
Pacific Coast Highway Remediation											2,953,136	2,953,136
Funicular replacement									0			0
Priority 1 Project										87,500		87,500
Investment mark to market	162,000											162,000
Art in Public Places	167,048											167,048
Potential State Budget Impacts	648,856											648,856
Future Years' Expenditures	7,318,817	121,946	1,122,614	346,538	749,650	206,146	34,738	672,500	24,255	(15,127)	752,615	11,334,692
Total Unreserved Fund Balance	19,676,721	121,946	1,122,614	346,538	749,650	206,146	34,738	672,500	24,255	(15,127)	3,793,251	26,733,232
TOTAL FUND BALANCE, 6-30-2012	\$19,676,721	\$121,946	\$1,122,614	\$346,538	\$749,650	\$206,146	\$34,738	\$672,500	\$24,255	(\$15,127)	\$3,793,251	26,733,232

**CITY OF DANA POINT
FISCAL YEAR 2013 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	<u>General</u>	<u>Gas Tax</u>	<u>Coastal Transit</u>	<u>Measure M</u>	<u>Park Develop.</u>	<u>AB2766</u>	<u>SLESF</u>	<u>Facilities Impvmt.</u>	<u>CFD2006-1 Acquisition</u>	<u>CFD2006-1 Maint.</u>	<u>CIP</u>	<u>Total</u>
PROJECTED FUND BALANCE, 6-30-2012	\$19,676,721	\$121,946	\$1,122,614	\$346,538	\$749,650	\$206,146	\$34,738	\$672,500	\$24,255	(\$15,127)	\$3,793,251	\$26,733,232
REVENUES & TRANSFERS-IN												
REVENUES:												
Taxes & Franchises	26,529,000	593,000		400,000								27,522,000
Licenses & Permits	662,500											662,500
Fines & Forfeitures	293,000											293,000
Use of Money & Property	478,000		20,000		5,000	500	500			1,000		505,000
Intergovernmental	300,000	413,000	500			45,000				90,000	0	848,500
Charges for Services	1,127,550											1,127,550
Other	35,000				100,000							135,000
Sub-total Revenues	29,425,050	1,006,000	20,500	400,000	105,000	45,500	500	0	0	91,000	0	31,093,550
TRANSFERS-IN:												
from Gas Tax Fund	593,000										413,000	1,006,000
from Park Development Fund												0
from General Fund								0		30,000	0	30,000
from AB2766 Fund												0
from Measure M Fund											400,000	400,000
Sub-total Transfers-in	593,000	0	0	0	0	0	0	0	0	30,000	813,000	1,436,000
TOTAL REVENUES & TRANSFERS-IN	\$30,018,050	\$1,006,000	\$20,500	\$400,000	\$105,000	\$45,500	\$500	\$0	\$0	\$121,000	\$813,000	\$32,529,550
EXPENDITURES & TRANSFER-OUT												
EXPENDITURES:												
Personnel	7,457,986											7,457,986
Materials & Services	20,595,465		120,000			0				127,300		20,842,765
Risk Management	755,800											755,800
Capital Outlay	30,000							0			2,898,174	2,928,174
Sub-total Expenditures	28,839,251	0	120,000	0	0	0	0	0	0	127,300	2,898,174	31,984,725
TRANSFERS-OUT:												
to CIP Fund	0	413,000		400,000	0							813,000
to Headlands CFD Maint. Fund	30,000											30,000
to Facility Improvement Fund	0											0
to General Fund		593,000										593,000
Sub-total Operating Transfers-out	30,000	1,006,000	0	400,000	0	0	0	0	0	0	0	1,436,000
TOTAL EXPEND & TRANSFERS OUT	\$28,869,251	\$1,006,000	\$120,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$127,300	\$2,898,174	\$33,420,725
YEAR-END FUND BALANCE SUMMARY:												
Reserved:												
Total Reserved Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved - Designated:												
Cash Flow	2,943,000											2,943,000
Capital Projects Sinking Fund	3,169,000											3,169,000
Emergencies	5,885,000											5,885,000
Pacific Coast Highway Remediation										1,453,136		1,453,136
Funicular replacement										0		0
Priority 1 Project											0	0
Investment mark to market	162,000											162,000
Art in Public Places	167,048											167,048
Potential State Budget Impacts	1,475,000											1,475,000
Future Years' Expenditures	7,024,472	121,946	1,023,114	346,538	854,650	251,646	35,238	672,500	24,255	(21,427)	254,941	10,587,873
Total Unreserved Fund Balance	20,825,520	121,946	1,023,114	346,538	854,650	251,646	35,238	672,500	24,255	(21,427)	1,708,077	25,842,057
TOTAL FUND BALANCE, 6-30-2013	\$20,825,520	\$121,946	\$1,023,114	\$346,538	\$854,650	\$251,646	\$35,238	\$672,500	\$24,255	(\$21,427)	\$1,708,077	25,842,057

CHANGES IN FUND BALANCE

GENERAL FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$24,141,362	\$27,818,449	\$27,367,550	\$29,425,050
Expenditures	27,383,341	29,071,448	27,835,398	28,839,251
Other Sources (Uses)				
Operating Transfers In	2,887,499	659,000	593,000	593,000
Operating Transfers Out	(170,900)	(155,171)	(30,000)	(30,000)
Total Other Sources (Uses)	2,716,599	503,829	563,000	563,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(525,380)</u>	<u>(749,170)</u>	<u>95,152</u>	<u>1,148,799</u>
Fund Balance, Beginning of Year	20,856,119	20,330,739	19,581,569	19,676,721
Fund Balance, End of Year	<u>\$20,330,739</u>	<u>\$19,581,569</u>	<u>\$19,676,721</u>	<u>\$20,825,520</u>
Reserved:				
Encumbrance Reserve	\$344,279	\$0	\$0	\$0
Prepaid Expenditure Reserve	61,930	0	0	0
Unreserved:				
Designated for Cash Flow	2,795,000	2,882,000	2,737,000	2,943,000
Designated for Capital Proj. Sinking Fund	3,169,000	3,169,000	3,169,000	3,169,000
Designated for Investment Mkt. Val. Adjs.	162,000	162,000	162,000	162,000
Designated for Emergencies	5,590,000	5,764,000	5,474,000	5,885,000
Designated for Potential State Bud. Impact	648,856	648,856	648,856	1,475,000
Designated for Art in Public Places	167,048	167,048	167,048	167,048
Designated for Future Years' Expenditures	7,392,626	6,788,665	7,318,817	7,024,472
Total Fund Balance	<u>\$20,330,739</u>	<u>\$19,581,569</u>	<u>\$19,676,721</u>	<u>\$20,825,520</u>

CHANGES IN FUND BALANCE

GASOLINE TAX FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$965,362	\$1,042,300	\$1,006,000	\$1,006,000
Other Sources (Uses)				
Operating Transfers Out	(918,143)	(1,042,300)	(1,006,000)	(1,006,000)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	47,219	0	0	0
Fund Balance, Beginning of Year	74,727	121,946	121,946	121,946
Fund Balance, End of Year	<u>\$121,946</u>	<u>\$121,946</u>	<u>\$121,946</u>	<u>\$121,946</u>
Unreserved:				
Designated for Future Years' Expenditures	121,946	121,946	121,946	121,946
Total Fund Balance	<u>\$121,946</u>	<u>\$121,946</u>	<u>\$121,946</u>	<u>\$121,946</u>

CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$15,100	\$20,500	\$20,500	\$20,500
Expenditures	0	120,000	120,000	120,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	15,100	(99,500)	(99,500)	(99,500)
Fund Balance, Beginning of Year	1,306,514	1,321,614	1,222,114	1,122,614
Fund Balance, End of Year	\$1,321,614	\$1,222,114	\$1,122,614	\$1,023,114

CHANGES IN FUND BALANCE

MEASURE M FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$346,538	\$400,000	\$400,000	\$400,000
Other Sources (Uses)				
Operating Transfers Out	(937,241)	(400,000)	(400,000)	(400,000)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	(590,703)	0	0	0
Fund Balance, Beginning of Year	937,241	346,538	346,538	346,538
Fund Balance, End of Year	<u>\$346,538</u>	<u>\$346,538</u>	<u>\$346,538</u>	<u>\$346,538</u>

CHANGES IN FUND BALANCE

PARK DEVELOPMENT FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$55,400	\$105,000	\$102,000	\$105,000
Expenditures	0	0	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>55,400</u>	<u>105,000</u>	<u>102,000</u>	<u>105,000</u>
Fund Balance, Beginning of Year	487,250	542,650	647,650	749,650
Fund Balance, End of Year	<u>\$542,650</u>	<u>\$647,650</u>	<u>\$749,650</u>	<u>\$854,650</u>
Reserved:				
Designated for Future Years' Expenditures	542,650	647,650	749,650	854,650
Total Fund Balance	<u>\$542,650</u>	<u>\$647,650</u>	<u>\$749,650</u>	<u>\$854,650</u>

CHANGES IN FUND BALANCE

AB2766 FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$54,449	\$43,170	\$45,500	\$45,500
Expenditures	0	0	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>54,449</u>	<u>43,170</u>	<u>45,500</u>	<u>45,500</u>
Fund Balance, Beginning of Year	63,027	117,476	160,646	206,146
Fund Balance, End of Year	<u>\$117,476</u>	<u>\$160,646</u>	<u>\$206,146</u>	<u>\$251,646</u>
Reserved:				
Mobile Source Air Pollution Reduction	117,476	160,646	206,146	251,646
Total Fund Balance	<u>\$117,476</u>	<u>\$160,646</u>	<u>\$206,146</u>	<u>\$251,646</u>

CHANGES IN FUND BALANCE

SUPP. LAW ENFORCE. SERVICES FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$125,554	\$500	\$500	\$500
Expenditures	144,725	80,261	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>(19,171)</u>	<u>(79,761)</u>	<u>500</u>	<u>500</u>
Fund Balance, Beginning of Year	133,170	113,999	34,238	34,738
Fund Balance, End of Year	<u>\$113,999</u>	<u>\$34,238</u>	<u>\$34,738</u>	<u>\$35,238</u>
Unreserved:				
Designated for Future Years' Expenditures	113,999	34,238	34,738	35,238
Total Fund Balance	<u>\$113,999</u>	<u>\$34,238</u>	<u>\$34,738</u>	<u>\$35,238</u>

CHANGES IN FUND BALANCE

FACILITIES IMPROVEMENT FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$0	\$0	\$0	\$0
Expenditures	145,025	87,545	0	0
Other Sources (Uses)				
Operating Transfers In	145,900	25,171	0	0
Operating Transfers Out	(250,000)			
Revenues & Other Sources Over (Under) Expenditures & Other Uses	(249,125)	(62,374)	0	0
Fund Balance, Beginning of Year	983,999	734,874	672,500	672,500
Fund Balance, End of Year	\$734,874	\$672,500	\$672,500	\$672,500

CHANGES IN FUND BALANCE

CFD 2006-1 ACQUISITION FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$502,465	\$0	\$0	\$0
Expenditures	545,661	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	(43,196)	0	0	0
Fund Balance, Beginning of Year	67,451	24,255	24,255	24,255
Fund Balance, End of Year	\$24,255	\$24,255	\$24,255	\$24,255

CHANGES IN FUND BALANCE

CFD 2006-1 MAINTENANCE FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$60,575	\$75,600	\$81,000	\$91,000
Expenditures	32,604	196,068	127,200	127,300
Other Sources (Uses)				
Operating Transfers In	25,000	30,000	30,000	30,000
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>52,971</u>	<u>(90,468)</u>	<u>(16,200)</u>	<u>(6,300)</u>
Fund Balance, Beginning of Year	38,570	91,541	1,073	(15,127)
Fund Balance, End of Year	<u><u>\$91,541</u></u>	<u><u>\$1,073</u></u>	<u><u>(\$15,127)</u></u>	<u><u>(\$21,427)</u></u>

CHANGES IN FUND BALANCE

CAPITAL IMPROVEMENTS FUND	FY2010 Actual	FY2011 Budget	FY2012 Budget	FY2013 Budget
Revenues	\$941,278	\$1,629,853	\$500,000	\$0
Expenditures	5,945,410	11,318,576	1,688,000	2,898,174
Other Sources (Uses)				
Operating Transfers In	1,254,440	1,252,300	813,000	813,000
Operating Transfers Out	(2,036,555)	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(5,786,247)</u>	<u>(8,436,423)</u>	<u>(375,000)</u>	<u>(2,085,174)</u>
Fund Balance, Beginning of Year	18,390,921	12,604,674	4,168,251	3,793,251
Fund Balance, End of Year	<u>\$12,604,674</u>	<u>\$4,168,251</u>	<u>\$3,793,251</u>	<u>\$1,708,077</u>
Reserved:				
Encumbrance Reserve	\$736,257	\$0	\$0	\$0
Priority 1 Projects	295,000	0	87,500	0
PCH Remediation	2,953,136	2,953,136	2,953,136	1,453,136
Undesignated & Carryover	8,620,281	1,215,115	752,615	254,941
Total Fund Balance	<u>\$12,604,674</u>	<u>\$4,168,251</u>	<u>\$3,793,251</u>	<u>\$1,708,077</u>

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OPERATING BUDGET

General Fund Operating Budget Overview

The following section is divided into three parts:

1. A General Fund revenue and expenditure budget summary.
2. A revenue summary and detail section, which includes a description of revenue sources followed by schedules of total General Fund revenues by major category and individual account, with a description of major changes from the preceding year.
3. The City's General Fund expenditures have been categorized by department. Each departmental budget consists of a budget narrative, a program summary, and the detail of expenditures by individual general ledger account. The departments are presented as follows:

	<u>Department #</u>	<u>Page</u>
City Council	(01)	85
City Manager	(11)	89
Administrative Services	(21)	93
Public Information Services	(22)	99
City Clerk	(31)	103
Community Development		
Planning	(41)	110
Building	(42)	115
Code Enforcement	(43)	120
Economic Development	(44)	124
Public Works		
Administration	(51)	129
Street Maintenance	(52)	134
Traffic Engineering	(53)	139
Solid Waste	(54)	144
Engineering	(56)	148
Water Quality	(57)	154
Public Safety		
Police Services	(61)	161
VIPS	(62)	165
Emergency & Support Services	(12)	168
City Attorney	(71)	174
Community Services	(81)	177
Parks	(55)	184
Facilities	(95)	190
Risk Management	(97)	196
Non-Departmental	(99)	199

**CITY OF DANA POINT
GENERAL FUND REVENUE & EXPENDITURE BUDGET SUMMARY**

	FY2012		FY2013		Dpt. #
	Adopted	%	Adopted	%	
REVENUES & TRANSFERS-IN:					
Taxes & Franchises	24,635,000	88.1%	26,529,000	88.4%	
Licenses & Permits	632,000	2.3%	662,500	2.2%	
Fines & Forfeitures	293,000	1.0%	293,000	1.0%	
Use of Money & Property	408,000	1.5%	478,000	1.6%	
Intergovernmental	304,000	1.1%	300,000	1.0%	
Charges for Services	1,060,550	3.8%	1,127,550	3.8%	
Other	35,000	0.1%	35,000	0.1%	
Operating Transfers In (from other funds)	593,000	2.1%	593,000	2.0%	
Total Revenues & Transfers-in	27,960,550	100.0%	30,018,050	100.0%	
EXPENDITURES:					
City Council	131,307	0.5%	131,383	0.5%	1
City Manager	517,283	1.9%	529,622	1.8%	11
Administrative Services	971,348	3.5%	995,444	3.4%	21
Public Information Services	122,600	0.4%	122,600	0.4%	22
City Clerk	469,031	1.7%	523,197	1.8%	31
Community Development:					
Planning	1,214,423	4.4%	1,287,673	4.5%	41
Building	918,773	3.3%	950,315	3.3%	42
Code Enforcement	325,319	1.2%	335,158	1.2%	43
Economic Development	347,658	1.2%	369,444	1.3%	44
sub-total	2,806,173	10.1%	2,942,590	10.2%	
Public Works:					
Administration	344,318	1.2%	354,926	1.2%	51
Street Maintenance	2,332,164	8.4%	2,383,520	8.3%	52
Traffic Engineering	600,900	2.2%	605,900	2.1%	53
Solid Waste	66,248	0.2%	118,114	0.4%	54
Engineering	1,440,143	5.2%	1,482,738	5.1%	56
Water Quality & Natural Resources	891,619	3.2%	896,143	3.1%	57
sub-total	5,675,391	20.4%	5,841,341	20.2%	
Public Safety:					
Police Services	9,567,365	34.3%	9,878,250	34.2%	61
VIPS	19,850	0.1%	19,850	0.1%	62
Emergency Services	319,852	1.1%	286,159	1.0%	12
sub-total	9,907,067	35.6%	10,184,259	35.3%	
City Attorney	633,700	2.3%	652,300	2.3%	71
Community Services	1,457,210	5.2%	1,486,248	5.1%	81
Parks	3,100,552	11.1%	3,236,205	11.2%	55
Facilities	610,340	2.2%	615,217	2.1%	95
Risk Management	630,800	2.3%	757,100	2.6%	97
Non-Departmental	802,595	2.9%	821,745	2.8%	99
Operating Transfers Out (to other funds)	30,000	0.1%	30,000	0.1%	99
Total General Fund Expenditures & Transfers-out	27,865,398	100.0%	28,869,251	100.0%	
Excess (Deficiency) of Revenues over Expenditures:	95,152		1,148,799		
DESIGNATED RESERVES:					
Change in Cash Flow reserve (= to 10% GF revenues)	146,000		(207,000)		
Change in Emergency reserve (= to 20% GF revenues)	292,000		(413,000)		
Change in Potential State Budget Impacts reserve	0		(826,144)		
Net Incr (Decr) in Undesig. Gen Fund Reserve Balance	533,152		(297,345)		

GENERAL FUND
REVENUES AND SOURCES

DESCRIPTION OF MAJOR GENERAL FUND REVENUE SOURCES

Property Tax - Property tax is collected by the County Tax Collector and is based on the full value of a property as determined by the County Assessor's Office.

Sales Tax – Sales tax is levied on all tangible retail goods sold within the Dana Point city limits. A 8.75% tax is levied at the site where the sale is made, and one percent is remitted back to the City of Dana Point by the State of California. Additionally, Measure M, the Revised Traffic Improvement and Growth Management Ordinance, provides for the collection of one-half (½) percent retail transaction and use tax for use in funding the Transportation Improvement Program (included in the 8.75% rate).

Real Property Transfer Tax – Real property transfer tax is collected by the County Tax Collector and is based on the value of property transferred.

Franchise Fees – A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes.

Transient Occupancy Tax – Transient occupancy tax is collected by the operators of hotels and motels located within the City limits of Dana Point. Ten percent of the total rent collected by a motel or hotel is remitted to the City.

Intergovernmental – Revenue from other governmental agencies include monies generated in Dana Point but which are paid to the State of California. The State returns the appropriate amounts of certain fees to the City according to formulas established by law.

Service Charges/Licenses and Permits – These charges are directly charged to individuals for specific services rendered by the City. They include charges to process or issue building permits and the costs to conduct engineering and planning reviews of any building project undertaken by a licensed contractor or private property owner.

Use of Money and Property – The use of money and property are monies received as a result of investment interest and rental of City owned properties.

Fines and Forfeitures – Fines and forfeitures are remitted to the City from the Orange County Court system for legal violations (traffic tickets and other violations) which occur in Dana Point.

In-lieu Property Taxes – Pursuant to the 2004 Budget Act, the State swapped substantial portions of motor vehicle In-lieu fees and sales taxes that were previously allocated to cities for property taxes that are allocated by Counties. The City's motor vehicle in-lieu fees have been reduced by approximately 92%, and sales taxes have been reduced by 25%. The In-lieu property tax revenue represents the substitution of property taxes for these revenues. The sales tax portion of this swap is temporary, and the sales tax revenues will revert back to the City once the State's deficit bonds have been retired.

**CITY OF DANA POINT
BUDGET SUMMARY - GENERAL FUND REVENUES**

	<u>FY2012</u>	<u>FY2013</u>
Property Taxes	6,158,000	7,097,000
Franchise Fees	1,325,000	1,355,000
Property Transfer Taxes	240,000	260,000
Transient Occupancy Tax	9,750,000	10,500,000
Sales & Use Tax	3,120,000	3,215,000
In-lieu Property Taxes	3,990,000	4,050,000
Homeowner's Property Tax Relief	52,000	52,000
TAXES & FRANCHISES TOTAL	24,635,000	26,529,000
Planning Permits	130,000	136,500
Building Permits	450,000	470,000
Engineering Permits	52,000	56,000
LICENSES & PERMITS TOTAL	632,000	662,500
Fines & Forfeitures	243,000	243,000
Penalties, Interest & Restitution	50,000	50,000
FINES & FORFEITURES TOTAL	293,000	293,000
Rental of Property	70,000	70,000
Office Space Rent	88,000	88,000
Investment Interest	250,000	320,000
USE OF MONEY & PROPERTY TOTAL	408,000	478,000
Motor Vehicle In-Lieu	125,000	125,000
Nuclear Power Program	179,000	175,000
Other	0	0
INTERGOVERNMENTAL TOTAL	304,000	300,000
Planning Fees	61,000	64,000
Building Fees	300,000	310,000
Engineering Fees	77,000	81,000
Impact Fees	10,000	10,000
Reimbursed Expenses	351,550	401,550
Solid Waste Management Administration Fee	50,000	50,000
Recreation Classes, Activities & Trips	210,000	210,000
Planning Appeal Fee	1,000	1,000
CHARGES FOR SERVICES TOTAL	1,060,550	1,127,550
Miscellaneous	15,000	15,000
Beverage Container Recycling	5,000	5,000
Abandoned Vehicle Abatement	15,000	15,000
OTHER REVENUES TOTAL	35,000	35,000
TOTAL GENERAL FUND REVENUES	27,367,550	29,425,050
Operating Transfer-In from Gasoline Tax Fund	593,000	593,000
TOTAL OPERATING TRANSFERS-IN	593,000	593,000
TOTAL GENERAL FUND REV/TSF. IN	27,960,550	30,018,050

**City of Dana Point
General Fund Revenue Budget Detail**

<u>Acct #</u>	<u>Description</u>	<u>Fiscal Year 2010 Actual</u>	<u>Fiscal Year 2011 Budget</u>	<u>Fiscal Year 2012 Adopted</u>	<u>Fiscal Year 2013 Adopted</u>
<u>GENERAL FUND</u>					
01-10-6101	SEC & UNSEC PROPERTY TAX	5,175,528	6,135,000	6,158,000	7,097,000
01-10-6103	PROPERTY TRANSFER TAX	229,244	252,000	240,000	260,000
01-10-6105	FRANCHISE FEES	1,254,944	1,352,000	1,325,000	1,355,000
	CR&R - Commercial			120,000	120,000
	Cox Communications			775,000	805,000
	San Diego Gas & Electric			310,000	310,000
	So. California Gas Co.			120,000	120,000
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	50,873	52,000	52,000	52,000
01-10-6109	TRANSIENT OCCUPANCY TAX	7,221,119	9,000,000	9,750,000	10,500,000
01-10-6111	SALES & USE TAX	2,908,858	3,100,000	3,120,000	3,215,000
01-10-6113	IN-LIEU PROPERTY TAXES	3,718,803	3,920,000	3,990,000	4,050,000
	Motor-vehicle license fees (swap)			2,940,000	2,970,000
	Sales taxes (triple flip)			1,050,000	1,080,000
01-20-6207	PLANNING PERMITS	168,276	66,500	130,000	136,500
01-20-6219	BUILDING PERMITS	449,389	416,000	450,000	470,000
01-20-6227	ENGINEERING PERMITS	61,332	47,800	52,000	56,000
01-30-6301	FINES & FORFEITURES	283,216	275,000	243,000	243,000
	Parking fines (Data Ticket)			108,000	108,000
	Parking fines (DMV)			25,000	25,000
	Veh. Code, Health & Welfare, other (County)			110,000	110,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	51,382	45,000	50,000	50,000
	TOT late filing penalties & interest			5,000	5,000
	Const. & Demo. ord. non-compliance penalties			35,000	35,000
	Other (municipal code violations)			10,000	10,000
01-40-6401	RENTAL OF PROPERTY	57,477	41,000	70,000	70,000
	Community Center and ballfields			40,000	40,000
	City Council chamber (SCWD)			10,000	10,000
	Parks			20,000	20,000
01-40-6403	INVESTMENT INTEREST	334,480	282,000	250,000	320,000
	Treasury Note & LAIF portfolio			273,000	346,000
	Park Development Fund interest allocation			(2,000)	(5,000)
	SLESF interest allocation			(500)	(500)
	Coastal Transit Fund interest allocation			(20,000)	(20,000)
	AB2766 Fund interest allocation			(500)	(500)

**City of Dana Point
General Fund Revenue Budget Detail**

<u>Acct #</u>	<u>Description</u>	<u>Fiscal Year 2010 Actual</u>	<u>Fiscal Year 2011 Budget</u>	<u>Fiscal Year 2012 Adopted</u>	<u>Fiscal Year 2013 Adopted</u>
01-40-6405	CITY PLAZA OFFICE SPACE RENT	78,416	75,000	88,000	88,000
01-50-6505	MOTOR VEHICLE IN-LIEU	108,942	90,000	125,000	125,000
01-50-6509	NARCOTICS FORFEITURE	0	0	0	0
01-50-6515	NUCLEAR POWER PROGRAM Reimbursement for City costs associated with SONGS emergency preparedness	160,056	178,000	179,000	175,000
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	180,183	765,171	0	0
01-50-6523	STATE GRANTS No State Grant programs in FY's 2012 & 2013	0	0	0	0
01-60-6627	PLANNING FEES	64,594	61,750	61,000	64,000
01-60-6635	BUILDING FEES	321,673	334,000	300,000	310,000
01-60-6655	ENGINEERING FEES	43,422	152,200	77,000	81,000
01-60-6659	SOLID WASTE EXEMPTION FEES	2,620	2,000	2,000	2,000
01-60-6681	GENERAL GOV'T IMPACT FEES Fee assessed on new development	4,096	10,000	10,000	10,000
01-60-6683	ART IN PUBLIC PLACES FEES Fee assessed on qualifying new development	17,491	0	0	0
01-60-6685	REIMBURSED EXPENSES City expenses directly reimbursable by developers, homeowners, attorneys, etc:	931,983	855,028	351,550	401,550
	Headlands CFD Staff time allocation			12,000	12,000
	Geologic reviews (41-223)			40,000	40,000
	Town Center design reviews (41-223)			25,000	25,000
	Contract Hearing Officer (43-223)			3,750	3,750
	CR&R contract administration			75,000	75,000
	CR&R fran. agrmnt. compliance audit (54-223)			0	50,000
	3rd part geotechnical reviews (56-223)			60,000	60,000
	Headlands Interpretive Center (57-211)			48,300	48,300
	HOA incentive program (57-251)			2,500	2,500
	Litigation (97-409)			75,000	75,000
	Litigation support (97-413)			10,000	10,000

**City of Dana Point
General Fund Revenue Budget Detail**

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
01-60-6691	REC. CLASSES, ACTIVITIES & TRIPS Classes, trips, excursions, leagues, etc.	196,343	222,000	210,000 210,000	210,000 210,000
01-70-6701	PLANNING APPEAL FEE	0	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	5,705	15,000	15,000	15,000
01-70-6705	BEVERAGE CONTAINER RECYCLING	9,745	5,000	5,000	5,000
01-70-6707	SOLID WASTE ADMINISTRATION FEE AB939 administration fee	46,837	48,000	48,000 48,000	48,000 48,000
01-70-6709	LITIGATION SETTLEMENTS	0	0	0	0
01-70-6711	COMMUNITY DEVEL. BLOCK GRANT No qualifying projects expected	0	0	0	0
01-70-6713	ABANDONED VEH. ABATEMENT PROG.	14,080	20,000	15,000	15,000
TOTAL GENERAL FUND REVENUES		24,151,107	27,818,449	27,367,550	29,425,050
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	600,944	659,000	593,000	593,000
01-90-6905	TRANSFERS IN - FROM SLES FUND See SLES Fund for computation	2,036,555	0	0	0
01-90-6909	TRANSFERS IN - FROM CIP Fund See CIP Fund for computation	250,000	0	0	0
TOTAL GEN FUND REVENUES & TRANSFERS-IN		27,038,606	28,477,449	27,960,550	30,018,050

