

CITY OF DANA POINT

OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM



FISCAL YEARS 2013-2014 & 2014-2015

City of Dana Point California

ADOPTED BUDGET

2013-2014 & 2014-2015



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CAPITAL IMPROVEMENT PROGRAM

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INTRODUCTION



May 1, 2013

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 2013-2014 and 2014-2015. The City's Budget serves several purposes, including that of a financial plan, a management plan, a policy document and a communication tool.

This writing serves as an overview of the proposed organizational plan for the next two fiscal years. It is a glimpse into the City's future. But before looking towards the future, we should briefly look at the past two years. The main message at the beginning of the last budget cycle was to maintain the existing infrastructure and quality services in light of uncertain fiscal conditions. Over the past two fiscal years, the City did not just "survive" one of the worst economic downturns in history, it flourished. In addition to maintaining the high quality programs and services to its residents and visitors, the City has been able to complete many projects and maintain the very high standards of service that our customers have grown accustomed to at City Hall.

Staff has diligently been working to bring the Town Center Project to fruition. During late 2010 and through 2011, the City prepared the required Environmental Impact Report and a Coastal Development Permit that were adopted by the Planning Commission in November 2011. There was an appeal to the City Council that was subsequently denied in January 2012. The remaining legal challenges were resolved in Spring 2012. In September 2012, the City Council approved the South Town Center Gateway project, which was completed in early 2013.

During this time, significant progress was made in preparing detailed Town Center design drawings as well as acquiring the necessary easements and rights-of-way that will be required for build-out of the approved plan. Dana Point residents and businesses continue their strong support for the Town Center project, and City staff is committed to delivering the project during this coming budget cycle.

The City continued to provide exceptional core services with regard to public safety, infrastructure and parks maintenance along with programs for recreation, planning and building services, among others. In addition, many other accomplishments were achieved the last two fiscal years including continued development of the Doheny Village Master Plan and Capistrano Beach connectivity study; formation of the Arts and Culture Commission; creation of the Dana Point Symphony; establishment of new

environmental programs and short-term vacation rental regulations; increased use of social media communications; rehabilitation of north PCH and construction of new landscaped medians; implementation of a Quiet Zone at the Capistrano Beach railroad crossing; continued public access to City records; and, increased popularity of the multitude of existing and new community events.

The City’s ability to achieve more than just maintaining the status quo was in large part due to the fiscally responsible practices that have been consistently observed by the Dana Point City Council. Organizations that plan properly in good times stand to endure well during difficult times. Along with this philosophy, the City employs a workforce that is truly exemplary. The dedication and commitment of the Dana Point staff has enabled it to prosper during hard times and will help it truly shine in the future. Staff understands that Dana Point is a 5-Star city and provides the quality customer service it expects and deserves. As we move into the next two fiscal years, it is imperative that we continue our fiscally responsible practices that have sustained us to date, and to do so in a manner that allows us to attract and retain experienced and thoughtful staff that embodies a 5-Star service level of service that supports and furthers our success.

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. The goal in preparing this proposed budget was to maintain the high level of service that the community has come to expect, and to then focus the remaining available resources towards the construction of the Town Center public improvements. I believe that we have accomplished that goal. Reviewing of this budget will be relatively easy because the only real new program or large-scale expenditure included in it is the construction of the Town Center public improvements.

Situation in Sacramento

In his January 2013 press release, the California Legislative Analyst summarized his review of the Governor’s proposed Fiscal Year 2013-14 budget stating that it “reflects the significant improvement in the state’s finances” and that “the state has now reached a point where its underlying expenditures and revenues are roughly in balance.” It also cautioned, that “there are still considerable risks to revenue estimates given uncertainty surrounding federal fiscal policy and the volatility inherent in our revenue system.” This appears to be the most realistic, optimistic report in recent memory.

Persistent risks exist, however, with unemployment rates slowly improving but still high at 7.7 percent. It also remains to be seen what the full impact of the federal sequestration-related budget reductions will have on California, with early reports indicating that public education and infrastructure funding will be affected.

A significant issue remains as well with funding of public pension liabilities, with recent reports predicting that the California Public Employees Retirement System (“CalPERS”) will adjust its pension funding methodology in a manner that will significantly increase

costs, as early as fiscal year 2016, to agencies that contract with CalPERS for their employees’ pensions.

The State has not hesitated in the past when it came to reaching down to local governments and either taking revenues away or off-loading its public service responsibilities – we will remain diligent in monitoring State actions.

Proposed FY 2013-14 & FY2014-15 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 and transfers in for FY 2014 and FY 2015 is \$29,391,195 and \$30,107,281, 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. A slight decline in assessed property values resulted in a small decline in property tax revenues, the City’s second largest revenue, while permit and fee-based revenues have been little changed from fiscal 2012. 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.

A 10% hotel bed tax, known as Transient Occupancy Tax (“TOT”), has been in existence since the City incorporated. TOT remains the City’s largest revenue source, projected at about 39% of General Fund revenue for next fiscal. Through the first nine months of FY 2013, TOT revenue was up by over 6% compared to FY 2012. Increases in TOT revenue are anticipated to continue for the next two years, particularly given predicted economic recovery and recent implementation of some Dana Point Tourism Business Improvement District programs. Staff estimates TOT revenue growth of 7% and 3% in FY 2014 and FY 2015, respectively.

Intent on brand marketing the city as an upscale, overnight resort destination, in calendar 2010 the city’s four largest hotels (Ritz Carlton, St. Regis, Marriott and Doubletree) formed the Dana Point Business Improvement District (“DPTBID”). Combined, these four hotels comprise approximately 70% of Dana Point’s hotel rooms, and pool \$3 per room night collected from their guests to be used to jointly-coordinate marketing efforts. Recently DPTBID efforts include a corporate meeting planner incentive program designed to attract multi-day conferences and a public arts & culture event known as the Elephant Parade. The latter is an open air exhibition of decorated elephant statues designed to attract tourists, along with creating public awareness and support for Asian elephant conservation. The Elephant Parade is scheduled to be on display for several months beginning late Summer 2013. These programs, as well as others in the future, will serve to build upon our economic development efforts as we compete to attract tourism to Dana Point.

The second largest revenue source is property tax at 21% of General Fund revenue. For every dollar of property tax collected by the County each year from Dana Point

property owners, the City receives only 7.6 cents. As the City is nearly built-out, property tax revenue increases are driven mainly by reassessments occurring from sales of existing properties, combined with the 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 cities.

In February 2013, the County Assessor presented an upbeat message on property values and collections. As new construction continues in the Dana Point Headlands area, increased values for those properties will be added to the tax roll. However, due to prior year individual property valuation declines, along with reductions in overall sales volumes and limited available real estate for sale, staff cautiously estimates property tax revenue to increase only 1.25% in FY 2014 and 1.75% in FY 2015. Based on these projections, revenue estimates for FY 2014 and FY 2015 are \$6,045,000 and \$6,150,000, respectively.

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 \$2,998,000 in FY2014 and \$3,050,000 in FY 2015. 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% 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 \$1,074,000 in FY 2014 and \$1,134,000 in FY 2015.

The final major revenue category, sales tax, represents about 13% of General Fund revenue. Fiscal years 2011 through 2013 have shown steady increases in sales tax revenue. Fiscal year 2013 sales tax is estimated to be \$3.7 million, matching the highest level reported in the past six years. Based on the State Board of Equalization projections and the City's sales tax consultant, Staff projects revenue to increase 5% in FY 2014 followed by 6% growth in FY 2015. Therefore, for FY 2014 and FY 2015, the revenue projections are \$3,853,000 and \$4,067,000, 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 \$31.8 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 0.29%, while the City’s T-Note portfolio yield has fallen from a peak of 4.73% to the current 0.27%. Since the end of 2008, the Federal Reserve has greatly expanded its holding of longer-term securities through open market purchases with the goal of putting downward pressure on longer-term interest rates and thus supporting economic activity and job creation by making financial conditions more accommodative. For the next two years it appears 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 0.25% to 0.35% during the budget period.

Of the City’s portfolio, about \$6 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 2014 with approximately \$3.7 million (including FY 2013 projects expected to be carried over to FY 2014) in the CIP fund reserves. The level of CIP expenditures impacts the size of the investment portfolio, and therefore the level of projected investment income. For purposes of the FY 2014 and FY 2015 budgets, keeping in mind that the Town Center project will begin construction, Staff has estimated CIP outlays will equal or exceed the yearly CIP revenues. The projected CIP Fund portfolio balance at the end of FY 2015 is estimated to be near zero.

Adopted General Fund Expenditures in Dana Point

The proposed General Fund expenditure budget, excluding transfers to other funds, for FY 2014 is \$29,080,257 and \$29,973,068 for FY 2015. 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. What makes this year’s effort challenging in preparing the City’s proposed budget is funding the Council’s desire to invest \$9 million into the first phase of the Town Center project, while at the same time maintaining investments in our infrastructure as well as keeping the status quo of our famous 5-Star level of service to the community and our customers. We can only accomplish this challenge because of the City Council’s past responsible financial practices and the commitment of our employees to maintain the value added approach to serving the public that they bring with them to work everyday. The other essential ingredient that separates Dana Point

from other cities is the City Council's desire to work collaboratively with the residents, business community and other stakeholders to make Dana Point the special community that it has become over the last ten years.

City Personnel Costs

It is important to point out that the City's hybrid service delivery model of using in-house Staff along with a significant amount of contract services provides a great deal of flexibility. Adjusting budgets to achieve necessary savings is more manageable when the vast majority of the operating budget is not made up mostly of labor related costs. The City only invests less than 25% of its General Fund operating budget in personnel costs. It is not uncommon for other cities to have well over 50% of their budget tied up in labor costs. With this said, it is still important to ensure that the City is equipped with adequate regular staff to manage day-to-day operations and larger projects. One of the City's greatest resources is its staff. It is critical to maintain adequate and quality staffing to deliver high quality, exceptional, timely services and programs.

Funding is not being proposed for the currently authorized positions of construction secretary, an associate planner and a senior civil engineer. Existing staff and contracts are expected to cover current workloads in these areas; however, should workloads increase, it may be necessary to fill one or more of these positions, at which time staff may request the City Council to fund the position(s). We have found that over time, contract staffing is more expensive than in-house staffing. At the same time, contract staffing, when managed appropriately, is an economic way to deal with the fluctuations in workflow. At the City of Dana Point, the management staff has done an excellent job managing the blend of our personnel costs to make sure that we operate in the most efficient and economical manner in order to maintain the value of our services and programs.

The Dana Point City Employees Association (DPEA) represents about one-half of the City's workforce. As of this writing, the City is in the final year of a three-year agreement that expires December 31, 2013. The City and the DPEA are expected to begin negotiations for a new agreement prior to the expiration date. Given the amount of time between now and the expiration date of the labor agreement, no potential proposals are incorporated in the proposed budget.

Dana Point is fortunate to have employees committed to providing the highest level of service that our community deserves and demands. When the recession hit, staff responded to the difficult economic times by stepping up to the plate, and to a person assumed more responsibility in the face of having less resources to draw upon. In addition, staff has not been afforded raises for the past five years. Per the Memorandum of Understanding with the Dana Point Employees Association (DPEA) staff was eligible for up to a 2% one-time non-base building merit bonus in FY13. The same opportunity for this one-time merit bonus, per the MOU, is available in FY14. As labor negotiations draw near for a new MOU, it will be important to consider possible options to ensuring that we are able to retain and attract employees that can meet the high standards of Dana Point.

The following highlights some of the more significant issues and services in the FY 2014 and FY 2015 budgets:

Water Quality and Natural Resources in Dana Point

Water Quality continues to be a top priority for the City, particularly as we continue to face new, significant regulatory mandates enacted by other governmental agencies. The San Diego Regional Water Quality Control Board is in the process of issuing the next National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water Permit. The Board's desire is to consolidate the South Orange County Permit with those of South Riverside and San Diego. Implementation of this new permit will be onerous and will require development of specific Water Quality Improvement Plans (WQIP) for priority discharges such as San Juan Creek. The WQIP and San Juan Creek Total Maximum Daily Load (TMDL) Comprehensive Load Reduction Plan (CLRP) development will continue to be the major focus of our water quality improvement effort for Doheny State Beach over the coming few years.

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, and as additional mandated State monitoring and regulatory compliance requirements/permit interpretations unfold, it may result in further compliance costs later in this budget period. New, reliable testing tools are detecting water quality issues at Doheny State Beach and in San Juan Creek runoff from the Doheny Village area. The City, in concert with the Southern California Coastal Water Resources Project, is facilitating efforts by State Parks, South Coast Water District, San Juan Capistrano, the County of Orange and Caltrans to identify sources and solutions in a sanitary survey and microbial source tracking effort. A funding match opportunity for a major infiltration/diversion capital improvement project has been identified for a storm drain (referred to as L01S02) in this budget cycle to help solve this problem.

Staff continues to successfully operate the Salt Creek Ozone Treatment Plant and is diligent in seeking a cost effective approach to recycle the treated runoff, barring regulatory obstacles. As the plant ages, additional funding is programmed in this budget to repair or replace plant components.

The Natural Resources Protection Officer (NRPO) Program has continued to plan, develop, and implement resource protection within the Headlands Biological Open-Space Parks and the Dana Point State Marine Conservation Area (DPSMCA; formerly, the Dana Point Marine Life Refuge). In addition, the NRPO has increased enforcement activities within these areas to ensure their long-term sustainability. Furthermore, the NRPO has begun to execute the Nature Education Facilities Grant awarded to the City to increase the exhibits and interpretive trail signs to help visitors better enjoy Headlands' beautiful resources.

To help educate and protect these areas further, our NRPO recruited additional volunteer docents that present interpretive programs at the NIC and provide tours of

the City's Nature Parks. Currently, there is a Nature Tour and a History Tour each month, which are provided to the public free of cost. School presentations are also being added.

Other successful efforts positively affecting the area are being realized through collaborative work with the State of California Department of Fish and Wildlife, the Ocean Institute, and the Orange County Marine Protected Area Council. The NRPO will continue to improve the area through applying for grants that would increase the amount of interpretive information available to the public and to improve the Tidal Interpretive Program at Ocean Institute Beach.

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 (OCSA). The OCSA continues to provide outstanding service to the City that our residents and businesses have come to expect, and for which our visitors certainly appreciate. The Community Oriented Policing philosophy established by Police Services has been an integral part of the City's ability to maintain its identity as a safe community.

The projected contract with OCSA for FY 2014 is \$9.7 million, up 4.5% from the amended FY 2013 budget, and with the proposed level of staffing being comparable to that of FY 2013. The only staffing change is the elimination of the office specialist position. All sworn positions remain consistent.

The Dana Point Police Services Community Service Unit (CSU) continues 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.

The Intervention Specialist Program (ISP) at Dana Hills High School (DHHS) 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.

The DHHS student body has embraced the program and has expanded outreach by forming the school club Save Our Students (S.O.S.). Currently, S.O.S. works closely with the Intervention Specialist to find productive, alcohol- and drug-free activities that also help the community by providing over 1,000 volunteer hours per year participating

in various community service projects, and volunteering at Parent Teacher Student Association sponsored programs.

Additional initiatives and programs included in the proposed budget include:

1. **Countywide Coordinated Communications System Radio Upgrades:** All Orange County Cities, the County of Orange, the Orange County Fire Authority and other participating agencies jointly govern and finance the 800MHz Countywide Coordinated Communications System (CCCS). CCCS is one of the nation's largest, fully interoperable communications network for law enforcement, fire services, lifeguard, public works, and numerous other local government and public service agencies. Some user equipment and components of the CCCS backbone have now reached the end of their lifespan and will no longer be supported by the manufacturer.

CCCS agencies are encouraged to begin replacing equipment that will become obsolete in the next five years when the CCCS systems are upgraded (i.e. "P25 compliant"), which is the FEMA and Department of Homeland Security recommended technology for public safety communications interoperability. The City currently has 49 non-P25 compliant radios that are aged and will need to be replaced no later than January 1, 2018. Due to the number and cost of radios to be replaced, it is proposed that non-compliant radios be phased out and replaced over a three-year period. Funding is included in FY 2015 to purchase the first half of the replacement radios.

2. **New Accounting Software:** The City has had its current accounting software for over 20 years. Its functionality is very limited and is tailored to work for small school districts in the Midwest, and not for local municipal governments. Accounting operations will be greatly enhanced, particularly with the capture of transaction details, ease of research and extensive reporting capabilities provided by current systems tailored and in use by local municipalities. Staff has researched modern software options and believes that is the appropriate time to upgrade to a more efficient and modern accounting system. Funding for the upgrade has been included in the FY14 budget.
3. **Community Events/Services:** The proposed budget continues to support the City's wide variety of community events: the 2013 Festival of Whales was once again a great success, bringing tens of thousands of visitors to town. The Dana Point Grand Prix celebrated its 7th successful year and is America's largest single-day bike race criterium. The 3rd Annual Dana Point State BBQ Championship brings world-class barbeque chefs and fans to celebrate America's love for BBQ and family outdoor fun. The Dana Point Symphony just celebrated its 3rd year, sold out all of its top quality performances, receiving much deserved acclaim. The City looks forward to continuing to support high quality, family-oriented events for its residents while also providing opportunities for our local business community.

As stated previously, Dana Point is healthy and has not had to cut services to the community during the economic downturn due to its fiscally responsible practices. The proposed budget adheres to this philosophy even as the economy recovers. 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 adopted a General Fund Reserve Policy. The policy established a Cash Flow Reserve (set at 10% of General Fund revenue), Emergency Reserve (set at 20% of General Fund revenue), and a Capital Projects Sinking Fund Reserve (balance of not less than \$2.5 million). In addition, the City has a reserve for funds collected from developers and dedicated to creating public art (“Art in Public Places Reserve”). In order to fund the Town Center and maintain investment in our infrastructure, this budget proposes a transfer in FY 2014 of \$7,718,859 from the General Fund to the CIP Fund.

In FY 2008, the City established a State Budget Impacts Reserve, which was adjusted by Council action to \$1,475,000 in FY 2010. A portion of the reserve was used to offset the State borrowing of property taxes in FY 2010, leaving the reserve at its present balance of \$648,856. The borrowing is to be repaid to the City by the State by the end of FY 2013, with interest, and the reserve will be restored to \$1,475,000.

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

General Fund Reserves	Estimated 6/30/2013	Projected 6/30/2014	Projected 6/30/2015
Cash Flow	\$ 2,942,000	\$ 2,868,000	\$ 2,955,000
Emergency	5,883,000	5,736,000	5,909,000
Capital Projects Sinking Fund	3,169,000	2,500,000	2,500,000
Art in Public Places	127,048	127,048	127,048
Potential State Budget Impacts	1,475,000	1,475,000	1,475,000
Total Reserved Fund Balance	13,596,048	12,708,048	12,966,048
Undesignated Fund Balance	6,831,432	283,511	127,723
Total Reserved and Undesignated Fund Balance	\$ 20,427,480	\$ 12,989,559	\$ 13,093,771

Capital Improvement Program (CIP) in Dana Point

While slowly emerging from the biggest recession since the Great Depression, the City’s proposed budget does provide for some continued investment in capital projects, in particular Phase A and C of the Town Center project.