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GENERAL FUND
EXPENDITURES AND USES

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPENDITURE TYPE
FISCAL YEAR 2012**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES & TRANSFERS:						
City Council	49,807	81,500		0		131,307
City Manager	374,738	142,545		0		517,283
Administrative Services	830,563	140,785		0		971,348
Public Information Services	0	122,600		0		122,600
City Clerk	396,556	72,475		0		469,031
Community Development:						
Planning	936,613	277,810		0		1,214,423
Building	850,858	67,915		0		918,773
Code Enforcement	294,379	30,940		0		325,319
Economic Development	247,653	100,005		0		347,658
sub-total	<u>2,329,503</u>	<u>476,670</u>		<u>0</u>		<u>2,806,173</u>
Public Works:						
Administration	320,883	23,435		0		344,318
Street Maintenance	168,159	2,164,005		0		2,332,164
Traffic Engineering	0	600,900		0		600,900
Solid Waste	35,548	30,700		0		66,248
Engineering	1,297,438	142,705		0		1,440,143
Water Quality & Nat. Res.	225,959	665,660		0		891,619
sub-total	<u>2,047,986</u>	<u>3,627,405</u>		<u>0</u>		<u>5,675,391</u>
Public Safety:						
Police Services	0	9,567,365		0		9,567,365
VIPS	0	19,850		0		19,850
Emergency Services	196,537	69,315		54,000		319,852
sub-total	<u>196,537</u>	<u>9,656,530</u>		<u>54,000</u>		<u>9,907,067</u>
City Attorney	0	633,700		0		633,700
Community Services	557,475	899,735		0		1,457,210
Parks	294,627	2,805,925		0		3,100,552
Facilities	150,270	460,070		0		610,340
Risk Management	0	1,300	629,500	0		630,800
Non-Departmental	0	802,595		0	30,000	832,595
Total Oper Exp & Transfers	<u>7,228,063</u>	<u>19,923,835</u>	<u>629,500</u>	<u>54,000</u>	<u>30,000</u>	<u>27,865,398</u>
Excess of Operating Expenditures and Tsfs-out over Revenues & Tsfs-in						<u><u>95,152</u></u>

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPENDITURE TYPE
FISCAL YEAR 2013**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES:						
City Council	49,883	81,500		0		131,383
City Manager	386,777	142,845		0		529,622
Administrative Services	857,509	137,935		0		995,444
Public Information Services	0	122,600		0		122,600
City Clerk	409,477	113,720		0		523,197
Community Development:						
Planning	966,413	321,260		0		1,287,673
Building	878,955	71,360		0		950,315
Code Enforcement	304,023	31,135		0		335,158
Economic Development	255,459	113,985		0		369,444
sub-total	<u>2,404,850</u>	<u>537,740</u>		<u>0</u>		<u>2,942,590</u>
Public Works:						
Administration	331,421	23,505		0		354,926
Street Maintenance	173,700	2,209,820		0		2,383,520
Traffic Engineering	0	605,900		0		605,900
Solid Waste	36,714	81,400		0		118,114
Engineering	1,339,833	142,905		0		1,482,738
Water Quality & Nat. Res.	233,018	663,125		0		896,143
sub-total	<u>2,114,686</u>	<u>3,726,655</u>		<u>0</u>		<u>5,841,341</u>
Public Safety:						
Police Services	0	9,848,250		30,000		9,878,250
VIPS	0	19,850		0		19,850
Emergency Services	202,189	83,970		0		286,159
sub-total	<u>202,189</u>	<u>9,952,070</u>		<u>30,000</u>		<u>10,184,259</u>
City Attorney	0	652,300		0		652,300
Community Services	577,368	908,880		0		1,486,248
Parks	300,125	2,936,080		0		3,236,205
Facilities	155,122	460,095		0		615,217
Risk Management	0	1,300	755,800	0		757,100
Non-Departmental	0	821,745		0	30,000	851,745
Total City Operating Expend.	<u><u>7,457,986</u></u>	<u><u>20,595,465</u></u>	<u><u>755,800</u></u>	<u><u>30,000</u></u>	<u><u>30,000</u></u>	<u><u>28,869,251</u></u>
Operating Revenues & Tsfs-in in Excess of Operating Expenditures and Tsfs-out						<u><u>1,148,799</u></u>

**City of Dana Point
Budget Narrative
Department: CITY COUNCIL (01)**

DEPARTMENT: CITY COUNCIL

PROGRAM: CITY COUNCIL

DESCRIPTION:

The City Council is the legislative body of the community and establishes all City policy. The City Council consists of five members elected to four year overlapping terms. Annually, the Council selects one of its members to serve as Mayor for a one year term of office.

All policies of the City are reviewed and established by the City Council. The City Council is responsible for the appointment of the City Manager, City Attorney, and the City Treasurer as well as members of all advisory committees, the Planning Commission and the Traffic Improvement Commission.

OBJECTIVES:

DANA POINT MISSION STATEMENT

The City of Dana Point encourages community involvement and is committed to:

Develop and ensure the highest possible quality of life for our residents, businesses and visitors.

Provide a safe and healthy environment within a sound economic atmosphere.

Provide an efficient and effective government which is open and responsive to the needs of the community and works for the benefit of all.

**City of Dana Point
Program Summary
Department: CITY COUNCIL
Program: CITY COUNCIL (01)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
 EXPENDITURE SUMMARY				
Personnel	\$50,248	\$51,021	\$49,807	\$49,883
Materials & Services	95,913	108,500	81,500	81,500
Capital Outlay	0	0	0	0
Total Expenditures	\$146,161	\$159,521	\$131,307	\$131,383

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

**City of Dana Point
Expenditure Plan Detail Report
Department: CITY COUNCIL
Program: CITY COUNCIL (01)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	43,101	43,102	43,102	43,102
110 BENEFITS	1,387	3,360	1,200	1,200
112 RETIREMENT BENEFITS	5,082	3,934	4,881	4,957
114 MEDI-TAX 1.45%	678	625	625	625
TOTAL PERSONNEL	50,248	51,021	49,807	49,883
MATERIALS & SERVICES				
201 COMMUNICATIONS	0	0	0	0
207 OFFICE SUPPLIES				
General office supplies			1,500	1,500
	102	1,500	1,500	1,500
209 MEMBERSHIPS & DUES	0	0	0	0
211 OPERATING SUPPLIES				
Youth Board			3,000	3,000
General operating supplies			10,000	10,000
	6,095	5,500	13,000	13,000
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			500	500
	0	500	500	500
223 PROFESSIONAL SERVICES				
Miscellaneous			5,000	5,000
	0	5,000	5,000	5,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			15,000	15,000
	12,916	19,500	15,000	15,000
229 MILEAGE REIMBURSEMENT				
Auto allowance			16,500	16,500
	16,500	16,500	16,500	16,500

**City of Dana Point
Expenditure Plan Detail Report
Department: CITY COUNCIL
Program: CITY COUNCIL (01)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
241 COMMUNITY ACTIVITIES				
Sponsorships			30,000	30,000
	60,300	60,000	30,000	30,000
TOTAL MAT'LS & SERV.	95,913	108,500	81,500	81,500
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	146,161	159,521	131,307	131,383

**City of Dana Point
Budget Narrative
Department: CITY MANAGER (11)**

DEPARTMENT: CITY MANAGER

PROGRAM: CITY MANAGER

DESCRIPTION:

The City Manager is appointed by the City Council to serve as the “Chief Administrative Officer” of the City. The City Manager’s Office coordinates the implementation of the City Council policy decisions and initiation of all intergovernmental operations of the City organization.

The program areas overseen by the City Manager’s Office include the administration and guidance of the City departments in the implementation of the mandates of the City Council; represents the City with outside government agencies; presents a bi-annual budget to the City Council; and coordinates a variety of public information resources for both internal and public distribution. The City Manager is responsible for the long range planning for the organization and the development of recommendations to the City Council on a variety of public policy issues. The City Manager is also the appointed City Treasurer.

OBJECTIVES:

Assist the City Council in initiating and implementing policies and programs that are responsive to the community needs and facilitate communication and efficient operations between departments.

Work cooperatively with outside agencies ensuring City representation in regards to local issues.

Provide for the long range planning of the organization to ensure the efficient operation of the City government in providing the necessary services to enhance the quality of life for the residents, businesses, and visitors within the community.

Coordinate intra-departmental activities to ensure the efficient and effective implementation of City Council policies.

Administer and direct the implementation of City services.

Work closely with business and community representatives to ensure coordination and communication.

City of Dana Point
Program Summary
Department: CITY MANAGER
Program: CITY MANAGER'S OFFICE (11)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$415,808	\$383,162	\$374,738	\$386,777
Materials & Services	140,226	185,400	142,545	142,845
Capital Outlay	0	0	0	0
Total Expenditures	\$556,034	\$568,562	\$517,283	\$529,622

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City Manager	1	1	1	1
Executive Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	2	2	2

**City of Dana Point
Expenditure Plan Detail Report
Department: CITY MANAGER
Program: CITY MANAGER'S OFFICE (11)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	283,251	285,064	274,059	282,281
103 HOURLY				
Part-time clerical assistance			7,000	7,000
	6,364	7,000	7,000	7,000
105 OVERTIME	0	0	0	0
110 BENEFITS	38,881	41,762	42,327	43,378
112 RETIREMENT BENEFITS	83,159	45,101	47,277	49,924
114 MEDI-TAX 1.45%	4,153	4,235	4,075	4,195
120 OUTSIDE ASSISTANCE	0	0	0	0
TOTAL PERSONNEL	415,808	383,162	374,738	386,777
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			2,000	2,000
	1,397	2,000	2,000	2,000
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			4,860	5,160
Repairs & maintenance			700	700
Vehicle cleaning			785	785
	4,741	7,000	6,345	6,645
207 OFFICE SUPPLIES				
Routine office supplies			1,750	1,750
Laser printer toner			250	250
Miscellaneous			3,000	3,000
	1,166	5,000	5,000	5,000
209 MEMBERSHIPS & DUES				
Orange County City Manager's Association			300	300
California City Management Foundation			400	400
Other professional memberships (per contract)			11,300	11,300
	13,595	12,450	12,000	12,000

City of Dana Point
Expenditure Plan Detail Report
Department: CITY MANAGER
Program: CITY MANAGER'S OFFICE (11)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
211 OPERATING SUPPLIES				
Miscellaneous			8,000	8,000
	2,739	8,000	8,000	8,000
213 BOOKS & SUBSCRIPTIONS				
Newspapers			250	250
Miscellaneous			600	600
	323	850	850	850
215 TRAINING				
Department staff			600	600
	0	600	600	600
223 PROFESSIONAL SERVICES				
Sacramento legislative advocate			25,000	25,000
Coastal Commission legislative advocate			50,000	50,000
Special projects			25,000	25,000
	111,209	137,500	100,000	100,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			7,500	7,500
	4,976	11,750	7,500	7,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			250	250
	80	250	250	250
TOTAL MAT'LS & SERV.	140,226	185,400	142,545	142,845
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	556,034	568,562	517,283	529,622

**City of Dana Point
Budget Narrative
Department: ADMINISTRATIVE SERVICES (21)**

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE & ADMINISTRATION

DESCRIPTION:

The Finance element of this program is responsible for managing the City's financial operations in accordance with established fiscal policies. Primary responsibilities include cash management, investment of funds, revenue forecasting and general accounting (including financial reporting, internal audit, payroll, accounts payable, accounts receivable, financial oversight and administration of all City funds and accounts). In addition, the program is responsible for ensuring legal compliance with all grant programs and coordination of the annual audit of the City. The program is also responsible for supporting the City's local area network and all computer users, managing the City's budget, risk management, and purchasing functions in accordance with established policies. Primary responsibilities include budget preparation and control, financial analysis, centralized purchasing authorization, and responsibility to maintain the risk management function. Additionally, this program is responsible for maintaining the City's investment policy and preparation of the monthly City Treasurer's report in accordance with Federal and State mandates.

The Administration element of this program is responsible for the implementation and administration of programs and projects in support of the City government. These include the administration of the City's personnel function, management of various contracts and franchises and the coordination of special programs and projects as assigned by the City Manager and City Council. Primary responsibilities include administrative support for financial studies, recruitments, labor relations, administration of worker's compensation, benefits, personnel policies, compliance with Federal and State mandates including FLSA, ADA, FMLA, and personnel training programs.

OBJECTIVES:

Develop and maintain effective and efficient financial planning, reporting and accounting systems so as to ensure the safeguarding of City assets and to support the operating departments in achieving their program objectives.

Manage the City's investment portfolio within the Council-authorized Investment Policy. The safety of principal is the primary objective and liquidity is the secondary objective, with an overall goal of maximizing the City's return on its investment.

Conduct annual review of City's investment policy for any necessary revisions.

Monitor the fiscal year budget, analyze and review budget proposals, ongoing analysis of existing and potential revenues and expenditures and long range fiscal projections.

Provide risk management functions which involve the identification and evaluation of actual and potential risks and the elimination, transfer of control or insurance protection of such risks.

Provide a centralized City wide purchasing function for central purchases designed to standardize purchases, reduce costs, and maintain uniform bidding practices as outlined by City Code.

Provide timely and accurate financial reports for the decisions makers and operating departments by the 15th day of each month.

Maintain a three day turnaround time on purchase requisitions.

Continue activities geared toward reduction of the City's risk exposure in general, property and other liability programs.

Provide support to the City Council and employees through efficient administration of the City's personnel, labor relations and benefits program.

Continue positive relations and negotiate new Memorandum of Understanding with the Dana Point Employees Association.

PROGRAM INDICATORS:

Process approximately 450 checks per month

Generate 12 monthly financial reports per year

Process 26 payrolls per year

Maintain minimum of 99% local area network "up" time

Process approximately 700 purchase requisitions per year

Process approximately 1,000 Insurance Certificates per year

Track approximately 25 risk management claims per year

Conduct employee recruitments as needed

Invest City portfolio of approximately \$35 million

City of Dana Point
Program Summary
Department: ADMINISTRATIVE SERVICES
Program: FINANCE & ADMINISTRATION (21)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$893,810	\$806,437	\$830,563	\$857,509
Materials & Services	108,523	117,960	140,785	137,935
Capital Outlay	0	0	0	0
Total Expenditures	\$1,002,333	\$924,397	\$971,348	\$995,444

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Director of Administrative Services	1	1	1	1
Accounting & Data Processing Mgr.	1	1	1	1
Accounting Technician*	1	1	1	1
Administrative Secretary	1	1	1	1
Management Analyst	2	1	1	1
Senior Management Analyst	0	1	1	1
Personnel Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	7	7	7	7

*Accounting Tech. position vacant, not funded in FY12 & FY13 budget (filled w/hourly job-share)

Regular Part-time

Account Clerk	0.5	0.5	0.5	0.5
Total	7.5	7.5	7.5	7.5

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: FINANCE & ADMINISTRATION (21)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	579,030	548,959	561,381	578,222
103 HOURLY				
Administrative Intern			9,600	9,600
Account Clerk & Accounting Tech (20/25 hrs/wk)			53,000	55,000
	39,068	51,100	62,600	64,600
105 OVERTIME				
Accounting Technician			2,500	2,500
	2,476	4,500	2,500	2,500
110 BENEFITS	83,476	98,280	94,537	96,795
112 RETIREMENT BENEFITS	176,659	94,398	100,461	106,034
114 MEDI-TAX 1.45%	9,101	9,200	9,084	9,357
120 OUTSIDE ASSISTANCE	4,000	0	0	0
TOTAL PERSONNEL	893,810	806,437	830,563	857,509
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			900	900
	840	900	900	900
203 EQUIPMENT MAINTENANCE				
Typewriter and printer maintenance			100	100
Time/date stamp machine maintenance contract			115	115
Miscellaneous equipment maintenance			100	100
	58	315	315	315
205 VEHICLE MAINTENANCE				
Fuel			5,145	5,465
Repairs & maintenance			450	450
Vehicle cleaning			785	785
	5,966	6,000	6,380	6,700
207 OFFICE SUPPLIES				
General office supplies			2,450	2,450
Letter & window envelopes/ letterhead stationery			1,000	1,000
Budget/CAFR printing			5,500	1,500
Recruitment supplies			600	600
Laser printer toner			500	500
	5,061	6,000	10,050	6,050

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: FINANCE & ADMINISTRATION (21)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
California Society of Municipal Finance Officers			350	350
California Municipal Treasurers Association			155	155
California Assn. of Public Purchasing Officers			30	30
California State Board of Accountancy (bi-annual)			200	0
Government Finance Officers Association			250	250
O.C. League - OCHRC			300	350
CALPACS			275	300
Community organizations (Rotary)			900	900
California Public Employee Labor Relations Assn.			600	600
	2,805	3,035	3,060	2,935
211 OPERATING SUPPLIES				
Oral board expenses			500	500
Small equipment replacement			400	400
Check printing/tax forms			500	500
Miscellaneous			500	500
	836	2,800	1,900	1,900
213 BOOKS & SUBSCRIPTIONS				
Personnel journals			200	200
Governmental acct'g rules annual subscription			215	225
Wall Street Journal subscription (2 yr)			600	0
Miscellaneous			200	200
	1,800	1,450	1,215	625
215 TRAINING				
Citywide training			10,000	10,000
Citywide training (employee health)			1,600	1,600
Citywide sup'v training (O.C. Empl Relation Consort.)			2,900	3,045
Departmental staff training			2,250	2,250
Diehl Evans tax workshops			550	550
California Society of Municipal Finance Officers			250	250
	4,759	7,595	17,550	17,695

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: FINANCE & ADMINISTRATION (21)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting			6,550	6,550
Flexible spending account administration			1,500	1,500
Fund Accounting software maintenance			1,300	1,400
Annual city audit			18,000	19,000
Annual review of City investment policy			1,500	1,500
CAFR data & review:				
HdL CAFR reporting package			1,000	1,000
ESRI (demographic data)			150	150
GFOA review fee			415	415
Employee wellness services			600	600
Bank of America - banking services			5,500	5,500
Armored car service			3,000	3,000
Human resources software service			9,900	10,000
Investment security safekeeping services			3,700	3,900
Bank of America merchant services (credit cards)			12,000	12,000
ADP payroll services			12,000	12,000
Sales tax analysis			4,600	4,600
Sales tax audit recovery fee			6,000	6,000
Miscellaneous			3,000	3,000
	81,511	81,115	90,715	92,115
225 ADVERTISING				
Personnel recruitments			2,500	2,500
	671	2,750	2,500	2,500
227 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC			5,000	5,000
	3,063	4,500	5,000	5,000
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			1,200	1,200
	1,153	1,500	1,200	1,200
TOTAL MAT'LS & SERV.	108,523	117,960	140,785	137,935
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	1,002,333	924,397	971,348	995,444

City of Dana Point
Budget Narrative
Department: ADMINISTRATIVE SERVICES
Program: PUBLIC INFORMATION SERVICES (22)

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: PUBLIC INFORMATION SERVICES

DESCRIPTION:

Public Information Services implements programs to enhance communications between City government and all members of the community, including residents, businesses, visitors and other governmental agencies. These programs promote public outreach, public education and public participation in accordance with the following Community Core Values:

Promote openness in the discussion of community issues

Be responsive by listening, understanding, and respecting individual and differing views

Encourage citizen involvement in City activities

Public Information Services facilitates outreach and public education programs, develops marketing programs, maintains quality cable broadcast of public meetings, assists with website development, promotes special events, and augments on-going efforts to promote the City's Mission Statement and Strategic Planning Initiatives of the Strategic Plan.

OBJECTIVES:

Promote the City's Vision Statement and Mission Statement to encourage community involvement, promote public education, and to continually enhance the community image and sense of place.

Develop a comprehensive internal and external communications program for the City of Dana Point.

Ensure the community has easy access to information and services via the media of their choice - print, video, Internet, telephone, or television.

Build community pride and positive identification among citizens with their City.

Maintain positive relationships with the news media.

Professionally and effectively represent the City in political, legislative, lobbyist, volunteer and other liaison activities.

Provide consumer protection through the successful implementation and enforcement of the cable franchise agreement and customer service ordinance.

Develop and coordinate Public, Educational and Governmental programming for cable television, including public meeting broadcast, Community Bulletin Board and quality educational programming on cable television.

Develop marketing programs designed to assist with the City's economic development, business attraction and tourism efforts.

Assist with coordination and marketing of City-sponsored special events.

City of Dana Point
Program Summary
Department: ADMINISTRATIVE SERVICES
Program: PUBLIC INFORMATION SERVICES (22)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Proposed</u>	Fiscal Year 2013 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$0	\$0	\$0
Materials & Services	118,413	103,844	122,600	122,600
Capital Outlay	0	0	0	0
Total Expenditures	\$118,413	\$103,844	\$122,600	\$122,600

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: PUBLIC INFORMATION SERVICES (22)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
203 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance			15,000	15,000
Council chamber sound system maintenance			3,000	3,000
	0	18,000	18,000	18,000
207 OFFICE SUPPLIES				
Cable broadcasting materials & supplies			1,500	1,500
General office supplies			300	300
	0	1,800	1,800	1,800
209 MEMBERSHIPS & DUES				
			0	0
	0	0	0	0
213 BOOKS & SUBSCRIPTIONS				
Broadcasting & cable magazine			200	200
	0	200	200	200
223 PROFESSIONAL SERVICES				
City web site design & improvements			3,000	3,000
City web site management			3,000	3,000
Internet live streaming			16,000	16,000
Council mtg cable TV prod. / PEG programming			55,000	55,000
Planning commission mtgs (24/yr - 8hrs @ \$30/hr)			6,000	6,000
Disaster & emergency response (4@\$1500)			6,000	6,000
24/7 community bulletin board (10hrs/mo)			3,600	3,600
Special Programming (4th July, FOW, etc.)			10,000	10,000
	118,413	83,844	102,600	102,600
260 MARKETING (moved to Dept. 44 beg FY2010)	0	0	0	0
TOTAL MAT'LS & SERV.	118,413	103,844	122,600	122,600
GRAND TOTAL EXPENDITURES	118,413	103,844	122,600	122,600

**City of Dana Point
Budget Narrative
Department: CITY CLERK (31)**

DEPARTMENT: CITY CLERK

PROGRAM: CITY CLERK

DESCRIPTION:

The City Clerk is appointed by and provides support services to the City Manager. As a manager of public information, the City Clerk oversees the legislative history created by the City Council, maintains and preserves all official records and documents of the City, researches and disseminates information for staff and the public, and administers a City-wide Records Management Program. In addition, the City Clerk reviews and updates the City's Records Retention Schedule as required. The City Clerk ensures the legislative process is "open and public" by publishing and posting notices and ordinances as required by law and coordinates the video streaming of City Council meetings. The City Clerk's office prepares the City Council agendas and meeting minutes and follows up on all decisions made by the City Council, including arranging for signatures on all official documents, certifying the adoption of ordinances and resolutions, and attesting to Council action. The City Clerk also facilitates municipal elections, administers the Political Reform Act requirements as required by State law, responds to Public Records Act requests, maintains the City's website, acts as the City's Notary Public and handles miscellaneous administrative matters assigned by the City Manager.

OBJECTIVES:

Provide support for City Council legislative operations, including attendance at public meetings, public noticing, agenda production and distribution, minute preparation and other legislative follow-up services.

Administer the local election process, oversee all Political Reform Act requirements as required by State law including Campaign Statement filings and Conflict of Interest filings.

Receive subpoenas filed against the City.

Administer City-wide Records Management Program and Document Imaging System in accordance with approved Records Retention Schedule utilizing approved procedures for destruction of inactive records and the imaging of permanent records.

Oversee Municipal Code/Zoning Code updates utilizing services provided by Quality Code Publishing Company.

Notice all vacancies for Planning Commission, Traffic Improvement and Charitable Grant Subcommittees, Committees, Subcommittees, and Task Forces and Youth Board, schedule interviews, and administer oaths of office.

Oversee the front counter/reception lobby area, maintaining a high level of customer service.

Attend and conduct bid openings for Capital Improvement Projects.

Maintain the City's website and video streaming software.

Coordinate the City's Charitable Grant Program with the Charitable Grant Subcommittee.

Attend and participate in emergency drills conducted by the City's Emergency Services Coordinator as required.

Administer the City's Ticket Policy (Form 802) monthly.

Provide Notary Public services.

PROGRAM INDICATORS:

Prepare agendas, packets and minutes for approximately 25 Regular and Special Council meetings annually.

Process over 100 annual Statements of Economic Interest throughout the year and numerous campaign disclosure statements.

Receive and process approximately 357 public records requests for copies of City records and process numerous requests for records from staff.

Publish, post and process approximately 71 legal notices.

Publish, post and process approximately 11 ordinances and 41 resolutions annually.

Oversee Records Management Program, which contains all of the City's official records. Continue digital imaging of City vital records. Continue to conduct annual destruction of records according to the City's Retention Schedule.

Coordinate biannual codification and supplements to the Municipal Code (including the Zoning Code).

Receive and process approximately 53 City contracts per year including required bonds and insurance.

Record legal documents through the County Recorders office.

Oversee the maintenance of the City's website.

Process the City's Charitable Grants.

Maintain the highest level of customer service.

**City of Dana Point
Program Summary
Department: CITY CLERK
Program: CITY CLERK (31)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$398,827	\$385,523	\$396,556	\$409,477
Materials & Services	49,659	95,193	72,475	113,720
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$448,486</u>	<u>\$480,716</u>	<u>\$469,031</u>	<u>\$523,197</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
City Clerk Specialist	1	1	1	1
Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	4	4	4	4
<u>Regular Part-time</u>				
Temporary Clerk	0	0	0	0
Records Assistant	<u>0.65</u>	<u>0.65</u>	<u>0.65</u>	<u>0.65</u>
Sub-total	0.65	0.65	0.65	0.65
Total	4.65	4.65	4.65	4.65

City of Dana Point
Expenditure Plan Detail Report
Department: CITY CLERK
Program: CITY CLERK (31)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	253,922	259,120	262,777	270,660
103 HOURLY				
Records assistant (25 hrs/wk)			27,000	28,000
	18,353	28,000	27,000	28,000
105 OVERTIME				
Staff support for City Council & SCWD meetings			1,500	1,500
	948	1,500	1,500	1,500
110 BENEFITS	44,890	50,099	51,203	52,499
112 RETIREMENT BENEFITS	76,762	42,619	46,852	49,465
114 MEDI-TAX 1.45%	3,952	4,185	4,224	4,352
120 OUTSIDE ASSISTANCE				
Cleical support			3,000	3,000
	0	0	3,000	3,000
TOTAL PERSONNEL	398,827	385,523	396,556	409,477
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			840	840
	840	840	840	840
203 EQUIPMENT MAINTENANCE				
Typewriter & scanner maintenance			1,400	1,400
	116	400	1,400	1,400
207 OFFICE SUPPLIES				
Agenda materials			2,000	2,000
Official minute/reso/ord books & paper			1,500	1,500
Laser printer toner			1,000	1,000
Stationery			1,000	1,000
Materials for November 2010 Regular election			1,000	0
City seal tile plaques			1,500	1,500
Routine office supplies			1,750	1,750
	4,951	8,750	9,750	8,750

City of Dana Point
Expenditure Plan Detail Report
Department: CITY CLERK
Program: CITY CLERK (31)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
National Notary Association (City Clerk)			300	300
Assoc. Rec. Mgrs. & Admin			225	225
Int'l Institute of Municipal Clerks (City Clerk)			350	370
Clerks Association of California (City Clerk)			300	320
	1,196	1,090	1,175	1,215
211 OPERATING SUPPLIES				
Records mgmt. supplies (folders, labels, shredding)			3,000	3,000
Sire maintenance/support			5,500	5,500
Miscellaneous			1,500	1,500
	4,162	3,500	10,000	10,000
213 BOOKS & SUBSCRIPTIONS				
OC Business Journal			100	100
Directory of Cities/Clerks			50	50
Election code updates			60	65
Guidestar			900	900
Miscellaneous			150	150
	253	365	1,260	1,265
215 TRAINING				
Notary training (next due FY2015)			0	0
Department Staff training			1,500	1,500
	1,061	2,850	1,500	1,500
223 PROFESSIONAL SERVICES				
Quality Code (Municode supplements)			7,500	7,500
Cable TV rate regulation services			1,000	1,000
Datalok (offsite microfilm storage)			1,250	1,250
County of Orange (Nov 2012 regular election)			0	32,000
Scanning large plan documents			4,000	4,000
3rd party hosting hosting - SirePub			1,800	2,000
	14,387	44,398	15,550	47,750
225 ADVERTISING				
Citywide legal advertising			20,000	30,000
	12,033	22,000	20,000	30,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			5,000	5,000
	4,901	5,000	5,000	5,000

**City of Dana Point
Expenditure Plan Detail Report
Department: CITY CLERK
Program: CITY CLERK (31)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			1,200	1,200
	5,759	6,000	6,000	6,000
TOTAL MAT'LS & SERV.	49,659	95,193	72,475	113,720
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	448,486	480,716	469,031	523,197

City of Dana Point
Budget Narrative
Department: COMMUNITY DEVELOPMENT
Program: PLANNING (41)

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: PLANNING

DESCRIPTION:

The Community Development Planning Division provides the community of Dana Point with a variety of current and advanced planning services. Responsibilities include review of development projects for conformance with established policy and regulations; updating and maintaining the City's Zoning Code; administering approved special projects like the Town Center Plan, Harbor Revitalization Plan, and Headlands Development Plan. The department maintains and administers the City's General Plan, assuring that the plan reflects community values and State statutes. The Planning Division also carries out the requirements of the California Environmental Quality Act, the California Coastal Act, and the Subdivision Map Act. The Planning Program is directly responsible for providing staff support to the City's Planning Commission.

OBJECTIVES:

Continue efforts to obtain approval of a Local Coastal Program (LCP) Amendment by the Coastal Commission for the County's Harbor Revitalization Plan.

Upon submittal by the County, process the Coastal Development Permit application for the Harbor Revitalization Plan.

In addition to moving forward with various implementation programs for the Town Center, continue to coordinate with the Public Works/Engineering Department in developing the Town Center public improvements plan and public outreach program.

Complete preparation and approval of the Doheny Village Plan.

Continue to update the Zoning Ordinance to remove inconsistencies and to establish revised development standards as necessary.

Continue to give priority to current development projects including the Makar zone change, South Shores Church Master Plan, the Doheny Hotel, remodeling of the Ritz Carlton and new commercial development in Town Center.

PROGRAM INDICATORS:

Process approximately 250 Coastal Development Permits, Conditional Use Permits, Site Development Permits, and Special Event Permits per year.

City of Dana Point
Program Summary
Department: COMMUNITY DEVELOPMENT
Program: PLANNING (41)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
Personnel	\$989,576	\$942,612	\$936,613	\$966,413
Materials & Services	248,939	856,472	277,810	321,260
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,238,515</u>	<u>\$1,799,084</u>	<u>\$1,214,423</u>	<u>\$1,287,673</u>

REVENUE SUMMARY

Planning Permits	\$168,276	\$66,500	\$130,000	\$136,500
Planning Fees	64,594	61,750	61,000	64,000
Bluff Geol. Review (3rd party reimb)	40,000	717,826	40,000	40,000
Planning Appeal Fees	0	1,000	1,000	1,000
Town Center Design Reviews	0	0	25,000	25,000
Total Revenues	<u>\$272,870</u>	<u>\$847,076</u>	<u>\$257,000</u>	<u>\$266,500</u>

AUTHORIZED PERSONNEL

Director of Community Development	1	1	1	1
City Architect/Planning Manager	1	1	1	1
Senior Planner	3	3	3	3
Associate Planner*	2	2	2	2
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	8	8	8	8

*One Associate Planner position vacant, not funded in FY12 & FY13 budget

Contract

Associate Planner	0	0	0	0
Total	8	8	8	8

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: PLANNING (41)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	674,018	698,991	687,089	707,701
103 HOURLY			0	0
	0	0	0	0
105 OVERTIME				
Planning Commission staff support			4,000	4,000
Other			1,000	1,000
	2,020	5,000	5,000	5,000
107 STIPENDS	8,844	9,000	9,000	9,000
110 BENEFITS	90,343	109,306	107,474	109,724
112 RETIREMENT BENEFITS	204,430	109,976	117,885	124,523
114 MEDI-TAX 1.45%	9,921	10,339	10,166	10,465
120 OUTSIDE ASSISTANCE			0	0
	0	0	0	0
TOTAL PERSONNEL	989,576	942,612	936,613	966,413
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones			1,320	1,320
	1,385	1,320	1,320	1,320
203 EQUIPMENT MAINTENANCE				
FAX machine			210	220
Transcriber			255	255
Typewriter maintenance			35	35
	58	510	500	510

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: PLANNING (41)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
207 OFFICE SUPPLIES				
General office supplies			2,000	2,500
General Plan update printing			3,000	0
Town Center Plan printing			1,000	1,000
Headlands printing			300	300
Stationery/envelopes			500	500
Laser printer toner cartridges			700	700
Misc. computer supplies			150	150
Facsimile copier toner			800	800
Printing - documents			500	500
Printing - maps			500	500
Printing - handouts			500	500
Historical plaques			1,500	1,500
Harbor Plan printing			1,000	250
Doheny Village Plan printing			1,000	250
Miscellaneous			350	350
	11,533	9,550	13,800	9,800
209 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)			1,500	1,500
Amer. Institute of Cert. Planners (3)			160	160
Amer. Institute of Architects (1)			1,000	1,000
Urban Land Institute			180	190
Orange County Planning Directors			100	100
Assoc. of Environmental Planners			100	100
Nat. Trust of Historic Preservation			70	70
	2,493	3,120	3,110	3,120
211 OPERATING SUPPLIES				
Film			50	50
Drafting supplies			250	260
Graphic supplies			150	150
Trakit (permit software) license & maintenance			13,000	14,000
GIS Thomas Bros. license agreement			2,000	2,000
GIS - Community View			8,000	8,000
Digital Map Products - CityGIS II upgrade			13,500	13,500
ESRI annual licensing fee			2,000	2,000
GIS database maintenance			5,500	5,500
CEQA notices (partial fee offset)			3,000	3,000
	29,686	34,465	47,450	48,460
213 BOOKS & SUBSCRIPTIONS				
Planning publications			2,000	2,000
	380	1,000	2,000	2,000

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: PLANNING (41)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
215 TRAINING				
Technical training (Planning Staff)			1,500	1,500
Department Staff training			2,000	2,000
Americal Planners Assoc. "Nuts & Bolts" training			350	350
Miscellaneous			1,000	1,000
	135	3,350	4,850	4,850
223 PROFESSIONAL SERVICES				
Geological reviews (reimbursed)			40,000	40,000
Town Center Design Review (reimbursed)			25,000	25,000
Town Center Design Manual			0	40,000
General Plan update			0	100,000
Historic resource inventory			50,000	0
Doheny Village Plan environmental review			40,000	0
Special projects, appeals, etc.			25,000	25,000
	193,644	781,322	180,000	230,000
225 ADVERTISING				
Request for Proposals (2)			1,000	1,000
	0	1,000	1,000	1,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			15,380	11,800
	1,755	12,435	15,380	11,800
229 MILEAGE REIMBURSEMENT				
Planning Commissioner auto allowance			3,000	3,000
Auto allowance			4,800	4,800
Staff mileage reimbursement			600	600
	7,870	8,400	8,400	8,400
257 HEADLANDS PROJECT	0	0	0	0
TOTAL MAT'LS & SERV.	248,939	856,472	277,810	321,260
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	1,238,515	1,799,084	1,214,423	1,287,673

City of Dana Point
Budget Narrative
Department: COMMUNITY DEVELOPMENT
Program: BUILDING (42)

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: BUILDING

DESCRIPTION:

The Building and Safety Division of the Department of Community Development is responsible for administrating and enforcing the California Building and Safety Codes of the City. This includes performing plan reviews on construction documents as well as assuring that the project proposal meets the current California building codes and municipal ordinances of the City. The program also distributes plans for review by other agencies or City Departments, issues building permits after plans are completed and approved and completes final inspections and issues a Certificate of Occupancy. The program also performs special inspections as requested. The Building Division updates the California Building and Fire Codes every three years as required by the State.

OBJECTIVES:

Maintain an effective building, electrical, plumbing, and mechanical inspection program for the projected inspections during fiscal years 2012-2013.

Introduce and adopt the updated building codes and related provisions as required.

Continue to provide updated materials/applications to the general public on the Codes and development processes in the City.

Continue to implement improvements to our new Development Services Center (DSC) counter operations as recommended by the City consultant's report for enhancing our DSC counter operations and customer service.

Provide "Over-The-Counter" plan review for minor projects/revisions and rechecks of large projects.

Convert and Implement the new Trakit.net development permitting and companion CityGIS mapping system.

Continue to train Building and Safety and City staff on the changes in the new Building Codes and development processes.

PROGRAM INDICATORS:

Perform approximately 7,500 building inspections per year.

Issue approximately 1,500 permits per year.

Process approximately 900 plan checks per year.

City of Dana Point
Program Summary
Department: COMMUNITY DEVELOPMENT
Program: BUILDING (42)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$853,500	\$819,292	\$850,858	\$878,955
Materials & Services	57,321	81,195	67,915	71,360
Capital Outlay	0	0	0	0
Total Expenditures	\$910,821	\$900,487	\$918,773	\$950,315

REVENUE SUMMARY

Building Permits	\$449,389	\$416,000	\$450,000	\$470,000
Building Fees	321,673	334,000	300,000	310,000
Total Revenues	\$771,062	\$750,000	\$750,000	\$780,000

AUTHORIZED PERSONNEL

Permit Technician	1	1	1	1
Building Official	1	1	1	1
Senior Structural Engineer	1	1	1	1
Chief Building Inspector	1	1	1	1
Senior Building Inspector	2	2	2	2
Senior Permit Technician	1	1	1	1
Secretary	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	7.5	7.5	7.5	7.5

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: BUILDING (42)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	606,495	654,818	668,462	688,516
103 HOURLY	0	0	0	0
105 OVERTIME				
Emergency services			2,500	2,500
	329	2,500	2,500	2,500
110 BENEFITS	75,777	81,300	89,700	92,100
112 RETIREMENT BENEFITS	194,904	102,394	114,033	120,490
114 MEDI-TAX 1.45%	9,259	9,532	9,729	10,020
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION			0	0
One-half secretary to CD-Code Enforcement. (43)			(33,566)	(34,671)
	(33,264)	(31,252)	(33,566)	(34,671)
TOTAL PERSONNEL	853,500	819,292	850,858	878,955
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone service			2,300	2,300
Verizon express network service for laptop			1,200	1,200
	2,816	3,920	3,500	3,500
203 EQUIPMENT MAINTENANCE				
Cash register			200	210
Date/time stamp machine			115	115
Microfiche reader/printer			500	500
	298	825	815	825
205 VEHICLE MAINTENANCE				
Fuel			3,375	3,585
Repairs & maintenance			1,850	1,850
Vehicle cleaning			2,120	2,120
	3,812	7,370	7,345	7,555
207 OFFICE SUPPLIES				
Permit system forms			2,000	2,000
Building permit printing			4,000	4,000
Stationery/envelopes			200	200
Miscellaneous supplies			1,850	1,850
	5,865	8,050	8,050	8,050

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: BUILDING (42)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
California Building Officials (CalBO)			300	300
So Cal Association of Code Officials (SCACO)			250	250
Int'l Code Council			290	290
Orange Empire Chapter ICC			300	300
International Assoc. of Electrical Inspectors			300	300
Int'l Assoc of Plumbing & Mechanical Officials			490	490
	1,066	1,930	1,930	1,930
211 OPERATING SUPPLIES				
Building permits toner & printer			1,500	1,500
Digital camera			500	500
Miscellaneous			500	500
	4,317	2,000	2,500	2,500
213 BOOKS & SUBSCRIPTIONS				
Interpretive manuals			2,500	2,500
Code books (2010 Building Codes)			0	10,000
	217	12,500	2,500	12,500
215 TRAINING				
Trakit training (all CDD Staff)			5,000	0
Building code training			3,500	3,500
	6,189	3,500	8,500	3,500
223 PROFESSIONAL SERVICES				
Plan check services (overflow)			25,000	25,000
	27,540	30,000	25,000	25,000
224 BLDG. PLAN CHECK/INSP SVC				
N/A - replaced with City Employees beg FY08			0	0
	0	0	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
ICC & Calbo ABM			2,575	800
	401	1,100	2,575	800
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			400	400
	4,800	10,000	5,200	5,200
TOTAL MAT'LS & SERV.	57,321	81,195	67,915	71,360

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: BUILDING (42)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	910,821	900,487	918,773	950,315

City of Dana Point
Budget Narrative
Department: COMMUNITY DEVELOPMENT
Program: CODE ENFORCEMENT (43)

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: CODE ENFORCEMENT

DESCRIPTION:

The Code Enforcement Division of the Department of Community Development receives and investigates potential Zoning, Property Maintenance and Building Code violations of the Dana Point Municipal Code. The Code Enforcement officers use a systematic approach to eliminate blight, gain compliance and eliminate the code violations in the City. Code Enforcement also maintains an active program in the Lantern Village for not only code compliance, but property maintenance, education and property enhancement and is an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti in our community through the new Tracking Automated and Graffiti Reporting System (TAGRS) program.

OBJECTIVES:

Maintain an annual weed abatement program of sending letters to property owners requiring weed abatement and clearing parcels as needed.

Continue to use citations as a tool to gain compliance for nuisance cases. Also use Administrative Citations as a cost effective methods to gain compliance.

Continue to employ methods to ensure high compliance rates at the most effective cost. Maintain close coordination with the City Attorney's Office.

Continue to focus code enforcement in the Lantern Village and Capistrano Beach residential areas as well as in the commercial areas of the community.

PROGRAM INDICATORS:

Initiate and resolve approximately 1,000 Code Enforcement cases per year.

Initiate and resolve approximately 200 Weed Abatement cases per year.

Process approximately 300 Massage License applications per year.

Maintain a pro-active, community-based Code Enforcement program throughout the community.

Continue to be an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti within our community through the new Tracking Automated and Graffiti Reporting System (TAGRS) program.

Work on special neighborhood programs to improve property maintenance.

City of Dana Point
Program Summary
Department: COMMUNITY DEVELOPMENT
Program: CODE ENFORCEMENT (43)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$305,300	\$284,066	\$294,379	\$304,023
Materials & Services	18,102	28,750	30,940	31,135
Capital Outlay	0	0	0	0
Total Expenditures	\$323,402	\$312,816	\$325,319	\$335,158

REVENUE SUMMARY

Contract Hearing Officer	\$2,000	\$2,000	\$3,750	\$3,750
Total Revenues	\$2,000	\$2,000	\$3,750	\$3,750

AUTHORIZED PERSONNEL

Secretary	0.5	0.5	0.5	0.5
Code Enforcement Officer	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Sub-total	3.5	3.5	3.5	3.5
<u>Contract</u>				
Community Services Officer	1	0	0	0
Total	4.5	3.5	3.5	3.5

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: CODE ENFORCEMENT (43)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	179,286	182,928	185,331	191,066
105 OVERTIME				
Code Enforce. Officers (incl. Sat & Sun coverage)	271	2,000	2,000	2,000
110 BENEFITS	36,093	36,600	39,150	40,050
112 RETIREMENT BENEFITS	53,668	28,605	31,616	33,437
114 MEDI-TAX 1.45%	2,718	2,681	2,716	2,799
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half secretary from CD-Building (42)	33,264	31,252	33,566	34,671
TOTAL PERSONNEL	305,300	284,066	294,379	304,023
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones	2,362	2,250	1,800	1,800
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			3,160	3,355
Repairs & maintenance			1,200	1,200
Vehicle cleaning			1,980	1,980
	1,797	6,600	6,340	6,535
207 OFFICE SUPPLIES				
General office supplies			2,000	2,000
CR&R trash tags			700	700
Color laser printer supplies			1,000	1,000
Stationery/envelopes			400	400
	2,732	4,100	4,100	4,100
209 MEMBERSHIPS & DUES				
So. Ca. Assoc. of Code Enforcement Officers	225	300	300	300

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: CODE ENFORCEMENT (43)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
211 OPERATING SUPPLIES				
Tax information (from County of Orange)			150	150
Digital camera			500	500
GIS property attribute records (DMP)			3,000	3,000
	8,613	3,150	3,650	3,650
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			50	50
	0	50	50	50
215 TRAINING				
Department Staff training			1,250	1,250
	423	1,250	1,250	1,250
223 PROFESSIONAL SERVICES				
Weed abatement contract			7,500	7,500
Contract hearing officer (75% reimbursed)			5,000	5,000
	1,950	10,100	12,500	12,500
225 ADVERTISING				
Weed abatement			200	200
	0	200	200	200
227 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)			250	250
	0	250	250	250
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	0	500	500	500
TOTAL MAT'LS & SERV.	18,102	28,750	30,940	31,135
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	323,402	312,816	325,319	335,158

City of Dana Point
Budget Narrative
Department: COMMUNITY DEVELOPMENT
Program: ECONOMIC DEVELOPMENT (44)

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: ECONOMIC DEVELOPMENT

DESCRIPTION:

The City's Economic Development Program is a division of Community Development Department created by the City Council in 2006. The Economic Development Program is intended to establish goals, policies, and a comprehensive strategy to promote and maintain economic development opportunities in the City. The Economic Development Program assists with business development and outreach, Tourism Business Improvement District administration, Housing Element implementation and maintenance of housing programs, business registration, OCTA Go Local Tri-City and Harbor/City Shuttle project management, social media outreach, City newsletter and other public outreach programs.

OBJECTIVES:

Assist the Planning Division with Doheny Village outreach and administration of Sustainable Communities Grant.

Assist the Planning Division with Housing Element implementation efforts.

Work with development community to creatively address affordable housing goals mandated by State RHNA requirements and monitor affordable housing agreements in effect.

Serve as information resource for business needs.

Coordinate marketing and public information efforts and various writing projects, including City Newsletter support

Administer social media, including Facebook and Twitter, and assist with website and e-news.

Maintain and enhance communication between the City and the Business community.

Work with hotel industry to administer the Dana Point Tourism Business Improvement District to brand and promote Dana Point as an overnight destination.

Address visitor needs through the Visitor Center kiosk, website information and collateral materials.

Highlight local businesses through Business of the Month and Business of the Year presentations to City Council.

Continue to maintain business registration program.

Enhance revenues through grants and business support, particularly in Town Center, Doheny Village, the Harbor and our hotels.

Provide partnership and support to Chamber of Commerce and Harbor Merchants Association.

Work with Dana Point Community Cycling Foundation for annual national Dana Point Grand Prix of Cycling

Implement goals of the Town Center Plan, including business relations during construction, identification and securing of parking areas, business retention and attraction and facilitation of revitalization projects.

Continue and maintain voluntary Styrofoam and plastic bag ban.

Work with OCTA and Cities of San Juan Capistrano and San Clemente on potential Tri-City Trolley through Go Local Project S Program

Work with OCTA on potential City/Harbor Shuttle through Go Local Project V Program.

PROGRAM INDICATORS:

Attend Harbor Association, Chamber of Commerce meetings and ribbon cuttings.

Strengthen positive relationships between City and business community.

Prepare Business of the Month and Business of the Year presentations to City Council.

Business attraction and retention.

Project management for Tri-City Trolley and City/Harbor Shuttle.

Administration of Tourism Business Improvement District.

Coordination of national Dana Point Grand Prix of Cycling.

Assist business owners seeking to open or expand businesses.

Assist with City Newsletter and other articles.

Develop visitor information on City website and other visitor-serving websites.

Operate Visitors Center kiosk during summer weekends and special events.

Implement General Plan Housing Element and respond to public seeking housing information.

Implement Business Registration Program.

Administer Doheny Village Sustainable Communities Grant and seek new grant opportunities.

City of Dana Point
Program Summary
Department: COMMUNITY DEVELOPMENT
Program: ECONOMIC DEVELOPMENT (44)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$256,533	\$240,068	\$247,653	\$255,459
Materials & Services	74,794	81,300	100,005	113,985
Capital Outlay	0	0	0	0
Total Expenditures	\$331,327	\$321,368	\$347,658	\$369,444

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Economic Development Manager	1	1	1	1
Management Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	2	2	2

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: ECONOMIC DEVELOPMENT (44)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	170,215	177,233	179,735	185,127
103 HOURLY				
Visitor Center Ambassadors			9,500	9,500
	7,717	9,500	9,500	9,500
105 OVERTIME				
			0	0
	1,082	0	0	0
110 BENEFITS	22,380	22,200	24,300	24,900
112 RETIREMENT BENEFITS	52,563	28,427	31,374	33,110
114 MEDI-TAX 1.45%	2,576	2,708	2,744	2,822
TOTAL PERSONNEL	256,533	240,068	247,653	255,459
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			840	840
	775	0	840	840
207 OFFICE SUPPLIES				
General office supplies			700	700
Brochures, printing			5,000	5,000
	4,545	700	5,700	5,700
209 MEMBERSHIPS & DUES				
Calif Assoc Local Economic Development			545	545
Int'l Council of Shopping Centers			100	100
Anaheim/OC CVB			650	650
California Downtown Assn.			320	320
American Planning Association			410	410
American Institute of Certified Planners			170	170
Orange County Tourism Council			1,500	1,500
Orange County Business Council			5,000	5,000
Int'l City/County Mgmt. Assoc. (ICMA)			150	175
California Tourism Assoc. (CALTIA)			1,325	1,325
	4,132	3,600	10,170	10,195
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			200	200
	100	200	200	200

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY DEVELOPMENT
Program: ECONOMIC DEVELOPMENT (44)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
215 TRAINING				
CALED training			2,000	2,000
	1,133	2,000	2,000	2,000
223 PROFESSIONAL SERVICES				
			0	0
	7,114	0	0	0
225 ADVERTISING				
Public outreach, banners, trade shows			10,000	10,000
	0	10,000	10,000	10,000
227 TRAVEL, CONF. & MEETINGS				
DP Chamber of Commerce			300	300
American Planning Association			1,045	0
Annual CALED, CALTIA conference			1,250	1,250
	1,292	300	2,595	1,550
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	283	500	500	500
260 MARKETING				
Business sign program			0	15,000
Public outreach (brochures & mailings)			15,000	15,000
Broadcast City events on KOCE			13,000	13,000
City marketing efforts			40,000	40,000
	55,420	64,000	68,000	83,000
TOTAL MAT'LS & SERV.	74,794	81,300	100,005	113,985
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	331,327	321,368	347,658	369,444

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: ADMINISTRATION (51)

DEPARTMENT: PUBLIC WORKS

PROGRAM: ADMINISTRATION

DESCRIPTION:

The Public Works Administration Division is responsible for the operations and activities performed by the Public Works and Engineering Services Department. This Division provides the overall direction and administrative support for the Engineering, Traffic Engineering, Solid Waste, Street Maintenance, and Water Quality and Natural Resources Divisions as well as the Capital Improvement Program. This Division directs the development and implementation of the Department's goals, objectives, policies, and priorities.

The mission of Public Works Administration Division is to lead the Department in providing quality public services that are cost effective, timely, proactive, innovative, safe, environmentally conscious, and legally compliant. One of the of the Division's most important responsibilities is to manage, monitor, and adjust the operating and capital project's budgets based on the Department needs for projects, staffing, equipment, materials and services. The Division is also tasked with preparing and presenting public works related reports to the City Council, government agencies and other important stakeholders within the community.

OBJECTIVES:

Direct employees to provide five-star customer service to the general public, other departments, other public agencies and private entities who conduct business in the City of Dana Point.

Ensure positive progress on major projects including the Pacific Coast Highway and Del Prado improvements, Doheny Village Plan and the Harbor Revitalization.

Initiate public relations activities and respond to public inquiries and complaints.

Manage the Department operating and capital improvement budgets by forecasting the need for additional funds, monitoring and approving expenditures and preparing budget adjustments as necessary.

Negotiate contracts and agreements; coordinate with legal counsel and other departments to determine City needs.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

Improve employee safety awareness and reduce exposure to liability in the public right of way.

Provide good stewardship of our environment through the Water Quality and Natural Resources Divisions.

Direct the training selection, motivation and evaluation of department personnel.

Provide employees with the appropriate equipment, software, and office supplies to effectively meet customer demands.

Facilitate resolution of issues with other Public Works related agencies to the benefit of the City.

Ensure the Department is effectively maintaining the public infrastructure.

Ensure the Department is trained and prepared to respond to emergencies.

City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: ADMINISTRATION (51)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$359,838	\$302,764	\$320,883	\$331,421
Materials & Services	19,483	23,268	23,435	23,505
Capital Outlay	0	0	0	0
Total Expenditures	\$379,321	\$326,032	\$344,318	\$354,926

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Director of Public Works & Engr Svcs.	1	1	1	1
Senior Management Analyst	0.33	0.33	0.33	0.33
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2.33	2.33	2.33	2.33

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ADMINISTRATION (51)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	302,211	286,045	294,801	303,645
103 HOURLY	0	0	0	0
105 OVERTIME				
Secretary			250	250
	0	250	250	250
110 BENEFITS	41,054	39,210	42,360	43,410
112 RETIREMENT BENEFITS	88,378	44,729	50,290	53,138
114 MEDI-TAX 1.45%	4,851	4,152	4,278	4,406
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst to PW-Street Maint. (52)			(35,548)	(36,714)
One-third Sr. Mgmt Analyst to PW-Solid Waste (54)			(35,548)	(36,714)
	(76,656)	(71,622)	(71,096)	(73,428)
TOTAL PERSONNEL	359,838	302,764	320,883	331,421
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,320	1,320
	1,320	1,320	1,320	1,320
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			5,350	5,700
Repairs & maintenance			1,250	800
Vehicle cleaning			530	530
	6,503	7,930	7,130	7,030
207 OFFICE SUPPLIES				
General office supplies			1,050	1,050
Laser printer toner			720	740
Letterhead and envelopes			1,000	1,000
Reprographic/photocopy services			2,000	2,000
Color printer ink cartridges			2,600	2,750
Microfiche supplies			200	200
Printing - forms/notices/surveys			1,500	1,500
	8,398	8,523	9,070	9,240

**City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ADMINISTRATION (51)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
American Public Works Association			185	185
American Society of Civil Engineers			255	255
Professional engineer license renewal			125	125
	496	545	565	565
211 OPERATING SUPPLIES	0	0	0	0
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			0	0
	0	0	0	0
215 TRAINING				
Department Staff training			900	900
	0	900	900	900
223 PROFESSIONAL SERVICES	0	0	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			3,500	3,500
	1,840	3,250	3,500	3,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			950	950
	926	800	950	950
TOTAL MAT'LS & SERV.	19,483	23,268	23,435	23,505
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	379,321	326,032	344,318	354,926

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: STREET MAINTENANCE (52)

DEPARTMENT: PUBLIC WORKS

PROGRAMS: STREET MAINTENANCE

DESCRIPTION:

The Street Maintenance Division is responsible for coordinating, supervising, and inspecting the maintenance and minor repair of the City's streets, striping, sidewalks, storm drains, inlet filters, storm water diversions, CDS units, pump stations and public/private utilities. The Street Maintenance Division oversees numerous long term service contracts for street and storm drain maintenance, street sweeping, concrete and asphalt repairs, inlet filter cleaning and replacement and CDS unit maintenance. This Division also issues encroachment permits to the utility companies and other entities for construction and repairs in the public right of way.