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

- North PCH Rehabilitation Project
- Town Center South Gateway Project
- Continued investment in local streets rehabilitation
- Doris Walker Overlook at Heritage Park
- PCH Medians Phase II and Phase III (Niguel Shores Bridge to Blue Lantern)
- Capistrano Beach Railroad Crossing Quiet Zone Designation
- Design of Town Center Street Improvement Project Phase I

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, currently \$3,169,000. Given the community priority to fund the Town Center Project, the proposed budget uses \$669,000 of this reserve; therefore, the remaining balance going forward meets the Council’s policy of no less than \$2,500,000. Also a list of unfunded Priority 1 and 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 allocate funds those projects. Lastly, the policy directs that each year any 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 (\$150,000/year)
- Slurry Seal (\$100,000/year)
- Arterial Roadway Rehabilitation and Repairs (\$150,000 /year)
- Sidewalk and Concrete Repairs (\$100,000/year)
- Sidewalk ADA Improvements (\$100,000/year)
- Traffic Safety (\$100,000/year)
- Annual Residential Roadway Resurfacing FY13/14 Phase I (\$669,826 FY 2014)

- Annual Residential Roadway Resurfacing FY13/14 Phase II (\$900,000 FY 2014)
- Annual Residential Roadway Resurfacing FY 14/15 Phase I (\$725,000 FY 2015)
- Annual Residential Roadway Resurfacing FY 14/15 Phase II (\$656,180 FY 2015)

Projects with appropriations proposed for carry over from FY 2013, along with new FY 2014 and FY 2015, combined totaling \$11,867,353 includes:

- PCH/Del Prado Improvements Phase I Design (\$467,335)
- Beach Road Train Crossing Safety Improvements (\$49,514)
- General Park Rehabilitation (\$91,244)
- Town Center First Phase Construction (\$9,208,000)
- PCH Rehab: Crystal Lantern to Copper Lantern (\$536,882)
- San Juan Creek Bike Trail (\$153,750)
- Annual Residential Resurfacing FY 2013 Carryover (\$1,360,628)

In developing the CIP Program budget for this cycle, Staff has prepared a balanced program that is focused on beginning the initial phase of the Town Center Project while also maintaining general infrastructure maintenance.

Conclusion

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 Sea Shelton, Beverly Brion, Bob Barry, Jennifer Anderson and DyAnne Weamire, along with Mike Killebrew, Brad Fowler and various others for their efforts in putting together this biennial budget.

Respectfully Submitted,



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 for 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 benefits of all.

CITY OF DANA POINT DIRECTORY

Administrative Staff

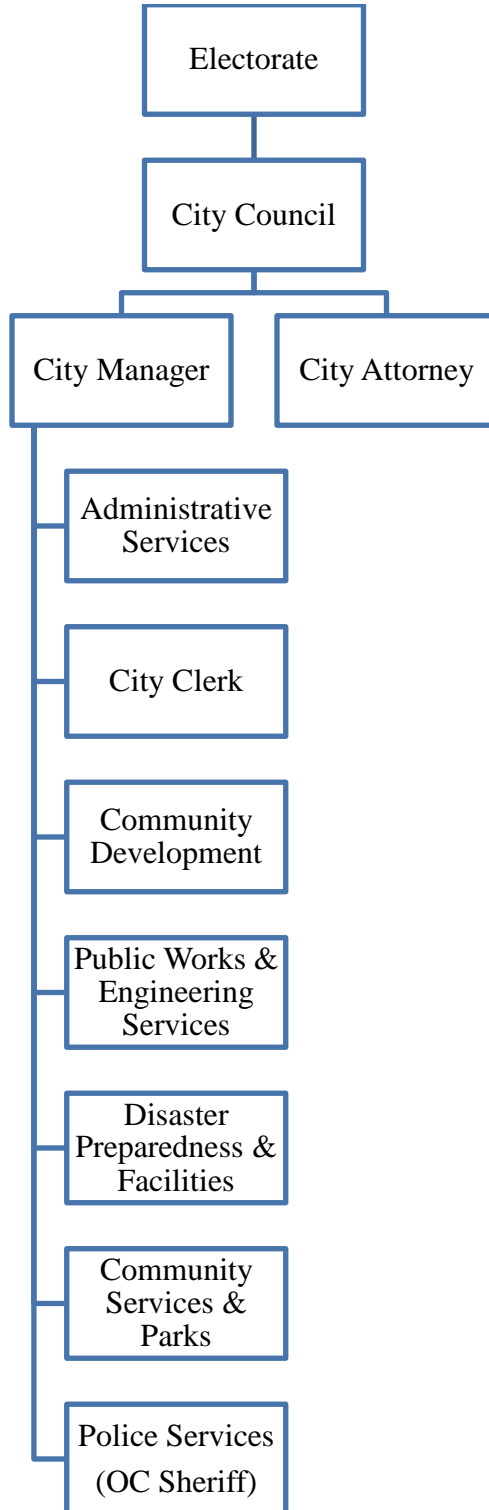
Douglas Chotkevys	City Manager
Mike Killebrew	Assistant City Manager
Kathy Ward	City Clerk
Ursula Luna-Reynosa	Director of Community Development
Brad Fowler	Director of Public Works & Engineering
Mike Rose	Director of Disaster Preparedness & Facilities
Lt. Lynn Koehmstedt	Chief of Police Services
Patrick Muñoz	City Attorney

Department of Administrative Services (Finance & Administration Division)

Mike Killebrew	Assistant City Manager
Beverly Brion	Accounting Supervisor
Shelley Velez	Senior Personnel Analyst
DyAnne Weamire	Administrative Secretary
Tina Pacific	Accounting Technician
Robin Harnish	Accounting Technician
Bob Barry	Interim Accounting Manager
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 PRINCIPLES

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 and sales taxes, investment income, federal entitlements, transient occupancy taxes, franchise fees, motor vehicle fees and gas tax subventions.

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 4	Distribute budget materials to departments.
March 4	Completed budget materials due to Administrative Services Department (ASD) for General Fund departments, CFD Fund and Facilities Improvement Fund.
March 6	Budget Narratives & Major Accomplishments due to ASD.
March 11-15	ASD consolidates budget information. ASD to provide City Manager with preliminary estimate of General Fund operating balance on March 11.
March 18-29	Meetings w/ City Manager, ASD and Dept Heads to review budget submittals, identify initial revisions.
March 26-29	City Manager meets individually with City Council to solicit input on operating and CIP budget priorities.
April 1	City Manager to provide direction to Public Works re: CIP budget priorities, based upon City Council input and funding availability. Public Works to continue development of CIP budget. Discuss IT projects with ASD.
April 1–17	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 15	Draft 7-year CIP budget due from Public Works to City Manager and ASD.
April 15	City Manager meeting w/ ASD & Public Works to finalize proposed CIP budget.
April 17	Final proposed CIP budget spreadsheets due to ASD for inclusion in Proposed Budget package.
April 17-22	ASD assembles Draft Proposed Budget.
April 25	Draft Proposed Budget distributed.
April 29-May 3	Individual budget briefings by City Manager with City Council.
May 21	Public Hearing on Proposed Budget.

FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/33,863
Assessed Valuation:	\$ 8,844,363,956

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	24,163
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ECONOMIC CONDITION AND OUTLOOK

The City of Dana Point serves as a destination for a significant number of visitors each year, many of whom are drawn by the small boat harbor, beaches, parks, golf courses and resorts that are located within 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 tourism industry is the City's principal source of revenue. The transient occupancy tax is 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 our City's 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 in a few years; however this timetable was understandably extended due to the slowdown in the real estate market and the slow recovery in the local economy. After an initial spurt of sales in 2007 and 2008 parcel sales had slowed precipitously, with sales only recently picking up again. Approximately 45 of the residential parcels have been sold to third parties as was the retail parcel. The hotel parcel is still owned by the developer.

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

As the local economy slowly recovers, so does the Transient Occupancy Tax (TOT) revenue the City receives. After peaking in FY2008 at \$11.3 million, TOT revenue bottomed out in FY2010 at \$7.2 million. Since then, it has recovered to \$9.4 million in FY2012 and so far in FY2013 TOT revenues are up over 7% from the prior year. 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 hosting corporate events. All hotels located in the City have been experiencing higher occupancy rates. Since many of the largest sales tax generating businesses are reliant on tourism, this revenue tends to move along the same general trend line as transient

occupancy. However, the recovery in sales tax revenue receipts has not been as robust as the recovery in the TOT revenues. Excluding one-time adjustments, sales tax collections are expected to be flat in FY2013 when compared to FY2012. The summer season, when the largest proportion of transient occupancy and sales tax revenues are generated, saw significant improvement in both revenue sources in fiscals 2011 and 2012, and the City anticipates this trend will continue 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, from 2008 through 2012, California's economy was weaker than the nation as a whole; this is widely attributed to the collapse and slow recovery in the housing market. Many believe that California's recovery will be slower than the national recovery and occur over a longer period of time. The local unemployment rate, which stood at 2.8% in calendar year 2007, surged to 7.0% by fiscal 2010. The final rate for 2011 dropped to 6.7% and the final rate for 2012 declined further to 5.5%. With a relatively more-educated populace, Dana Point remains relatively better off than California as a whole, which in June of 2012 had an unemployment rate of 10.7%. Locally, Dana Point has experienced minor growth in median household income (up 1.5% since 2003) and per capita income (up 1.2% since 2003). However, since fiscal 2010, both median household income and per capita income have declined, falling by \$13,400 (15.4%) and \$3,300 (6.8%), respectively. Recent economic forecasts point to income growth resuming over the next five years. Median home prices are still below the peak of \$715,000 reached in fiscal 2008 and had dropped to \$563,000 in fiscal 2010, a reduction of 21.2%. The median home price has since partially recovered to \$623,000 in fiscal 2012 and the expectations are for prices to trend up over the next couple of years.

Despite the decline in median home prices, citywide assessed real property valuation as of fiscal 2012 decreased by a much smaller percentage from its peak in fiscal 2009, falling by only a total of \$145 million, or 1.6%. There are a couple of factors behind this. First, and most 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 increase 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. Second, the valuation date for the assessments is actually the April preceding the start of the fiscal year, so the assessment does not fully reflect the continuing changes, both up and down, in resale values.

The State continues to struggle with balancing its budget and in the past the State has not hesitated to either take revenues away or off-load its public service responsibilities and passing along the related costs to the local governments. We will remain diligent in monitoring State actions.

HIGHLIGHTS OF FISCAL YEAR 2012 & 2013 ACCOMPLISHMENTS

The following is a synopsis of the major accomplishments of the City of Dana Point during the 2012 & 2013 Fiscal Year.

ADMINISTRATIVE SERVICES DEPARTMENT

1. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2010 and 2011 Comprehensive Annual Financial Reports (CAFR).
2. Completed the 2010-2011 and the 2011-2012 annual City audits with no negative audit findings.
3. Administered and implemented the City's eighth two-year budget process for fiscal years 2013-2014 and 2014-2015.
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 Service Programs, Inc., two Orange County families were "adopted" by City residents and employees through fundraising drives and events during the 2011 and 2012 Holiday Season.
7. Continued positive labor relations with Dana Point Employees Association (DPEA).
8. Administered and coordinated citywide in-house and off-site employee training opportunities, including training required by California laws and regulations.
9. Conducted annual Health Benefits Open Enrollment and annual Performance Evaluation/Merit Review process for all eligible City staff.
10. Coordinated the City's Community Newsletter with the Community Services & Parks Department.
11. In conjunction with the City Manager, Police Services, Capistrano Unified School District (CUSD), and Dana Hills High School continued to manage the on-campus drug and alcohol early intervention program staffed by a contract intervention specialist.
12. 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.
13. Participated in the biannual San Onofre Nuclear Generating Station graded exercise.

14. Identified and submitted claims to the State of California for costs incurred by the City totaling over \$100,000 in regards to State mandates.

FACILITIES AND DISASTER SERVICES

DISASTER SERVICES

1. Emergency Services staff partnered with FEMA, Public Works, and CalTrans, to successfully apply for and receive almost \$500,000 in disaster response reimbursements.
2. The Emergency Services Coordinator served as the Vice-Chair of the Inter-jurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station.
3. The City's Community Emergency Response Team (CERT) program continues to provide valuable disaster preparedness training to interested residents.
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. Division Staff, supported by volunteers from the CERT program, planned and hosted the annual Emergency Preparedness EXPO. This event generates community interest in our disaster preparedness and first responder capabilities, and involves a partnership with OCSD, OCFA, SCE, and many other agencies and vendors that support emergency and disaster response in the community.
6. The Dana Point Emergency Operations Center continues to evolve and set the bar for local disaster preparedness and planning.
7. The Emergency Services Staff is continuing with our distribution of Potassium Iodide pills to all residents and businesses that request it.
8. Staff has partnered with the Orange County Fire Authority with a local distribution program of smoke detectors and carbon monoxide alarms.
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. Maintained our certification as a NOAA/NWS StormReady and TsunamiReady City.

FACILITIES

12. Assumed responsibility for several new facilities at the Headlands Development. These include the Nature Interpretive Center, the South Strands Restroom, the Funicular inclined elevator, and the PCH Pedestrian Bridge.
13. The Nature Interpretive Center 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.
14. As part of an agreement with the County of Orange, the Facilities Division has assumed maintenance responsibility for the County owned restroom facilities in the Headlands area. This has improved the condition of the restrooms and these facilities are maintained 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. Updated the City's Records Retention Policy which conforms with the City's Records Retention Schedule.
2. Successfully administered the November 6, 2012 election.
3. Continued on-going implementation of a new Records Management and Document Imaging System (SIRE). The new system enhances customer service to the citizens and businesses by providing information and public services on-line in an effective, assessable manner. In addition, it helps the City realize operational efficiencies and increased productivity of City staff.
4. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
5. 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.
6. Responded to approximately 475 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.

7. 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.
8. Published notices and processed applications for the Planning Commission, Arts and Culture Commission, Youth Board and all other City Subcommittees and Task Forces, scheduled interviews, and administered oaths of office.
9. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
10. Managed the maintenance of the City's website.
11. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
12. Completed filing the City's Ticket Policy (Form 802) monthly to the FPPC and filing the Public Officials Appointments (Form 806) annually for posting on the City's website.
13. Received and processed approximately 77 annual City contracts including required bonds and insurance.
14. Received and processed summons and lawsuits against the City.
15. Published, posted and processed 10 ordinances and approximately 41 resolutions annually.
16. Published, posted and processed approximately 70 legal notices.
17. Recorded approximately 32 legal documents through the County's Recorders Office.
18. Participated in a SONGS Emergency drill under the City's Emergency Plan.

COMMUNITY DEVELOPMENT DEPARTMENT

1. Town Center Plan –The City Council, in January 2012, approved the Coastal Development Permit and associated MND for the Town Center Street Improvement Project. Planning Staff has worked with Public Works Staff and ROMA Design Group on the design of public improvements for Town Center. Community Development staff has also been actively working with various landowners and developers on preliminary project development plans.
2. Dana Point Harbor Revitalization Plan – The California Coastal Commission approved the development standards component of this plan on August 9, 2012. With this action, the Harbor Land Use Plan is now certified. Since adoption of the new regulations, a number of the projects in the Harbor, including the Nordhavn Yachts World Headquarters, were approved in 2012.

3. Doheny Village Plan – On January 31, 2012, a joint workshop of the City Council and Planning Commission was held at the Dana Point Community Center to further discuss the Doheny Village Plan, with approximately 70 in attendance. Since that time, City staff and the Roma Design Team have been framing a draft Doheny Village Plan incorporating information gleaned from the public workshops and comments from the community.
4. With Economic Development staff, working with the Planning Division and the City’s consultant, ROMA Design Group, and other City departments, this is a comprehensive focus for revitalization through zoning changes and strategic public beautification efforts and other strategies designed to prompt investment and renewal by private property owners in the Doheny Village area.
5. Short Term Rentals – Working with Administrative Services, an ordinance was prepared and adopted by the City Council to allow short term vacation rentals in the City.
6. Tourism Business Improvement District - Economic Development continues support of TBID branding and marketing efforts and initiatives, including new special events, quarterly updates to the City Council, monthly meetings and annual renewals. The City Council established the 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 to implement its marketing plan.
7. 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. Detailed quarterly reports are required to maintain this reimbursement grant. This grant is funding the contract with ROMA Design Group.
8. Public Art Master Plan Grant Application from National Endowment for the Arts (NEA) - Grant submission in 2012 and 2013 for \$50,000 matching grant funds to develop a Dana Point Public Art Master Plan.
9. Dana Point Youth Board – Administration of Dana Point Youth Board, with two meetings per month, special projects and annual selection.
10. Destiny Business Committee – Administration of business leader task force.
11. Enhanced Public Outreach – The Department continues to update and create new informational handouts to assist the public in understanding the department’s procedural requirements for development applications, permits, improving and maintaining the appearance of neighborhoods and submitting complaints to Code Enforcement. These handouts/information materials are now available on our web site.

12. The City increased its online presence through social media ventures, including Facebook and Twitter. 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 the Mayor for annual State of the City presentations, and various writing projects.
13. Visitors Center – Provided personal assistance to 150 visitors per week at Visitors Center kiosk during summer weekends and special events.
14. Adoption of New Fuel Modification Standards – This project involved collaboration with the Orange County Fire Authority to update the City's Fuel Modification Zones to comply with State Fire requirements.
15. 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.

PUBLIC WORKS DEPARTMENT

CAPITAL IMPROVEMENT PROJECTS

1. Completed several in-house design efforts for roadway repair projects, saving considerable costs compared to contract design services.
2. 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 nearly been completed. The design is being finalized at this time and the City Council has directed staff to proceed with phased construction.
3. Designed, Bid and Constructed the PCH Rehabilitation Project which resurfaced Pacific Coast Highway between Niguel Road and Crown Valley.
4. Designed, Bid and Constructed the Town Center South Gateway Project.
5. Designed, Bid and Constructed the PCH Medians Phase II and Phase III Projects. These Projects were grant funded in part and resulted in the extension of landscaped medians from Niguel Road to Blue Lantern on PCH as well as the entry median and sign just west of Crown Valley on PCH.
6. Assisted OCTA and Metrolink in managing the Railroad Crossing Safety Enhancement Program which resulted in significant improvements at the Beach Road Railroad Crossing. The improvements were completed and the City successfully attained Quiet Zone Status (no train horns) as a result of the modifications.
7. Assisted the County of Orange in obtaining grant funds for the San Juan Creek Bike Trail Improvement Project which will improve the bike trail to avoid flooding from San Juan Creek. Construction will proceed later this year.

8. Coordinated SCWD Creekside Park Well Construction Project to reduce impacts to park users during construction.

ENGINEERING

9. Continued to utilize in-house staff for development plan check and inspection services, including geotechnical review, saving the City and our applicants' time and money.
10. Continued to assist the Planning and Building Divisions with the review and processing of development work.
11. Processed Annual Permits with all Utility Companies to streamline permit processing and resultant inspections.
12. Processed a number of Special Event applications/requests in conjunction with the Planning Division and provided support for those events.
13. Major private development projects included the Dana Point Hotel, Post Office relocation, Mobile Home Estates property, South Shores Church, Sea Terrace Park Maintenance Facility, Hollywood Video replacement, Dana Marina Inn, Advent Building and St. Regis East.
14. Developed a PCH "Complete Street" concept plan for adding Class III pedestrian/bike paths to compliment the vehicular trail on Hwy 1 in concert with other beach cities. OCTA will assist to develop a more refined plan for future funding opportunities.

WATER QUALITY AND NATURAL RESOURCES

15. Obtained grant funding for a parks project through OCTA Measure M2 Tier 1 to rehabilitate the parkway along Golden Lantern between Jeremiah and Priscilla to incorporate a water efficient irrigation system and water smart landscaping.
16. Obtained grant funding through OCTA Measure M2 Tier 2 for a water quality project at a large storm drain culvert at LO1S02 in San Juan Creek. Currently evaluating feasibility and options and working with stakeholders and regulatory agencies to evaluate complimentary infiltration project to reduce dry weather flow pollutants into San Juan Creek. Staff solicited partner support, including the City of San Juan Capistrano, County of Orange, CalTrans and the Municipal Water District of Orange County. The project also earned a high priority ranking in the South Orange County Watershed Management Area Proposition 84 Project List for said project.
17. Assisted Planning staff on three major initiatives: the Doheny Village Plan, the Connectivity Study and the Harbor Revitalization.

18. Staff continues to be an active participant in the updating of the South Orange County Watershed Management Area Plan (formerly Integrated Regional Watershed Management Plan (IRWMP)).
19. Executive staff is an active participant in the California Beach Stakeholder Group, administered by the State Water Resources Control Board. Dana Point helped sponsor the Water Quality State of the Science Symposium with SCCWRP.
20. The City has been an active participant in receiving water language development and the development of the Marine Protected Areas (MPA's)/Storm Water Quality Protected Areas (SWQPA) language for the State Ocean Plan Amendment.
21. The City, along with our co-permittees, worked cooperatively to develop and submit the updated Model WQMP and Orange County Hydro-modification Plan (HMP). Both of these documents have been submitted to the RWQCB and are pending approvals.
22. The City and our fellow San Juan Creek Watershed partners developed a strategy and drafted the San Juan Creek Comprehensive Load Reduction Plan per the Beaches and Creeks Total Maximum Daily Load (TMDL). This document was submitted to the RWQCB in October 2012 within the specified 18 month timeframe required.
23. Continued to work cooperatively with South Coast Water District on joint Water Use Efficiency Programs which are highly focused on runoff reduction and prevention.
24. Continued to administer the Grease Interceptor Rebate program to prevent sewer block and spills caused by grease on behalf of the City and South Coast Water District. A total of 10 interceptors, totaling \$67,000 in rebate funds, have been provided to date under this program.
25. Continued 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.
26. The City took a lead role as a regulated municipality by actively participating in the development and negotiations with San Diego Regional Water Quality Control Board in the development of a Regional MS4 NPDES Permit which will have significant ramifications and define the municipal storm water permit requirements process for the Region in the long term.
27. The City of Dana Point, together with County of Orange Watersheds, Orange County Parks and Orange County Dana Point Harbor, continued efforts to maintain and improve water quality at Baby Beach and achieved the first milestone of the Baby Beach Total Maximum Daily Load (TMDL) regulations.
28. The City applied for and received approval of a Nature Education Facilities Grant from California State Parks in the amount of \$98,595 for the creation of new exhibits

within and around the Nature Interpretive Center as well as interpretive panels and maps to be placed throughout the trails systems.

29. Continued to build up the Docent programs for the Ocean Institute tide pool area and the Headlands nature parks (now with over 60 active volunteers).
30. Participated in the State's Marine Life Protection Program and Orange County Marine Protected Areas Council as it relates to Dana Point waters.

SOLID WASTE AND RECYCLING

31. Coordinated efforts with other South OC Cities serviced by CR&R for implementation of a Commercial Food Waste Pilot Program which concluded in November 2011. Funding for this innovative pilot program, the first of its kind in Orange County, was awarded by OC Waste and Recycling. Businesses that participated in the pilot program included Salt Creek Grille, The Ritz-Carlton and The St. Regis Monarch Beach. CR&R, Inc. is offering a food waste composting service to businesses to continue the progress made with the grant. The composting program reduces the amount of food waste that is filling up our landfills.
32. The SHARPS mail-back program for City residents continues for residents who need a safe, convenient, and free way to dispose of medical SHARPS.
33. Successfully expanded household battery and CFL bulb recycling program at City Hall for residents and visitors to City Hall.
34. Achieved a 53% solid waste diversion rate, exceeding the State's 50% mandate in the most recent 2009 Annual Report.
35. Implemented a Multi-Family Residence Recycling Signage Program as a public outreach effort to educate residents about diverting recyclables from the landfill.
36. Successfully implemented backyard and food waste composting workshops (4 annually) for Dana Point residents as another program to educate residents about sustainable practices.
37. Resident participation in the City's Tri-Annual Bulky Item Clean Up Day events diverted approximately 102 tons of recyclable material from the landfill this year.
38. Adopted Plastic Bag and Styrofoam Ban Ordinances. The Styrofoam Ban ordinance was implemented in October 2012. The Plastic Bag Ban ordinance will be implemented in tiers based on gross taxable sales. The first tier went into effect on April 1, 2013.
39. Developed initial concepts for a Zero Waste Program directed at reducing litter and encouraging sustainable programs in concert with our major hotels.

STREET MAINTENANCE

40. Continued to complete disabled access ramps with City projects, where requested, in response to complaints from our citizens.
41. Continued to annually inspect all public walkways citywide and make necessary repairs to eliminate potential tripping hazards.
42. Continued to work with Caltrans to take actions to improve the appearance and cleanliness of landscaped areas and other areas along the State Route 1/Interstate 5 Freeway corridor.
43. Continued to support public events such as the Grand Prix Bike Race, Festival of Whales, 4th of July, Concours d'Elegance and the Turkey Trot.
44. Continued to utilize 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.
45. 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.
46. Assisted in the review of tree damage to sidewalks in Town Center and to prioritize repairs to effectively prevent potential tripping hazards.
47. Emergency traffic control equipment staged in 3 separate locations to allow for faster response times during emergencies.
48. Instituted a Public Works work order management program to track requests, aid in scheduling of work and track response times.
49. Continued to provide oversight of construction work throughout the City, assuring safety guidelines and quality standards are being followed.
50. Continued to assist Code Enforcement in mitigating public right of way obstructions and hazards caused by private property owners citywide.

ADMINISTRATION

51. Completed the expanded City-wide Special Events Banner Program to highlight and advertise upcoming events taking place within the City and the OC Harbor.
52. Obtained and Administered 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.
53. 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.

TRAFFIC

54. Worked with the Traffic Improvement Subcommittee to address resident concerns at the intersection of Pacific Coast Highway and Selva Road. This resulted in the construction of traffic safety and signal modification work to reconfigure side street signal phasing to improve safety. Also, one pedestrian crosswalk was removed to more efficiently and safely manage pedestrian traffic.
55. Installed and managed signal coordination timing on PCH, Golden Lantern, Del Obispo, Crown Valley 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.
56. Continued to review and process the City Council adopted Signal Synchronization Plan.
57. Began work on a City Trolley grant application for PCH and for special events.

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.

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.
4. The crime prevention program "Hide it, Lock it or Lose it" (HILIOLI) was implemented in 2009. The results of the award winning program are still being seen with an overall reduction in property crimes.
5. 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 deputy is required to spend at least one hour per month on campus to remain familiar with the high school environment and physical layout of the campus. All personnel are trained in Rapid Response Tactics and are prepared to respond quickly and effectively to violence on the school grounds.

In addition to these safeguards, the City and Police Services 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. This program is helping reduce risky behaviors by students and has prevented many instances where otherwise we could have seen students causing serious harm to themselves or others.

6. We continued our agreement with the County of Orange Harbors, Beaches and Parks Department to have a deputy patrol the beach areas.
7. 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.
8. 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 Force's progress.
9. 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. 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, customer service and online registration, where customers can access it 24/7 to register for recreational classes. Shortly after implementation 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

1. Added doggy drinking fountain and shade structures at Creekside Park.
2. Installed new dinosaur themed play equipment at Dana Crest Park.
3. Completely renovated Harry Otsubo Community Gardens.
4. Removed old wooden sign and installed new rock monument sign at Pines Park.
5. Added new picnic tables at Sea Canyon Park.
6. Installed new benches around play area at Lantern Bay Park.
7. Removed dilapidated wooden sign and installed new rock monument sign at Dana Woods Park.
8. Renovated Seven Seas median with drought tolerant landscaping and lights.

9. Erected new rock monument sign at Lantern Bay Park.
10. Installed new concrete picnic tables in the old section of Sea Terrace Park.
11. Planted over 250 trees along parkways and in City parks.
12. Re-landscaped planter at Chloe Luke Park.
13. Installed new picnic tables and BBQs at Dana Crest Park.
14. 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 2014 is \$79,452,079, and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2013): \$75,195,966

FY 2014 Adjustment Factors:

1. Population %	.51
2. Per Capita Personal Income %	5.12
3. Population converted to a ratio	1.0051
4. Inflation converted to a ratio	<u>1.0512</u>

Total Adjustment Factor (=3 x 4) 1.0566

FY 2012 Appropriations Limit (\$75,195,966 x 1.0566) \$79,452,079

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BUDGET SUMMARIES

Budget Summaries Overview

The budget 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 2011 through 2015

The summaries presented include the following:

- General Fund Revenue Comparison – By Source
- General Fund Expenditure Comparison – By Department
- General Fund Total Sources & Allocation Comparison
- Authorized full-time Positions – By Department
- Personnel Classifications

CITY OF DANA POINT
GENERAL FUND REVENUE COMPARISON - BY SOURCE
Fiscal Years 2011 Through 2015

	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
TAXES & FRANCHISES					
Property Taxes	5,885,366	5,808,067	7,097,000	6,045,000	6,150,000
Franchise Fees	1,246,901	1,198,173	1,355,000	1,225,000	1,223,000
Property Transfer Taxes	199,835	230,255	260,000	237,000	244,000
In-lieu Property Taxes	3,943,841	3,946,744	4,050,000	4,072,000	4,184,000
Transient Occupancy Taxes	8,338,104	9,382,333	10,500,000	10,625,000	10,950,000
Sales & Use Taxes	3,074,964	3,569,507	3,215,000	3,853,000	4,067,000
Homeowner Property Tax Relief	50,047	49,051	52,000	50,625	51,511
LICENSES & PERMITS					
Engineering Permits	69,464	46,025	56,000	84,000	86,000
Planning Permits	116,756	159,498	136,500	141,000	145,000
Building Permits	493,206	461,192	470,000	564,000	581,000
FINES & FORFEITURES					
Fines & Forfeitures	230,955	295,364	243,000	250,000	250,000
Penalties, Interest & Restitution	55,373	159,661	50,000	50,000	50,000
USE OF MONEY & PROPERTY					
Rental of Property	73,968	63,342	70,000	60,000	60,000
City Plaza Rent	90,928	86,890	88,000	74,000	74,000
Investment Interest	193,359	77,251	320,000	82,000	95,000
INTERGOVERNMENTAL					
Motor Vehicle In-Lieu	170,372	18,466	125,000	0	0
State/Local Grants	0	0	144,002	0	0
Intergovernmental Cost Reimbursements	109,016	201,360	0	54,000	54,000
Nuclear Power Program	191,098	179,210	175,000	175,000	175,000
CHARGES FOR SERVICES					
Engineering Fees	88,837	78,028	81,000	104,000	106,000
Art in Public Places Fee	-11,375	21,399	0	0	0
Planning Fees	66,349	60,659	64,000	73,000	75,000
Building Fees	327,663	289,337	310,000	382,000	394,000
Recreation Classes & Activities	232,281	281,360	210,000	287,000	290,000
Solid Waste Administration Fee	51,212	47,801	50,000	52,000	52,000
Development Impact Fees	3,144	0	10,000	10,000	10,000
Reimbursed Expenses	598,292	479,157	430,438	124,400	174,400
Planning Appeals	0	500	1,000	1,000	1,000
OTHER					
Abandoned Vehicle Abatement Program	15,982	17,953	15,000	0	0
Beverage Container Recycling	5,000	19,312	5,000	0	0
Litigation Settlements	0	0	0	0	0
Miscellaneous Revenue	7,071	4,496	15,000	5,000	5,000
GENERAL FUND TOTAL	\$25,918,007	\$27,232,391	\$29,597,940	\$28,680,025	\$29,546,911

**CITY OF DANA POINT
GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT
Fiscal Years 2011 Through 2015**

	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget		FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
CITY COUNCIL						PUBLIC SAFETY					
Personnel	\$48,967	\$48,521	\$51,021	\$47,199	\$47,269	Personnel	190,819	195,703	202,189	208,443	210,462
Materials & Services	98,207	63,699	81,500	81,500	81,500	Materials & Services	9,806,130	9,500,924	9,952,070	10,151,433	10,570,670
Capital Outlay	0	0	0	0	0	Capital Outlay	0	52,375	30,000	30,000	200,000
Total	\$147,174	\$112,220	\$132,521	\$128,699	\$128,769	Total	\$9,996,949	\$9,749,002	\$10,184,259	\$10,389,876	\$10,981,132
CITY MANAGER						CITY ATTORNEY					
Personnel	\$375,287	\$382,553	\$386,777	\$373,203	\$376,593	Personnel	0	0	0	0	0
Materials & Services	70,047	106,906	142,845	132,605	131,285	Materials & Services	845,690	834,805	652,300	742,500	749,000
Capital Outlay		0	0	0	0	Capital Outlay	0	0	0	0	0
Total	\$445,334	\$489,459	\$529,622	\$505,808	\$507,878	Total	\$845,690	\$834,805	\$652,300	\$742,500	\$749,000
ADMINISTRATIVE SERVICES						RECREATION & PARKS					
Personnel	\$793,597	\$776,730	\$857,509	\$845,953	\$854,729	Personnel	863,539	876,241	877,493	956,068	968,666
Materials & Services	98,060	162,110	137,935	164,710	149,170	Materials & Services	3,663,008	3,600,835	3,844,960	4,015,890	4,172,890
Capital Outlay	0	0	0	0	0	Debt Service	0	0	0	0	0
Total	\$891,657	\$938,840	\$995,444	\$1,010,663	\$1,003,899	Capital Outlay	0	14,911	0	0	0
CITY CLERK						Total	\$4,526,547	\$4,491,987	\$4,722,453	\$4,971,958	\$5,141,556
Personnel	\$366,103	\$379,341	\$409,477	\$367,414	\$371,911	RISK MANAGEMENT					
Materials & Services	133,249	128,000	236,320	187,510	212,510	Personnel	0	0	0	0	0
Capital Outlay	0	13,439	0	0	0	Materials & Services	0	0	1,300	1,300	1,300
Total	\$499,352	\$520,780	\$645,797	\$554,924	\$584,421	Risk Management	1,421,854	889,716	755,800	423,700	608,200
COMMUNITY DEVELOPMENT						Total	\$1,421,854	\$889,716	\$757,100	\$425,000	\$609,500
Personnel	\$2,167,216	\$2,266,096	\$2,404,850	\$2,406,729	\$2,472,051	FACILITIES					
Materials & Services	410,385	498,084	537,740	473,104	412,054	Personnel	147,793	150,089	155,122	154,478	156,273
Capital Outlay	0	0	0	0	0	Materials & Services	436,972	469,847	460,095	531,677	519,127
Total	\$2,577,601	\$2,764,180	\$2,942,590	\$2,879,833	\$2,884,105	Capital Outlay	0	5,250	0	0	0
PUBLIC WORKS						Total	\$584,765	\$625,186	\$615,217	\$686,155	\$675,400
Personnel	\$1,979,349	\$1,965,170	\$2,114,686	\$1,908,106	\$1,943,514	NON-DEPARTMENTAL					
Materials & Services	3,277,885	3,297,570	3,726,655	3,626,440	3,734,498	Personnel		0	0	0	0
Capital Outlay	0	0	0	20,000	0	Materials & Services	688,620	633,470	821,745	935,295	862,395
Total	\$5,257,234	\$5,262,740	\$5,841,341	\$5,554,546	\$5,678,012	Capital Outlay	0	0	0	295,000	167,000
						Total	\$688,620	\$633,470	\$821,745	\$1,230,295	\$1,029,395
TOTAL						TOTAL					
	\$27,882,777	\$27,312,385	\$28,340,389	\$29,080,257	\$29,973,068		\$27,882,777	\$27,312,385	\$28,340,389	\$29,080,257	\$29,973,068

CITY OF DANA POINT
GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON
Fiscal Years 2011 Through 2015

REVENUES & SOURCES	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
General Fund - Revenue	\$25,918,007	\$27,232,391	\$29,597,940	\$28,680,025	\$29,546,911
Transfer In - from Facilities Improvement Fund	0	0	0	0	0
Transfer In - from Measure M Fund	0	0	72,426	0	0
Transfer In - from Gas Tax Fund	578,561	593,000	593,000	711,170	560,370
TOTAL REVENUES & SOURCES	<u>\$26,496,568</u>	<u>\$27,825,391</u>	<u>\$30,263,366</u>	<u>\$29,391,195</u>	<u>\$30,107,281</u>
EXPENDITURES & USES					
General Fund - Operating Expenditures	\$27,882,777	\$27,312,388	\$28,840,389	\$29,080,257	\$29,973,068
Transfer Out - to Capital Improvements Fund	100,000	0	0	7,718,859	0
Transfer Out - to CFD2006-1 Maintenance Fund	30,000	30,000	30,000	30,000	30,000
Transfer Out - to Facilities Improvement Fund	25,171	0	0	0	0
TOTAL EXPENDITURES & USES	<u>\$28,037,948</u>	<u>\$27,342,388</u>	<u>\$28,870,389</u>	<u>\$36,829,116</u>	<u>\$30,003,068</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	<u><u>-\$1,541,380</u></u>	<u><u>\$483,003</u></u>	<u><u>\$1,392,977</u></u>	<u><u>-\$7,437,921</u></u>	<u><u>\$104,213</u></u>

CITY OF DANA POINT
AUTHORIZED FULL-TIME POSITIONS - BY DEPARTMENT
Fiscal Years 2012 Through 2015