The Street Maintenance Division is heavily involved in implementing traffic control plans and preparing public streets for major events such as the Grand Prix Bike Race, Festival of Whales Parade, 4th of July Fireworks, and the Concours d'Elegance. Street Maintenance is also tasked with managing the light pole banner installation and holiday decoration program. This program includes the installation and change out of more than 500 light pole banners on a seasonal basis. New banners and other necessary equipment are purchased out of the Street Maintenance budget. Finally, the Street Maintenance division manages the City's fleet of vehicles by managing acquisition and contracting out for cleaning, maintenance, and repairs.

OBJECTIVES:

Provide five-star customer service to all with whom the Division interacts.

Maximize the useful life of the City owned streets, storm drains, and other public infrastructure by using a proactive maintenance program.

Effectively manage the City's long term agreement with the County of Orange to maintain 19 miles of arterial streets, 56 miles of non-arterial streets, and 18 miles of storm drains.

Monitor and ensure the safety of the public right of way in concert with the Traffic Division.

Provide high quality street sweeping services to all public arterial and residential streets (approximately 150 curb miles not including the medians) on a weekly basis.

Maintain the City's storm drain system and be prepared to respond to natural disasters.

Prevent urban runoff from polluting our City's beaches by conducting quarterly inspections and necessary cleanings of 762 storm drain inlet filters, eight CDS units, and 16 storm water diversions.

Utilize the Orange County Juvenile Probation Work Program for weed abatement, debris collection, and other minor maintenance.

Award cost effective contracts and manage qualified firms providing asphalt and concrete repair projects in the right of way.

Continue to improve ADA accessibility in the public right of way.

Manage and oversee technical and non-technical aspects of the City's vehicle fleet to ensure the proper acquisition and maintenance of 30 vehicles.

Implement cost effective pedestrian and vehicular traffic control plans for major City events such as the Grand Prix Bike Race, Festival of Whales Parade, 4th of July Celebration, Concours d'Elegance, Grunion Run, Turkey Trot, Dana Hills High School graduation event and Dana Hills High School Cross County events.

Create a sense of place and identity for Dana Point residents, businesses and visitors through the special events and seasonal banner and holiday decoration program.

Ensure that utility companies and other entities adhere to the City's municipal codes and other ordinances by issuing encroachment permits and conducting inspections in the public right of way.

Avoid any lawsuits that find legitimate fault with established ADA or Safety criteria on the City's sidewalks and driveways by performing annual inspections.

**City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: STREET MAINTENANCE (52)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$178,694	\$164,269	\$168,159	\$173,700
Materials & Services	1,915,957	2,157,379	2,164,005	2,209,820
Capital Outlay	0	0	0	0
Total Expenditures	\$2,094,651	\$2,321,648	\$2,332,164	\$2,383,520

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Management Analyst	0.33	0.33	0.33	0.33
Streets Mgr./Public Works Inspector	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	1.33	1.33	1.33	1.33

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: STREET MAINTENANCE (52)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	98,200	100,231	101,647	104,696
110 BENEFITS	11,359	11,100	12,150	12,450
112 RETIREMENT BENEFITS	29,420	15,674	17,340	18,322
114 MEDI-TAX 1.45%	1,387	1,453	1,474	1,518
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst from PW-Admin (51)			35,548	36,714
	38,328	35,811	35,548	36,714
TOTAL PERSONNEL	178,694	164,269	168,159	173,700
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,080	1,080
	1,080	1,080	1,080	1,080
205 VEHICLE MAINTENANCE				
Fuel			3,200	3,400
Repairs & maintenance			1,550	400
Vehicle cleaning			660	660
	8,505	4,260	5,410	4,460
207 OFFICE SUPPLIES				
Routine office supplies			350	350
	0	450	350	350
209 MEMBERSHIPS & DUES				
APWA			185	185
	170	170	185	185
211 OPERATING SUPPLIES				
Employee uniforms (shirts, hats, jackets)			300	300
Equipment, small tools, materials			10,000	12,000
Light pole banner repair & replacement			1,300	1,300
Benches, trash cans, etc.			2,500	2,500
	17,338	10,100	14,100	16,100
215 TRAINING				
Departmental Staff training			300	300
	300	300	300	300
221 UTILITIES	0	0	0	0

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: STREET MAINTENANCE (52)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Banner/holiday decorations (installation/takedown)			60,000	60,000
Special event-related traffic control			45,000	50,000
	134,460	120,877	105,000	110,000
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Conference			500	500
	390	500	500	500
235 STREET MAINTENANCE				
County contract - streets			775,500	798,765
County contract - striping/stenciling			201,700	201,700
County work program			25,000	25,000
Underground Service Alert (USA)			2,500	2,500
Concrete remove and replace			75,000	75,000
Asphalt remove and replace			100,000	100,000
Rubberized asphalt crack fill			25,000	25,000
Sidewalk grinding			25,000	25,000
Caltrans ROW & Citywide litter removal			62,000	62,000
Graffiti removal			11,000	12,000
Emergency repairs			10,000	10,000
	1,238,625	1,302,090	1,312,700	1,336,965
249 STREET SWEEPING				
Monthly service			258,500	274,000
Special event sweeping			6,500	6,500
Street sweeping online database			480	480
	234,999	242,000	265,480	280,980
251 STORM DRAINS				
County contract - storm drain maintenance			73,900	73,900
Inlet filter cleaning services			140,000	140,000
CDS cleaning services			205,000	205,000
Inlet filter purchases/repairs			10,000	10,000
CDS unit or diversion repairs			20,000	20,000
Emergency repairs			10,000	10,000
	280,090	475,552	458,900	458,900
253 SAFETY LIGHTING	0	0	0	0
TOTAL MAT'LS & SERV.	1,915,957	2,157,379	2,164,005	2,209,820
GRAND TOTAL EXPENDITURES	2,094,651	2,321,648	2,332,164	2,383,520

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: TRAFFIC ENGINEERING (53)

DEPARTMENT: PUBLIC WORKS

PROGRAM: TRAFFIC ENGINEERING

DESCRIPTION:

The Traffic Engineering Division is responsible for safe and efficient daily traffic and parking operations within the City limits. The Division performs professional traffic engineering analyses in developing or reviewing plans for facilitating traffic movement, accident prevention and placing work area and special event traffic control. The Division oversees the preparation of plans, specifications, cost estimates and contract documents for traffic related street repairs, traffic control plans, and signing and striping plans.

The City's traffic signal system is an integral part of the Division's daily activities. The traffic signals located on most arterial streets have been coordinated so that motorists enjoy the convenience of more green lights where possible in the City. Maintaining effective signal coordination is a constant task for the Division. Maintaining the City's bikeway system is also the responsibility of the Traffic Engineering Division. Bicyclists depend on the City to properly maintain bike lanes and provide safe detours when normal routes are affected by construction in the street. Finally, the Division is expected to be in constant communication with local, regional, and State transportation agencies such as OCTA, DOT, and Caltrans to keep current on safety liability related issues.

OBJECTIVES:

Provide five-star customer service to all with whom the Division interacts.

Support the City Council and the Traffic Improvement Commission by providing technical analyses, studies, reports, and presentations as necessary.

Respond to community complaints and concerns related to traffic safety in a prompt, professional, helpful, and courteous manner.

Provide adequate parking for residents, businesses, and visitors within the City limits, as appropriate.

Review subdivision tract and parcel maps for calculations related to traffic trip generation and overall traffic safety to ensure the proper inclusion of necessary public works in private development.

Write and process work orders for traffic related work including new signs, modifications to existing signage and striping, traffic calming, congestion relief, curb marking modifications and other related work citywide.

Ensure safe and efficient travel along City streets by managing and maintaining the City's traffic signal system.

Encourage residents and visitors to use the City's bikeways by providing safe, smooth, well maintained bike lanes that can be enjoyed by all.

Reduce the City's exposure to liability by identifying and eliminating potentially hazardous pedestrian, bicycle and vehicular traffic conditions in the public right of way.

Avoid any lawsuits that find legitimate fault with established traffic safety devices or conditions on public streets.

PROGRAM INDICATORS:

Prepare approximately 15 City Council meeting agenda reports each fiscal year.

Provide staff support for the monthly Traffic Improvement Subcommittee meetings.

Complete approximately 500 traffic investigations per year as requested.

Prepare 300 work orders per year to improve signing and striping issues citywide.

City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: TRAFFIC ENGINEERING (53)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$16,828	\$0	\$0	\$0
Materials & Services	548,724	600,512	600,900	605,900
Capital Outlay	0	0	0	0
Total Expenditures	\$565,552	\$600,512	\$600,900	\$605,900

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Civil Engineer (traffic)*	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$
Total	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$

* Senior Civil Engineer (traffic) position is currently filled via contracted professional services.

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: TRAFFIC ENGINEERING (53)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	0	0	0	0
103 HOURLY				
Traffic engineer (80 hours/mo)			0	0
	15,446	0	0	0
105 OVERTIME	0	0	0	0
110 BENEFITS	50	0	0	0
112 RETIREMENT BENEFITS	1,108	0	0	0
114 MEDI-TAX 1.45%	224	0	0	0
199 PERSONNEL ALLOCATION				
Civil Engr Asst to PW-Water Quality (57)			0	0
	0	0	0	0
TOTAL PERSONNEL	16,828	0	0	0
MATERIALS & SERVICES				
201 COMMUNICATIONS	0	0	0	0
207 OFFICE SUPPLIES				
General office supplies			350	350
	259	350	350	350
211 OPERATING SUPPLIES				
			0	0
	0	500	0	0
215 TRAINING				
Department Staff training			300	300
	0	300	300	300
221 UTILITIES				
Traffic signals			40,000	40,000
City of SJC shared signal costs			750	750
Street lights			252,000	257,000
	283,349	280,176	292,750	297,750

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: TRAFFIC ENGINEERING (53)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Traffic engineering consultant			130,000	130,000
Traffic signal timing consultant			7,500	7,500
Traffic studies/counts/speed verification			10,000	10,000
Emerg. vehicle pre-emption inspection/maintenance			20,000	20,000
	188,969	220,836	167,500	167,500
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS	0	0	0	0
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			0	0
	370	525	0	0
253 SAFETY LIGHTING / TRAFFIC SIGNALS				
Monthly traffic signal maintenance			40,000	40,000
Extraordinary signal maintenance			75,000	75,000
Traffic safety projects/emergencies			25,000	25,000
	75,777	97,825	140,000	140,000
TOTAL MAT'LS & SERV.	548,724	600,512	600,900	605,900
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	565,552	600,512	600,900	605,900

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: SOLID WASTE AND RECYCLING (54)

DEPARTMENT: PUBLIC WORKS

PROGRAM: SOLID WASTE AND RECYCLING

DESCRIPTION:

The primary responsibility of the Solid Waste and Recycling Division is to manage the exclusive franchise agreement for solid waste and recycling services between CR&R, Inc. and the City of Dana Point. Managing the contract includes conducting service performance audits, calculating annual rate adjustments, and amending the agreement as necessary. The Solid Waste and Recycling Division communicates with CR&R on a daily basis to ensure customer satisfaction.

CR&R, Inc. provides exclusive solid waste and recycling services to all residential, commercial, and temporary service customers in the City of Dana Point. CR&R is responsible for weekly curbside collection of residential refuse, recyclables, and green waste. Commercial, multi-family, and temporary solid waste is scheduled for collection multiple days per week. No other hauler besides CR&R is permitted to haul waste from the City of Dana Point.

CR&R is responsible for administering most of the recycling and related public education programs in the City of Dana Point and achieving a diversion rate that complies with SB 1016. The City takes responsibility for the SHARPS mail back program, the CFL and Battery Collection Recycling Program, the Construction and Demolition Ordinance program, the tri-annual Bulky Item Drop off events and annual reporting to the State of California Department of Resources, Recycling and Recovery (CalRecycle).

OBJECTIVES:

Actively manage the exclusive franchise agreement between the City of Dana Point and CR&R, Inc. for solid waste and recycling services.

Achieve an annual diversion rate that complies with Senate Bill 1016.

Continue to divert more than 75% of the construction and demolition waste generated.

Evaluate the Construction and Demolition ordinance program and look for ways to increase the efficiency of the program while increasing the percentage of C&D materials diverted.

Provide recycling opportunities to Dana Point residents, business owners and visitors.

In conjunction with CR&R, sponsor at least three Bulky Item Clean Up Day events per calendar year where residents can dispose of unwanted furniture, home appliances, televisions, computers, florescent light bulbs, green waste and other bulky items free of charge. As an added level of service, the City implemented on-site document shredding as part of Bulky Item Clean Up Day.

Continue to work with businesses in Dana Point to start new commercial recycling programs.

PROGRAM INDICATORS:

CR&R provides curbside collection services to approximately 11,400 residential units.

CR&R collects approximately 5,190 tons of recyclable materials and 6,663 tons of solid waste from single and multi family residential units per year.

CR&R collects approximately 3,166 tons of recyclable materials and 3,500 tons of solid waste from commercial accounts per year.

CR&R must achieve an annual diversion rate that complies with Senate Bill 1016. CR&R is responsible for this mandate through the franchise agreement.

City staff processes approximately 110 new Construction and Demolition Plans and 96 deposit refund/forfeitures per year.

City staff administers approximately 300 Waste Exemption Permits per year.

City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: SOLID WASTE (54)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$38,328	\$35,811	\$35,548	\$36,714
Materials & Services	55,709	54,015	30,700	81,400
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$94,037</u>	<u>\$89,826</u>	<u>\$66,248</u>	<u>\$118,114</u>

REVENUE SUMMARY

Solid Waste Franchise Fee	\$80,000	\$80,000	\$120,000	\$120,000
AB939 Administration Fee	46,837	48,000	48,000	48,000
Solid waste franchise audit	0	50,000	0	50,000
Reimb. Exp - CR&R Contract Admin	0	0	75,000	75,000
Total Revenues	<u>\$126,837</u>	<u>\$178,000</u>	<u>\$243,000</u>	<u>\$293,000</u>

AUTHORIZED PERSONNEL

Senior Management Analyst	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>
Total	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: SOLID WASTE (54)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt. Analyst from PW-Admin (51)	38,328	35,811	35,548	36,714
	38,328	35,811	35,548	36,714
TOTAL PERSONNEL	38,328	35,811	35,548	36,714
MATERIALS & SERVICES				
207 OFFICE SUPPLIES				
Education outreach materials			1,500	1,500
Recycling containers			750	750
Office supplies			350	350
	1,993	1,995	2,600	2,600
223 PROFESSIONAL SERVICES				
SHARPS program			3,500	3,600
Mercury disposal recycling service			1,000	1,200
Dept. of Conservation grant programs			5,000	5,000
Residential tagging program			13,500	13,900
Bulky item drop-off event advertising			5,100	5,100
Franchise agreement compliance audit (reimbursed)			0	50,000
	53,716	52,020	28,100	78,800
TOTAL MAT'LS & SERV.	55,709	54,015	30,700	81,400
GRAND TOTAL EXPENDITURES	94,037	89,826	66,248	118,114

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: ENGINEERING (56)

DEPARTMENT: PUBLIC WORKS

PROGRAM: ENGINEERING

DESCRIPTION:

The Engineering Division is organized in three sections: Development Engineering, CIP Design, and Construction. The Development Engineering staff is responsible for quality and safety oversight related to private and public development within the City of Dana Point. This Division reviews all types of engineering plans to ensure compliance with applicable codes and ordinances. The Development Engineering Division conducts field inspections for capital projects, utility cuts, and resident-constructed improvements in the public right of way. They are responsible for issuing encroachment, grading, and transportation permits to public and private applicants at the public counter. They are also responsible for plan checking services, third party geotechnical reviews, and assisting the Planning Division with the discretionary development review process.

The CIP Design and Construction Sections are tasked with managing the construction of capital projects funded by the City's CIP program. The in-house construction design engineers are tasked with drawing up construction plans, administering complex grant programs related to funding capital projects, responding to public records requests, and managing outside engineering consultants. The Construction Section project manager and inspector are responsible for managing construction contracts for capital projects. The construction team is crucial for the timely, safe and cost effective construction of City parks, major street and right of way repair and rehabilitation, storm drains and other major infrastructure improvements, landscaped medians and most recently the pedestrian bridge across Pacific Coast Highway.

OBJECTIVES:

Provide five-star customer service to the contractors, developers, home owners, businesses, and other applicants who visit the public counter for engineering services.

Develop procedures that are considerate of customer needs and allow for a streamlined, straightforward, and professional engineering review process.

Perform plan checking services, facilitate third party geotechnical reviews through an engineering consultant, and assist the Planning Division with the development discretionary review process.

Effectively issue encroachment, grading, and transportation permits to applicants at the public counter and inspect the permitted work in a professional and timely manner.

Completely process final parcel and tract maps, bonds and deeds for required projects, and prepare technical maps and legal descriptions.

Prepare accurate and timely easement deeds, permits, agreements, deed restrictions, studies and other Engineering documents in support of public and private projects.

Ensure compliance with the City municipal code as it relates to engineering services.

Pursue implementation of the City's seven year Capital Improvement Program to continue to enhance the quality, safety and beauty of the City's infrastructure and publicly owned property.

Manage construction contracts for capital projects in a professional manner to assure projects are delivered safely, on time, and within the City Council approved budget.

Continue to improve the filing and retrieval system of Engineering documents such as plans, reports, permits and other property related information.

Identify and investigate new grant funding opportunities that can be used to construct capital projects and continue to administer current grant programs.

Be prepared to respond to natural disasters.

PROGRAM INDICATORS:

Issue 310 engineering permits per fiscal year.

Perform 280 plan checks per fiscal year.

Answer approximately 900 calls per month for engineering assistance.

Conduct approximately 70 inspections per month

Provide same day or next day initial response to all inquires.

**City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: ENGINEERING (56)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$1,384,126	\$1,262,339	\$1,297,438	\$1,339,833
Materials & Services	99,573	111,248	142,705	142,905
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,483,699</u>	<u>\$1,373,587</u>	<u>\$1,440,143</u>	<u>\$1,482,738</u>

REVENUE SUMMARY

Engineering Permits	\$61,332	\$47,800	\$52,000	\$56,000
Engineering Fees	43,422	152,200	77,000	81,000
3rd Party geotechnical reviews	0	0	60,000	60,000
Total Revenues	<u>\$104,754</u>	<u>\$200,000</u>	<u>\$189,000</u>	<u>\$197,000</u>

AUTHORIZED PERSONNEL

Senior Civil Engineer	4	4	4	4
City Engineer	1	1	1	1
Senior Construction Inspector	1	1	1	1
Associate Engineer	1	1	0	0
Principal Civil Engineer	1	1	1	1
Secretary*	2	2	2	2
Engineering Technician III	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
Sub-total	12	12	12	12

*One Secretary position vacant, not funded in FY12 & FY13 budget

Regular Part-time

Engineering Intern	0.5	0.5	0.5	0.5
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Contract

Engineer/Surveyor	0.25	0.25	0.25	0.25
Engineer	0	0	0	0
Designer/ACAD	0	0	0	0
Administration	0	0	0	0
Geotechnical Engineer	0.25	0.25	0.25	0.25
Construction Inspector	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-total	0.5	0.5	0.5	0.5
Total	13	13	13	13

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ENGINEERING (56)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	947,926	960,054	975,050	1,004,301
103 HOURLY				
Intern (20 hours/week)		0	13,520	13,520
	24,936	13,520	13,520	13,520
105 OVERTIME				
Senior construction inspector			2,500	2,500
	49	10,000	2,500	2,500
110 BENEFITS	115,290	113,100	124,650	127,950
112 RETIREMENT BENEFITS	281,410	151,381	167,348	176,767
114 MEDI-TAX 1.45%	14,515	14,284	14,371	14,795
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	1,384,126	1,262,339	1,297,438	1,339,833
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			4,920	4,920
	4,560	4,560	4,920	4,920
205 VEHICLE MAINTENANCE				
Fuel			5,100	5,400
Repairs & maintenance			1,700	1,450
Vehicle cleaning			1,980	1,980
	8,411	6,390	8,780	8,830
207 OFFICE SUPPLIES				
General office supplies			4,200	4,200
	3,314	1,315	4,200	4,200
209 MEMBERSHIPS & DUES				
American Public Works Association (9)			740	740
Construction Management Assn of Amer. (1)			75	75
Construction Manager Certification Inst. (1)			120	120
Professional engineer license renewal			750	900
American Society of Civil Engineers (6)			1,020	1,020
	1,092	802	2,705	2,855

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ENGINEERING (56)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
211 OPERATING SUPPLIES				
AUTOCAD software licenses			4,200	4,200
Adobe Professional licenses			2,000	2,000
Other software			500	500
Computer supplies			1,500	1,500
Tools for field inspectors			1,000	1,000
Employee uniforms			2,400	2,400
Camera replacement			400	400
Wide format plotter maintenance			2,100	2,100
Wide format plotter paper/toner			1,000	1,000
	12,705	9,882	15,100	15,100
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			1,000	1,000
	410	381	1,000	1,000
215 TRAINING				
Department Staff training			3,000	3,000
	1,603	1,573	3,000	3,000
223 PROFESSIONAL SERVICES				
Aerial images			8,000	8,000
Special project management & support			13,000	13,000
Geotechnical 3rd party reviews (reimbursed)			60,000	60,000
Geological consultation (emergencies)			17,000	17,000
	40,849	76,445	98,000	98,000
224 % REVENUE COLLECTED				
			0	0
	0	0	0	0
225 ADVERTISING				
			0	0
	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
			0	0
	969	2,400	0	0
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			5,000	5,000
	7,510	7,500	5,000	5,000

**City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ENGINEERING (56)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
257 HEADLANDS			0	0
	18,150	0	0	0
TOTAL MAT'LS & SERV.	99,573	111,248	142,705	142,905
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	1,483,699	1,373,587	1,440,143	1,482,738

City of Dana Point
Budget Narrative
Department: PUBLIC WORKS
Program: WATER QUALITY & NATURAL RESOURCES (57)

DEPARTMENT: PUBLIC WORKS

PROGRAM: WATER QUALITY & NATURAL RESOURCES

DESCRIPTION:

The Natural Resources Protection Section is responsible for planning, coordinating and implementing natural resource protection activities at the Headlands Open Space Parks and Marine Conservation Areas. The Natural Resources Protection Program will direct the ecological functioning, restoration, protection of habitat, preservation of rare or threatened species, protection of the biodiversity in the conservation areas, and education of the public.

The Natural Resources Protection program includes planning, developing and presenting interpretive programs at the Headlands Nature Interpretive Center and causing the conduct of tours of the open space and shoreline areas. The Natural Resources Protection Officer is responsible for the daily operation of the Nature Interpretive Center, which includes recruiting, training, and scheduling volunteers and docent staff to participate in and deliver interpretive programs.

The Water Quality Section of the Division is responsible for implementing the City's Ocean Water Quality Program and maintaining compliance with environmental regulations such as the City's MS4 Storm Water Permit and Total Maximum Daily Load (TMDL) requirements. The Division is tasked with public education and outreach related to surface runoff pollution, conserving water and keeping pollutants out of the storm drains. Public outreach includes City staff education and inspection of construction sites, commercial businesses and Homeowners Associations for the proper Best Management Practices (BMPs).

The Division is responsible for administration, monitoring, operation, and maintenance of the City's structural Best Management Practices (BMPs). The City's inventory of structural BMPs include the Salt Creek Ozone Treatment Facility, the North Creek Ozone Treatment Project, sixteen nuisance water diversion facilities and eight trash separation units. The bodies of water that are affected by these structural improvements are frequently monitored and tested to ensure improved ocean water quality.

The Division is also involved in reviewing public and private development project plan documents, completing and submitting numerous required reporting documents, and obtaining grant funds for water quality projects and studies. In addition, the Division coordinates closely with South Coast Water District, Municipal Water District of Orange County, South Orange County Wastewater

Authority, and other related agencies to implement water conservation and sanitary sewer programs which ultimately enhance and improve water quality in Dana Point.

OBJECTIVES:

Provide five-star customer service to all with whom the Division comes in contact.

Modify and enhance existing program elements to meet new Clean Beach National Pollutant Discharge Elimination Plan (NPDES) permit and Total Maximum Daily Load (TMDL) requirements

Maintain compliance with environmental regulations by not incurring any enforcement orders or fines.

Submit annual reports as required by the San Diego Regional Water Quality Control Board (NPDES) Permit.

Develop and implement programs and submit timely reports as required by Regional Board TMDL requirements.

Facilitate the City's Ocean Water Quality Subcommittee meetings and efforts.

Increase the efficiency of operations at the City's structural Best Management Practices including the trash separation units, nuisance water diversions, inlet filters, the Salt Creek Ozone Treatment Facility and the North Creek Ozone Project.

Review, approve and implement system-wide Best Management Practices (BMPs) for private and public projects; investigate and utilize new technology as it becomes available for improved water quality measures.

Continue to enhance and implement an effective public outreach program to inform and educate the public on the importance of controlling urban runoff and associated pollutants, conserve water and reduce spills from the sanitary sewer system.

Continue to facilitate successful community outreach events such as Earth Day, Coastal Cleanup Day, Ocean Awareness Day, and Emergency Preparedness Day.

Prepare and distribute newsletters and continue to write a monthly column in the local newspaper.

Encourage innovative and sustainable design for new development, redevelopment and revitalizations projects, such as Town Center and Dana Point harbor with appropriate water quality control measures.

Continue to help coordinate and support a scientifically sound Epidemiology and Microbial Source Tracking Study at Doheny State Park Beach. Support appropriate actions regarding results and potential standards review.

Reduction of beach postings days at beaches located in Dana Point.

Plan, develop, and implement the Natural Resource Protection Program at the City of Dana Point Headlands Open Space parks and Marine Conservation Areas.

Recruit, train, and supervise volunteer docents to present interpretive programs at the Headlands Nature Center and tours of the open space and Marine Conservation Areas.

Continue to monitor the use of the Dana Point Marine Conservation Area through patrols by the Natural Resources Protection Officer, the volunteer Tidepool Interpretive Program, and monitoring the bus reservation program for school groups.

Encourage public cooperation with park restrictions through increased patrolling, docent tours, repair of fence failures and implementing an effective signage plan.

Continued development and evolution of the exhibit space at the Nature Interpretive Center that reflects the biological, geological, historical and cultural importance of the Headlands.

Ensure fuel modification/weed abatement and biological monitoring activities are accomplished in accordance with guidelines outlined in the HDCP for the terrestrial Open Space parks.

Work collaboratively with the State of California Department of Fish and Game, the Ocean Institute and the Orange County Marine Protected Area Committee in the management of local Marine Protected Areas and help implement changes to existing MPA's as developed through the Marine Life Protection Act.

Initiate a species inventory for the conservation areas, including the mapping of all rare plant locations, monitoring of predator use, and biodiversity sampling to assist in the management of the area and create a GIS database.