	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>		<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>
<u>City Manager</u>					<u>Public Works - Street/Drainage Maintenance</u>				
City Manager	1	1	1	1	Senior Management Analyst	0.33	0.33	0.33	0.33
Executive Secretary	1	1	1	1	Streets & Fleet Manager	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	Senior Management Analyst	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>				
Accounting Supervisor	0	0	1	1	Engineering Technician III	2	2	2	2
Accounting Technician	1	1	1	1	City Engineer	1	1	1	1
Accountant	0	0	1	1	Senior Construction Inspector	1	1	1	1
Acct./Data Processing Manager	1	1	0	0	Principal Civil Engineer	1	1	1	1
Administrative Secretary	1	1	1	1	Associate Engineer	1	1	1	1
Dir. of Administrative Services	1	1	1	1	Secretary	2	2	2	2
Management Analyst	1	1	1	1	Senior Civil Engineer	4	4	4	4
Personnel Analyst	1	1	0	0	<u>Public Works - Water Quality</u>				
Senior Management Analyst	1	1	0	0	Senior Civil Engineer	1	1	1	1
Senior Personnel Analyst	0	0	1	1	Natural Resources Protection Off.	1	1	1	1
<u>Community Development - Planning</u>					<u>Facilities</u>				
Dir. of Community Development	1	1	1	1	Bldg. & Facil. Maint. Worker III	1	1	1	1
Administrative Secretary	1	1	1	1	Director of Facilities & Disaster Svcs.	0.5	0.5	0.5	0.5
City Architect/Planning Manager	1	1	1	1	<u>Public Safety - Emergency Services</u>				
Associate Planner	2	2	2	2	Emergency Services Coordinator	1	1	1	1
Senior Planner	3	3	3	3	Director of Facilities & Disaster Svcs.	0.5	0.5	0.5	0.5
<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	Administrative Secretary	1	1	1	1
Senior Permit Technician	1	1	1	1	Dir. Community Svcs & Parks	1	1	1	1
<u>Community Development - Code Enforcement</u>					<u>Community Services</u>				
Code Enforcement Officer	3	3	4	4	Recreation Manager	0	0	1	1
Secretary	0.5	0.5	0.5	0.5	Recreation Supervisor II	1	1	0	0
<u>Community Development - Economic Development</u>					<u>Community Services</u>				
Economic Development Manager	1	1	1	1	Recreation Coordinator	1	1	2	2
Management Analyst	1	1	1	1	<u>Total Personnel</u>				
<u>Public Works - Administration</u>					64.00 64.00 66.00 66.00				
Dir. of Pub. Works & Engr. Svcs.	1	1	1	1					
Administrative Secretary	1	1	1	1					
Senior Management Analyst	0.33	0.33	0.33	0.33					

**CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS**

FULL TIME PERSONNEL	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS	AUTHORIZED FULL- TIME POSITIONS
TITLE	FY2012	FY2013	FY2014	FY 2015
Accountant	0	0	1	1
Accounting Technician	1	1	1	1
Accounting/Data Processing Manager	1	1	0	0
Accounting Supervisor	0	0	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	4	4
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 Facilities & Disaster Preparedness	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	0	0
Principal Civil Engineer	1	1	1	1
Recreation Coordinator	1	1	2	2
Recreation Manager	0	0	1	1
Recreation Supervisor II	1	1	0	0
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	1	1
Senior Permit Technician	1	1	1	1
Senior Personnel Analyst	0	0	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	66	66
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:

The Gas Tax revenues received representing the replacement of the Traffic Congestion Relief funds (Prop 42) are transferred to the Capital Improvement Projects Fund. The balance of the 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.

HEADLANDS HABITAT FUND:

This fund was established to account for the revenues and expenditures related to maintaining the natural habitat at the Headlands Reserve.

**CITY OF DANA POINT
FISCAL YEAR 2014 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	General	Gas Tax	Cstl Trns.	Measure M	Park Dev	AB2766	SLESF	Headlands Habitat	Facil Impv	CFD Acq.	CFD Maint	CIP	Total
Estimated Fund Balance 6/30/2013	20,427,480	150,800	1,237,795	95,371	687,950	237,209	-	-	100,455	63,046	150,000	3,745,122	26,895,228
REVENUES & TRANSFERS-IN													
REVENUES:													
Taxes & Franchises	26,107,625	560,370		498,892									27,166,887
Licenses & Permits	789,000												789,000
Fines & Forfeitures	300,000												300,000
Use of Money & Property	216,000		6,300	900	-	800	600	30,450			1,400		256,450
Intergovernmental	229,000	528,314	-			40,000							797,314
Charges for Services	1,031,400										90,000		1,121,400
Other	7,000				100,000			180,000					287,000
Sub-total Revenues	28,680,025	1,088,684	6,300	499,792	100,000	40,800	600	210,450	-	-	91,400	-	30,718,051
TRANSFERS-IN													
from Gas Tax Fund	711,170											528,314	1,239,484
from Park Development Fund													-
from CIP Fund													-
from General Fund											30,000	7,718,859	7,748,859
from AB2766 Fund													-
from Measure M Fund												521,837	521,837
Sub-total Transfers-in	711,170	-	-	-	-	-	-	-	-	-	30,000	8,769,010	9,510,180
TOTAL REVENUES & TRANSFERS-IN	29,391,195	1,088,684	6,300	499,792	100,000	40,800	600	210,450	-	-	121,400	8,769,010	40,228,231
EXPENDITURES & TRANSFERS-OUT													
EXPENDITURES													
Personnel	7,267,593												7,267,593
Materials & Services	21,043,964		120,000					30,000			150,300	11,469,826	32,814,090
Risk Management	423,700												423,700
Capital Outlay	345,000												345,000
Sub-total Operating Expenditures	29,080,257	-	120,000	-	-	-	-	30,000	-	-	150,300	11,469,826	40,850,383
TRANSFERS-OUT													
to CIP Fund	7,718,859	528,314		521,837									8,769,010
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund	-												-
to General Fund		711,170		-									711,170
Sub-total Operating Transfers-out	7,748,859	1,239,484	-	521,837	-	-	-	-	-	-	-	-	9,510,180
TOTAL EXPENDITURES & TRANSFERS OUT	36,829,116	1,239,484	120,000	521,837	-	-	-	30,000	-	-	150,300	11,469,826	50,360,563
YEAR-END FUND BALANCE SUMMARY													
Reserved:													
Total Reserved Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Unreserved - Designated													
Cash Flow	2,868,000												2,868,000
Capital Projects Sinking Fund	2,500,000											20,000	2,520,000
Emergencies	5,736,000												5,736,000
Art in Public Places	127,048												127,048
Potential State Budget Impacts	1,475,000												1,475,000
Future Years' Expenditures	283,511	-	1,124,095	73,326	787,950	278,009	600	180,450	100,455	63,046	121,100	1,024,306	4,036,848
Total Unreserved Fund Balance	12,989,559	-	1,124,095	73,326	787,950	278,009	600	180,450	100,455	63,046	121,100	1,044,306	16,762,896
TOTAL FUND BALANCE 6/30/2014	12,989,559	-	1,124,095	73,326	787,950	278,009	600	180,450	100,455	63,046	121,100	1,044,306	16,762,896

**CITY OF DANA POINT
FISCAL YEAR 2015 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	General	Gas Tax	Cstl Trns.	Measure M	Park Dev	AB2766	SLESF	Headlands Habitat	Facil Impv	CFD Acq.	CFD Maint	CIP	Total
Estimated Fund Balance 6/30/2014	12,989,559	-	1,124,095	73,326	787,950	278,009	600	180,450	100,455	63,046	121,100	1,044,306	16,762,896
REVENUES & TRANSFERS-IN													
REVENUES:													
Taxes & Franchises	26,869,511	560,370		529,505									27,959,386
Licenses & Permits	812,000												812,000
Fines & Forfeitures	300,000												300,000
Use of Money & Property	229,000		6,300	900	-	800	600	30,450			1,400		269,450
Intergovernmental	229,000	528,314	-			40,000							797,314
Charges for Services	1,100,400										90,000		1,190,400
Other	7,000				100,000								107,000
Sub-total Revenues	29,546,911	1,088,684	6,300	530,405	100,000	40,800	600	30,450	-	-	91,400	-	31,435,550
TRANSFERS-IN													
from Gas Tax Fund	560,370											528,314	1,088,684
from Park Development Fund													-
from CIP Fund													-
from General Fund											30,000		30,000
from AB2766 Fund													-
from Measure M Fund												529,505	529,505
Sub-total Transfers-in	560,370	-	-	-	-	-	-	-	-	-	30,000	1,057,819	1,648,189
TOTAL REVENUES & TRANSFERS-IN	30,107,281	1,088,684	6,300	530,405	100,000	40,800	600	30,450	-	-	121,400	1,057,819	33,083,739
EXPENDITURES & TRANSFERS-OUT													
EXPENDITURES													
Personnel	7,401,469												7,401,469
Materials & Services	21,596,399		120,000					30,000			166,300	2,081,180	23,993,879
Risk Management	608,200												608,200
Capital Outlay	367,000												367,000
Sub-total Operating Expenditures	29,973,068	-	120,000	-	-	-	-	30,000	-	-	166,300	2,081,180	32,370,548
TRANSFERS-OUT													
to CIP Fund		528,314		529,505									1,057,819
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund	-												-
to General Fund		560,370		-									560,370
Sub-total Operating Transfers-out	30,000	1,088,684	-	529,505	-	-	-	-	-	-	-	-	1,648,189
TOTAL EXPENDITURES & TRANSFERS OUT	30,003,068	1,088,684	120,000	529,505	-	-	-	30,000	-	-	166,300	2,081,180	34,018,737
YEAR-END FUND BALANCE SUMMARY													
Reserved:													
Total Reserved Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Unreserved - Designated													
Cash Flow	2,955,000												2,955,000
Capital Projects Sinking Fund	2,500,000											20,000	2,520,000
Emergencies	5,909,000												5,909,000
Art in Public Places	127,048												127,048
Potential State Budget Impacts	1,475,000												1,475,000
Future Years' Expenditures	127,723	-	1,010,395	74,226	887,950	318,809	1,200	180,900	100,455	63,046	76,200	945	2,841,849
Total Unreserved Fund Balance	13,093,771	-	1,010,395	74,226	887,950	318,809	1,200	180,900	100,455	63,046	76,200	20,945	15,827,897
TOTAL FUND BALANCE 6/30/2015	13,093,771	-	1,010,395	74,226	887,950	318,809	1,200	180,900	100,455	63,046	76,200	20,945	15,827,897

CHANGES IN FUND BALANCE

GENERAL FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Estimated	Budget	Budget
Revenues	\$27,232,391	\$29,408,934	\$28,680,025	\$29,546,911
Expenditures	27,312,388	28,832,933	29,080,257	29,973,068
Other Sources (Uses)				
Operating Transfers In	593,000	609,116	711,170	560,370
Operating Transfers Out	-30,000	-30,000	-7,748,859	-30,000
Total Other Sources (Uses)	563,000	579,116	-7,037,689	530,370
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>483,003</u>	<u>1,155,117</u>	<u>-7,437,921</u>	<u>104,213</u>
Fund Balance, Beginning of Year	18,789,360	19,272,363	20,427,480	12,989,559
Fund Balance, End of Year	<u>\$19,272,363</u>	<u>\$20,427,480</u>	<u>\$12,989,559</u>	<u>\$13,093,771</u>
Reserved:				
Encumbrance Reserve	\$0	\$0	\$0	\$0
Prepaid Expenditure Reserve	0	0	0	0
Real Property Held for Resale	0	0	0	0
Unreserved:				
Designated for Cash Flow	0	2,942,000	2,868,000	2,955,000
Designated for Capital Proj. Sinking Fund	0	3,169,000	2,500,000	2,500,000
Designated for Investment Mkt. Val. Adjs.	0	0	0	0
Designated for Emergencies	0	5,883,000	5,736,000	5,909,000
Designated for Potential State Bud. Impact	0	1,475,000	1,475,000	1,475,000
Designated for Art in Public Places	0	127,048	127,048	127,048
Designated for Future Years' Expenditures	0	6,831,432	283,511	127,723
Total Fund Balance	<u>\$0</u>	<u>\$20,427,480</u>	<u>\$12,989,559</u>	<u>\$13,093,771</u>

CHANGES IN FUND BALANCE

GASOLINE TAX FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$1,044,022	\$942,588	\$1,088,684	\$1,088,684
Other Sources (Uses)				
Operating Transfers Out	-1,006,000	-942,588	-1,239,484	-1,088,684
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>38,022</u>	<u>0</u>	<u>-150,800</u>	<u>0</u>
Fund Balance, Beginning of Year	112,778	150,800	150,800	0
Fund Balance, End of Year	<u><u>\$150,800</u></u>	<u><u>\$150,800</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Unreserved:				
Designated for Future Years' Expenditures	150,800	150,800	0	0
Total Fund Balance	<u><u>\$150,800</u></u>	<u><u>\$150,800</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$6,381	\$20,500	\$6,300	\$6,300
Expenditures	0	120,000	120,000	120,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>6,381</u>	<u>-99,500</u>	<u>-113,700</u>	<u>-113,700</u>
Fund Balance, Beginning of Year	1,330,914	1,337,295	1,237,795	1,124,095
Fund Balance, End of Year	<u>\$1,337,295</u>	<u>\$1,237,795</u>	<u>\$1,124,095</u>	<u>\$1,010,395</u>

CHANGES IN FUND BALANCE

MEASURE M FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$455,890	\$472,426	\$499,792	\$530,405
Other Sources (Uses)				
Operating Transfers Out	-400,000	-472,426	-521,837	-529,505
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>55,890</u>	<u>0</u>	<u>-22,045</u>	<u>900</u>
Fund Balance, Beginning of Year	39,481	95,371	95,371	73,326
Fund Balance, End of Year	<u><u>\$95,371</u></u>	<u><u>\$95,371</u></u>	<u><u>\$73,326</u></u>	<u><u>\$74,226</u></u>

CHANGES IN FUND BALANCE

PARK DEVELOPMENT FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$72,400	\$105,000	\$100,000	\$100,000
Expenditures	0	0	0	0
Other Sources (Uses)				
Operating Transfers Out	-85,000	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>-12,600</u>	<u>105,000</u>	<u>100,000</u>	<u>100,000</u>
Fund Balance, Beginning of Year	595,550	582,950	687,950	787,950
Fund Balance, End of Year	<u><u>\$582,950</u></u>	<u><u>\$687,950</u></u>	<u><u>\$787,950</u></u>	<u><u>\$887,950</u></u>
Reserved:				
Designated for Future Years' Expenditures	0	687,950	787,950	887,950
Capital Lease Repayment	0	0	0	0
Total Fund Balance	<u><u>\$0</u></u>	<u><u>\$687,950</u></u>	<u><u>\$787,950</u></u>	<u><u>\$887,950</u></u>

CHANGES IN FUND BALANCE

AB2766 FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$41,305	\$45,500	\$40,800	\$40,800
Expenditures	0	0	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>41,305</u>	<u>45,500</u>	<u>40,800</u>	<u>40,800</u>
Fund Balance, Beginning of Year	150,404	191,709	237,209	278,009
Fund Balance, End of Year	<u><u>\$191,709</u></u>	<u><u>\$237,209</u></u>	<u><u>\$278,009</u></u>	<u><u>\$318,809</u></u>
Reserved:				
Mobile Source Air Pollution Reduction	191,709	237,209	278,009	318,809
Total Fund Balance	<u><u>\$191,709</u></u>	<u><u>\$237,209</u></u>	<u><u>\$278,009</u></u>	<u><u>\$318,809</u></u>

CHANGES IN FUND BALANCE

	FY2012	FY2013	FY2014	FY2015
SUPP. LAW ENFORCE. SERVICES FUND	Actual	Budget	Budget	Budget
Revenues	\$100,598	\$92,172	\$600	\$600
Expenditures	157,635	170,025	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>-57,037</u>	<u>-77,853</u>	<u>600</u>	<u>600</u>
Fund Balance, Beginning of Year	134,890	77,853	0	600
Fund Balance, End of Year	<u><u>\$77,853</u></u>	<u><u>\$0</u></u>	<u><u>\$600</u></u>	<u><u>\$1,200</u></u>
Unreserved:				
Designated for Future Years' Expenditures	77,853	0	600	1,200
Total Fund Balance	<u><u>\$77,853</u></u>	<u><u>\$0</u></u>	<u><u>\$600</u></u>	<u><u>\$1,200</u></u>

CHANGES IN FUND BALANCE

	FY2012	FY2013	FY2014	FY2015
FACILITIES IMPROVEMENT FUND	Actual	Budget	Budget	Budget
Revenues	\$0	\$0	\$0	\$0
Expenditures	0	598,600	0	0
Other Sources (Uses)				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0		
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>0</u>	<u>-598,600</u>	<u>0</u>	<u>0</u>
Fund Balance, Beginning of Year	699,055	699,055	100,455	100,455
Fund Balance, End of Year	<u>\$699,055</u>	<u>\$100,455</u>	<u>\$100,455</u>	<u>\$100,455</u>

CHANGES IN FUND BALANCE

CFD 2006-1 ACQUISITION FUND	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
Revenues	\$30,815	\$70,000	\$0	\$0
Expenditures	14,894	70,000	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	15,921	0	0	0
Fund Balance, Beginning of Year	47,125	63,046	63,046	63,046
Fund Balance, End of Year	\$63,046	\$63,046	\$63,046	\$63,046

CHANGES IN FUND BALANCE

	FY2012	FY2013	FY2014	FY2015
CFD 2006-1 MAINTENANCE FUND	Actual	Budget	Budget	Budget
Revenues	\$94,318	\$91,000	\$91,400	\$91,400
Expenditures	110,492	72,134	150,300	166,300
Other Sources (Uses)				
Operating Transfers In	30,000	30,000	30,000	30,000
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>13,826</u>	<u>48,866</u>	<u>-28,900</u>	<u>-44,900</u>
Fund Balance, Beginning of Year	87,308	101,134	150,000	121,100
Fund Balance, End of Year	<u><u>\$101,134</u></u>	<u><u>\$150,000</u></u>	<u><u>\$121,100</u></u>	<u><u>\$76,200</u></u>

CHANGES IN FUND BALANCE

CAPITAL IMPROVEMENTS FUND	FY2012	FY2013	FY2014	FY2015
	Actual	Budget	Budget	Budget
Revenues	\$1,070,853	\$0	\$0	\$0
Expenditures	4,091,083	6,652,728	11,469,826	2,081,180
Other Sources (Uses)				
Operating Transfers In	898,000	805,898	8,769,010	1,057,819
Operating Transfers Out				
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>-2,122,230</u>	<u>-5,846,830</u>	<u>-2,700,816</u>	<u>-1,023,361</u>
Fund Balance, Beginning of Year	11,707,080	9,584,850	3,738,020	1,037,204
Fund Balance, End of Year	<u><u>\$9,584,850</u></u>	<u><u>\$3,738,020</u></u>	<u><u>\$1,037,204</u></u>	<u><u>\$13,843</u></u>
Reserved:				
Encumbrance Reserve				
Capital Projects Sinking Fund			20,000	20,000
Designated for FDIF Transp. Impvmnts.				
Designated for Open Space Acquisition				
Priority 1 Projects	87,500	87,500		
PCH Remediation	2,953,136	1,131,641		
Undesignated & Carryover	6,544,214	2,518,879	1,017,204	-6,157
Total Fund Balance	<u><u>\$9,584,850</u></u>	<u><u>\$3,738,020</u></u>	<u><u>\$1,037,204</u></u>	<u><u>\$13,843</u></u>