City of Dana Point
Program Summary
Department: PUBLIC WORKS
Program: WATER QUALITY & NATURAL RESOURCES (57)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$219,616	\$218,943	\$225,959	\$233,018
Materials & Services	491,668	657,950	665,660	663,125
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$711,284</u>	<u>\$876,893</u>	<u>\$891,619</u>	<u>\$896,143</u>

REVENUE SUMMARY

Headlands Interpretive Center	\$0	\$0	\$48,300	\$48,300
HOA incentive program			2,500	2,500
Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$50,800</u>	<u>\$50,800</u>

AUTHORIZED PERSONNEL

Senior Civil Engineer	1	1	1	1
Natural Resources Protection Officer	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Sub-total	2	2	2	2
<u>Part-time</u>				
Intern	0.5	0.5	0.5	0.5
Total	2.5	2.5	2.5	2.5

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: WATER QUALITY & NATURAL RESOURCES (57)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	152,694	158,851	161,092	165,925
103 HOURLY				
Intern			10,000	10,000
	0	10,000	10,000	10,000
110 BENEFITS	21,929	22,200	24,300	24,900
112 RETIREMENT BENEFITS	42,575	25,589	28,231	29,787
114 MEDI-TAX 1.45%	2,418	2,303	2,336	2,406
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	219,616	218,943	225,959	233,018
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			960	960
	960	960	960	960
205 VEHICLE MAINTENANCE				
Fuel			445	475
Repairs & maintenance			400	400
Vehicle cleaning			530	530
	0	1,380	1,375	1,405
207 OFFICE SUPPLIES				
General office supplies			875	875
	167	875	875	875
209 MEMBERSHIPS & DUES				
Association of State Flood Plain Managers			100	100
Certified Flood Plain Manager			290	0
Certified Inspector of Sediment & Erosion Control			70	70
Marine education & research organizations			300	300
Certified Professional in Storm Water Quality			200	200
Keep California Beautiful			200	200
Conservation Biology			125	125
Nat'l Marine Educators Assn			40	40
	450	565	1,325	1,035

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: WATER QUALITY & NATURAL RESOURCES (57)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
211 OPERATING SUPPLIES				
Printing/public education materials			3,000	3,000
Water quality booth setup/takedown			1,000	1,000
Water quality education outreach materials			5,000	5,000
Meetings and workshops			500	500
Tools and field equipment			500	500
Interpretive center exhibits (reimbursed)			8,000	8,000
Biological monitoring (reimbursed)			16,800	16,800
Regulatory signs (reimbursed)			200	200
Habitat maintenance (reimbursed)			160	160
Reporting expenses (reimbursed)			7,000	7,000
Printing TIP brochures			4,000	4,000
Weed/exotic species control (reimbursed)			13,640	13,640
Adaptive management (reimbursed)			2,500	2,500
	60,383	35,000	62,300	62,300
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			600	600
	480	600	600	600
215 TRAINING				
Citywide NPDES training			5,000	5,000
New docent training			300	300
Advanced docent training			400	400
Department Staff training			750	750
	1,787	6,550	6,450	6,450
223 PROFESSIONAL SERVICES				
Salt Creek technical support			8,000	10,000
Federal lobbyist			30,000	30,000
Rooftop inspections			11,000	11,000
Special investigations - Illegal discharge/connection			20,000	20,000
	39,075	50,000	69,000	71,000
227 TRAVEL, CONF. & MEETINGS				
Conferences			3,000	3,000
	546	3,500	3,000	3,000
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			1,500	1,500
	1,314	2,300	1,500	1,500

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: WATER QUALITY & NATURAL RESOURCES (57)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
251 STORM DRAINS				
NPDES (co-permittee share)			62,000	65,000
Southern Calif. Coastal Water Research Project			25,000	0
Integrated Regional Waste Mgmt Plan cost share			3,675	4,000
Baby Beach, Salt Crk, SJ Creek TMDL + cost share			20,000	25,000
SWRCB/NPDES permit fee			8,100	8,500
Diversion flow treatment			40,000	45,000
Diversion monitoring (Headland, Salt Crk, Nrth Crk)			30,000	32,000
Salt Creek:				
Operation and maintenance (SCWD)			150,000	155,000
Operation and maintenance (SDG&E)			51,000	51,000
Extraordinary repairs			15,000	15,000
Grease interceptor rebate program			25,000	25,000
North Creek ozone treatment			60,000	60,000
HOA incentive program (reimbursed)			2,500	2,500
Headlands diversion flow treatment & monitoring			26,000	26,000
	386,506	556,220	518,275	514,000
TOTAL MAT'LS & SERV.	491,668	657,950	665,660	663,125
GRAND TOTAL EXPENDITURES	711,284	876,893	891,619	896,143

City of Dana Point
Budget Narrative
Department: PUBLIC SAFETY
Program: POLICE SERVICES (61)

DEPARTMENT: PUBLIC SAFETY

PROGRAM: POLICE SERVICES

DESCRIPTION:

The City contracts for law enforcement with the Orange County Sheriff's Department. The Sheriff's Department is responsible for providing for the safety, well-being and physical protection of local residents, business, visitors and property rights.

OBJECTIVES:

Provide responsive, professional and caring law enforcement services to the City of Dana Point.

Respond to calls for services promptly.

Provide patrol service, bicycle patrol program, parking and traffic safety, investigative services, police protection and enforcement of municipal ordinances. To provide the citizens of Dana Point with a Community Based Policing concept that provides them with a positive interactive form of policing.

Provide assistance for special units such as Narcotics Detail, Hazardous Devices Squad, Crime Prevention Detail, Equestrian Units, Air Support Bureau, Reserve Bureau, and the Coroner Division when needed.

Staff and monitor public counter in Police Services to provide Dana Point Citizens a direct access point to Community Based Policing Deputies.

Initiate and maintain crime prevention programs.

Maintain a high level of professional law enforcement services to the community.

PROGRAM INDICATORS:

Maintain prompt response time in answering over 16,000 estimated calls for service and to remain within a 40-60% preventative patrol time range.

Respond to and initiate reporting of an average of 27 traffic collisions a month and issue approximately 8,000 moving, parking, and other citations annually; to promote a policy of traffic safety education through the City of Dana Point.

City of Dana Point
Program Summary
Department: PUBLIC SAFETY
Program: POLICE SERVICES (61)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$0	\$0	\$0
Materials & Services	9,191,796	9,337,167	9,567,365	9,848,250
Capital Outlay	93,200	0	0	30,000
Total Expenditures	\$9,284,996	\$9,337,167	\$9,567,365	\$9,878,250

REVENUE SUMMARY

Fines & Forfeitures	\$283,216	\$275,000	\$243,000	\$243,000
Abandoned Vehicle Abatement	14,080	20,000	15,000	15,000
Total Revenues	\$297,296	\$295,000	\$258,000	\$258,000

AUTHORIZED PERSONNEL

Contract (Orange County Sheriff)

Lieutenant	1	1	1	1
Sergeant	5	6	6	6
Investigator	2	2	2	2
Deputy	26	25	25	25
Community Services Officer	4	4	4	4
Crime Prevention Specialist	1	1	1	1
Investigative Assistant	2	2	2	2
Office Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	42	42	42	42

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: POLICE SERVICES (61)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones & satellite phones (4)			6,000	6,000
	20,394	5,660	6,000	6,000
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance			1,000	1,000
800 MHz radio maintenance contract			4,400	4,400
800 MHz backbone maintenance			10,000	10,000
Laptop computers, external defibrilators			1,000	1,000
Canon 5000 copier (Police)			3,000	3,000
Hand held radar/radar trailer maintenance			1,250	1,250
	20,056	20,650	20,650	20,650
205 VEHICLE MAINTENANCE				
Motorcycle maintenance			10,000	12,000
Fleet maintenance (Jeep, Hummer, Tahoe, Excur.)			11,000	11,000
Fuel			30,000	30,000
ATV maintenance (beach patrol)			600	600
	61,783	45,684	51,600	53,600
207 OFFICE SUPPLIES				
Routine office supplies			8,500	8,500
	8,712	8,000	8,500	8,500
211 OPERATING SUPPLIES				
Special events			6,550	6,550
Bicycle patrol supplies (helmets, uniforms, tires, etc.)			1,500	1,500
Battery replacement - AED's			1,000	0
Employee business cards, City letterhead			1,500	1,500
Awards & commendations			750	750
Name tags for deputies			200	200
	15,456	11,450	11,500	10,500
215 TRAINING				
Employee development			3,500	3,500
	1,273	2,000	3,500	3,500
223 PROFESSIONAL SERVICES				
Trauma intervention program			5,000	5,000
Intervention specialist			50,000	50,000
Crossing guards			50,000	53,000
	127,331	112,000	105,000	108,000

**City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: POLICE SERVICES (61)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
227 TRAVEL, CONF. & MEETINGS				
Miscellaneous			2,000	2,500
	3,373	2,500	2,000	2,500
233 POLICE SERVICES				
Contract services (+1.05% FY12 / est +3.00% FY13)			9,163,615	9,440,000
Traffic enforcement			100,000	100,000
Tri-cities Directed Enforcement Team overhead			70,000	70,000
Special assignments (overtime funding)			25,000	25,000
	8,933,418	9,129,223	9,358,615	9,635,000
TOTAL MAT'LS & SERV.	9,191,796	9,337,167	9,567,365	9,848,250
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
VIPS van replacement			0	30,000
	93,200	0	0	30,000
TOTAL CAPITAL OUTLAY	93,200	0	0	30,000
GRAND TOTAL EXPENDITURES	9,284,996	9,337,167	9,567,365	9,878,250

City of Dana Point
Budget Narrative
Department: PUBLIC SAFETY
Program: VIPS (62)

DEPARTMENT: PUBLIC SAFETY

PROGRAM: VOLUNTEERS IN POLICE SERVICES

DESCRIPTION:

Dana Point Police Services developed a City based volunteer program for the community entitled the Volunteers in Police Services (VIPS). The program is administered by the Community Based Policing Sergeant and the Crime Prevention Specialist for the city.

OBJECTIVES:

Provide assistance to City personnel, clerical, code enforcement, traffic and Police Services.

Provide parking enforcement, traffic control and assistance at special events.

Initiate and maintain crime prevention programs.

Maintain a high level of visibility in the community.

Provide community service programs

Maintain a high level of participation in Neighborhood Watch Block Captains program.

Provide Neighborhood Watch Programs

Assist Police Services and City personnel with special events.

PROGRAM INDICATORS:

Provide 35 home checks per month

Donate a minimum of 24 hours per month per volunteer to the program.

**City of Dana Point
Program Summary
Department: PUBLIC SAFETY
Program: VIPS (62)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$0	\$0	\$0
Materials & Services	16,941	18,650	19,850	19,850
Capital Outlay	0	0	0	0
Total Expenditures	\$16,941	\$18,650	\$19,850	\$19,850

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: VIPS (62)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone service			600	600
	0	0	600	600
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance			1,000	1,000
	800	100	1,000	1,000
205 VEHICLE MAINTENANCE				
Van patrol (gas, maintenance & repairs)			4,700	4,700
	4,188	5,350	4,700	4,700
207 OFFICE SUPPLIES				
Neighborhood watch/ business watch materials			7,000	7,000
Routine supplies for 1 staff/25 volunteers			1,500	1,500
	8,588	8,500	8,500	8,500
211 OPERATING SUPPLIES				
Volunteer uniform replacement			2,500	2,500
Routine supplies			1,000	1,000
	3,283	3,500	3,500	3,500
215 TRAINING				
Volunteer development courses			600	600
	25	600	600	600
223 PROFESSIONAL SERVICES	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Crime prevention meetings			250	250
Volunteer development conferences			350	350
	57	600	600	600
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			350	350
	0	0	350	350
TOTAL MAT'LS & SERV.	16,941	18,650	19,850	19,850
GRAND TOTAL EXPENDITURES	16,941	18,650	19,850	19,850

City of Dana Point
Budget Narrative
Department: PUBLIC SAFETY
Program: EMERGENCY SERVICES (12)

DEPARTMENT: EMERGENCY AND SUPPORT SERVICES

PROGRAM: EMERGENCY SERVICES

DESCRIPTION:

The Emergency Services Division coordinates disaster preparedness, response, and recovery programs as set forth in State and Federal regulations. Funding for the Emergency Services Division is provided for in the general fund budget and offset by revenue received through the State of California for actual activities related to nuclear power preparedness. The Emergency Services Division also coordinates the Community Emergency Response Team (CERT) program. This program offers emergency preparedness training to the community and provides a corps group of trained volunteers capable of supporting the City following a major disaster.

OBJECTIVES:

Provide disaster preparedness information and training to the community via multiple public outreach programs and public education materials.

Maintain the City's Emergency Operations Center (EOC) in a state of operational readiness to support disaster response efforts

Participate in the Interjurisdictional Planning Committee (IPC) charged with developing and maintaining emergency plans for the San Onofre Nuclear Generating Station (SONGS)

Prepare and submit general fund budget, Nuclear Power Preparedness (NPP) budget, and semi-annual reimbursement claims for actual time spent on NPP projects.

Maintain City Emergency Plan in compliance with federal regulation 44 CFR 30 and the California Emergency Services Act.

Participate with other affected jurisdictions to plan for federally evaluated exercises required by federal document NUREG-0654.

Participate with other affected jurisdictions in planning meetings and workshops sponsored by OES, FEMA, NRC, or other agency directly related to nuclear power preparedness.

Conduct quarterly inspections of equipment related to the NPP Program including supplies of dosimetry and potassium iodide (KI).

Use NPP funds to maintain dosimetry equipment, potassium iodide stores (for use by emergency workers), and to advance emergency operations center response capabilities.

Conduct training for City staff who may be called upon to serve in time of disaster, as a member of the City's Emergency Organization.

Attend emergency management and NPP-related training courses, conferences, symposiums and meetings to maintain and enhance technical proficiency.

Participate in monthly radio communications system tests, monthly Yellow Telephone System (YPS) tests, and annual Community Alert Siren System test.

Participate with other affected jurisdictions in periodic drills, dress rehearsals and exercises that are established to meet the requirements of NUREG 0654 and the objectives of FEMA REP 14.

Support the City's Emergency Organization to respond to and recover from actual emergencies and disasters.

City of Dana Point
Program Summary
Department: PUBLIC SAFETY
Program: EMERGENCY AND SUPPORT SERVICES (12)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$206,770	\$188,027	\$196,537	\$202,189
Materials & Services	57,172	607,385	69,315	83,970
Capital Outlay	0	0	54,000	0
Total Expenditures	<u>\$263,942</u>	<u>\$795,412</u>	<u>\$319,852</u>	<u>\$286,159</u>

REVENUE SUMMARY

Nuclear Power Program	<u>\$160,056</u>	<u>\$178,000</u>	<u>\$179,000</u>	<u>\$175,000</u>
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AUTHORIZED PERSONNEL

Emergency Services Coordinator	1	1	1	1
Dir. of Emergency & Support Svcs.	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Sub-total	1.5	1.5	1.5	1.5
Part-time secretary	0.5	0.5	0.5	0.5
Total	2	2	2	2

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: EMERGENCY AND SUPPORT SERVICES (12)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES - partially reimbursed	190,495	185,425	188,051	193,693
103 HOURLY				
Administrative support			20,000	20,000
	14,718	20,000	20,000	20,000
105 OVERTIME	0	0	0	0
110 BENEFITS	28,309	28,288	30,281	30,988
112 RETIREMENT BENEFITS	56,512	31,895	34,980	36,796
114 MEDI-TAX 1.45%	2,968	2,979	3,017	3,099
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. to Facilities (95)			(79,791)	(82,387)
	(86,232)	(80,560)	(79,791)	(82,387)
TOTAL PERSONNEL	206,770	188,027	196,537	202,189
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Satellite phone usage - 50% reimbursed			1,400	1,400
Radio equipment			1,000	1,000
Orange County 800MHz system			900	900
Wireless data units			2,020	2,020
Cell phone- reimbursed			2,160	2,160
	3,659	5,480	7,480	7,480
203 EQUIPMENT MAINTENANCE				
Communications maintenance - 50% reimbursed			1,000	1,000
EOC software maintenance - 50% reimbursed			800	800
Rapid Notify tech support - 50% reimbursed			6,000	6,000
Radiological equipment calibration - reimbursed			500	1,500
Emergency generator - 50% reimbursed			1,000	6,000
	11,047	14,300	9,300	15,300

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: EMERGENCY AND SUPPORT SERVICES (12)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Fuel			5,725	6,080
Repairs & maintenance			1,450	1,250
Vehicle cleaning			1,190	1,190
	6,148	11,045	8,365	8,520
207 OFFICE SUPPLIES				
Routine office supplies - reimbursed			1,000	1,000
Outside printing (brochures, etc.)			2,000	2,000
	2,314	3,050	3,000	3,000
209 MEMBERSHIPS & DUES				
International Assoc. of Emergency Managers			170	170
	0	170	170	170
211 OPERATING SUPPLIES				
Community Emergency Response Team program			5,000	10,000
NOAA storm-ready tsunami certification program			2,000	2,000
EOC maintenance			5,000	5,000
EOC computer replacement			6,000	6,000
Community Preparedness Expo			15,000	15,000
Disaster supplies rotation			1,500	1,500
Emergency response supplies			2,500	5,000
	28,763	59,300	37,000	44,500
213 BOOKS & SUBSCRIPTIONS				
			0	0
	0	0	0	0
215 TRAINING				
NPP-related training - reimbursed			1,500	1,500
Department staff			0	0
	1,179	1,600	1,500	1,500
223 PROFESSIONAL SERVICES				
Disaster preparedness outreach (PSA)			2,000	2,000
	2,520	2,000	2,000	2,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings - reimbursed			0	1,000
	1,477	3,290	0	1,000

City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC SAFETY
Program: EMERGENCY AND SUPPORT SERVICES (12)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	65	500	500	500
257 STORM DAMAGE				
December 2010 storms			0	0
	0	506,650	0	0
TOTAL MAT'LS & SERV.	57,172	607,385	69,315	83,970
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Vehicle replacement			54,000	0
	0	0	54,000	0
TOTAL CAPITAL OUTLAY	0	0	54,000	0
GRAND TOTAL EXPENDITURES	263,942	795,412	319,852	286,159

**City of Dana Point
Budget Narrative
Department: CITY ATTORNEY (71)**

DEPARTMENT: CITY ATTORNEY

PROGRAM: CITY ATTORNEY

DESCRIPTION:

The City Attorney acts as legal advisor to the City Council, City Manager, the various City Departments, commissions, committees and boards. The City Attorney prepares or approves as to legal form all proposed City ordinances, resolutions, contracts and other legal documents. The City Attorney also represents the City in certain litigation cases in which the City is involved and prosecutes violations of City laws. The City Attorney gives assistance and advice for City-related litigation handled by California Joint Powers Insurance Authority (CJPIA).

OBJECTIVES:

Provide oral and written advice and opinions as requested.

Review and prepare ordinances, resolutions, contracts, written opinions and agreements.

Attend meetings of the City Council and Planning Commission to advise upon the legality of all activity.

Enforce the City Code and prosecute violators.

Review and process claims against the City not covered by CJPIA, including legal defense in selected situations.

Initiate legal action when deemed necessary or proper by the City Council.

Provide timely legal advice to City Council, City staff, Planning Commission, Traffic Commission and advisory bodies.

Provide all-purpose litigation capability on behalf of the City.

PROGRAM INDICATORS:

Attend all City Council meetings.

Attend all Planning Commission meetings.

Attend all Traffic Commission meetings.

**City of Dana Point
Program Summary
Department: CITY ATTORNEY
Program: CITY ATTORNEY (71)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Materials & Services	\$1,163,941	\$817,700	\$633,700	\$652,300
Capital Outlay	0	0	0	0
Total Expenditures	\$1,163,941	\$817,700	\$633,700	\$652,300

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

**City of Dana Point
Expenditure Plan Detail Report
Department: CITY ATTORNEY
Program: CITY ATTORNEY (71)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
Legal code updates			4,700	5,200
	3,745	3,700	4,700	5,200
231 CITY ATTORNEY SERVICES				
Retainer account			121,000	127,100
O.C. Muni code violation custody fees			12,800	13,400
Muni code violations/prosecution			231,600	243,000
General legal services (non-litigation)			263,600	263,600
	1,160,196	814,000	629,000	647,100
TOTAL MAT'LS & SERV.	1,163,941	817,700	633,700	652,300
GRAND TOTAL EXPENDITURES	1,163,941	817,700	633,700	652,300

City of Dana Point
Budget Narrative
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

DEPARTMENT: COMMUNITY SERVICES & PARKS

PROGRAM: COMMUNITY SERVICES

DESCRIPTION:

The Community Services Division creates community through people, parks and programs by providing recreational and cultural arts programs for all ages. Some of the ongoing programs and services offered include: contractual classes, sports camps, youth and adult sports leagues, and 23 major city-wide events, such as concerts in the park, movies in the park, holiday events and also collaborative non-profit community events.

The Community Services Division oversees the permitting process to reserve anyone of 27 parks in the City's park inventory, as well as facility rentals in the Community Center. The parks are widely used for a variety of special occasions such as weddings, anniversaries, birthdays, public meetings, and memorial ceremonies. The division manages the operation of the Del Obispo Community Park that includes a Community/Senior Center, three lighted ball fields, two tennis courts, batting cages, outdoor handball and supervises the operation of a multi-purpose field and a dedicated softball field at Dana Hills High School.

The Community Services Division works closely with local groups and City departments in a collaborative effort to offer a wide variety of community events such as: Grand Prix of Cycling, Dana Point Harbor Boat Parade, Car Shows, Dana Point Relay For Life, Dana Point Bark For Life, VFW Memorial Day Event, VFW Veteran's Day Event and Festival of Whales celebration events.

OBJECTIVES:

- Strengthen community image and sense of place
- Support economic development
- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Provide recreational experiences

PROGRAM INDICATORS

Provide support for Age Well Senior Services to implement a variety of programs and services designed to meet the needs of the senior population in Dana Point. Many of the services include a congregate meal program, home delivered meals, outreach program, educational classes, wellness programs, and themed events.

- Monthly food commodity program serving 1,128 annually
- Congregate meal program, serving 10,200 annually
- Home delivered meals providing 7,650 meals annually
- Case management services, serving 250 cases annually
- Various senior support services, such as health, legal, taxes, etc.
- Saddleback Emeritus Institute contractual classes
- OCTA provides 2,290 rides for seniors to meals program annually
- Monthly special events, Twilight dinners and Holiday dances, and addition of a New Year's Eve Dinner Dance and St. Patrick's Day Event.

Produce and conduct (23) major city-wide events – Festival of Whales Parade, Festival of Whales Movie in the Park, Festival of Whales Concert & BBQ, Egg Hunts, (4) June Movies in the Park, 4th of July Fireworks Display, (9) Summer Concert Series), plus (3) additional showcased concerts – and the Winter Festival.

In addition to the City coordinated events, the division worked with local non-profit groups in a collaborative effort to produce a variety of community events such as: Grand Prix of Cycling/Kid's Race, Dana Point Harbor Boat Parade, Car Shows, Dana Point Relay For Life, Dana Point Bark For Life, VFW Memorial Day and Veteran's Day Event and Festival of Whales celebration events.

The contractual class program serves over 3,000 people annually.

Conduct youth (basketball) and adult (softball and kickball) seasonal sports programs.

Coordinate facility and park rentals for private, non-profit or commercial groups.

Enhancement of City's marketing program through quarterly publication, annual calendar and updating of City's website.

Upgrade of the Recreation Program software to include online registration, with 30% of customers registering online.

City of Dana Point
Program Summary
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
Personnel	\$591,183	\$540,286	\$557,475	\$577,368
Materials & Services	888,389	994,785	899,735	908,880
Capital Outlay	20,459	0	0	0
Total Expenditures	<u>\$1,500,031</u>	<u>\$1,535,071</u>	<u>\$1,457,210</u>	<u>\$1,486,248</u>

REVENUE SUMMARY

Park programs & activities	\$196,343	\$222,000	\$210,000	\$210,000
Total Revenues	<u>\$196,343</u>	<u>\$222,000</u>	<u>\$210,000</u>	<u>\$210,000</u>

AUTHORIZED PERSONNEL

Full-time

Administrative Aide	1	1	1	1
Recreation Coordinator	1	1	1	1
Director of Parks & Recreation	1	1	1	1
Administrative Secretary	1	1	1	1
Recreation Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	5	5	5	5

Regular Part-time

Staff Aide	0.4	0.4	0.4	0.4
Secretary	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
Sub-total	1	1	1	1
Total	6	6	6	6

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	329,011	336,081	345,708	356,079
103 HOURLY				
Building supervision			25,000	25,500
Special events			2,000	2,500
Part-time secretary (24 hrs/wk)			30,000	33,000
Trip Supervision			1,500	1,500
Senior program coordinator (20 hrs/wk)			11,750	11,750
	83,504	74,250	70,250	74,250
105 OVERTIME				
Hourly staff - special events, meetings & leagues			5,000	5,000
	7,396	5,000	5,000	5,000
110 BENEFITS	60,591	60,811	66,170	67,844
112 RETIREMENT BENEFITS	104,416	58,123	64,243	67,883
114 MEDI-TAX 1.45%	6,265	6,021	6,104	6,312
120 OUTSIDE ASSISTANCE	0	0	0	0
TOTAL PERSONNEL	591,183	540,286	557,475	577,368
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,320	1,320
	1,320	1,320	1,320	1,320
203 EQUIPMENT MAINTENANCE				
Copier			3,000	3,000
Fax			150	150
Recreation software maintenance			3,500	3,500
	5,974	6,650	6,650	6,650
205 VEHICLE MAINTENANCE				
Fuel			1,540	1,635
Repairs & maintenance			250	300
Vehicle cleaning			660	660
	0	5,000	2,450	2,595

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
207 OFFICE SUPPLIES				
Routine office supplies			2,350	2,350
Copier supplies (paper)			1,750	1,750
Fax machine toner cartridges			200	200
Laminating machine supplies			100	100
	2,540	4,400	4,400	4,400
209 MEMBERSHIPS & DUES				
So. California Municipal Athletic Federation (3)			210	210
California Park & Recreation Society (3)			480	480
	685	690	690	690
211 OPERATING SUPPLIES				
Medical/first aid			300	300
Replacement of chairs & tables			7,500	7,500
Plant maintenance contract			500	500
Staff uniforms			800	800
	6,500	1,580	9,100	9,100
215 TRAINING				
Department Staff training			1,500	1,500
	16	1,500	1,500	1,500
217 POSTAGE				
Quarterly recreation brochures			14,000	14,000
Office postage			525	525
	14,405	14,525	14,525	14,525
223 PROFESSIONAL SERVICES				
Contract classes (Split Instructor/City)			130,000	130,000
Marketing/promotion contract			34,000	34,000
Quarterly recreation brochure			40,000	40,000
City calendar			10,000	10,000
Scholarship classes			500	500
South County Senior Services			40,000	40,000
	236,546	234,500	254,500	254,500
225 ADVERTISING				
Events (egg hunt, concerts, craft faire)			6,000	6,000
4th of July fireworks promotions			3,000	3,000
	4,861	9,000	9,000	9,000
227 TRAVEL, CONF. & MEETINGS				
			0	0
	45	0	0	0

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			1,500	1,500
	6,167	6,300	6,300	6,300
241 COMMUNITY ACTIVITIES				
4th of July Fireworks Show			106,000	115,000
4th of July trolley service			10,000	10,000
Grad Nite contribution			5,000	5,000
Ceremonies			2,500	2,500
Coastal Cleanup Day			2,500	2,500
Summer Concerts			95,000	95,000
Art Festival			12,000	12,000
Community Events			10,000	10,000
Youth Services:				
Ocean Institute youth programs			50,000	50,000
Capo Valley Boys & Girls Club teen center			25,000	25,000
Capo Valley Boys & Girls Club donation			20,000	20,000
Holiday program			10,000	10,000
Holiday decorations			10,000	10,000
Dana Point Grand Prix bike race			30,000	30,000
Concours d'Elegance			25,000	25,000
Friday Movies in the Park			16,000	16,000
Shakespeare in the Park			8,000	8,000
Turkey Trot sponsorship			25,000	25,000
Festival of Whales:				
Marketing			10,000	10,000
Movie night			3,000	3,000
Concert			7,500	7,500
Community parade			30,000	30,000
	530,838	641,500	512,500	521,500
243 RECREATION PROGRAMS				
Youth sports			9,800	9,800
Adult sports			9,000	9,000
Transportation for senior services			8,000	8,000
Egg Hunt			6,500	6,500
Holiday Craft Faire			13,500	13,500
Senior Programs			30,000	30,000
	78,492	67,820	76,800	76,800
TOTAL MAT'LS & SERV.	888,389	994,785	899,735	908,880

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: COMMUNITY SERVICES (81)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	20,459	0	0	0
TOTAL CAPITAL OUTLAY	20,459	0	0	0
GRAND TOTAL EXPENDITURES	1,500,031	1,535,071	1,457,210	1,486,248

City of Dana Point
Budget Narrative
Department: COMMUNITY SERVICES & PARKS
Program: PARKS (55)

DEPARTMENT: COMMUNITY SERVICES & PARKS

PROGRAM: PARKS

DESCRIPTION:

The Parks and Median Program is responsible for 27 beautiful parks, including a community garden, that provide safe, clean and attractive facilities for the citizens of Dana Point. There are over 100 acres of developed park land with approximately 3,000 trees, 6 outdoor restroom buildings, 10 playgrounds, 5 dog fun zones and 21 parks with security lighting. The City's landscape medians and parkways contain over 5,000 trees. The cornerstone of the City's parks is Del Obispo Park. It features a 15,000 sq. ft. Community Center that includes a full size gym, a Senior Center, a new restroom/concession stand, 3 lighted ballfields, 1 handball court, 2 tennis courts, 1 outdoor and 2 indoor basketball courts. The City maintains 5.4 acres of the Dana Hills High School Sports Park, a joint venture between the City and Capistrano Unified School District to improve the recreation resources available to the youth in our community. The sports park has 2 lighted regulation softball fields, a soccer field and a restroom and concession facility. The City recently added Strand Vista Park, Switchback Trail and the Nature Interpretive Center to its inventory. In addition, this Division is responsible for maintaining the 30.5 acres of publicly owned landscaped medians and right-of-way trees. Proper maintenance extends the life of infrastructure and enhances the safety of the traveling public while at the same time contributing to the aesthetic beauty of the community. Over 8,000 City trees are trimmed according to International Society of Arboriculture standards for both beauty and to reduce the risk of failure and liabilities.

OBJECTIVES:

Provide the finest parks, medians and street trees possible.

Provide professional contract administration for park and median landscape and tree maintenance, vandalism repair, graffiti removal, security lighting maintenance and amenity repairs to provide the community with accessible, safe, clean and well maintained parks, medians and recreational facilities.

Provide timely planning, design, repair and construction of facilities consistent with public recreation needs and economic feasibility.

Provide timely information and knowledgeable responses to address public inquiries and community concerns.

Pursue implementation of the City's Park Capital Improvement Program, Parks & Recreation Master Plan, Bikeways & Pedestrian Trails Master Plan, Tree Master Plan and Landscape Beautification Program to further enhance the City's open space.

Efficiently install and modify City parks irrigation control systems in a cost effective manner.

Provide cost effective and responsive services for maintenance and repair.

PROGRAM INDICATORS:

Perform weekly landscape and median inspections, receive input from and provide feedback to the community.

Perform weekly inspections of parkways and medians to ensure the health of landscaping and compliance with National Pollution Discharge Elimination System (NPDES).

Perform weekly inspections of tree trimming contractor to ensure compliance with City and ISA standards. Annually trim the following:

- 4,500 street and park trees (2-year program for over 8,000 trees)
- 300 Canary Island Date Palms
- 450 Tipu trees

Perform monthly certified playground inspections to ensure community safety.

City of Dana Point
Program Summary
Department: COMMUNITY SERVICES & PARKS
Program: PARKS (55)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$316,601	\$281,047	\$294,627	\$300,125
Materials & Services	2,646,547	2,821,084	2,805,925	2,936,080
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$2,963,148</u>	<u>\$3,102,131</u>	<u>\$3,100,552</u>	<u>\$3,236,205</u>

REVENUE SUMMARY

Park & Community Center Rentals	<u>\$57,477</u>	<u>\$32,000</u>	<u>\$60,000</u>	<u>\$60,000</u>
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AUTHORIZED PERSONNEL

Parks Maintenance Worker III	1	1	1	1
Parks Supervisor	1	1	1	1
Parks Manager	$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$
Total	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: PARKS (55)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	215,176	209,883	216,167	219,230
105 OVERTIME				
After hours emergency response			5,000	5,000
	3,786	5,000	5,000	5,000
110 BENEFITS	30,419	30,300	33,450	34,350
112 RETIREMENT BENEFITS	64,293	32,820	36,876	38,365
114 MEDI-TAX 1.45%	2,927	3,044	3,134	3,179
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	316,601	281,047	294,627	300,125
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones			1,800	1,800
	2,141	1,800	1,800	1,800
203 EQUIP & FACIL. MAINT.	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			7,230	7,685
Repairs & maintenance			1,900	1,600
Vehicle cleaning			1,980	1,980
	8,863	14,335	11,110	11,265
207 OFFICE SUPPLIES				
General office supplies			1,050	1,050
	540	1,050	1,050	1,050
209 MEMBERSHIPS & DUES				
California Park & Recreation Society (2)			420	420
International Society of Arboriculture (1)			145	145
	480	565	565	565

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: PARKS (55)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
211 OPERATING SUPPLIES				
Repair & installation - mutt mitt dispensers			4,000	4,000
Employee uniforms			3,000	3,000
Mutt mitts			45,000	47,500
Small tools/hardware			65,000	65,000
	92,888	104,500	117,000	119,500
215 TRAINING				
Department Staff training			900	900
	900	900	900	900
219 FACIL & EQUIP LEASE/RENTAL				
Portable toilets (Thunderbird Park)			4,500	4,500
	2,333	4,500	4,500	4,500
221 UTILITIES				
Water/sewer			425,000	450,000
Security lighting & irrigation controllers			50,000	50,000
	426,413	350,000	475,000	500,000
223 PROFESSIONAL SERVICES				
ADA compliance inspections			500	500
Bee extermination			4,000	4,000
Vandalism repair/Graffiti abatement			25,000	25,000
	19,667	29,500	29,500	29,500
227 TRAVEL, CONF. & MEETINGS				
			0	0
	0	620	0	0
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			500	500
	176	500	500	500
245 LANDSCAPE (MEDIANS)				
Annual maintenance			500,000	525,000
Extraordinary			50,000	52,500
Median & parkway landscape repair/replacement			80,000	80,000
	502,093	678,400	630,000	657,500

City of Dana Point
Expenditure Plan Detail Report
Department: COMMUNITY SERVICES & PARKS
Program: PARKS (55)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
247 TREE MAINTENANCE				
Trimming			604,000	634,500
	499,943	556,500	604,000	634,500
255 PARK MAINTENANCE				
Landscape:				
Annual maintenance			500,000	525,000
Extraordinary maintenance			50,000	52,500
Ballfields - maintenance/infield renovation			132,000	139,000
Hardscape:				
Light standards (repl. rusted/rotten)			20,000	20,000
Hardscape repair/replacement			50,000	50,000
Playground maintenance/repair			35,000	35,000
Park sign replacement			25,000	25,000
Irrigation/Drainage/Water Distribution:				
Irrigation control systems upgrade			25,000	35,000
Backflow preventers (preventative maint/testing)			3,000	3,000
Park equipment repair, maintenance & replacement			90,000	90,000
	1,090,110	1,077,914	930,000	974,500
TOTAL MAT'LS & SERV.	2,646,547	2,821,084	2,805,925	2,936,080
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
305 PARK STRUCT. & IMPVMENTS.	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	2,963,148	3,102,131	3,100,552	3,236,205

City of Dana Point
Budget Narrative
Department: EMERGENCY AND SUPPORT SERVICES
Program: FACILITIES (95)

DEPARTMENT: EMERGENCY AND SUPPORT SERVICES

PROGRAM: FACILITIES

DESCRIPTION:

The Facilities Maintenance Division provides for equipment, operating supplies, resources, and labor to manage all aspects of City owned buildings, including preventative maintenance, repairs, custodial services, tenant space improvements, contract and project management, and facility enhancement. The current inventory of City facilities includes:

City Plaza / City Hall

Del Obispo Community Center

Del Obispo Sports Park (Restrooms and Concession facility)

Dana Hills High School Sports Field (Restrooms and Concession Facility)

Creekside, Sea Canyon, Lantern Bay, and Sunset Parks (Restroom facilities)

PCH Pedestrian Bridge

Funicular inclined elevator

Headlands Nature Interpretive Center

South Strands Restroom

Salt Creek Beach Restroom and North Strands Restroom (County-owned but maintained by Dana Point Facilities Division)

OBJECTIVES:

Provide property management and coordination of maintenance activities by a variety of contractors and/or City staff to achieve and maintain a high standard of quality in a cost-effective manner.

Continue to maintain a proactive maintenance program to maximize the useful life of City-owned building infrastructure.

Implement performance measures established as a part of the various maintenance service contracts.

Provide contract administration for custodial services, system repairs, and general building maintenance.

Monitor and adjust for appropriate levels of service for various maintenance activities and identify alternatives for delivery of those services, such as private contractors or City staff.

Seek to minimize as-needed contractual work through a regular building inspection schedule and an effective preventive maintenance program.

Respond quickly to evaluate and address maintenance or facilities related safety concerns identified by staff or the public.

**City of Dana Point
Program Summary
Department: EMERGENCY & SUPPORT SERVICES
Program: FACILITIES (95)**

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$159,933	\$148,499	\$150,270	\$155,122
Materials & Services	410,763	438,010	460,070	460,095
Capital Outlay	1,218	17,505	0	0
Total Expenditures	<u>\$571,914</u>	<u>\$604,014</u>	<u>\$610,340</u>	<u>\$615,217</u>

REVENUE SUMMARY

City Plaza rental revenues	\$78,416	\$75,000	\$88,000	\$88,000
Total Revenues	<u>\$78,416</u>	<u>\$75,000</u>	<u>\$88,000</u>	<u>\$88,000</u>

AUTHORIZED PERSONNEL

Bldg. & Facil. Maintenance Worker	1	1	1	1
Dir. of Emergency & Support Svcs.	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	1.5	1.5	1.5	1.5

City of Dana Point
Expenditure Plan Detail Report
Department: EMERGENCY & SUPPORT SERVICES
Program: FACILITIES (95)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
PERSONNEL				
101 SALARIES	47,842	48,093	48,773	50,236
105 OVERTIME				
After hours emergency response			2,000	2,000
	1,084	2,000	2,000	2,000
110 BENEFITS	9,153	9,600	10,650	10,950
112 RETIREMENT BENEFITS	14,785	7,520	8,320	8,791
114 MEDI-TAX 1.45%	837	726	736	757
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. from ES (12)			79,791	82,387
	86,232	80,560	79,791	82,387
TOTAL PERSONNEL	159,933	148,499	150,270	155,122
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			960	960
	679	1,000	960	960
203 EQUIPMENT & FACILITY MAINTENANCE				
Custodial contract			135,000	140,000
Building pest control			9,000	9,000
Elevator maintenance contract			9,000	9,000
Sewer pump station maint (Comm Ctr. & Strand Bch)			7,000	7,000
HVAC maintenance			20,000	15,000
Fire extinguisher and sprinkler inspection			2,000	2,000
Floor mats / carpet cleaning			4,000	4,000
Facility security systems (alarm, surveillance)			7,500	7,500
Signage			5,000	5,000
Strand shower maintenance			4,000	4,000
Electrical			5,000	5,000
Painting			5,000	5,000
Plumbing			5,000	5,000
Miscellaneous projects (based on priority)			10,000	10,000
Wireless mesh network maintenance			10,000	10,000
Extraordinary maintenance			10,000	10,000
	211,321	238,360	247,500	247,500

City of Dana Point
Expenditure Plan Detail Report
Department: EMERGENCY & SUPPORT SERVICES
Program: FACILITIES (95)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Fuel			2,000	2,125
Repairs & maintenance			500	400
Vehicle cleaning			660	660
	1,373	3,660	3,160	3,185
207 OFFICE SUPPLIES	0	0	0	0
209 MEMBERSHIPS & DUES	0	0	0	0
211 OPERATING SUPPLIES				
Paint, hardware, lighting, misc.			33,000	33,000
	24,256	32,000	33,000	33,000
215 TRAINING				
Staff training			300	300
	863	1,000	300	300
219 FACILITIES & EQUIPMENT LEASE/RENT	0	0	0	0
221 UTILITIES				
Community Center:				
Water			3,500	3,500
Gas			1,600	1,600
Electricity - building			20,000	20,000
Electricity - ballfield lights			30,000	30,000
DHHS Sports Fields:				
Electricity - ballfield lights			25,000	25,000
Nature Interpretive Center:				
Water			2,700	2,700
Strands Restroom:				
Water			3,300	3,300
Electricity			400	400
City Plaza:				
Electricity			72,000	72,000
Water/sewer			5,500	5,500
Data service (SCWD/Mesh)			6,000	6,000
Other:				
Property taxes			5,000	5,000
	147,078	160,000	175,000	175,000
223 PROFESSIONAL SERVICES			0	0
	25,193	1,840	0	0
227 TRAVEL, CONF. & MEETINGS	0	0	0	0

City of Dana Point
Expenditure Plan Detail Report
Department: EMERGENCY & SUPPORT SERVICES
Program: FACILITIES (95)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			150	150
	0	150	150	150
TOTAL MAT'LS & SERV.	410,763	438,010	460,070	460,095
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
			0	0
	0	17,505	0	0
303 FACILITY IMPROVEMENTS				
Community Center:				
Funded from Facilities Maint. Fund FY10 & FY11			0	0
City Plaza:				
Funded from Facilities Maint. Fund FY10 & FY11			0	0
Funded from Facilities Maint. Fund FY10 & FY11			0	0
	1,218	0	0	0
TOTAL CAPITAL OUTLAY	1,218	17,505	0	0
GRAND TOTAL EXPENDITURES	571,914	604,014	610,340	615,217

City of Dana Point
Budget Narrative
Department: ADMINISTRATIVE SERVICES
Program: RISK MANAGEMENT (97)

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: RISK MANAGEMENT

DESCRIPTION:

The Risk Management Function has been established in order to provide for insurance coverage relating to general liability, property and employee bonds for all City administered activities. This office also serves as a producer of Special Events Insurance certificates for non-City local events and activities requiring insurance. Additionally, this function administers the payment of liability and unemployment claims as well as funding for administrative expenses, consulting, related legal expenses, claims adjusting services incurred by the City, and all loss costs for which there is no coverage under the California Joint Powers Insurance Authority (CJPIA) protection plan. This office also processes and approves nearly 1,000 Insurance Certificates each year from outside agencies, which do work for the City of Dana Point and name the City Additional Insured on their insurance policies.

Staff also coordinate an annual inspection of City facilities by the CJPIA and performs the ongoing task of ensuring that our public facilities meet OSHA requirements and are safe for both employees and the public at large. Staff coordinate risk management-related employee training programs (such as Driver Training classes) and monitor related Federal, State and Local case law. The administration of Risk Management activities is provided by Staff from within the Administrative Services Department (Finance and Administration). The Director of Administrative Services serves as the City's Risk Manager and head of the Risk Management Division.

OBJECTIVE:

Conduct CJPIA risk management evaluation of City risk management procedures related to safety practices, city facilities, and standard contracts.

Coordinate implementation of insurance certificate and professional services contract tracking database in conjunction with City Clerk Department.

Ensure that all recreation instructors and special events hosted by the Recreation Division are properly insured.

City of Dana Point
Program Summary
Department: ADMINISTRATIVE SERVICES
Program: RISK MANAGEMENT (97)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$0	\$0	\$0
Materials & Services	1,050	1,300	1,300	1,300
Risk Management	578,216	1,021,231	629,500	755,800
Capital Outlay	0	0	0	0
Total Expenditures	\$579,266	\$1,022,531	\$630,800	\$757,100

REVENUE SUMMARY

Litigation (reimbursed legal expenses)	\$199,542	\$120,000	\$85,000	\$85,000
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AUTHORIZED PERSONNEL

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: RISK MANAGEMENT (97)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
OSHA standards & miscellaneous	0	300	300	300
	0	300	300	300
215 TRAINING				
CJPIA training/workshops	1,050	1,000	1,000	1,000
	1,050	1,000	1,000	1,000
TOTAL MAT'LS & SERV.	1,050	1,300	1,300	1,300
INSURANCE				
401 LIABILITY INSURANCE PREMIUMS				
General liability premium (estimate)			397,000	497,000
Retro liability deposit			0	5,000
	315,145	421,231	397,000	502,000
403 PROPERTY INSURANCE PREMIUMS				
Earthquake insurance premium			53,000	58,000
Automobile insurance premium			4,500	5,000
Pollution insurance premium			6,100	6,700
Boiler & machinery insurance premium			1,700	1,900
Property insurance premium			5,200	5,700
	61,987	70,000	70,500	77,300
405 EMPLOYEE BOND PREMIUMS				
Employee bonds			1,500	1,500
	992	1,500	1,500	1,500
409 GENERAL LIABILITY/PROPERTY CLAIMS				
Litigation expenses - reimbursed			75,000	75,000
	84,871	460,000	75,000	75,000
411 WORKERS' COMPENSATION				
Retro deposit			0	0
Annual premium			58,000	72,500
	34,092	41,000	58,000	72,500
413 CONSULTING/WITNESS FEES				
Litigation support			10,000	10,000
Litigation support - reimbursed			10,000	10,000
	0	20,000	20,000	20,000
417 OTHER INSURANCE SERVICES				
	81,019	0	0	0
419 LITIGATION SETTLEMENTS	110	0	0	0
421 UNEMPLOYMENT BENEFITS				
Contingency			7,500	7,500
	0	7,500	7,500	7,500
TOTAL INSURANCE	578,216	1,021,231	629,500	755,800
GRAND TOTAL EXPENDITURES	579,266	1,022,531	630,800	757,100

City of Dana Point
Budget Narrative
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: NON-DEPARTMENTAL

DESCRIPTION:

The Non-Departmental Program provides for citywide expenditures such as computers, printers and related peripheral equipment, communications/telephones, Internet access, central office supplies, copiers, postage, miscellaneous projects such as Animal Control, and miscellaneous City memberships such as League of California Cities, and California Coastal Coalition.

This program is administered by the Administrative Services Department.

City of Dana Point
Program Summary
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$0	\$0	\$0
Materials & Services	634,808	870,542	802,595	821,745
Capital Outlay	18,865	0	0	0
Total Operating Expenditures	653,673	870,542	802,595	821,745
Operating Transfers-out	170,900	155,171	30,000	30,000
Total Oper. Expend. & Tsfs. Out	\$824,573	\$1,025,713	\$832,595	\$851,745

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Telephone - City Hall & Community Center			22,000	22,000
Digital data lines/Internet service/Web site hosting			36,000	36,000
Telephone software updates/programming changes			3,000	3,000
Repair & maintenance of switching equip/phones			2,500	2,500
	44,083	57,800	63,500	63,500
203 EQUIP/FACIL MAINT/REPAIR				
Office equipment repair: fax, postage, dictation			1,000	1,000
Interior potted plants rental/maintenance			3,100	3,100
Canon 5020 copier (Records Room)			2,000	2,000
Konica Minola C650 copier (Admin)			5,500	5,500
Canon 5070 copier (Public Works)			3,000	3,000
Canon 5070 copier (Community Development)			3,000	3,000
	16,988	16,600	17,600	17,600
207 OFFICE SUPPLIES				
Central supplies (white copier paper)			10,000	10,000
Miscellaneous office supplies			2,500	2,500
	6,919	17,000	12,500	12,500
209 MEMBERSHIPS & DUES				
Association of Calif. Cities - Orange County			11,000	11,500
League of California Cities - State dues			12,400	12,900
Orange County Human Relations			3,000	3,150
California Coastal Coalition			2,000	2,000
So. Calif. Association of Governments (SCAG)			3,500	3,750
Orange County Council of Gov'ts (OCCOG)			5,000	5,250
Miscellaneous			1,650	1,650
	34,613	31,650	38,550	40,200
211 OPERATING SUPPLIES				
Miscellaneous operating supplies			22,000	22,000
Postage machine supplies			1,000	1,000
Central copier supplies (toner, staples, etc.)			1,000	1,000
	21,488	28,000	24,000	24,000
217 POSTAGE				
U.S. Mail (general & bulk rate postage)			15,000	15,000
Business reply annual permit			745	745
Overnight delivery service (FedX, UPS, etc.)			5,000	5,000
	9,379	30,745	20,745	20,745

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
219 FACIL & EQUIP LEASE/RENT				
Postage meter lease			3,200	4,000
Miscellaneous			500	500
	2,713	3,700	3,700	4,500
223 PROFESSIONAL SERVICES				
CASA - animal control services			296,000	296,000
Dana Point Library - Sunday hours			40,000	40,000
Miscellaneous			2,000	2,000
	418,746	440,247	338,000	338,000
227 TRAVEL, CONF. & MEETINGS				
Tuition reimbursements			4,000	4,000
Employee/Volunteer recognition events			20,000	20,000
	18,319	21,000	24,000	24,000
259 DATA TECHNOLOGY				
Non-warranty printer repairs & maintenance (15)			5,000	5,000
Data/phone line cable repairs & installation			1,000	1,000
LAN hubs, switches, repair & replacement			4,000	3,000
Extended warranty contracts - routers/firewall			2,000	2,000
LAN technical support & consulting (hourly)			34,500	34,500
Non-warranty computer R&M, upgrades (95 pcs)			5,000	5,000
Misc computer & network parts & supplies			2,000	2,000
Maintenance - anti-virus software			4,000	4,000
Maintenance - network backup software			2,000	2,000
Maintenance - spam filtering software (bi-annual)			0	4,000
Maintenance - other network software			1,000	1,000
Misc minor software purchases			1,500	1,500
Microsoft site licensing maintenance (next due FY14)			0	0
Non-Microsoft software upgrades			2,000	2,000
Cyclical technology hardware replacement				
File servers - City Hall			4,500	12,500
SAN array expansion (network storage)			0	25,000
Employee computers (desktop & laptop)			53,000	30,000
Printers			7,500	7,500
Uninterruptable Power Supplies			4,000	2,200
SonicWall e-mail filter device			0	3,500
Routers & firewall			2,000	4,000
	61,560	169,300	135,000	151,700

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

	Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
261 MARKETING	0	0	0	0
299 RESERVE FOR SERVICE ENHANCEMENTS				
Reserve for Service Enhancements			125,000	125,000
	0	54,500	125,000	125,000
TOTAL MAT'LS & SERV.	634,808	870,542	802,595	821,745
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
			0	0
	18,865	0	0	0
TOTAL CAPITAL OUTLAY	18,865	0	0	0
TOTAL OPER. EXPENDITURES	653,673	870,542	802,595	821,745
OPERATING TRANSFERS OUT				
901 TO FACILITIES IMPROVEMENT FUND				
Facility improvements			0	0
	145,900	25,171	0	0
903 TO CFD MAINTENANCE FUND				
City share funicular maintenance			30,000	30,000
	25,000	30,000	30,000	30,000
905 TO CAPITAL IMPROVEMENTS FUND				
Mandates, repairs & repl. of existing infrastructure			0	0
Priority 1 new projects			0	0
	0	100,000	0	0
TOTAL OPERATING TRANSFERS OUT	170,900	155,171	30,000	30,000
GRAND TOTAL OPERATING EXP. & TSFS. OUT	824,573	1,025,713	832,595	851,745

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SPECIAL REVENUE FUNDS

GASOLINE TAX FUND

State gasoline tax is statutorily created under Article 19 of the State Constitution. The gas tax revenue is allocated to each county based on the gasoline sales in the county. The funds are further distributed to each entity on a population basis. The funds are allocated to local entities for street construction and maintenance purposes.

The City of Dana Point receives gas tax revenue from five sources: Section 2103; Section 2105; Section 2106; Section 2107 and Section 2107.5. Expenditures of money under these sections may be used for any street or road purpose.

Sections 2105 through 2107.5 revenues are transferred to the General Fund. These funds are used to pay for ongoing contracted road maintenance provided by the County of Orange and other vendors. Section 2103 revenues are transferred to the Capital Improvement Projects fund for use in roadway improvements.

	<u>FY2012 Adopted</u>	<u>FY2013 Adopted</u>
Beginning Fund Balance	\$121,946	\$121,946
Revenues and Sources		
Gasoline taxes - Section 2103	413,000	413,000
Gasoline taxes - Section 2105	197,000	197,000
Gasoline taxes - Section 2106	128,000	128,000
Gasoline taxes - Section 2107	262,000	262,000
Gasoline taxes - Section 2107.5	6,000	6,000
Total Revenues and Sources	<u>1,006,000</u>	<u>1,006,000</u>
Expenditures and Uses		
Transfer Out to General Fund	593,000	593,000
Transfer Out to CIP Fund	413,000	413,000
Total Expenditures and Uses	<u>1,006,000</u>	<u>1,006,000</u>
Ending Fund Balance	<u>\$121,946</u>	<u>\$121,946</u>

City of Dana Point
Revenue & Expenditures Detail Listing
GASOLINE TAX FUND (02)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
02-10-6121	HWY USERS TAX - SEC 2106	140,640	159,000	128,000	128,000
02-10-6123	HWY USERS TAX - SEC 2107	289,655	278,000	262,000	262,000
02-10-6125	HWY USERS TAX - SEC 2107.5	12,000	6,000	6,000	6,000
02-10-6127	HWY USERS TAX - SEC 2105	217,427	216,000	197,000	197,000
02-10-6199	HWY USERS TAX - deferral	(30,307)	0	0	0
02-50-6523	HWY USERS TAX - SEC 2103 (was Prop 42)	355,947	383,300	413,000	413,000
Total Revenues & Transfers-in		<u>985,362</u>	<u>1,042,300</u>	<u>1,006,000</u>	<u>1,006,000</u>
EXPENDITURES & TRANSFERS OUT:					
02-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	600,944	659,000	593,000	593,000
02-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	317,199	383,300	413,000	413,000
Total Expenditures & Transfers-out		<u>918,143</u>	<u>1,042,300</u>	<u>1,006,000</u>	<u>1,006,000</u>

MEASURE M FUND

Measure M, the Revised Traffic Improvement and growth Management Ordinance approved by the Orange County voters, became effective April 1, 1991. Measure M provides for the collection of one-half (1/2) percent retail transaction and use tax for use in funding the Transportation Improvement Program. All Measure M revenues are transferred to the Capital Improvement Fund. The funds are used to pay for qualifying Capital Improvement Projects.

	<u>FY2012 Adopted</u>	<u>FY2013 Adopted</u>
Beginning Fund Balance	\$346,538	\$346,538
Revenues and Sources		
Measure M Taxes	400,000	400,000
Total Revenues and Sources	<u>400,000</u>	<u>400,000</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	400,000	400,000
Total Expenditures and Uses	<u>400,000</u>	<u>400,000</u>
Ending Fund Balance	<u>\$346,538</u>	<u>\$346,538</u>

**City of Dana Point
Revenue & Expenditures Detail Listing
MEASURE M FUND (04)**

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
04-10-6141	MEASURE M TURNBACK Estimates provide by Orange County Transportation Authority	337,238	422,000	400,000	400,000
04-40-6403	INVESTMENT INTEREST	9,300	0	0	0
Total Revenues & Transfers-in		<u>346,538</u>	<u>422,000</u>	<u>400,000</u>	<u>400,000</u>
EXPENDITURES & TRANSFERS OUT:					
04-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	937,241	422,000	400,000	400,000
Total Expenditures & Transfers-out		<u>937,241</u>	<u>422,000</u>	<u>400,000</u>	<u>400,000</u>

AB2766 FUND

In 1991 the California State legislature enacted Assembly Bill 2766 ("AB2766") to authorize air pollution control districts to impose fees on motor vehicles. The fees are restricted for use in reducing air pollution from motor vehicles. The fee is collected by the California Department of Motor Vehicles on each vehicle in the benefit area, and distributed to qualified local jurisdictions by the South Coast Air Quality Management District. The total fee assessed under this program is \$1 per vehicle, of which forty cents is distributed to local governments. The remaining sixty cents is allocated to State agencies.