CHANGES IN FUND BALANCE

HEADLANDS HABITAT FUND	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
Revenues			\$210,450	\$30,450
Expenditures			30,000	30,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses			180,450	450
Fund Balance, Beginning of Year			0	180,450
Fund Balance, End of Year			\$180,450	\$180,900

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)	71
City Manager	(11)	74
Administrative Services	(21)	78
Public Information Services	(22)	84
City Clerk	(31)	88
Community Development		
Planning	(41)	93
Building	(42)	98
Code Enforcement	(43)	102
Economic Development	(44)	106
Public Works		
Administration	(51)	110
Street Maintenance	(52)	115
Traffic Engineering	(53)	121
Solid Waste	(54)	125
Engineering	(56)	129
Water Quality	(57)	134
Public Safety		
Police Services	(61)	141
VIPS	(62)	145
Emergency & Support Services	(12)	148
City Attorney	(71)	153
Community Services	(81)	156
Parks	(55)	162
Facilities	(95)	167
Risk Management	(97)	172
Non-Departmental	(99)	175

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

	FY2014		FY2015	
	Proposed	%	Proposed	%
REVENUES & TRANSFERS-IN:				
Taxes & Franchises	26,107,625	88.83%	26,869,511	89.25%
Licenses & Permits	789,000	2.68%	812,000	2.70%
Fines & Forfeitures	300,000	1.02%	300,000	1.00%
Use of Money & Property	216,000	0.73%	229,000	0.76%
Intergovernmental	229,000	0.78%	229,000	0.76%
Charges for Services	1,031,400	3.51%	1,100,400	3.65%
Other	7,000	0.02%	7,000	0.02%
Operating Transfers In (from other funds)	711,170	2.42%	560,370	1.86%
	<u>29,391,195</u>	<u>100.00%</u>	<u>30,107,281</u>	<u>100.00%</u>
EXPENDITURES:				
City Council	128,699	0.35%	128,769	0.43%
City Manager	505,808	1.37%	507,878	1.69%
Administrative Services	1,010,663	2.74%	1,003,899	3.35%
Public Information Services	122,100	0.33%	122,100	0.41%
City Clerk	432,824	1.18%	462,321	1.54%
Community Development:				
Planning	1,146,509	3.11%	1,103,366	3.68%
Building	976,116	2.65%	977,605	3.26%
Code Enforcement	388,054	1.05%	430,741	1.44%
Economic Development	369,154	1.00%	372,394	1.24%
sub-total	<u>2,879,833</u>	<u>7.82%</u>	<u>2,884,105</u>	<u>9.61%</u>
Public Works:				
Administration	344,410	0.94%	345,616	1.15%
Street Maintenance	2,399,583	6.52%	2,427,248	8.09%
Traffic Engineering	616,500	1.67%	632,500	2.11%
Solid Waste	77,477	0.21%	128,390	0.43%
Engineering	1,271,820	3.45%	1,277,839	4.26%
Water Quality & Nat. Res.	844,755	2.29%	866,419	2.89%
sub-total	<u>5,554,546</u>	<u>15.08%</u>	<u>5,678,012</u>	<u>18.92%</u>
Public Safety:				
Police Services	10,072,883	27.35%	10,661,300	35.53%
VIPS	19,850	0.05%	19,850	0.07%
Emergency Services	297,143	0.81%	299,982	1.00%
sub-total	<u>10,389,876</u>	<u>28.21%</u>	<u>10,981,132</u>	<u>36.60%</u>
City Attorney	742,500	2.02%	749,000	2.50%
Community Services	1,798,852	4.88%	1,817,422	6.06%
Parks	3,173,106	8.62%	3,324,134	11.08%
Facilities	686,155	1.86%	675,400	2.25%
Risk Management	425,000	1.15%	609,500	2.03%
Non-Departmental	1,230,295	3.34%	1,029,395	3.43%
Operating Transfers Out (to other Funds)	7,748,859	21.04%	30,000	0.10%
Total General Fund Expenditures & Transfers-Out	<u>36,829,116</u>	<u>100%</u>	<u>30,003,068</u>	<u>100%</u>
Excess (Deficiency) of Revenues over Expenditures*	<u>(7,437,921)</u>		<u>104,213</u>	

* FY14 includes a \$7,720,859 Transfer Out to CIP Fund for the Town Center Project; absent the transfer, there is an excess of \$130,138.

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. An 8.0% 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 8.0% 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 eliminated 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>FY2014</u>	<u>FY2015</u>
Property Taxes	6,045,000	6,150,000
Franchise Fees	1,225,000	1,223,000
Property Transfer Taxes	237,000	244,000
Transient Occupancy Tax	10,625,000	10,950,000
Sales & Use Tax	3,853,000	4,067,000
In-lieu Property Taxes	4,072,000	4,184,000
Homeowner's Property Tax Relief	50,625	51,511
TAXES & FRANCHISES TOTAL	26,107,625	26,869,511
Planning Permits	141,000	145,000
Building Permits	564,000	581,000
Engineering Permits	84,000	86,000
LICENSES & PERMITS TOTAL	789,000	812,000
Fines & Forfeitures	250,000	250,000
Penalties, Interest & Restitution	50,000	50,000
FINES & FORFEITURES TOTAL	300,000	300,000
Rental of Property	60,000	60,000
Office Space Rent	74,000	74,000
Investment Interest	82,000	95,000
USE OF MONEY & PROPERTY TOTAL	216,000	229,000
Motor Vehicle In-Lieu	-	-
Nuclear Power Program	175,000	175,000
Other	54,000	54,000
INTERGOVERNMENTAL TOTAL	229,000	229,000
Planning Fees	73,000	75,000
Building Fees	382,000	394,000
Engineering Fees	104,000	106,000
Impact Fees	10,000	10,000
Reimbursed Expenses	124,400	174,400
Solid Waste Management Administration Fee	50,000	50,000
Recreation Classes, Activities & Trips	287,000	290,000
Planning Appeal Fee	1,000	1,000
CHARGES FOR SERVICES TOTAL	1,031,400	1,100,400
Miscellaneous	7,000	7,000
Beverage Container Recycling	-	-
Abandoned Vehicle Abatement	-	-
OTHER REVENUES TOTAL	7,000	7,000
TOTAL GENERAL FUND REVENUES	28,680,025	29,546,911
Operating Transfer-In from Gasoline Tax Fund	711,170	560,370
TOTAL OPERATING TRANSFERS-IN	711,170	560,370
TOTAL GENERAL FUND REV/TSF. IN	29,391,195	30,107,281

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
<u>GENERAL FUND</u>					
01-10-6101	SEC & UNSEC PROPERTY TAX (FY13 incl. State Repay of Prop 1A)	5,808,067	7,097,000	6,045,000	6,150,000
01-10-6103	PROPERTY TRANSFER TAX	230,255	260,000	237,000	244,000
01-10-6105	FRANCHISE FEES	1,198,173	1,355,000	1,225,000	1,223,000
	CR&R - Commercial	121,394	120,000	124,000	125,000
	Cox Communications	731,049	805,000	709,000	702,000
	San Diego Gas & Electric	238,054	310,000	283,000	286,000
	So. California Gas Co.	107,676	120,000	109,000	110,000
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	49,051	52,000	50,625	51,511
01-10-6109	TRANSIENT OCCUPANCY TAX	9,382,333	10,500,000	10,625,000	10,950,000
01-10-6111	SALES & USE TAX	3,569,507	3,215,000	3,853,000	4,067,000
01-10-6113	IN-LIEU PROPERTY TAXES	3,946,744	4,050,000	4,072,000	4,184,000
	Motor-vehicle license fees (swap)	2,931,835	2,970,000	2,998,000	3,050,000
	Sales taxes (triple flip)	1,014,909	1,080,000	1,074,000	1,134,000
01-20-6207	PLANNING PERMITS	159,498	136,500	141,000	145,000
01-20-6219	BUILDING PERMITS	461,192	470,000	564,000	581,000
01-20-6227	ENGINEERING PERMITS	46,025	56,000	84,000	86,000
01-30-6301	FINES & FORFEITURES	295,364	243,000	250,000	250,000
	Parking fines (Data Ticket)		108,000	110,000	110,000
	Parking fines (DMV)		25,000	30,000	30,000
	Veh. Code, Health & Welfare, other (County)		110,000	110,000	110,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	159,661	50,000	50,000	50,000
	TOT late filing penalties & interest		5,000	5,000	5,000
	Const. & Demo. ord. non-compliance penalties		35,000	35,000	35,000
	Other (municipal code violations)		10,000	10,000	10,000
01-40-6401	RENTAL OF PROPERTY	63,342	70,000	60,000	60,000
	Community Center and ballfields		40,000	30,000	30,000
	City Council chamber (SCWD)		10,000	10,000	10,000
	Parks		20,000	20,000	20,000
01-40-6403	INVESTMENT INTEREST	77,251	320,000	82,000	95,000
	Treasury Note & LAIF portfolio		346,000	95,000	108,000
	Measure M Fund		0	-900	-900
	CFD Maintenance		0	-1,400	-1,400
	TBID		0	-3,000	-3,000
	Park Development Fund interest allocation		-5,000	0	0
	SLESF interest allocation		-500	-600	-600
	Coastal Transit Fund interest allocation		-20,000	-6,300	-6,300
	AB2766 Fund interest allocation		-500	-800	-800

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
01-40-6405	CITY PLAZA OFFICE SPACE RENT	86,890	88,000	74,000	74,000
01-50-6505	MOTOR VEHICLE IN-LIEU	18,466	125,000	0	0
01-50-6509	NARCOTICS FORFEITURE	0	0	0	0
01-50-6515	NUCLEAR POWER PROGRAM Reimbursement for City costs associated with SONGS emergency preparedness	179,210	175,000	175,000	175,000
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	201,360	0	54,000	54,000
01-50-6523	STATE GRANTS No State Grant programs in FY's 2012 & 2013	0	144,002	0	0
01-60-6627	PLANNING FEES	60,659	64,000	73,000	75,000
01-60-6635	BUILDING FEES	289,337	310,000	382,000	394,000
01-60-6655	ENGINEERING FEES	78,028	81,000	104,000	106,000
01-60-6659	SOLID WASTE EXEMPTION FEES	2,230	2,000	2,000	2,000
01-60-6681	GENERAL GOV'T IMPACT FEES Fee assessed on new development	0	10,000	10,000	10,000
01-60-6683	ART IN PUBLIC PLACES FEES Fee assessed on qualifying new development	21,399	0	0	0
01-60-6685	REIMBURSED EXPENSES City expenses directly reimbursable by developers, homeowners, attorneys, etc:	479,157	430,438	124,400	174,400
	Headlands CFD Staff time allocation			12,000	12,000
	Doheny Blues Fest. Police Svs (61-233)			15,000	15,000
	Geologic reviews (41-223)			0	0
	Town Center design reviews (41-223)			0	0
	Contract Hearing Officer (43-223)			0	0
	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)			0	0
	Headlands ESHA Maintenance (57-211)			22,400	22,400
	HOA incentive program (57-251)			0	0
	Litigation (97-409)			0	0
	Litigation support (97-413)			0	0

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
01-60-6691	REC. CLASSES, ACTIVITIES & TRIPS Classes, trips, excursions, leagues, etc.	281,360 281,360	210,000 210,000	287,000 287,000	290,000 290,000
01-70-6701	PLANNING APPEAL FEE	500	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	4,496	15,000	5,000	5,000
01-70-6705	BEVERAGE CONTAINER RECYCLING	19,312	5,000	0	0
01-70-6707	SOLID WASTE ADMINISTRATION FEE AB939 administration fee	45,571 45,571	48,000 48,000	50,000 50,000	50,000 50,000
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.	17,953	15,000	0	0
TOTAL GENERAL FUND REVENUES		27,232,391	29,597,940	28,680,025	29,546,911
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	600,944	593,000	711,170	560,370
01-90-6904	TRANSFERS IN - MEASURE M FUND	0	72,426	0	0
01-90-6905	TRANSFERS IN - FROM SLES FUND See SLES Fund for computation	0	0	0	0
01-90-6909	TRANSFERS IN - FROM CIP Fund See CIP Fund for computation	0	0	0	0
TOTAL GEN FUND REVENUES & TRANSFERS-IN		27,833,335	30,263,366	29,391,195	30,107,281

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GENERAL FUND
EXPENDITURES AND USES

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2014**

	<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	47,199	81,500	-	-	-	128,699
City Manager	373,203	132,605		-	-	505,808
Administrative Services	845,953	164,710		-	-	1,010,663
Public Information Services	-	122,100		-	-	122,100
City Clerk	367,414	65,410		-	-	432,824
Community Development:						
Planning	946,879	199,630		-	-	1,146,509
Building	848,789	127,327		-	-	976,116
Code Enforcement	363,522	24,532		-	-	388,054
Economic Development	247,539	121,615		-	-	369,154
sub-total	2,406,729	473,104		-	-	2,879,833
Public Works:						
Administration	319,425	24,985		-	-	344,410
Street Maintenance	167,605	2,231,978		-	-	2,399,583
Traffic Engineering	-	616,500		-	-	616,500
Solid Waste	35,527	41,950		-	-	77,477
Engineering	1,159,548	92,272		20,000	-	1,271,820
Water Quality & Nat. Res.	226,000	618,755		-	-	844,755
sub-total	1,908,106	3,626,440		20,000	-	5,554,546
Public Safety:						
Police Services	-	10,042,883		30,000	-	10,072,883
VIPS	-	19,850		-	-	19,850
Emergency Services	208,443	88,700		-	-	297,143
sub-total	208,443	10,151,433		30,000	-	10,389,876
City Attorney	-	742,500		-	-	742,500
Community Services	661,132	1,137,720		-	-	1,798,852
Parks	294,936	2,878,170		-	-	3,173,106
Facilities	154,478	531,677		-	-	686,155
Risk Management	-	1,300	423,700	-	-	425,000
Non-Departmental	-	935,295		295,000	7,748,859	8,979,154
Total Oper Exp & Transfers	7,267,593	21,043,964	423,700	345,000	7,748,859	36,829,116

Excess (Deficiency) of Revenues over Expenditures and Transfers* \$ (7,437,921)

* Includes a \$6,675,498 Transfer Out to CIP Fund for the Town Center Project and \$1,043,361 for streets projects; absent the transfers, there is an excess of \$280,938.

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2015**

	<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	47,269	81,500		-	-	128,769
City Manager	376,593	131,285		-	-	507,878
Administrative Services	854,729	149,170		-	-	1,003,899
Public Information Services	-	122,100		-	-	122,100
City Clerk	371,911	90,410		-	-	462,321
Community Development:						
Planning	956,736	146,630		-	-	1,103,366
Building	858,928	118,677		-	-	977,605
Code Enforcement	406,209	24,532		-	-	430,741
Economic Development	250,179	122,215		-	-	372,394
sub-total	2,472,051	412,054		-	-	2,884,105
Public Works:						
Administration	322,756	22,860		-	-	345,616
Street Maintenance	169,431	2,257,817		-	-	2,427,248
Traffic Engineering	-	632,500		-	-	632,500
Solid Waste	35,940	92,450		-	-	128,390
Engineering	1,186,898	90,941		-	-	1,277,839
Water Quality & Nat. Res.	228,489	637,930		-	-	866,419
sub-total	1,943,514	3,734,498		-	-	5,678,012
Public Safety:						
Police Services	-	10,461,300		200,000	-	10,661,300
VIPS	-	19,850		-	-	19,850
Emergency Services	210,462	89,520		-	-	299,982
sub-total	210,462	10,570,670		200,000	-	10,981,132
City Attorney	-	749,000		-	-	749,000
Community Services	670,202	1,147,220		-	-	1,817,422
Parks	298,464	3,025,670		-	-	3,324,134
Facilities	156,273	519,127		-	-	675,400
Risk Management	-	1,300	608,200	-	-	609,500
Non-Departmental	-	862,395		167,000	30,000	1,059,395
Total Oper Exp & Transfers	7,401,469	21,596,399	608,200	367,000	30,000	30,003,068
Excess (Deficiency) of Revenues over Expenditures:						\$ 104,213

**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 Arts and Culture 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 48,520	\$ 49,883	\$ 47,199	\$ 47,269
Materials & Services	63,700	81,500	81,500	81,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 112,220	\$ 131,383	\$ 128,699	\$ 128,769

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	43,102	43,102	43,102	43,102
110 BENEFITS	389	3,360	-	-
112 RETIREMENT BENEFITS	4,354	3,934	3,472	3,543
114 MEDI-TAX 1.45%	675	625	625	625
TOTAL PERSONNEL	48,520	51,021	47,199	47,269
MATERIALS & SERVICES				
201 COMMUNICATIONS		-	-	-
207 OFFICE SUPPLIES				
General office supplies		1,500	1,500	1,500
	537	1,500	1,500	1,500
209 MEMBERSHIPS & DUES	-	-	-	-
211 OPERATING SUPPLIES				
Youth Board		3,000	3,000	3,000
General operating supplies		10,000	10,000	10,000
	6,111	13,000	13,000	13,000
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous		500	500	500
	-	500	500	500
223 PROFESSIONAL SERVICES				
Miscellaneous		5,000	5,000	5,000
	-	5,000	5,000	5,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		15,000	15,000	15,000
	14,498	15,000	15,000	15,000
229 MILEAGE REIMBURSEMENT				
Auto allowance		16,500	16,500	16,500
	16,500	16,500	16,500	16,500
241 COMMUNITY ACTIVITIES				
Sponsorships		30,000	30,000	30,000
	26,054	30,000	30,000	30,000
TOTAL MAT'LS & SERV.	63,700	81,500	81,500	81,500
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	112,220	132,521	128,699	128,769

**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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 382,553	\$ 386,777	\$ 373,203	\$ 376,593
Materials & Services	106,905	142,845	132,605	131,285
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 489,458</u>	<u>\$ 529,622</u>	<u>\$ 505,808</u>	<u>\$ 507,878</u>

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	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	283,251	282,281	267,465	267,465
103 HOURLY		7,000	7,000	7,000
	6,201	7,000	7,000	7,000
105 OVERTIME		-	-	-
110 BENEFITS	44,092	43,378	46,676	47,876
112 RETIREMENT BENEFITS	44,828	49,924	48,083	50,273
114 MEDI-TAX 1.45%	4,181	4,195	3,980	3,980
120 OUTSIDE ASSISTANCE	-	-	-	-
TOTAL PERSONNEL	382,553	386,777	373,203	376,593
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		2,000	2,000	2,000
	2,074	2,000	2,000	2,000
203 EQUIPMENT MAINTENANCE	-	-	-	-
205 VEHICLE MAINTENANCE				
Fuel		5,160	5,250	5,250
Repairs & maintenance		700	1,870	550
Vehicle cleaning		785	560	560
	6,062	6,645	7,680	6,360
207 OFFICE SUPPLIES				
Routine office supplies		1,750	1,750	1,750
Laser printer toner		250	250	250
Miscellaneous		3,000	3,000	3,000
	808	5,000	5,000	5,000
209 MEMBERSHIPS & DUES				
Orange County City Manager's Association		300	325	325
California City Management Foundation		400	400	400
Other professional memberships (per contract)		11,300	-	-
	1,725	12,000	725	725