The City is currently evaluating a variety of potential uses for these funds. In the past, these funds were used to pave dirt alleys, to lease electric powered vehicles used by the City's Code Enforcement Officers, install traffic signals and run seasonal trolleys.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$160,646	\$206,146
Revenues and Sources		
AB2766 fees	45,000	45,000
Investment interest	500	500
Total Revenues and Sources	45,500	45,500
Expenditures and Uses		
To be determined	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$206,146	\$251,646

**City of Dana Point
Revenue & Expenditures Detail Listing
AB2766 FUND (05)**

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
05-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	900	500	500	500
05-50-6511	AB2766 REVENUES Estimates provide by South Coast Air Quality Management District	53,549	42,670	45,000	45,000
Total Revenues & Transfers-in		<u>54,449</u>	<u>43,170</u>	<u>45,500</u>	<u>45,500</u>
EXPENDITURES & TRANSFERS OUT:					
05-99-20-0000-219	FACILITY & EQUIP LEASE/RENT To be determined	0	0	0	0
05-99-20-0000-223	PROFESSIONAL SERVICES To be determined	0	0	0	0
05-99-30-0000-301	FURNITURE & EQUIPMENT To be determined			0	0
	To be determined			0	0
	To be determined			0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
05-99-90-0000-905	TRANSFERS OUT - TO CIP FUND Amount, if any, will be determined in conjunction with CIP budget.	0	0	0	0
Total Expenditures & Transfers-out		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

COASTAL TRANSIT FUND

In the early 80's, the California Coastal Commission (Coastal Commission) imposed a coastal access fee on new development in what is now the Salt Creek corridor (Monarch Beach Specific Plan) and portions of Laguna Niguel and Laguna Beach. The funds were intended to mitigate impacts to coastal access that were anticipated to result from the projected residential development in Orange County. Specifically, the permit language limits the use of the funds for the "provision of coastal recreational transit services". Approximately \$1.2 million has been accumulated since the program was implemented.

In 2001, the City, in partnership with the City of Laguna Niguel and County of Orange, developed a feasibility study which assessed utilizing the funds for a shuttle program. The intent was to develop a transit program which would improve summer access to and from the beach and harbor areas, but not compete with existing transit systems (i.e., OCTA and Laguna Beach Transit). The Study was approved by the Dana Point City Council in November 2001.

In 2002, the City entered into a Memorandum of Understanding (MOU) with the Coastal Commission which released the fund balance to the City of Dana Point for implementing the program detailed in the Feasibility Study. The City of Laguna Niguel opted not to participate.

A final program plan detailing the desired shuttle route program must be developed and approved by the Coastal Commission prior to expenditure of the funds. Following authorization, a transit provider would be selected for managing and operating the shuttle system. Project implementation may occur in 2012 or 2013.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$1,222,114	\$1,122,614
Revenues and Sources		
Coastal transit fees	500	500
Investment interest	20,000	20,000
Total Revenues and Sources	20,500	20,500
Expenditures and Uses		
Implementation of coastal transit program	120,000	120,000
Total Expenditures and Uses	120,000	120,000
Ending Fund Balance	\$1,122,614	\$1,023,114

City of Dana Point
Revenue & Expenditures Detail Listing
COASTAL TRANSIT FUND (06)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
06-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	15,100	20,000	20,000	20,000
06-50-6523	COASTAL TRANSIT FEES Estimate of fees collected from residential development within the City	0	500	500	500
Total Revenues & Transfers-in		15,100	20,500	20,500	20,500
EXPENDITURES & TRANSFERS OUT:					
06-99-20-0000-223	PROFESSIONAL SERVICES Ten-year program life - expend. est @ 10%/yr. Program to be brought to Council for approval	0	120,000	120,000	120,000
Total Expenditures & Transfers-out		0	120,000	120,000	120,000

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

In 1996 the California State legislature enacted Assembly Bill 3229, commonly known as the Citizens' Option for Public Safety, or COPS, program. The State provided \$100 million of funding for this program. The funds are allocated to local governments based on population. The funds are required to be used to enhance front line local law enforcement activities, and are further restricted in use to supplement rather than supplant existing funding levels.

The COPS program is funded annually, at the discretion of the State legislature. As a result, there is not assurance that this program will receive funding every year. Accordingly, the City does not budget this fund during the regular budget process. Rather, once the State legislature funds the program for a particular year (usually in September), the City modifies the adopted budget.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$34,238	\$34,738
Revenues and Sources		
Investment interest	500	500
Total Revenues and Sources	500	500
Expenditures and Uses		
To be determined	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$34,738	\$35,238

City of Dana Point
Revenue & Expenditures Detail Listing
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (25)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
25-40-6403	INVESTMENT INTEREST	1,300	500	500	500
25-50-6501	SLESF REVENUES This was a new State program in FY1996-97, and does not have guaranteed funding for every year. If the State re-funds the program in FY2012 and/or FY2031 a separate report will be brought to Council for action.	124,254	0	0	0
Total Revenues & Transfers-in		125,554	500	500	500
EXPENDITURES & TRANSFERS OUT:					
25-99-20-0000-257	SLESF Program Operating Expenditures	144,725	80,261	0	0
25-99-30-0000-301	SLESF Program Capital Expenditures	0	0	0	0
25-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	0	0	0	0
Total Expenditures & Transfers-out		144,725	80,261	0	0

CFD 2006-1 FACILITIES MAINTENANCE FUND

On June 14, 2006, pursuant to the Mello-Roos Community Facilities Act of 1982, the Community Facilities District No. 2006-1 of the City of Dana Point (the "District") was formed in order to finance the acquisition and/or construction of certain public improvements in the area of the City commonly referred to as "The Headlands".

In conjunction with the formation of the District, a special maintenance tax was levied on the properties located within the District to fund the ongoing maintenance of landscaping, revetment, storm water quality and funicular. The CFD2006-1 Facilities Maintenance Fund was established to account for these maintenance activities.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$1,073	(\$15,127)
Revenues and Sources		
Investment interest	1,000	1,000
Charges for services	80,000	90,000
Transfer in from General Fund	30,000	30,000
Total Revenues and Sources	111,000	121,000
Expenditures and Uses		
Materials and services	127,200	127,300
Furniture and equipment	0	0
Total Expenditures and Uses	127,200	127,300
Ending Fund Balance	(\$15,127)	(\$21,427)

City of Dana Point
Revenue & Expenditures Detail Listing
HEADLANDS CFD MAINTENANCE FUND (27)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
27-40-6403	INVESTMENT INTEREST	600	1,000	1,000	1,000
27-60-6685	CHARGES FOR SERVICES Special taxes - CFD properties	59,975	74,600	80,000	90,000
27-90-6901	TRANSFER IN - FROM GENERAL FUND Funicular operations contribution	25,000	30,000	30,000	30,000
Total Revenues & Transfers-in		<u>85,575</u>	<u>105,600</u>	<u>111,000</u>	<u>121,000</u>
EXPENDITURES					
27-99-20-0000-203	FACILITY/EQUIPMENT MAINTENANCE				
	MSE walls maintenance*			0	0
	Funicular maintenance			35,000	35,000
	Funicular operating cost			30,000	30,000
	Revetment walkway maintenance			2,700	2,800
	(*HRLLC to maintain in FY12 & FY13)	<u>15,719</u>	<u>157,668</u>	<u>67,700</u>	<u>67,800</u>
27-99-20-0000-211	OPERATING SUPPLIES	0	0	0	0
27-99-20-0000-221	UTILITIES	1,546	21,000	27,000	27,000
27-99-20-0000-223	PROFESSIONAL SERVICES				
	Allocated City Staff costs for maintenance	10,996	0	16,000	16,000
27-99-20-0000-245	LANDSCAPE MAINTENANCE				
	Lot Q & portion of Lot BB maintenance*			0	0
	(*HRLLC to maintain in FY12 & FY13)		<u>0</u>	<u>0</u>	<u>0</u>
27-99-20-0000-247	TREE TRIMMING	0	0	0	0
27-99-20-0000-255	PARK MAINTENANCE	0	0	0	0
27-99-20-0000-263	INFRASTRUCTURE & HARDSCAPE	0	0	0	0
27-99-20-0000-265	COUNTY / WATER DISTRICT FACILITIES				
	Selva BMPs - storm screen/media filter repl.			7,400	7,400
	Selva BMPs - storm screen/media filter maint.			8,600	8,600
		<u>4,342</u>	<u>17,000</u>	<u>16,000</u>	<u>16,000</u>
27-99-40-0000-403	PROPERTY INSURANCE PREMIUMS				
	CJPIA premium - funicular			500	500
		<u>0</u>	<u>400</u>	<u>500</u>	<u>500</u>
27-99-30-0000-301	FURNITURE & EQUIPMENT	0	0	0	0
Total Expenditures & Transfers-out		<u>32,603</u>	<u>196,068</u>	<u>127,200</u>	<u>127,300</u>

CAPITAL PROJECT FUNDS

PARK DEVELOPMENT FUND

The Park Development Fund was established in December 1993 as a result of the consolidation of the City with the former Capistrano Bay Park & Recreation District. This fund is used to account for monies received from the County, State and Federal governments, as well as monies received from developers, which are restricted for use in the acquisition, development and improvement of parks within the City.

Most expenditures of Park Development Fund monies are made through the Capital Improvement Projects fund. As such, an amount equal to the qualified park expenditures is transferred from the Park Development Fund to the Capital Improvement Projects fund. The specific park projects to be undertaken in fiscal years 2012 and 2013 are outlined in the Capital Improvement Program section of the budget.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$647,650	\$749,650
Revenues and Sources		
Developer deposits	100,000	100,000
Investment interest	2,000	5,000
Total Revenues and Sources	102,000	105,000
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$749,650	\$854,650

**City of Dana Point
Revenue & Expenditures Detail Listing
PARK DEVELOPMENT FUND (21)**

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
21-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	5,800	2,000	2,000	5,000
21-70-6701	PARK FEES Revenue is based upon estimated new construction subject to park development fees.	49,600	100,000	100,000	100,000
Total Revenues & Transfers-in		<u>55,400</u>	<u>102,000</u>	<u>102,000</u>	<u>105,000</u>
EXPENDITURES & TRANSFERS OUT:					
21-99-20-0000-223	PROFESSIONAL SERVICES	0	0	0	0
21-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	0	0	0	0
21-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	0	0	0	0
Total Expenditures & Transfers-out		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

FACILITIES IMPROVEMENT FUND

In fiscal 2006 the City established the Facilities Improvement Fund to account for expenditures made for major improvements or rehabilitation of the City Hall and Del Obispo Community Center facilities.

The principal funding source of these improvements are transfers from the City's General Fund. Outside funding sources, such as public access fees collected pursuant to franchise agreement, may also be used when available.

Due to the current economic environment, facility improvement activities have been temporarily suspended.

	<u>FY2012 Adopted</u>	<u>FY2013 Adopted</u>
Beginning Fund Balance	\$672,500	\$672,500
Revenues and Sources		
Operating transfer from General Fund	0	0
Operating transfer from Capital Improvements Fund	0	0
Total Revenues and Sources	<u>0</u>	<u>0</u>
Expenditures and Uses		
Facility improvements	0	0
Total Expenditures and Uses	<u>0</u>	<u>0</u>
Ending Fund Balance	<u><u>\$672,500</u></u>	<u><u>\$672,500</u></u>

City of Dana Point
Revenue & Expenditures Detail Listing
FACILITIES IMPROVEMENT FUND (12)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
12-90-6901	TRANSFER-IN FROM GENERAL FUND	145,900	25,171	0	0
12-90-6911	TRANSFER-IN FROM CIP FUND None	0	0	0	0
Total Revenues & Transfers-in		<u>145,900</u>	<u>25,171</u>	<u>0</u>	<u>0</u>
EXPENDITURES & TRANSFERS OUT:					
12-99-30-0000-303	FACILITY IMPROVEMENTS			0	0
				<u>0</u>	<u>0</u>
		145,024	65,545	0	0
12-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	250,000	0	0	0
Total Expenditures & Transfers-out		<u>395,024</u>	<u>65,545</u>	<u>0</u>	<u>0</u>

CFD 2006-1 FACILITIES ACQUISITION FUND

On June 14, 2006, pursuant to the Mello-Roos Community Facilities Act of 1982, the Community Facilities District No. 2006-1 of the City of Dana Point (the "District") was formed in order to finance the acquisition and/or construction of certain public improvements in the area of the City commonly referred to as "The Headlands". The CFD2006-1 Facilities Acquisition Fund was established to account for the acquisition of the improvements.

In July 2008 the District issued \$8,710,000 of debt to finance the construction of a portion of the public improvements. The total authorized level of bonded indebtedness is \$40 million. Additional debt may be issued in the future. The bonds are secured by special taxes levied on properties located within the District.

The bond proceeds will be used to fund storm drains, public streets, public parks, public utilities, public access points and sewer and water improvements within the District boundaries.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$24,255	\$24,255
Revenues and Sources		
Investment interest	20,000	20,000
Contributions from property owners	50,000	50,000
Total Revenues and Sources	70,000	70,000
Expenditures and Uses		
Professional services	50,000	50,000
Acquisition of public improvements	20,000	20,000
Total Expenditures and Uses	70,000	70,000
Ending Fund Balance	\$24,255	\$24,255

City of Dana Point
Revenue & Expenditures Detail Listing
CFD2006-1 FACILITIES ACQUISITION FUND (13)

		Fiscal Year 2010 <u>Actual</u>	Fiscal Year 2011 <u>Budget</u>	Fiscal Year 2012 <u>Adopted</u>	Fiscal Year 2013 <u>Adopted</u>
REVENUES					
13-40-6403	INVESTMENT INTEREST	16,692	0	20,000	20,000
12-90-6911	CONTRIBS. FROM PROPERTY OWNERS To be determined at a later date	485,772	0	50,000	50,000
Total Revenues & Transfers-in		<u>502,464</u>	<u>0</u>	<u>70,000</u>	<u>70,000</u>
EXPENDITURES & TRANSFERS OUT:					
13-99-20-0000-223	PROFESSIONAL SERVICES CFD 3rd party administrative expenses Allocation of City Staff admin costs	<u>24,033</u>	0	43,000 7,000 <u>50,000</u>	43,000 7,000 <u>50,000</u>
13-99-30-xxxx-311	ACQUISITION OF PUBLIC IMPROVEMENTS Est ppmts/surplus funds available for facility acq.	521,628	0	20,000	20,000
Total Expenditures & Transfers-out		<u>545,661</u>	<u>0</u>	<u>70,000</u>	<u>70,000</u>

CAPITAL IMPROVEMENT PROJECTS FUND

The projects selected and funded for the FY2012 and FY2013 Capital Improvement Program are in the Capital Improvement Fund section of the two-year budget. The Capital Improvement Fund incorporates all sources and expenditures for capital projects.

The purpose of the Capital Improvement Program is to provide the City of Dana Point with a long-range program for major municipal capital construction projects based on the systemic development of an advanced financial plan. The Capital Improvement Program is a separate seven year planning document used by the City to identify Capital Improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. As each annual budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total seven year plan.

Major funding for the Capital Improvement Program is via transfers from the General, Gas Tax, Measure M, Park Development and AB2766 Funds. Other funding sources include the County, State and Federal governments, developer contributions and interest earnings.

	FY2012 Adopted	FY2013 Adopted
Beginning Fund Balance	\$4,168,251	\$3,793,251
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	0	0
from Measure M Fund	400,000	400,000
from Park Development Fund	0	0
from Gasoline Tax Fund	413,000	413,000
Measure M - GMA11	0	0
California Dept. of Parks & Recreation	0	0
Intersection Improvement Program	0	0
Orange County Transportation Authority	0	0
Developer Contributions	0	0
TEA	500,000	0
Total Revenues and Sources	1,313,000	813,000
Expenditures and Uses		
Capital Improvement Projects	1,688,000	2,898,174
Total Expenditures and Uses	1,688,000	2,898,174
Ending Fund Balance	\$3,793,251	\$1,708,077
Reserves/Designations of Fund Balances:		
Pacific Coast Highway Remediation	2,953,136	1,453,136
Priority 1 Project	87,500	0
Undesignated	752,615	254,941
Total Reserves/Designations	\$3,793,251	\$1,708,077

CIP Budget Summary FY12 and FY13

Project No.	Description	Comments	Estimated Unspent Funds 6-30-11	Reprogrammed Funds	Carryover Funds	FY12CIP Undesignated	FY12CIP Designated	FY12Other Funds	FY12 Reprogrammed Funds	FY13 CIP Undesignated	FY13CIP Designated	FY13 Other Funds	FY13 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost	
1. PREVIOUSLY BUDGETED 2009-10 and 2010-11 PROJECTS (CIP FUND)																	
1111	PCH Congestion Relief	Reprogram to CIP# 8	9,373	(9,373)	-	-	-	-	-	-	-	-	-	-	-	-	
1144	Dana Point Library Improvement	FY 12: Reprogram #100,000 to CIP #5, Reprogram \$100,000 to CIP #4, Reprogram \$150,000 to CIP#6, Reprogram \$186,423 to CIP #7. FY 13: Reprogram \$100,000 to CIP # 5, Reprogram \$69,717 to CIP #3, Reprogram \$100,000 to CIP #4, Reprogram \$100,000 to CIP#6, Reprogram \$593,030 to CIP #8	1,499,170	(1,499,170)	-	-	-	-	-	-	-	-	-	-	-	-	
1216	Minor Drainage FY 08	Reprogram to CIP #1 (\$3,089 for FY 12 and \$9,017 for FY 13)	12,106	(12,106)	-	-	-	-	-	-	-	-	-	-	-	-	
1217	Slurry Seal FY 08	Reprogram to CIP # 1 (FY 12)	5,248	(5,248)	-	-	-	-	-	-	-	-	-	-	-	-	
1220	ADA Improvements/Sidewalks/Parks FY 08	Reprogram to CIP # 5 (FY 12)	6,731	(6,731)	-	-	-	-	-	-	-	-	-	-	-	-	
1223	PCH/Del Prado Improvements- Phase I Design	Carryover	395,000	-	395,000	-	-	-	-	-	-	-	-	395,000	-	395,000	
1225	Swimming Pool Renovation Project Design	FY 12: Reprogram \$100,000 to CIP #2, Reprogram \$100,000 to CIP #3. FY 13: Reprogram \$19,717 to CIP #1, Reprogram \$100,000 to CIP #2. Reprogram \$80,283 to CIP #3.	400,000	(400,000)	-	-	-	-	-	-	-	-	-	-	-	-	
1226	Beach Road Train Crossing Improvements FY 08/09	Carryover.	211,860	-	211,860	-	-	-	-	-	-	-	-	211,860	-	211,860	
1229	Del Obispo Community Center Parking Lot	Reprogram to CIP #1	81,010	(81,010)	-	-	-	-	-	-	-	-	-	-	-	-	
1232	PCH Medians, Phase II (Niguel Shores Bridge to Selva Road)	Carryover. FY11 TEA funding \$205,720	730,000	-	730,000	-	-	-	-	-	-	-	-	730,000	-	730,000	
1236	Sidewalk & Concrete Repairs	Reprogram to CIP #1 (FY12)	3,922	(3,922)	-	-	-	-	-	-	-	-	-	-	-	-	
1238	Traffic Safety Repairs FY 10	Reprogram to CIP #1 (FY13)	71,266	(71,266)	-	-	-	-	-	-	-	-	-	-	-	-	
1239	General Park Rehabilitation (Parks Division)	Carryover	247,398	-	247,398	-	-	-	-	-	-	-	-	247,398	-	247,398	
1242	Town Center Streetscape Construction	Carryover	800,000	-	800,000	-	-	-	-	-	-	-	-	800,000	18,200,000	19,000,000	
1244	Annual Residential Resurfacing Phase II	Carryover	660,000	-	660,000	-	-	-	-	-	-	-	-	660,000	-	660,000	
1245	La Plaza Fountain	Carryover	20,000	-	20,000	-	-	-	-	-	-	-	-	20,000	-	20,000	
1246	Annual Residential Roadway Improvements, Phase III, FY 10/11	Carryover rehabilitation of La Cresta Drive (including medians). Construction to commence Summer 2011	1,451,258	-	1,451,258	-	-	-	-	-	-	-	-	1,451,258	-	1,451,258	
SUBTOTAL			6,594,969	(2,088,826)	4,515,516	-	-	-	-	-	-	-	-	4,515,516	18,200,000	22,715,516	
2. MANDATES, REPAIR, AND REPLACEMENT TO EXISTING INFRASTRUCTURE																	
1	Minor Drainage/Diversion Repair	FY 12: Reprogram \$3,089 from CIP#1216, \$5,248 from CIP#1217, \$6,731 from CIP#1220, \$81,010 from CIP#1229, \$3,933 from CIP#1236. FY 13: Reprogram \$9,017 from CIP #1216, \$71,266 from CIP#1238, \$19,717 from CIP#1225.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000	
2	Slurry Seal Program	FY 12: Reprogram \$100,000 from CIP #1225; FY 13 Reprogram \$100,000 from CIP #1225	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000	
3	Arterial Roadway Rehabilitation and Repairs	FY 12: Reprogram \$100,000 from CIP #1225. FY 13: Reprogram \$80,283 from CIP#1225, \$69,717 from CIP#1144.	-	-	-	-	-	-	100,000	-	-	-	150,000	250,000	-	250,000	
4	Sidewalk and Concrete Repairs	Reprogram \$100,000 in FY 12 and \$100,000 in FY 13 from CIP #1144	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000	
5	Sidewalk ADA Improvements	FY 12: Reprogram \$100,000 from CIP#1144. FY 13: Reprogram \$100,000 from CIP # 1144.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000	
6	Annual Traffic Safety Repairs and Improvements	FY 12: Reprogram \$150,000 from CIP # 1144. FY 13: Reprogram \$100,000 from CIP # 1144.	-	-	-	-	-	-	150,000	-	-	-	100,000	250,000	-	250,000	
7	Annual Residential Roadway Resurfacing FY 12	FY 12: Reprogram \$186,423 from CIP #1144. Anticipated FY 12 M2 funding +/- \$400,000 and Gas Excise Tax +/- \$413,000.	-	-	-	-	-	813,000	186,423	577	-	-	-	1,000,000	-	1,000,000	
8	Annual Residential Roadway Resurfacing FY 13	FY 13: Reprogram \$9,373 from CIP # 1111, Reprogram \$593,030 from CIP #1144. Anticipated FY 13 M2 funding +/- \$400,000; FY 13 Gas Excise Tax +/- \$413,000. FY 13: Transfer \$584,597 from CIP Undesignated	-	-	-	-	-	-	-	584,597	-	813,000	602,403	2,000,000	-	2,000,000	
9	Arterial Highway Rehabilitation - PCH Between Niguel and Crown Valley	Reprogram from PCH Remediation Fund	-	-	-	-	-	-	-	-	1,500,000	-	-	1,500,000	-	1,500,000	
SUBTOTAL			-	-	-	-	-	813,000	836,423	585,174	1,500,000	813,000	1,252,403	5,800,000	-	5,800,000	
3. PRIORITY 1 NEW PROJECTS (CIP FUND)																	
1	San Juan Creek Bike Trail Project		-	-	-	150,000	-	-	-	-	-	-	-	150,000	-	150,000	
2	PCH Medians, Phase III (Green Lantern to Selva Road) TEA Grant 31% Match		-	-	-	225,000	-	500,000	-	-	-	-	-	725,000	-	725,000	
SUBTOTAL			-	-	-	375,000	-	500,000	-	-	-	-	-	875,000	-	875,000	
TOTAL			6,594,969	(2,088,826)	4,515,516	375,000	-	1,313,000	836,423	585,174	1,500,000	813,000	1,252,403	11,190,516	18,200,000	29,390,516	
CIP Fund Balance																	
			Beginning Balance	Additions 2012	Transfers In/Out from CIP Undesignated	Transfers In/Out CIP Designated	Transfers In/Out TEA /M2/Gas Tax Funds	Ending Balance 2012	Transfers In/Out from CIP Undesignated	Transfers In/Out CIP Designated	Transfers In/Out Gas Tax & Measure M	Additions 2013	Ending Balance 2013				
Designated for PCH Remediation			2,953,136	0	0	0	2,953,136	0	(1,500,000)	0	0	1,453,136					
Total Designated CIP Fund			2,953,136	0	0	0	2,953,136	0	(1,500,000)	0	0	1,453,136					
Undesignated CIP			1,215,115	0	(412,500)	0	752,615	(497,674)	0	0	0	254,941					
Designated for Priority 1 Projects (10% of new Priority 1 Projects)			0	0	37,500	0	87,500	(87,500)	0	0	0	0					
Total CIP Fund Balance			4,168,251	0	(375,000)	0	3,793,251	(585,174)	(1,500,000)	0	0	1,708,077					
4. PRIORITY 2 POTENTIAL PROJECTS (UNFUNDED)																	
1B	Dana Point Library Improvements		-	-	-	-	-	-	-	-	-	-	-	-	15,000,000	15,000,000	
2B	DHHS Swimming Pool Renovation Project		-	-	-	-	-	-	-	-	-	-	-	-	6,000,000	6,000,000	
3B	Del Obispo Parking Lot		-	-	-	-	-	-	-	-	-	-	-	150,000	150,000		
4B	Sea Terrace Park Phase II (Parking Lot and Road)		-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000		
5B	Sea Terrace Park Phase III (restroom and recreational improvements)		-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000		
6B	Lantern Bay Park Reclaimed Water Line Installation		-	-	-	-	-	-	-	-	-	-	-	250,000	250,000		
7B	Pines Park Restroom Construction		-	-	-	-	-	-	-	-	-	-	-	650,000	650,000		
8B	DHHS Synthetic Turf Field		-	-	-	-	-	-	-	-	-	-	-	1,100,000	1,100,000		
9B	Art In Public Places		-	-	-	-	-	-	-	-	-	-	-	800,000	800,000		
10B	Storm Drain Master Plan Improvements Phase 5		-	-	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000		
11B	Additional Storm Drain Diversions		-	-	-	-	-	-	-	-	-	-	-	2,500,000	2,500,000		
12B	RH Dana Joint Use Fields		-	-	-	-	-	-	-	-	-	-	-	850,000	850,000		
13B	Blue Lantern Median		-	-	-	-	-	-	-	-	-	-	-	400,000	400,000		
14B	Bicycle Trails Master Plan Phase II		-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000		
15B	Capo Beach Medians		-	-	-	-	-	-	-	-	-	-	-	300,000	300,000		
16B	Restroom Replacement at Sea Canyon/Sunset Park		-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,300,000		
17B	Automation of Diversions		-	-	-	-	-	-	-	-	-	-	-	1,080,000	1,080,000		
18B	Salt Creek Recycling Plant City Contribution		-	-	-	-	-	-	-	-	-	-	-	250,000	250,000		
19B	Monarch Bay : PCH Right-of-Way Improvements		-	-	-	-	-	-	-	-	-	-	-	100,000	100,000		
TOTAL			-	-	-	-	-	-	-	-	-	-	-	-	37,730,000	37,730,000	

DEBT MANAGEMENT

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2011

Assessed Valuation (1)	<u>\$8,687,748,036</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$325,790,551
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u>\$325,790,551</u>

Note (1):

The general laws of the State of California for municipalities provide for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was established based on 25% of market value. Effective with FY1981-82, taxable property is assessed at 100% of market value. Although the debt limit provision has not been amended by the State since this change, the percentage has been proportionately modified to 3.75% for the purposes of this calculation for consistency with the original intent of the State's debt limit.

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BUDGET REFERENCE MATERIALS

GLOSSARY

Allocate - To divide a lump-sum appropriation which is designated for expenditure by specific organization units and/or for specific purposes, activities, or objects.

Annual Budget - A budget applicable to a single fiscal year.

Appropriation - An authorization made by the Council which permits the City to incur obligations and to make expenditures of resources.

Audit - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services.

Budget Calendar - A schedule of key dates which the City follows in the preparation, adoption, and administration of the budget.

Budget Detail - A support document to the published budget detailing the line item expenditures.

Budget Message - Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Manager.

Capital Improvement Program (CIP) - A program to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Coastal Area Road Improvements and Traffic Signals (CARITS) - A program to finance the construction of roadway gaps, intersection improvements and traffic signals within the coastal area circulation system of the County.

Contingency - An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, Federal mandates, shortfalls in revenue, and similar eventualities.

Contractual Services - Services rendered to City activities by private firms, individuals or other governmental agencies. Examples of these services include traffic engineering, law enforcement, and city attorney services.

Department - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Designated Fund Balance - Portion of unreserved fund balance designated by City policy for a specific future use.

Encumbrance - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Expenditure - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Fees for Services - Charges paid to the City by users of a service to help support the costs of providing that service.

Fiscal Year - The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets - Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$2,000.

Franchise Fee - A franchise fee is charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television, utilities, and trash collection contractors.

Fund - An accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City are: General, Redevelopment, Special Revenue, Capital Project, and Insurance Funds.

Fund Balance - The excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

General Fund - The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Goal - A statement of broad direction, purpose, or intent.

Infrastructure - The physical assets of the City, i.e., streets, water and sewer lines, public buildings, and parks, and the support structures within a development.

Investment Revenue - Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Line-Item Budget - A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget, although detail line-item accounts are maintained and recorded for financial reporting and control purposes.

Municipal - In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or village as opposed to other local governments.

Key Objective - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget - The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

Policy - A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principle.

Property Tax - A statutory limited tax levy which may be imposed for any purpose.

Program - A grouping of activities organized to accomplish basic goals and objectives.

Program Budget - A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Program Indicator - A measurement of program activities.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenue, and interest income.

Risk Management - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

Sales Tax - A tax on the purchase of goods and services.

SCJPIA - Southern California Joint Powers Insurance Authority.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Funds - Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions - Revenues collected by the State (or other level of government) which are

allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, cigarette taxes in-lieu, and gasoline taxes.

Trust and Agency Funds - Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

User Fees - The payment of a fee for direct receipt of a service by the party benefiting from the service.

Working Capital - Difference between current assets and current liabilities.

DESCRIPTION OF FUND TYPES AND USES

GENERAL FUND

General Fund - To account for all financial resources that are not restricted as to their use. A broad range of municipal activities are provided through this fund including City Manager, City Attorney, Financial Management, Community Development, Public Works, Community Programs, Recreation and Public Safety.

SPECIAL REVENUE FUNDS

Gasoline Tax Fund - To account for gasoline tax allocations by the State of California. These revenues are restricted to expenditure by the State for street related purposes only.

Measure M Fund - To account for Measure M allocations by the State of California. Measure M provides for the collection of the one-half (1/2) percent retail transaction and use tax for use in funding the Transportation Improvement Program.

AB2766 Fund - To account for revenues received pursuant to Assembly Bill 2766, which provides for a portion of a \$1 fee collected from vehicle registrations to be allocated to cities for use in developing programs to reduce air pollution from motor vehicles.

Supplemental Law Enforcement Services Fund - To account for revenues received pursuant to Assembly Bill 3229, which provides funds to local agencies for use in enhancing front line law enforcement activities.

Coastal Transit Fund - To account for funds received by the City to mitigate impacts to coastal access due to residential development. The funds are restricted for use in providing coastal recreational transit services.

CFD 2006-1 Facilities Maintenance Fund - To account for revenues and expenditures associated with the ongoing maintenance of certain facilities located within the boundaries of Community Facilities District 2006-1 of the City of Dana Point, including landscaping, revetment, storm water quality and funicular.

CAPITAL PROJECT FUNDS

Facilities Improvement Fund - This fund was established to account for major one-time expenditures to improve city-owned facilities including City Plaza and the Del Obispo Recreation Center.

Capital Improvements Project Fund - To account for financial resources used in the construction or acquisition of major capital facilities.

Park Development Fund - To account for fees collected from the County, State and Federal Governments and developers, which are restricted for use in parkland acquisition, improvement or development.

CFD 2006-1 Acquisition Fund – To account for the acquisition of certain public improvements located within the boundaries of the Community Facilities District 2006-1 of the City of Dana Point (commonly referred to as “the Headlands”).

FIDUCIARY FUNDS

Trust/Agency Fund - To account for assets held by the City as an agent on behalf of other agencies, developers and deferred compensation plans. These funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations.

SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2012 – 2018

City of Dana Point, California

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2012 – 2018

PROGRAM PURPOSE AND DESCRIPTION

Capital Improvement Program

The purpose of the Capital Improvement Program (CIP) is a seven-year planning instrument used by the City to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. As each two year budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total seven-year plan.

Capital Budget

The first two years of the CIP is called the capital budget. The capital budget is incorporated into the two year City “operating” budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall seven-year program is desirable for effective implementation of overall City goals and objectives.

Capital Improvements

Capital improvements are major projects undertaken by the City that are generally not recurring on a long-term, annual basis. In this sense they are differentiated from operating and maintenance (O&M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification of buildings or facilities, public infrastructure construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2012 – 2018

Primary Program Revenue Sources

State Highway User's (Gasoline) Taxes- Under Section 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code, Cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

Coastal Area Road Improvements and Traffic Signals (CARITS) Fees – The CARITS Fee Program will finance the construction of roadway gaps, intersection improvements and traffic signals within the coastal area circulation system of the County. The road improvements to be funded by this program are identified in the South County Road Improvement Action Plan.

Measure M Fund- Renewed Measure M (M2), the Revised Traffic Improvement and Growth Management Ordinance, provides for the collection of one-half (1/2) percent retail transaction and use tax to fund the Transportation Improvement Program.

Traffic Signal Fees- Fees required of a developer/builder for purpose of defraying the actual or estimated costs of constructing future traffic signalization improvements in the vicinity of the development/building. These funds may be used only for the construction or reimbursement for construction of traffic signals within the area from which the fees comprising the fund were collected. Interest accruing from these funds can be used anywhere within the City.

Arterial Highway Rehabilitation Program (AHRP) - The Measure M Arterial Highway Rehabilitation Program (AHRP) is to help improve pavement condition in Orange County. Specifically, the AHRP is designed to fund pavement rehabilitation projects on MPAH arterial roadways throughout Orange County.

Intersection Improvement Program (IIP) – Measure M Intersection Improvement Program provides funds for many of Orange County's most congested intersections. Funding is made available for general intersection improvements, such as widening, lane striping, and aesthetic improvements.

General Fund- The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund. However, accurate General Fund contribution forecasting is difficult and dependent on the City's future year ability to match costs with revenues. As such, general purpose funds may be used to finance any capital project.

Park Development Fees- Fee required of a developer/builder for purposes of defraying the actual or estimated costs of constructing future park and recreation improvements.

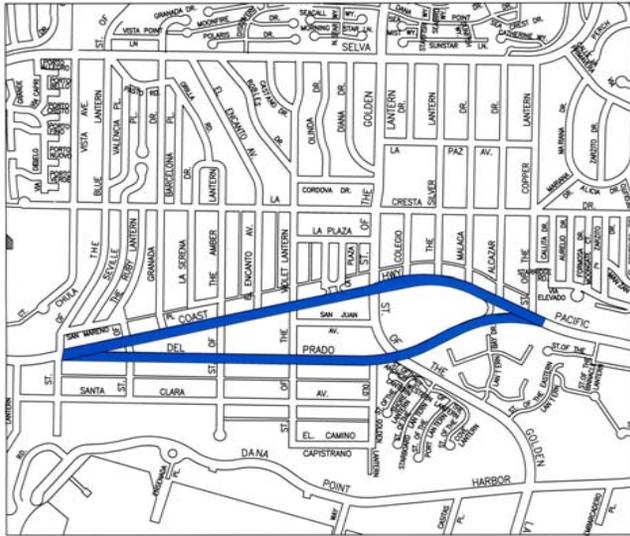
AB2766 Fund- Authorized by the State, fees are imposed on motor vehicles by the air pollution control districts. The fees are collected by the California Department of Motor Vehicles and distributed to local agencies by the South Coast Air Quality Management District to be used for projects which improve air quality.

GMA 11 – These are Measure M funds set aside for regional projects within the City's Growth Management Area (GMA). The County of Orange is divided into eleven GMA's and the City of Dana Point is member of GMA #11 along with the cities of San Clemente and San Juan Capistrano. Each year three cities approve a list of projects to be funded by the yearly allocation of GMA funds established by OCTA.

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PREVIOUSLY BUDGETED FISCAL YEARS 2010 & 2011 PROJECTS

Department: Public Works	Project No.: 1223	Project Name: PCH/Del Prado Improvement Project
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PROJECT DESCRIPTION: Roma Design Group and City Staff are completing the final design of the Town Center Phase I Improvements at the direction of the City Council. Phase 1 improvements would change the roadway circulation on PCH and Del Prado between Copper Lantern and Blue Lantern to two-way traffic. In addition, rehabilitation work on PCH including bus turn outs and parking cut outs will be done. On Del Prado, streetscape improvements will transform the street to a more pedestrian friendly, business district. This funding completes the design process. The Investment Review Committee is currently investigating the types of funding that might be available for construction of this project.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project <input checked="" type="checkbox"/>	PROJECT LOCATION: 
	PRIORITY: Essential _____ Necessary <input checked="" type="checkbox"/> Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: Construction of the Town Center Plan is preliminarily estimated to cost \$18.2 million.		

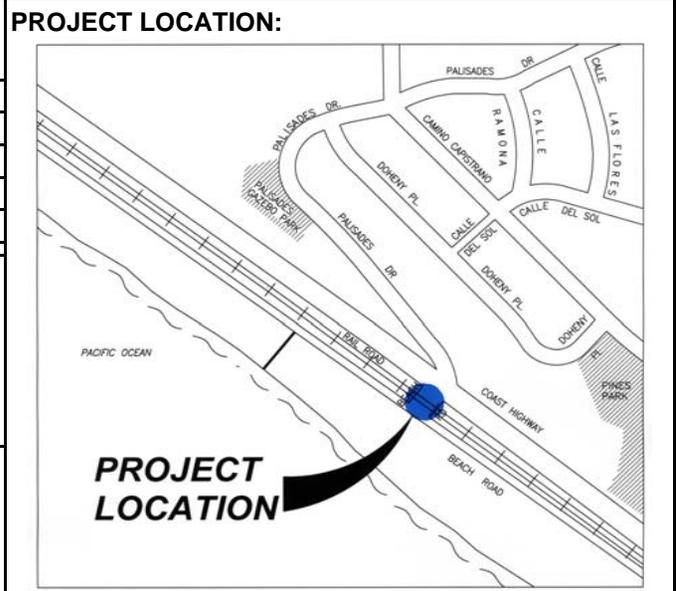
Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design	\$395,000								\$395,000
Construction									
Contract Administration									
Other									
Total Estimated Project Cost	\$395,000								\$395,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$395,000								\$395,000
Total Funding	\$395,000								\$395,000

Department: Public Works	Project No.: 1226	Project Name: Railroad Crossing Safety Enhancements
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PROJECT DESCRIPTION:
 At Grade Crossing Enhancement Program has been formed by OCTA to enhance the safety of all train crossings in Orange County. The project will complete railroad crossing safety improvements including additional crossing gates, enhanced pedestrian access improvements, traffic signal modification and other general street improvements. Project construction commenced in March 2011.

CLASSIFICATION:
 Health and Safety Project
 Mandated Project _____
 Rehabilitation Project _____
 Water Quality Project _____
 Park Project _____
 Beautification Project _____

PRIORITY:
 Essential _____
 Necessary
 Desirable _____
 Deferrable _____



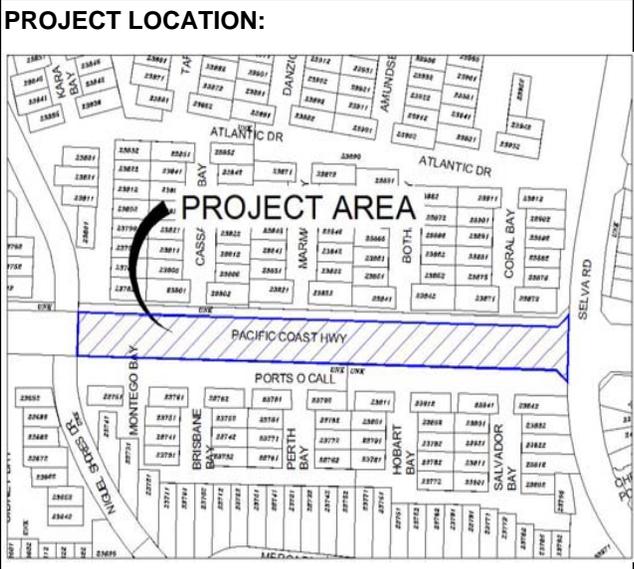
SPECIAL CONSIDERATIONS:
 City of Dana Point is obligated to pay 12% of project cost

Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design	\$211,860								\$211,860
Construction	\$1,890,436								\$1,890,436
Contract Administration									
Other									
Total Estimated Project Cost	\$2,102,296								\$2,102,296
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$211,860								\$211,860
OCTA Funding	\$1,890,436								\$1,890,436
Total Funding	\$2,102,296								\$2,102,296

Department: Public Works	Project No.: 1232	Project Name: PCH Medians Phase II
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PROJECT DESCRIPTION:
 The project will construct new landscape medians on Pacific Coast Highway between Niguel Shores Drive and Selva Road, as well as the north PCH entry monument. Work will include street improvements, landscaping and irrigation, uplighting, and other general improvements.

CLASSIFICATION:	Health and Safety Project	
	Mandated Project	
	Rehabilitation Project	
	Water Quality Project	
	Park Project	
	Beautification Project	X
PRIORITY:	Essential	
	Necessary	
	Desirable	X
	Deferrable	



SPECIAL CONSIDERATIONS:
 The City has been approved for up to \$500,000 in TEA grant match funds (37% of total cost) for this project.

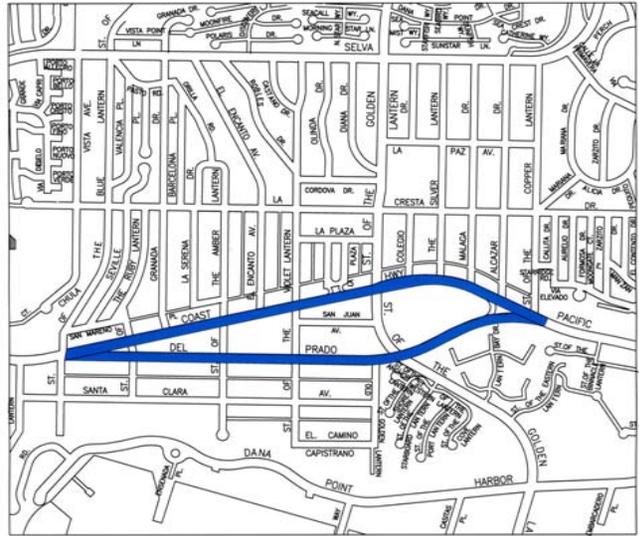
Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$524,280								\$524,280
Contract Administration	\$205,720								\$205,720
Other									
Total Estimated Project Cost	\$730,000								\$730,000
Operation & Maintenance:									
Costs		\$20,000	\$22,000	\$24,000	\$26,000	\$28,000	\$30,000	\$32,000	\$182,000
Total O & M Costs		\$20,000	\$22,000	\$24,000	\$26,000	\$28,000	\$30,000	\$32,000	\$182,000
Funding Source:									
Continuing Appropriations	\$524,280								\$524,280
Reprogrammed Funds									
TEA Funding		\$205,720							\$205,720
Total Funding	\$524,280	\$205,720							\$730,000

Department: Parks	Project No.: 1239	Project Name: General Park Rehabilitation (Parks Div.)
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PROJECT DESCRIPTION: This annual budget allocation is intended to set aside sufficient funds to fund major repair/rehabilitation of the park's infrastructure such as: turf, shrubs, playgrounds, trees and irrigation systems.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: <p style="text-align: center;">Various Locations.</p>
	PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS:		

Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$247,398	\$252,602							\$500,000
Contract Administration									
Other									
Total Estimated Project Cost	\$247,398	\$252,602							\$500,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
CIP Undesignated		\$252,602							\$252,602
Reprogrammed Funds	\$247,398								\$247,398
Unfunded									
Total Funding	\$247,398	\$252,602							\$500,000

Department: Public Works	Project No.: 1242	Project Name: Town Center Streetscape Construction
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PROJECT DESCRIPTION: Town Center Streetscape improvements would change the roadway circulation on PCH and Del Prado between Copper Lantern and Blue Lantern to two-way traffic. In addition, rehabilitation work on PCH including bus turn outs and parking cut outs will be done. On Del Prado, streetscape improvements will transform the street to a more pedestrian friendly, business district. Easement appraisal has been completed and negotiations with the property owners have begun for easement acquisition. The Investment Review Committee is currently investigating the types of funding that might be available for construction of this project.	CLASSIFICATION: Health and Safety Project <input type="checkbox"/> X Mandated Project _____ Rehabilitation Project <input type="checkbox"/> X Water Quality Project _____ Park Project _____ Beautification Project <input type="checkbox"/> X	PROJECT LOCATION: 
	PRIORITY: Essential _____ Necessary <input type="checkbox"/> X Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: Construction of the Town Center Plan is preliminarily estimated to cost \$19 million. This includes the EIR, construction easements and other "soft" costs.		

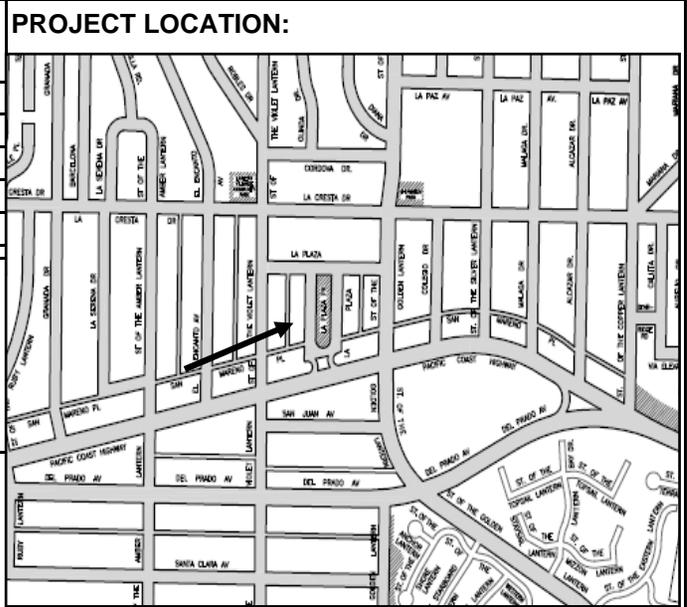
Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$800,000								\$800,000
Contract Administration									
Unfunded Construction Costs				\$9,000,000	\$9,200,000				\$18,200,000
Total Estimated Project Cost	\$800,000			\$9,000,000	\$9,200,000				\$19,000,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$800,000								\$800,000
Unfunded				\$9,000,000	\$9,200,000				\$18,200,000
Total Funding	\$800,000			\$9,000,000	\$9,200,000				\$19,000,000

Department: Public Works	Project No.: 1245	Project Name: La Plaza Park Fountain
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PROJECT DESCRIPTION:
An ocean-themed water fountain in La Plaza Park.

CLASSIFICATION:
 Health and Safety Project _____
 Mandated Project _____
 Rehabilitation Project _____
 Water Quality Project _____
 Park Project _____
 Beautification Project X

PRIORITY:
 Essential _____
 Necessary _____
 Desirable X
 Deferrable _____



SPECIAL CONSIDERATIONS:
Funding for this project was gifted to the City for this purpose.

Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$20,000								\$20,000
Contract Administration									
Other									
Total Estimated Project Cost	\$20,000								\$20,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$20,000								\$20,000
Total Funding	\$20,000								\$20,000

MANDATES, REPAIRS, AND REPLACEMENT TO EXISTING INFRASTRUCTURE

Department: Public Works	Project No.: 1	Project Name: Minor Drainage/Diversion Repair								
PROJECT DESCRIPTION: This annual program was established to fund minor drainage improvement projects to better capture and control storm flows in public rights-of-way. Projects include constructing cross gutters, repairing damaged drainage infrastructure, installation of new storm drains, construction of new inlets/catch basins, and other improvements.		CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations					
SPECIAL CONSIDERATIONS:		PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____								
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Design										
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$100,000	\$100,000						\$200,000	
CIP Undesignated				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
Unfunded										
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	

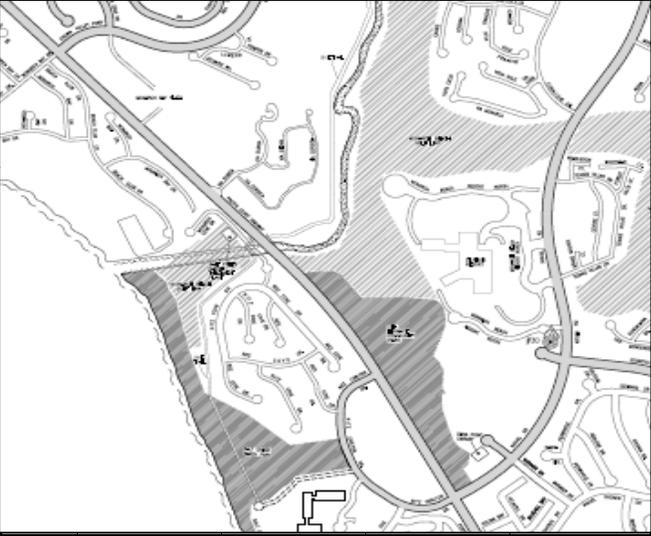
Department: Public Works	Project No.: 2	Project Name: Slurry Seal								
PROJECT DESCRIPTION: Slurry seal residential and arterial streets to extend street surface life.			CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations				
SPECIAL CONSIDERATIONS:			PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____							
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Pre-Design										
Design										
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$100,000	\$100,000						\$200,000	
CIP Undesignated				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
Unfunded										
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	

Department: Public Works	Project No.: 3	Project Name: Arterial Roadway Rehabilitation								
PROJECT DESCRIPTION: This project is a continuation of an on-going program to rehabilitate/maintain our street system. With over 70 miles of public streets, this asset represents our largest capital investment and it is necessary to periodically rehabilitate these streets to prolong their useful service life and to provide a safe and efficient transportation network. This funding level supports annual design effort, not construction, and matching funding for possible grant opportunities.			CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations.				
SPECIAL CONSIDERATIONS:			PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____							
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Pre-Design										
Design										
Construction		\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$850,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$850,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$100,000	\$150,000						\$250,000	
CIP Undesignated				\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$600,000	
Unfunded										
Total Funding		\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$850,000	

Department: Public Works	Project No.: 4	Project Name: Sidewalk and Concrete Repairs								
PROJECT DESCRIPTION: The intent of this annual program is to implement improvements along City sidewalks to provide repair and replacement where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.			CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations.				
SPECIAL CONSIDERATIONS:			PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____							
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Design										
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Operation & Maintenance:										
Cost										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$100,000	\$100,000						\$200,000	
CIP Undesignated				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
Unfunded										
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	

Department: Public Works	Project No.: 5	Project Name: ADA Sidewalk Improvements								
PROJECT DESCRIPTION: The intent of this annual project is to implement improvements in City sidewalks and parks to provide better access for the disabled where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.		CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations.					
SPECIAL CONSIDERATIONS:		PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____								
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Design										
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Operation & Maintenance:										
Cost										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$100,000	\$100,000						\$200,000	
CIP Undesignated				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
Unfunded										
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	

Department: Public Works	Project No.: 6	Project Name: Traffic Safety Repairs & Improvements								
PROJECT DESCRIPTION: The intent of this annual project is to implement improvements, which would enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended, vary and can include: signing, striping, additional right or left turn lanes, signal modifications, median modifications, installation of medians, street lighting, installation of radar speed signs and other improvements.			CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations				
SPECIAL CONSIDERATIONS:			PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____							
Item		FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Design										
Construction		\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$900,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$900,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$150,000	\$100,000						\$250,000	
CIP Undesignated				\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$650,000	
Unfunded										
Total Funding		\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$100,000	\$150,000	\$900,000	

Department:		Project No.:		Project Name:						
Public Works		9		Arterial Highway Rehabilitation- PCH						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
<p>The Arterial Roadway Resurfacing Program was established by the City Council to fund PCH roadway repair projects citywide. This project is currently anticipated to fund rehabilitation work from Niguel Road to the City's northern boundary.</p>				Health and Safety Project						
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						
				PRIORITY:						
				Essential	X					
				Necessary						
				Desirable						
				Deferrable						
SPECIAL CONSIDERATIONS:										
Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total	
Estimated Construction Costs:										
Design										
Construction			\$1,500,000						\$1,500,000	
Contract Administration										
Other										
Total Estimated Project Cost									\$1,500,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Continuing Appropriations										
Reprogrammed Funds										
CIP Designated Funds			\$1,500,000						\$1,500,000	
Measure M Funds										
Gas/Excise Tax (Sec 2103) Funds										
Total Funding			\$1,500,000						\$1,500,000	

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PRIORITY 1 NEW PROJECTS

Department: Public Works	Project No.: P1	Project Name: San Juan Creek Bike Trail Project
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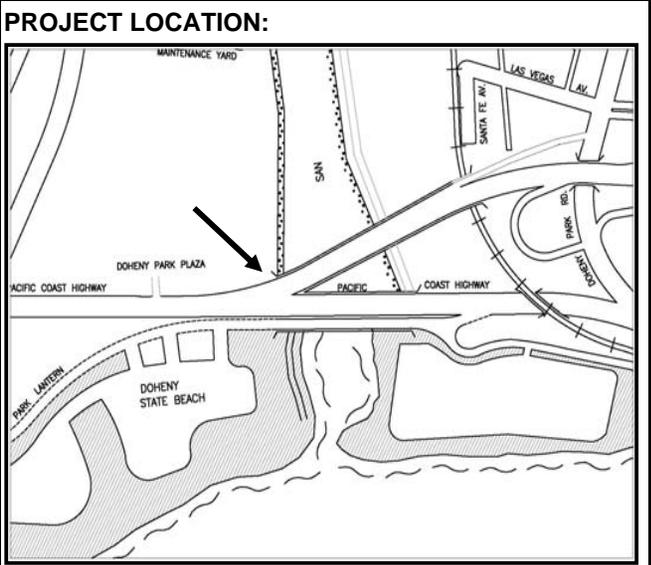
PROJECT DESCRIPTION:
The project will construct a wall structure along the San Juan Creek bikeway under Pacific Coast Highway to prevent ocean and storm water from flooding the bike path.

CLASSIFICATION:

Health and Safety Project	<input checked="" type="checkbox"/>
Mandated Project	<input type="checkbox"/>
Rehabilitation Project	<input type="checkbox"/>
Water Quality Project	<input type="checkbox"/>
Park Project	<input type="checkbox"/>
Beautification Project	<input type="checkbox"/>

PRIORITY:

Essential	<input type="checkbox"/>
Necessary	<input checked="" type="checkbox"/>
Desirable	<input type="checkbox"/>
Deferrable	<input type="checkbox"/>



SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction									
Contract Administration									
Other									
Total Estimated Project Cost									
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds									
TEA Funding									
CIP Undesignated		\$150,000							\$150,000
Total Funding		\$150,000							\$150,000

Department: Public Works	Project No.: P2	Project Name: PCH Medians Phase III
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PROJECT DESCRIPTION: The project will construct new landscape medians on Pacific Coast Highway between Green Lantern and Selva Road. Work will include street improvements, landscaping and irrigation, uplighting, and other general improvements.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <input checked="" type="checkbox"/>	PROJECT LOCATION:
	PRIORITY: Essential _____ Necessary _____ Desirable <input checked="" type="checkbox"/> _____ Deferrable _____	

SPECIAL CONSIDERATIONS: The City has been approved for up to \$500,000 in TEA grant match funds (31% of total cost) for this project.

Item	Carryover Funding	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction									
Contract Administration									
Other									
Total Estimated Project Cost									
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds									
TEA Funding		\$224,750							\$224,750
CIP Undesignated		\$500,250							\$500,250
Total Funding		\$725,000							\$725,000