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
211 OPERATING SUPPLIES				
Miscellaneous		8,000	8,000	8,000
	2,641	8,000	8,000	8,000
213 BOOKS & SUBSCRIPTIONS				
Newspapers		250	250	250
Miscellaneous		600	600	600
	447	850	850	850
215 TRAINING				
Department staff		600	600	600
	-	600	600	600
223 PROFESSIONAL SERVICES				
Sacramento legislative advocate		25,000	25,000	25,000
Coastal Commission legislative advocate		50,000	50,000	50,000
Special projects		25,000	25,000	25,000
	84,891	100,000	100,000	100,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		7,500	7,500	7,500
	8,189	7,500	7,500	7,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		250	250	250
	68	250	250	250
TOTAL MAT'LS & SERV.	106,905	142,845	132,605	131,285
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	489,458	529,622	505,808	507,878

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 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 315 checks per month

Generate 12 monthly financial reports per year

Process 26 payrolls per year

Process approximately 500 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 \$30 million

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 776,731	\$ 857,509	\$ 845,953	\$ 854,729
Materials & Services	162,109	137,935	164,710	149,170
Capital Outlay	-	-	-	-
Total Expenditures	\$ 938,840	\$ 995,444	\$ 1,010,663	\$ 1,003,899

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

*Accounting Tech. filled w/hourly job-share @ 25 hours per week

Regular Part-time

Account Clerk	1	1	1	1
Total	8	8	8	8

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	515,499	578,222	536,602	536,602
103 HOURLY				
Interim Accounting Manager		9,600	9,600	9,600
Account Clerk		55,000	31,850	31,850
	<u>72,325</u>	<u>64,600</u>	<u>86,450</u>	<u>86,450</u>
105 OVERTIME				
Administrative Secretary & Accounting Tech		2,500	6,750	6,750
	<u>5,088</u>	<u>2,500</u>	<u>6,750</u>	<u>6,750</u>
110 BENEFITS	81,304	96,795	103,560	107,760
112 RETIREMENT BENEFITS	89,168	106,034	103,459	108,035
114 MEDI-TAX 1.45%	8,203	9,357	9,132	9,132
120 OUTSIDE ASSISTANCE	5,144	-	-	-
TOTAL PERSONNEL	776,731	857,509	845,953	854,729
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		900	1,920	1,920
	<u>1,380</u>	<u>900</u>	<u>1,920</u>	<u>1,920</u>
203 EQUIPMENT MAINTENANCE				
Miscellaneous equipment maintenance		315	315	315
	<u>-</u>	<u>315</u>	<u>315</u>	<u>315</u>
205 VEHICLE MAINTENANCE				
Fuel		5,465	4,825	4,825
Repairs & maintenance		450	1,870	550
Vehicle cleaning		785	560	560
	<u>8,034</u>	<u>6,700</u>	<u>7,255</u>	<u>5,935</u>
207 OFFICE SUPPLIES				
General office supplies		2,450	2,450	2,450
Letter & window envelopes/ letterhead stationery		1,000	1,000	1,000
Budget/CAFR printing		1,500	5,000	1,500
Recruitment supplies		600	600	600
Laser printer toner		500	500	500
	<u>6,275</u>	<u>6,050</u>	<u>9,550</u>	<u>6,050</u>
209 MEMBERSHIPS & DUES				
California Society of Municipal Finance Officers		350	350	350
California Municipal Treasurers Association		155	-	-
California Assn. of Public Purchasing Officers		30	-	-
California State Board of Accountancy (bi-annual)		-	-	-
Orange County City Manager's Association		-	325	325
Government Finance Officers Association		250	250	250
O.C. League - OCHRC		350	350	375
CALPACS		300	300	325
Community organizations (Rotary)		900	1,120	1,200

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
California Public Employee Labor Relations Assn.		600	700	700
	2,300	2,935	3,395	3,525
211 OPERATING SUPPLIES				
Oral board expenses		500	500	500
Small equipment replacement		400	400	400
Check printing/tax forms		500	500	500
Miscellaneous		500	500	500
	7,811	1,900	1,900	1,900
213 BOOKS & SUBSCRIPTIONS				
Personnel journals		200	200	200
Governmental acct'g rules annual subscription		225	225	225
Wall Street Journal subscription (2 yr)		-	-	-
Miscellaneous		200	200	200
	479	625	625	625
215 TRAINING				
Citywide training		10,000	10,000	10,000
Citywide training (employee health)		1,600	1,200	1,200
Citywide sup'v training (O.C. Empl Relation Consort.)		3,045	3,000	3,000
Departmental staff training		2,250	2,250	2,250
Diehl Evans tax workshops		550	550	550
California Society of Municipal Finance Officers		250	300	300
	5,382	17,695	17,300	17,300
223 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting		6,550	6,850	6,850
Flexible spending account administration		1,500	1,700	1,700
Fund Accounting software maintenance		1,400	1,500	1,600
State Controller's Report Preparation		-	2,000	2,000
Annual city audit		19,000	23,220	23,220
Annual review of City investment policy		1,500	1,780	1,780
CAFR data & review:				
HdL CAFR reporting package		1,000	1,000	1,000
Demographic data		150	300	300
GFOA review fee		415	600	650
Employee wellness services		600	1,000	1,000
Bank of America - banking services		5,500	6,000	6,000
Armored car service		3,000	3,000	3,000
Human resources software service		10,000	11,000	11,500
Investment security safekeeping services		3,900	2,000	2,500
Bank of America merchant services (credit cards)		12,000	12,000	12,000
ADP payroll services		12,000	13,000	13,000
Sales tax analysis		4,600	5,800	5,800
Sales tax audit recovery fee		6,000	18,000	6,000
Miscellaneous		3,000	3,000	3,000
	128,418	92,115	113,750	102,900
225 ADVERTISING				
Personnel recruitments		2,500	2,500	2,500
	458	2,500	2,500	2,500
227 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC		5,000	5,000	5,000
	891	5,000	5,000	5,000
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		1,200	1,200	1,200
	682	1,200	1,200	1,200
TOTAL MAT'LS & SERV.	162,109	137,935	164,710	149,170

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	938,840	995,444	1,010,663	1,003,899

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.

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.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	70,587	122,600	122,100	122,100
Capital Outlay	-	-	-	-
Total Expenditures	\$ 70,587	\$ 122,600	\$ 122,100	\$ 122,100

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
203 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance		15,000	15,000	15,000
Council chamber sound system maintenance		3,000	3,000	3,000
	6,759	18,000	18,000	18,000
207 OFFICE SUPPLIES				
General office supplies		1,500	1,500	1,500
		300	-	-
	-	1,800	1,500	1,500
209 MEMBERSHIPS & DUES				
		-	-	-
	-	-	-	-
213 BOOKS & SUBSCRIPTIONS				
Broadcasting & cable magazine		200	-	-
	-	200	-	-
223 PROFESSIONAL SERVICES				
City web site design & improvements		3,000	3,000	3,000
City web site management		3,000	3,000	3,000
Internet live streaming		16,000	16,000	16,000
Council mtg cable TV prod. / PEG programming		55,000	55,000	55,000
Planning commission mtgs (24/yr - 8hrs @ \$30/hr)		6,000	6,000	6,000
Disaster & emergency response (4@\$1500)		6,000	6,000	6,000
24/7 community bulletin board (10hrs/mo)		3,600	3,600	3,600
Special Programming (4th July, FOW, etc.)		10,000	10,000	10,000
	63,828	102,600	102,600	102,600
TOTAL MAT'LS & SERV.	70,587	122,600	122,100	122,100
GRAND TOTAL EXPENDITURES	70,587	122,600	122,100	122,100

**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, Arts & Culture Commission, Traffic Improvement and Ocean Water Quality Subcommittees, Committees,

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 Ethics Training (AB 1234) for City Council, Commissions and appropriate staff.

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 and Public Officials Appointments (Form 806) annually.

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 475 public records requests annually for copies of City records and process numerous requests for records from staff.

Publish, post and process approximately 70 legal notices.

Publish, post and process approximately 10 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 77 City contracts per year including required bonds and insurance.

Record approximately 32 legal documents through the County Records office.

Oversee the maintenance of the City's website.

Maintain the highest level of customer service.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 379,341	\$ 409,477	\$ 367,414	\$ 371,911
Materials & Services	57,413	113,720	65,410	90,410
Capital Outlay	13,439	-	-	-
Total Expenditures	<u>\$ 450,193</u>	<u>\$ 523,197</u>	<u>\$ 432,824</u>	<u>\$ 462,321</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>				
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

*Part-time Records Assistant vacant, not funded in FY14 & FY15

Total	4.65	4.65	4.65	4.65
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**City of Dana Point
Expenditure Plan Detail Report
Department: CITY CLERK
Program: CITY CLERK (31)**

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	263,047	270,660	255,946	255,946
103 HOURLY		28,000	-	-
	13,942	28,000	-	-
105 OVERTIME				
Staff support for City Council & SCWD meetings	1,457	1,500	1,500	1,500
110 BENEFITS	51,956	52,499	57,726	60,126
112 RETIREMENT BENEFITS	44,743	49,465	45,510	47,606
114 MEDI-TAX 1.45%	4,196	4,352	3,733	3,733
120 OUTSIDE ASSISTANCE				
Cleical support	-	3,000	3,000	3,000
	-	3,000	3,000	3,000
TOTAL PERSONNEL	379,341	409,477	367,414	371,911
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone	1,020	840	1,200	1,200
	1,020	840	1,200	1,200
203 EQUIPMENT MAINTENANCE				
Typewriter & scanner maintenance	99	1,400	500	500
	99	1,400	500	500
207 OFFICE SUPPLIES				
Agenda materials		2,000	1,000	1,000
Official minute/reso/ord books & paper		1,500	1,500	1,500
Laser printer toner		1,000	1,000	1,000
Stationery		1,000	-	-
Materials for November 2014 Regular election		-	1,000	-
City seal tile plaques		1,500	1,500	1,500
Routine office supplies		1,750	1,400	1,400
	4,443	8,750	7,400	6,400
209 MEMBERSHIPS & DUES				
National Notary Association (City Clerk)		300	300	300
Assoc. Rec. Mgrs. & Admin		225	225	225
Int'l Institute of Municipal Clerks (City Clerk)		370	450	450
Clerks Association of California (City Clerk)		320	320	320
	1,343	1,215	1,295	1,295
211 OPERATING SUPPLIES				
Records mgmt. supplies (folders, labels, shredding)		3,000	3,000	3,000
Sire maintenance/support		5,500	5,500	5,500
Miscellaneous		1,500	1,500	1,500
	7,060	10,000	10,000	10,000

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
213 BOOKS & SUBSCRIPTIONS				
OC Business Journal		100	100	100
Directory of Cities/Clerks		50	50	50
Election code updates		65	65	65
Guidestar		900	1,200	1,200
Miscellaneous		150	150	150
	687	1,265	1,565	1,565
215 TRAINING				
Notary training (next due FY2015)		-	-	1,000
Department Staff training		1,500	1,200	1,200
	1,330	1,500	1,200	2,200
223 PROFESSIONAL SERVICES				
Quality Code (Municode supplements)		7,500	6,000	6,000
Cable TV rate regulation services		1,000	-	-
Datalok (offsite microfilm storage)		1,250	1,250	1,250
County of Orange (Nov 2014 regular election)		32,000	-	25,000
Scanning large plan documents		4,000	-	-
3rd party hosting hosting - SirePub		2,000	2,000	2,000
	18,283	47,750	9,250	34,250
225 ADVERTISING				
Citywide legal advertising		30,000	22,000	22,000
	13,371	30,000	22,000	22,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		5,000	5,000	5,000
	4,000	5,000	5,000	5,000
229 MILEAGE REIMBURSEMENT				
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursements		1,200	1,200	1,200
	5,778	6,000	6,000	6,000
TOTAL MAT'LS & SERV.	57,413	113,720	65,410	90,410
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	13,439	-	-	-
TOTAL CAPITAL OUTLAY	13,439	-	-	-
GRAND TOTAL EXPENDITURES	450,193	523,197	432,824	462,321

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 specific plans, including the Town Center Plan and Harbor Revitalization Plan, and development and approval of new specific plans such as the Doheny Village 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:

Implement the Town Center Plan, including coordination with Public Works/Engineering Department for Town Center public improvements, parking program and public outreach.

Complete preparation and approval of the Doheny Village Plan.

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

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

Continue to process current development projects including the South Shores Church Master Plan, the Doheny Hotel, 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.

Provide professional and technical assistance to approximately 2,700 customers per year at the public counter, plus telephone inquiries and site visits.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 913,958	\$ 966,413	\$ 946,879	\$ 956,736
Materials & Services	373,816	321,260	199,630	146,630
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,287,774</u>	<u>\$ 1,287,673</u>	<u>\$ 1,146,509</u>	<u>\$ 1,103,366</u>

REVENUE SUMMARY

Planning Permits	\$ 159,498	\$ 136,500	\$ 141,000	\$ 145,000
Planning Fees	60,659	64,000	73,000	75,000
Bluff Geol. Review (3rd party reimb)	40,000	40,000	-	-
Planning Appeal Fees	500	1,000	1,000	1,000
Town Center Design Reviews	-	25,000	-	-
Total Revenues	<u>\$ 260,657</u>	<u>\$ 266,500</u>	<u>\$ 215,000</u>	<u>\$ 221,000</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>
Total	8	8	8	8

*One Associate Planner position vacant, not funded in FY14 & FY15

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	669,993	707,701	677,339	677,339
103 HOURLY		-	-	-
	-	-	-	-
105 OVERTIME				
Planning Commission staff support		4,000	4,000	4,000
		1,000	1,000	1,000
	1,485	5,000	5,000	5,000
107 STIPENDS	9,000	9,000	9,000	9,000
110 BENEFITS	111,784	109,724	122,053	128,713
112 RETIREMENT BENEFITS	111,945	124,523	123,463	126,660
114 MEDI-TAX 1.45%	9,751	10,465	10,024	10,024
120 OUTSIDE ASSISTANCE		-	-	-
	-	-	-	-
TOTAL PERSONNEL	913,958	966,413	946,879	956,736
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones		1,320	1,320	1,320
	1,320	1,320	1,320	1,320
203 EQUIPMENT MAINTENANCE				
FAX machine		220	220	220
Transcriber		255	255	255
Typewriter maintenance		35	35	35
	-	510	510	510
207 OFFICE SUPPLIES				
General office supplies		2,500	2,500	2,500
General Plan update printing		-	1,000	1,000
Town Center Plan printing		1,000	-	-
Stationery/envelopes		500	500	500
Laser printer toner cartridges		700	700	700
Misc. computer supplies		150	150	150
Facsimile copier toner		800	800	800
Printing - documents		500	500	500
Printing - maps		500	500	500
Printing - handouts		500	500	500
Historical plaques		1,500	2,000	2,000
Harbor Plan printing		250	250	250
Doheny Village Plan printing		250	250	250
Planning Commission Chair Recognition		-	150	150
Miscellaneous		350	350	350
	5,704	9,800	10,150	10,150

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
209 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)		1,500	1,800	1,800
Amer. Institute of Cert. Planners (3)		160	525	525
Amer. Institute of Architects (1)		1,000	1,175	1,175
Urban Land Institute		190	190	190
Orange County Planning Directors		100	150	150
Assoc. of Environmental Planners		100	100	100
Nat. Trust of Historic Preservation		70	50	50
Califorina Preservation Foundation		-	150	150
	2,763	3,120	4,140	4,140
211 OPERATING SUPPLIES				
Film		50	50	50
Drafting supplies		260	260	260
Graphic supplies		150	150	150
Trakit (permit software) license & maintenance		14,000	-	-
GIS Thomas Bros. license agreement		2,000	-	-
GIS - Community View		8,000	-	-
Digital Map Products - CityGIS II upgrade		13,500	-	-
ESRI annual licensing fee		2,000	-	-
GIS database maintenance		5,500	-	-
CEQA notices (partial fee offset)		3,000	-	-
	46,856	48,460	460	460
213 BOOKS & SUBSCRIPTIONS				
Planning publications		2,000	1,000	1,000
	257	2,000	1,000	1,000
215 TRAINING				
Technical training (Planning Staff)		1,500	1,500	1,500
Department Staff training		2,000	2,000	2,000
American Planners Assoc. "Nuts & Bolts" training		350	350	350
Miscellaneous		1,000	1,000	1,000
	5,210	4,850	4,850	4,850
223 PROFESSIONAL SERVICES				
Geological reviews (reimbursed)		40,000	-	-
Town Center Design Review (reimbursed)		25,000	-	-
Town Center Design Manual		40,000	-	-
General Plan update		100,000	100,000	100,000
Historic resource inventory		-	25,000	-
Doheny Village Plan environmental review		-	30,000	-
Special projects, appeals, etc.		25,000	-	-
	300,878	230,000	155,000	100,000
225 ADVERTISING				
Request for Proposals (2)		1,000	1,000	1,000
CEQA Notices (Partial Fee Offset)		-	3,000	3,000
	-	1,000	4,000	4,000
227 TRAVEL, CONF. & MEETINGS				
Coastal Commission Meetings		-	2,000	2,000
Chamber of Commerce State of the City		-	150	150
CA APA Conference (Anaheim) - 4		-	-	2,000
National APA Conference		-	2,000	2,000
OC APA Lunch Training		-	150	150
UCLA Land Use Conf. (1 Day) - 3		-	1,500	1,500
AIA Conference		-	2,000	2,000
California Preservation Foundation		-	500	500
Misc.		-	1,500	1,500
	2,420	11,800	9,800	11,800

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
229 MILEAGE REIMBURSEMENT				
Planning Commissioner auto allowance		3,000	3,000	3,000
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursement		600	600	600
	8,408	8,400	8,400	8,400
	-			
TOTAL MAT'LS & SERV.	373,816	321,260	199,630	146,630
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	1,287,774	1,287,673	1,146,509	1,103,366

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 City's codes, to reflect changes in 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.

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.

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

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 950 plan checks per year.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 824,378	\$ 878,955	\$ 848,789	\$ 858,928
Materials & Services	42,825	71,360	127,327	118,677
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 867,203</u>	<u>\$ 950,315</u>	<u>\$ 976,116</u>	<u>\$ 977,605</u>

REVENUE SUMMARY

Building Permits	\$ 461,192	\$ 470,000	\$ 564,000	\$ 581,000
Building Fees	289,337	310,000	382,000	394,000
Total Revenues	<u>\$ 750,529</u>	<u>\$ 780,000</u>	<u>\$ 946,000</u>	<u>\$ 975,000</u>

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	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	651,185	688,516	651,870	651,870
103 HOURLY	-	-	-	-
105 OVERTIME				
Emergency services		2,500	2,500	2,500
	973	2,500	2,500	2,500
110 BENEFITS	87,504	92,100	102,900	107,700
112 RETIREMENT BENEFITS	108,197	120,490	115,909	121,248
114 MEDI-TAX 1.45%	10,085	10,020	9,488	9,488
120 OUTSIDE ASSISTANCE	-	-	-	-
199 PERSONNEL ALLOCATION				
One-half secretary to CD-Code Enforcement. (43)		(34,671)	(33,879)	(33,879)
	(33,566)	(34,671)	(33,879)	(33,879)
TOTAL PERSONNEL	824,378	878,955	848,789	858,928
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone service		2,300	2,300	2,300
Verizon express network service for laptop		1,200	1,200	1,200
	2,915	3,500	3,500	3,500
203 EQUIPMENT MAINTENANCE				
Cash register		210	210	210
Date/time stamp machine		115	115	115
Microfiche reader/printer		500	500	500
	495	825	825	825
205 VEHICLE MAINTENANCE				
Fuel		3,585	3,792	3,792
Repairs & maintenance		1,850	1,600	1,600
Vehicle cleaning		2,120	2,120	2,120
	5,034	7,555	7,512	7,512
207 OFFICE SUPPLIES				
Permit system forms		2,000	2,000	2,000
Building permit printing		4,000	4,000	4,000
Stationery/envelopes		200	200	200
Miscellaneous supplies		1,850	1,850	1,850
	6,519	8,050	8,050	8,050
209 MEMBERSHIPS & DUES				
California Building Officials (CalBO)		300	300	300
So Cal Association of Code Officials (SCACO)		250	250	250
Int'l Code Council		290	300	300
Orange Empire Chapter ICC		300	300	300
International Assoc. of Electrical Inspectors		300	300	300
Int'l Assoc of Plumbing & Mechanical Officials		490	490	490
	1,931	1,930	1,940	1,940

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
211 OPERATING SUPPLIES				
Building permits toner & printer		1,500	2,000	2,000
Digital camera		500	500	500
Miscellaneous		500	500	500
Trakit (permit software) license & maintenance		-	14,000	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
GIS property attribute records (DMP)		-	3,000	3,000
	2,610	2,500	51,000	51,000
213 BOOKS & SUBSCRIPTIONS				
Interpretive Manuals		2,500	2,500	2,500
Code Books (2013 Building Codes)		10,000	10,000	1,000
	1,161	12,500	12,500	3,500
215 TRAINING				
Trakit training (all CDD Staff)		-	1,500	1,500
Building code training		3,500	3,500	3,500
	8,029	3,500	5,000	5,000
223 PROFESSIONAL SERVICES				
Plan check services (overflow)		25,000	25,000	25,000
	6,291	25,000	25,000	25,000
224 BLDG. PLAN CHECK/INSP SVC				
	-	-	-	-
225 ADVERTISING				
	-	-	-	-
227 TRAVEL, CONF. & MEETINGS				
ICC & Calbo ABM		800	6,800	7,150
	3,034	800	6,800	7,150
229 MILEAGE REIMBURSEMENT				
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursements		400	400	400
	4,806	5,200	5,200	5,200
TOTAL MAT'LS & SERV.	42,825	71,360	127,327	118,677
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	867,203	950,315	976,116	977,605

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 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 Tracking Automated and Graffiti Reporting System (TAGRS) program.

OBJECTIVES:

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

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

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.
- Renew 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 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 293,546	\$ 304,023	\$ 363,522	\$ 406,209
Materials & Services	15,781	31,135	24,532	24,532
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 309,327</u>	<u>\$ 335,158</u>	<u>\$ 388,054</u>	<u>\$ 430,741</u>

REVENUE SUMMARY

Contract Hearing Officer	\$ 3,750	\$ 3,750	\$ -	\$ -
Total Revenues	<u>\$ 3,750</u>	<u>\$ 3,750</u>	<u>\$ -</u>	<u>\$ -</u>

AUTHORIZED PERSONNEL

Secretary	0.5	0.5	0.5	0.5
Code Enforcement Officer	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
Total	3.5	3.5	4.5	4.5

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	180,745	191,066	222,605	254,235
103 HOURLY				
105 OVERTIME				
		2,000	7,200	7,200
	6,916	2,000	7,200	7,200
110 BENEFITS	39,422	40,050	57,000	59,400
112 RETIREMENT BENEFITS	30,089	33,437	39,581	47,288
114 MEDI-TAX 1.45%	2,808	2,799	3,257	3,715
120 OUTSIDE ASSISTANCE	-	-	-	-
199 PERSONNEL ALLOCATION				
One-half secretary from CD-Building (42)		34,671	33,879	34,370
	33,566	34,671	33,879	34,370
	293,546	304,023	363,522	406,209
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones		1,800	3,000	3,000
	1,869	1,800	3,000	3,000
203 EQUIPMENT MAINTENANCE		-		
205 VEHICLE MAINTENANCE				
Fuel		3,355	3,552	3,552
Repairs & maintenance		1,200	1,200	1,200
Vehicle cleaning		1,980	1,680	1,680
	2,980	6,535	6,432	6,432
207 OFFICE SUPPLIES				
General office supplies		2,000	2,000	2,000
CR&R trash tags		700	700	700
Color laser printer supplies		1,000	1,000	1,000
Stationery/envelopes		400	400	400
	2,341	4,100	4,100	4,100
209 MEMBERSHIPS & DUES				
So. Ca. Assoc. of Code Enforcement Officers		300	300	300
	81	300	300	300

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
211 OPERATING SUPPLIES				
Tax information (from County of Orange)		150	150	150
Digital camera		500	500	500
GIS Property attribute records (DMP)		3,000	-	-
	3,302	3,650	650	650
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous		50	50	50
	-	50	50	50
215 TRAINING				
Department Staff training		1,250	1,500	1,500
	155	1,250	1,500	1,500
223 PROFESSIONAL SERVICES				
Weed abatement contract		7,500	7,500	7,500
Contract hearing officer (75% reimbursed)		5,000	-	-
	4,883	12,500	7,500	7,500
225 ADVERTISING				
Weed abatement		200	200	200
	-	200	200	200
227 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)		250	300	300
	-	250	300	300
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		500	500	500
	170	500	500	500
TOTAL MAT'LS & SERV.	15,781	31,135	24,532	24,532
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Truck for New Code Enforcement Officer	-	-	-	-
	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	309,327	335,158	388,054	430,741

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

DESCRIPTION:

Economic Development 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 update and implementation, grants research, grant-writing and grant administration, Youth Board administration, Destiny Business Committee administration, Business Registration, social media outreach, City newsletter and other public outreach programs, and special projects.

OBJECTIVES:

Implement goals of the Town Center Plan, including business relations during construction, identification of parking areas and business retention.

Assist with Doheny Village Plan development and outreach.

Update/ implement General Plan Housing Element, including Annual Housing Element Status Report required by the state. Monitor affordable housing agreements in effect.

Serve as information resource for business needs; Provide partnership and support to Chamber of Commerce and Harbor Merchants Association; Administration of Destiny Business Committee; and Business attraction and retention.

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

Coordinate marketing and public information efforts, including quarterly City Newsletter.

Work with hotel industry to administer the Dana Point Tourism Business Improvement District.

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

Enhance revenues through grants; Administer Doheny Village Sustainable Communities Grant and SCAG Connectivity Grant; and seek new grant opportunities.

PROGRAM INDICATORS:

Strengthen the positive relationships between City and business community including attending 40-50 annual Harbor Association, Chamber of Commerce meetings and ribbon cuttings.

Administration of Tourism Business Improvement District, including 12 monthly meetings, 4 quarterly status updates to City Council and annual renewals.

Provide personal assistance to 150 visitors per week at Visitors Center kiosk during summer weekends and special events.

Respond to 50-75 public inquiries per year seeking housing information.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$234,212	\$255,459	\$247,539	\$250,179
Materials & Services	65,662	113,985	121,615	122,215
Capital Outlay	-	-	-	-
Total Expenditures	\$299,874	\$369,444	\$369,154	\$372,394

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	170,365	185,127	175,784	175,784
103 HOURLY		9,500	9,500	9,500
	7,251	9,500	9,500	9,500
105 OVERTIME		-	-	-
	-	-	-	-
110 BENEFITS	24,460	24,900	27,600	28,800
112 RETIREMENT BENEFITS	29,604	33,110	31,969	33,408
114 MEDI-TAX 1.45%	2,532	2,822	2,687	2,687
TOTAL PERSONNEL	234,212	255,459	247,539	250,179
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		840	840	840
	840	840	840	840
207 OFFICE SUPPLIES				
General office supplies		700	700	700
Brochures, printing		5,000	5,000	5,000
	3,770	5,700	5,700	5,700
209 MEMBERSHIPS & DUES				
Calif Assoc Local Economic Development		545	545	545
Int'l Council of Shopping Centers		100	100	100
Anaheim/OC CVB		650	650	650
California Downtown Assn.		320	300	300
American Planning Association		410	410	410
American Institute of Certified Planners		170	170	170
Orange County Visitor's Association		1,500	5,000	5,000
Orange County Business Council		5,000	5,000	5,000
Municiple Mgt. Assoc. of South Orange County (MMASC)		175	-	-
California Travel Association		1,325	650	650
	7,387	10,195	12,825	12,825
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous		200	200	200
	200	200	200	200

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
215 TRAINING				
CALED training		2,000	1,000	1,000
OC Tourism Conference		-	200	200
Housing Training		-	200	200
	786	2,000	1,400	1,400
223 PROFESSIONAL SERVICES				
	-	-	-	-
225 ADVERTISING				
California Visitor's Guide		-	8,000	8,000
Public outreach, banners, trade shows		10,000	2,000	2,000
	310	10,000	10,000	10,000
227 TRAVEL, CONF. & MEETINGS				
DP Chamber of Commerce		300	300	300
American Planning Association		-	100	700
Annual CALED, CALTRAVEL conference		1,250	1,250	1,250
	4,980	1,550	1,650	2,250
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		500	500	500
	523	500	500	500
260 MARKETING				
Business sign program		-	15,000	15,000
Public outreach (brochures & mailings)		15,000	15,000	15,000
Broadcast City events on PBS SoCa;		15,000	13,000	13,000
City marketing efforts		40,000	40,000	40,000
Visitor's Center Kiosk		-	2,000	2,000
Commerial Property Listing		-	3,500	3,500
	46,866	83,000	88,500	88,500
TOTAL MAT'LS & SERV.	65,662	113,985	121,615	122,215
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	299,874	369,444	369,154	372,394

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, the Connectivity Study, 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 Solid Waste and Recycling, 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 City departments and 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$327,395	\$331,421	\$319,425	\$322,756
Materials & Services	21,516	23,505	24,985	22,860
Capital Outlay	-	-	-	0
Total Expenditures	\$348,911	\$354,926	\$344,410	\$345,616

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	302,057	303,645	287,707	287,707
103 HOURLY	-	-	-	-
105 OVERTIME				
Secretary		250	250	250
	-	250	250	250
110 BENEFITS	43,785	43,410	47,189	48,989
112 RETIREMENT BENEFITS	47,741	53,138	51,157	53,514
114 MEDI-TAX 1.45%	4,908	4,406	4,175	4,175
120 OUTSIDE ASSISTANCE	-	-		
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst to PW-Street Maint. (52)		(36,714)	(35,527)	(35,940)
One-third Sr. Mgmt Analyst to PW-Solid Waste (54)		(36,714)	(35,527)	(35,940)
	(71,096)	(73,428)	(71,054)	(71,880)
	327,395	331,421	319,425	322,756
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		1,320	1,380	1,380
	1,380	1,320	1,380	1,380
203 EQUIPMENT MAINTENANCE	-	-		
205 VEHICLE MAINTENANCE				
Fuel		5,700	6,250	5,800
Repairs & maintenance		800	1,975	300
Vehicle cleaning		530	530	530
	7,204	7,030	8,755	6,630
207 OFFICE SUPPLIES				
General office supplies		1,050	1,050	1,050
Laser printer toner		740	760	760
Letterhead and envelopes		1,000	1,000	1,000
Reprographic/photocopy services		2,000	2,000	2,000
Color printer ink cartridges		2,750	2,750	2,750
Microfiche supplies		200	200	200
Printing - forms/notices/surveys		1,500	1,500	1,500
	8,865	9,240	9,260	9,260

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
209 MEMBERSHIPS & DUES				
American Public Works Association		185	185	185
American Society of Civil Engineers		255	280	280
Professional engineer license renewal		125	125	125
	441	565	590	590
211 OPERATING SUPPLIES				
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates	-	-	-	-
215 TRAINING				
Department Staff training		900	900	900
	-	900	900	900
223 PROFESSIONAL SERVICES				
225 ADVERTISING				
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		3,500	3,500	3,500
	3,093	3,500	3,500	3,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		950	600	600
	533	950	600	600
TOTAL MAT'LS & SERV.	21,516	23,505	24,985	22,860
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
City vehicle for PW Director		-	-	-
	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	348,911	354,926	344,410	345,616

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 17 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 35 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 and necessary repairs.

PROGRAM INDICATORS:

Process 170 work orders per month, including all contracts and special projects.

Respond to 80 calls per month for assistance with street sweeping, traffic concerns, drainage issues, sidewalks and street related issues.

Respond to pothole repair needs within one working day.

Perform, at minimum, quarterly inspections and servicing of all storm drain inlet filters.

Perform, at minimum, inspections and servicing of the City's CDS units every 6 weeks.

Test the materials captured in the catch basin filters annually and preform visual inspections quarterly.

Perform a walking inspection of all the City sidewalks annually.

Respond to accident scenes to assist with clean up, traffic control, safety and cost recovery.

Provide support for (17) major City sanctioned events including coordination, traffic control and assisting Police Services & Community Services.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$165,896	\$173,700	\$167,605	\$169,431
Materials & Services	2,083,325	2,209,820	2,231,978	2,257,817
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$2,249,221</u>	<u>\$2,383,520</u>	<u>\$2,399,583</u>	<u>\$2,427,248</u>

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	100,053	104,696	99,201	99,201
110 BENEFITS	12,430	12,450	13,800	14,400
112 RETIREMENT BENEFITS	16,460	18,322	17,639	18,451
114 MEDI-TAX 1.45%	1,405	1,518	1,438	1,438
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst from PW-Admin (51)		36,714	35,527	35,940
	35,548	36,714	35,527	35,940
TOTAL PERSONNEL	165,896	173,700	167,605	169,431
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		1,080	1,080	1,080
	1,080	1,080	1,080	1,080
205 VEHICLE MAINTENANCE				
Fuel		3,400	3,150	3,150
		400	700	400
Vehicle cleaning		660	560	560
	5,355	4,460	4,410	4,110
207 OFFICE SUPPLIES				
Routine office supplies		350	350	350
	274	350	350	350
209 MEMBERSHIPS & DUES				
APWA		185	170	170
	185	185	170	170
211 OPERATING SUPPLIES				
Employee uniforms (shirts, hats, jackets)		300	300	300
Equipment, small tools, materials		12,000	12,000	12,000
Light pole banner repair & replacement		1,300	1,300	1,300
Benches, trash cans, etc.		2,500	2,000	2,000
	16,845	16,100	15,600	15,600
215 TRAINING				
Departmental Staff training		300	300	300
	-	300	300	300
221 UTILITIES				

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
223 PROFESSIONAL SERVICES				
Banner/holiday decorations (installation/takedown)		60,000	62,500	64,000
Special event-related traffic control		50,000	51,000	55,000
	110,875	110,000	113,500	119,000
225 ADVERTISING	-	-		
227 TRAVEL, CONF. & MEETINGS				
Conference		500	500	500
	495	500	500	500
235 STREET MAINTENANCE				
County contract - streets		798,765	810,540	830,179
County contract - striping/stenciling		201,700	228,123	228,123
County work program		25,000	25,000	25,000
Underground Service Alert (USA)		2,500	2,500	2,500
Concrete remove and replace		75,000	100,000	100,000
Asphalt remove and replace		100,000	100,000	100,000
Rubberized asphalt crack fill		25,000	25,000	25,000
Sidewalk grinding		25,000	25,000	25,000
Caltrans ROW & Citywide litter removal		62,000	65,000	65,000
Graffiti removal		12,000	14,000	15,000
Emergency repairs		10,000	10,000	10,000
	1,307,186	1,336,965	1,405,163	1,425,802
249 STREET SWEEPING				
Monthly service		274,000	271,425	271,425
Special event sweeping		6,500	6,500	6,500
Street sweeping online database		480	480	480
	247,551	280,980	278,405	278,405
251 STORM DRAINS				
County contract - storm drain maintenance		73,900	61,000	61,000
Inlet filter cleaning services		140,000	146,000	146,000
CDS cleaning services		205,000	142,000	142,000
Inlet filter purchases/repairs		10,000	2,500	2,500
Strom Drain Cleaning Services		-	34,000	34,000
CDS unit or diversion repairs		20,000	22,000	22,000
Emergency repairs		10,000	5,000	5,000
	393,479	458,900	412,500	412,500
253 SAFETY LIGHTING	-	-	-	-
TOTAL MAT'LS & SERV.	2,083,325	2,209,820	2,231,978	2,257,817
GRAND TOTAL EXPENDITURES	2,249,221	2,383,520	2,399,583	2,427,248

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 and Class III pedestrian/bicycle paths 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. Further, this Division is always seeking opportunities to improve the bikeway system with the addition of bike lanes and other improvements.

Finally, the Division is expected to be in constant communication with local, regional, and State transportation agencies such as OCTA and Caltrans to keep current on safety and liability related issues. This includes review and implementation of State and Federal Traffic guidelines and standards that are constantly changing.

OBJECTIVES:

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

Support the City Council and the Traffic Improvement Subcommittee 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 coincident with 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, improving 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 and pedestrian paths 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 lawsuits that find legitimate fault with established traffic safety devices or conditions on public streets and pathways.

During FY 2013/14, accomplish a portion of the traffic signage change drafting in-house to reduce consultant costs.

PROGRAM INDICATORS:

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

Provide staff support for the Traffic Improvement Subcommittee meetings.

Complete approximately 500 traffic investigations per year as requested.

Prepare 350 work orders per year to improve signing and striping issues citywide.

Perform annual review of arterial and collector streets relative to signing and striping, and update as-built plans as needed.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	591,385	605,900	616,500	632,500
Capital Outlay	-	-	-	-
Total Expenditures	591,385	605,900	616,500	632,500

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Civil Engineer (traffic)*	1	1	1	1
Total	1	1	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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS	-	-	-	-
207 OFFICE SUPPLIES		350	350	350
	303	350	350	350
211 OPERATING SUPPLIES	-	-	-	-
215 TRAINING				
Department Staff training	80	300	100	100
221 UTILITIES				
Traffic signals		40,000	35,000	35,000
City of SJC shared signal costs		750	1,050	1,050
Street lights		257,000	260,000	263,000
	280,487	297,750	296,050	299,050
223 PROFESSIONAL SERVICES				
Traffic signal timing consultant		130,000	127,000	140,000
Traffic studies/counts/speed verification		7,500	5,000	5,000
Emerg. vehicle pre-emption inspection/maintenance		10,000	6,000	6,000
	162,127	20,000	17,000	17,000
		167,500	155,000	168,000
225 ADVERTISING				
227 TRAVEL, CONF. & MEETINGS				
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements	-	-	-	-
253 SAFETY LIGHTING / TRAFFIC SIGNALS				
Monthly traffic signal maintenance		40,000	40,000	40,000
Extraordinary signal maintenance		75,000	75,000	75,000
Traffic safety projects/emergencies		25,000	25,000	25,000
Traffic Signal Equipment Painting		-	25,000	25,000
	148,387	140,000	165,000	165,000
TOTAL MAT'LS & SERV.	591,385	605,900	616,500	632,500
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	591,385	605,900	616,500	632,500

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 Plastic Bag Ban and Styrofoam Ban programs, 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 South Coast Air Quality Management District (AQMD) and the State of California Department of Resources, Recycling and Recovery (CalRecycle).

OBJECTIVES:

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

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 and sustainable practice opportunities to Dana Point residents, business owners and visitors. Develop the “Zero Waste” program in concert with our youth, businesses and hotels.

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. This event includes on-site document shredding.

Continue to work with businesses in Dana Point to seek improvements in managing their waste stream programs in order to maintain compliance with Assembly Bill 341 (Mandatory Commercial Recycling, effective July 1, 2012).

PROGRAM INDICATORS:

CR&R provides curbside collection services to approximately 11,450 residential units without complaint.

CR&R collects approximately 7,385 tons of recyclable materials and 9,601 tons of solid waste from single and multi family residential units per year, effectively.

CR&R collects approximately 4,313 tons of recyclable materials and 4,791 tons of solid waste from commercial accounts per year, effectively.

CR&R must exceed the 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 95 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 35,548	\$ 36,714	\$ 35,527	\$ 35,940
Materials & Services	30,308	81,400	41,950	92,450
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 65,856</u>	<u>\$ 118,114</u>	<u>\$ 77,477</u>	<u>\$ 128,390</u>

REVENUE SUMMARY

Solid Waste Franchise Fee	\$ 121,394	\$ 120,000	\$ 124,000	\$ 125,000
AB939 Administration Fee	45,571	48,000	50,000	50,000
Solid waste franchise audit	-	50,000	-	50,000
Reimb. Exp - CR&R Contract Admin	-	-	75,000	75,000
Total Revenues	<u>\$ 166,965</u>	<u>\$ 218,000</u>	<u>\$ 249,000</u>	<u>\$ 300,000</u>

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt. Analyst from PW-Admin (51)	35,548	36,714	35,527	35,940
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL PERSONNEL	35,548	36,714	35,527	35,940
MATERIALS & SERVICES				
207 OFFICE SUPPLIES				
Recycling containers		1,500	1,500	1,500
Office supplies		750	500	500
		350	350	350
	<hr/>	<hr/>	<hr/>	<hr/>
	2,139	2,600	2,350	2,350
223 PROFESSIONAL SERVICES				
SHARPS program		3,600	3,500	3,500
Mercury disposal recycling service		1,200	1,300	1,400
Dept. of Conservation grant programs		5,000	5,000	5,000
Residential tagging program		13,900	13,500	13,900
Advertising for community recycling events		5,100	6,300	6,300
Zero Waste Campaign/Outreach (new category)		-	10,000	10,000
Franchise agreement compliance audit (reimbursed)		50,000	-	50,000
	<hr/>	<hr/>	<hr/>	<hr/>
	28,169	78,800	39,600	90,100
TOTAL MAT'LS & SERV.	30,308	81,400	41,950	92,450
GRAND TOTAL EXPENDITURES	65,856	118,114	77,477	128,390

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, Capital Improvement Program (CIP) Design, and Construction.

The Development Engineering staff is responsible for oversight (accuracy/safety) of engineering design 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 resident/property owner constructed improvements on both private and public property. They are responsible for issuing encroachment, grading, improvement and transportation permits to public and private applicants at the public counter. They are also responsible for plan checking services, third party geotechnical grading reviews, assisting the Planning Division with the discretionary development review process, as well as assisting the Building Division on plan checking for a variety of permit types.

The CIP Design and Construction Sections are tasked with managing the design and 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, managing outside engineering consultants, prepare engineering exhibits for events and general engineering purposes, and assisting on a variety of resident/property owner inquiries. 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, street and right of way repair and rehabilitation, storm drains and other major infrastructure improvements, and landscaped medians. Further, the construction team assists with emergency response related to accidents and storms.

OBJECTIVES:

Deliver the Town Center PCH/Del Prado Phase I project phased construction on time, under budget, safely and attaining top quality results, as budgeted.

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 and grading reviews through an engineering consultant, and assist the Planning and Building Division with plan checking reviews.

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. During this two-year cycle, accept a reduction in street design engineering staff during the first fiscal year.

Manage construction contracts for capital projects in a professional manner to assure projects are delivered safely, on time, obtaining top quality results 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 and other emergencies in our City.

During this cycle, catch up on As-Built design drawings.

PROGRAM INDICATORS:

Issue 330 engineering permits per fiscal year.

Perform 620 plan checks per fiscal year.

Conduct approximately 100 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
Personnel	\$ 1,226,805	\$ 1,339,833	\$ 1,159,548	\$ 1,186,898
Materials & Services	162,443	142,905	92,272	90,941
Capital Outlay	-	-	20,000	-
Total Expenditures	<u>\$ 1,389,248</u>	<u>\$ 1,482,738</u>	<u>\$ 1,271,820</u>	<u>\$ 1,277,839</u>

REVENUE SUMMARY

Engineering Permits	\$ 46,025	\$ 56,000	\$ 84,000	\$ 86,000
Engineering Fees	78,028	81,000	104,000	106,000
3rd Party geotechnical reviews	60,000	-	-	-
Total Revenues	<u>\$ 184,053</u>	<u>\$ 137,000</u>	<u>\$ 188,000</u>	<u>\$ 192,000</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 Senior Civil Engineer position vacant, not funded in FY14 & FY15

**One Secretary position vacant, not funded in FY14 & FY15

Regular Part-time

Engineering Intern	0.5	0.5	0.5	0.5
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**City of Dana Point
Expenditure Plan Detail Report
Department: PUBLIC WORKS
Program: ENGINEERING (56)**

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	924,694	1,004,301	848,590	848,590
103 HOURLY		13,520	13,520	13,520
	10,584	13,520	13,520	13,520
105 OVERTIME				
Senior construction inspector		2,500	2,500	2,500
	-	2,500	2,500	2,500
110 BENEFITS	123,394	127,950	130,500	150,900
112 RETIREMENT BENEFITS	154,295	176,767	151,902	158,852
114 MEDI-TAX 1.45%	13,838	14,795	12,537	12,537
199 PERSONNEL ALLOCATION	-	-	-	-
TOTAL PERSONNEL	1,226,805	1,339,833	1,159,548	1,186,898
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		4,920	5,460	5,460
	5,257	4,920	5,460	5,460
205 VEHICLE MAINTENANCE				
Fuel		5,400	8,577	6,326
Repairs & maintenance		1,450	2,720	3,640
Vehicle cleaning		1,980	2,210	2,210
	8,683	8,830	13,507	12,176
207 OFFICE SUPPLIES				
General office supplies		4,200	4,200	4,200
	2,799	4,200	4,200	4,200
209 MEMBERSHIPS & DUES				
American Public Works Association (9)		740	740	740
Construction Management Assn of Amer. (1)		75	75	75
Construction Manager Certification Inst. (1)		120	120	120
Professional enginner license renewal		900	500	500
American Society of Civil Engineers (6)		1,020	1,120	1,120
	500	2,855	2,555	2,555
211 OPERATING SUPPLIES				
AUTOCAD software licenses		4,200	4,500	4,500
Miscellaneous software		2,500	4,000	4,000
Computer supplies		1,500	1,500	1,500
Tools for field inspectors		1,000	300	300
Employee uniforms		2,400	1,400	1,400
Field Equipment replacement		400	400	400
Wide format plotter: Maintenance service		2,100	2,100	2,100
Wide format plotter: Supplies		1,000	1,000	1,000
Miscellaneous supplies		-	1,700	1,700
	14,355	15,100	16,900	16,900

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates		1,000	1,000	1,000
	810	1,000	1,000	1,000
215 TRAINING				
Department Staff training		3,000	5,000	5,000
	1,852	3,000	5,000	5,000
223 PROFESSIONAL SERVICES				
Aerial images		8,000	8,650	8,650
Special project management & support		13,000	13,000	13,000
Geotechnical 3rd party reviews (reimbursed)		60,000	-	-
Geological consultation (emergencies)		17,000	17,000	17,000
	122,268	98,000	38,650	38,650
224 % REVENUE COLLECTED				
	-	-	-	-
225 ADVERTISING				
	-	-	-	-
227 TRAVEL, CONF. & MEETINGS				
	-	-	-	-
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		5,000	5,000	5,000
	5,918	5,000	5,000	5,000
257 HEADLANDS				
	-	-	-	-
TOTAL MAT'LS & SERV.	162,443	142,905	92,272	90,941
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Wide Format Plotter			20,000	
	-	-	20,000	-
TOTAL CAPITAL OUTLAY	-	-	20,000	-
GRAND TOTAL EXPENDITURES	1,389,248	1,482,738	1,271,820	1,277,839

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 of the Division 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 conducting 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 effective Best Management Practices (BMPs).

The Section 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, seventeen 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 healthful ocean water quality.

The Section 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 the Ocean Water Quality Subcommittee, South Coast Water District, Municipal Water District of Orange County, South Orange County Wastewater Authority, South Orange County Watershed Management Agency 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 Water Quality National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit and Total Maximum Daily Load (TMDL) requirements

Maintain compliance with environmental regulations to avoid 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 implement and enhance 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 Coastal Cleanup Day, Ocean Awareness Day, and Emergency Preparedness Day.

Prepare and distribute newsletters and continue to write a regular 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.

Reduce beach posting 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 Interpretive Center and conduct nature and history tours of the open space and State Marine Conservation Areas.

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

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

Continue 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 Wildlife, the Ocean Institute and the Orange County Marine Protected Area Council in the management of local Marine Protected Areas (MPA) 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.

PROGRAM INDICATORS:

Submit required reporting to regulating agencies, such as San Diego Regional Water Quality Control Board and South Orange County Wastewater Authority on time

Maintain compliance with NPDES MS4 Stormwater Permit without fines.

Continue comprehensive investigation and develop solutions on identified health risk at Doheny State Beach, specifically a Capital Improvement Project for storm drain L01S02.

Continue partnerships with lead scientists (SCCWRP and OCHCA) to improve testing protocols for beach water quality, specifically identifying a better beach warning protocol

Continue to efficiently operate and maintain City best Management Practices, such as the Salt Creek Ozone Facility, trash separation units and nuisance water diversions by assuring down time is less than 1%.

Continue community outreach programs such as education activities during Coastal Clean Up Day and Ocean Awareness Day and newspaper articles, increasing participation by 10%.

Continue to protect (through docent interpretive enforcement and Natural Resources Protection Officer patrol activities) and improve the natural resources including the Headlands Biological Open Space Parks, trails system, Nature Interpretive Center and tidepools and beaches within the Dana Point State Marine Conservation Areas avoiding loss of endangered species and rare plants.

Maintain and continually educate a quality group of docents dedicated to assisting in the preservation of the Headlands areas and Dana Point Marine Conservation Area to fill all operating hours with a NIC volunteer.

Continue to further develop displays, dioramas, exhibits and models within and adjacent to the Nature Interpretive Center as well as create maps and interpretive panels to be placed along the Headlands trails systems (as indicated within the Nature Education Facilities Grant award to the City of Dana Point) to better educate the public by completing the currently awarded grant requirements.

Continue to develop the monthly docent led Nature and History tours that are free of charge to the public. The tours have been a great success with an average of 10 or more people attending each tour. Add a new tour twice during this budget period.

Design, develop and implement organized children programs, at the California Department of Education Content Standard level, that are intended to create an interest in nature and history. Double the number of children's programs offered during this budget period.

Continue to work closely with the Center for Natural Lands Management (CNLM) to conduct biological monitoring, maintenance activities, ensure the conservation values of the 29.4 acre CNLM Dana Point Preserve and attempt to obtain a Pacific Pocket Mouse specimen for display to the public.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$209,527	\$233,018	\$226,000	\$228,489
Materials & Services	408,593	663,125	618,755	637,930
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$618,120</u>	<u>\$896,143</u>	<u>\$844,755</u>	<u>\$866,419</u>

REVENUE SUMMARY

Headlands Interpretive Center	\$ 48,300	\$ -	\$ 22,400	\$ 22,400
HOA incentive program	2,500	-	-	-
Total Revenues	<u>\$ 50,800</u>	<u>\$ -</u>	<u>\$ 22,400</u>	<u>\$ 22,400</u>

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	147,318	165,925	157,384	157,384
103 HOURLY		10,000	10,000	10,000
	11,563	10,000	10,000	10,000
110 BENEFITS	22,711	24,900	27,600	28,800
112 RETIREMENT BENEFITS	25,423	29,787	28,734	30,023
114 MEDI-TAX 1.45%	2,512	2,406	2,282	2,282
199 PERSONNEL ALLOCATION	-	-	-	-
TOTAL PERSONNEL	209,527	233,018	226,000	228,489
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		960	1,680	1,680
	1,066	960	1,680	1,680
205 VEHICLE MAINTENANCE				
Fuel		475	-	-
Repairs & maintenance		400	-	-
Vehicle cleaning		530	-	-
	1,267	1,405	-	-
207 OFFICE SUPPLIES				
General office supplies		875	875	875
	883	875	875	875
209 MEMBERSHIPS & DUES				
Association of State Flood Plain Managers		100	110	110
Certified Flood Plain Manager		-	325	-
Certified Inspector of Sediment & Erosion Control		70	200	200
Marine education & research organizations		300	300	300
Certified Professional in Storm Water Quality		200	200	200
Keep California Beautiful		200	200	200
Conservation Biology		125	125	125
Nat'l Marine Educators Assn		40	40	40
California Coastal Coalition (from Dept. 99 to 57)		-	1,000	1,000
	1,325	1,035	2,500	2,175
211 OPERATING SUPPLIES				
Printing/public education materials		3,000	3,000	3,000
Water quality booth setup/takedown		1,000	1,000	1,000
Water quality education outreach materials		5,000	5,000	5,000
Meetings and workshops		500	500	500
Tools and field equipment		500	500	500
Printing TIP brochures		4,000	4,000	4,000
Headlands & Interpretive Center Non-Endowment Items		25,900	-	-
ESHA Maintenance (reimbursed)		22,400	22,400	22,400
	14,361	62,300	36,400	36,400

213	BOOKS & SUBSCRIPTIONS			
	Miscellaneous		600	600
		-	600	600
215	TRAINING			
	Citywide NPDES training	5,000	3,000	3,000
	New docent training	300	300	300
	Advanced docent training	400	400	400
	Department Staff training	750	750	750
		1,370	6,450	4,450
223	PROFESSIONAL SERVICES			
	Salt Creek technical support	10,000	5,000	5,000
	Federal lobbyist	30,000	24,000	24,000
	NPDES Commercial Inspections	11,000	12,000	12,000
	Special investigations - Illegal discharge/connection, NAL, spill clean-up	20,000	20,000	20,000
		50,511	71,000	61,000
227	TRAVEL, CONF. & MEETINGS			
	Conferences		3,000	4,000
		2,990	3,000	4,000
229	MILEAGE REIMBURSEMENT			
	Staff mileage reimbursements		1,500	1,500
		1,298	1,500	1,500
251	STORM DRAINS			
	NPDES (co-permittee share)	65,000	65,000	70,000
	Integrated Regional Waste Mgmt Plan cost share	4,000	5,250	5,750
	Baby Beach, Salt Crk, SJ Creek TMDL + cost share	25,000	20,000	25,000
	SWRCB/NPDES permit fee	8,500	9,500	10,500
	Diversion flow treatment	45,000	45,000	45,000
	Diversion monitoring (Headland, Salt Crk, Nrth Crk)	32,000	20,000	21,000
	Salt Creek:			
	Operation and maintenance (SCWD)	155,000	160,000	165,000
	Operation and maintenance (SDG&E)	51,000	56,000	57,000
	Extraordinary repairs	15,000	30,000	30,000
	Grease interceptor rebate program	25,000	25,000	25,000
	North Creek ozone treatment	60,000	60,000	60,000
	HOA incentive program (reimbursed)	2,500	-	-
	Headlands diversion flow treatment & monitoring	26,000	10,000	11,000
		333,522	514,000	525,250
	TOTAL MAT'LS & SERV.	408,593	663,125	618,755
	GRAND TOTAL EXPENDITURES	618,120	896,143	844,755
				866,419

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	9,432,979	9,848,250	10,042,883	10,461,300
Capital Outlay	-	30,000	30,000	200,000
Total Expenditures	<u>\$9,432,979</u>	<u>\$9,878,250</u>	<u>\$10,072,883</u>	<u>\$10,661,300</u>

REVENUE SUMMARY

Fines & Forfeitures	\$295,364	\$243,000	\$250,000	\$250,000
Abandoned Vehicle Abatement	17,953	15,000	-	-
Total Revenues	<u>\$313,317</u>	<u>\$258,000</u>	<u>\$250,000</u>	<u>\$250,000</u>

AUTHORIZED PERSONNEL

Contract (Orange County Sheriff)

Lieutenant	1	1	1	1
Sergeant	6	6	6	6
Investigator	2	2	2	2
Deputy	25	25	25	25
Community Services Officer	6	6	6	6
Investigative Assistant	1	1	1	1
Office Specialist	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Total	42	42	41	41

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones & satellite phones (4)	7,198	6,000	7,500	8,500
		6,000	7,500	8,500
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance		1,000	500	3,000
		4,400	2,000	-
800 MHz backbone maintenance		10,000	13,000	13,000
		1,000	1,000	2,000
Canon 5000 copier (Police)		3,000	3,750	4,000
Hand held radar/radar trailer maintenance		1,250	1,250	1,200
	27,964	20,650	21,500	23,200
205 VEHICLE MAINTENANCE				
Motorcycle maintenance		12,000	8,000	8,000
Fleet maintenance		11,600	15,000	19,000
Fuel		30,000	36,450	38,000
	89,407	53,600	59,450	65,000
207 OFFICE SUPPLIES				
Routine office supplies	7,927	8,500	8,500	9,500
		8,500	8,500	9,500
211 OPERATING SUPPLIES				
Special events		6,550	20,000	22,500
Bicycle patrol supplies (helmets, uniforms, tires, etc.)		1,500	1,000	1,250
Employee business cards, City letterhead		1,500	1,500	1,500
Awards & commendations		750	2,000	2,500
Name tags for deputies		200	500	500
Miscellaneous		-	5,500	5,500
	19,073	10,500	30,500	33,750
215 TRAINING				
Employee development	1,799	3,500	2,500	5,000
		3,500	2,500	5,000
223 PROFESSIONAL SERVICES				
Trauma intervention program		5,000	5,000	5,000
Intervention specialist		50,000	55,000	55,000
Crossing guards		53,000	53,000	55,000
	96,524	108,000	113,000	115,000

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
227 TRAVEL, CONF. & MEETINGS				
Miscellaneous		2,500	5,000	5,000
	5,013	2,500	5,000	5,000
233 POLICE SERVICES				
Contract services (+4.55% FY14 / est +3.00% FY15)		9,440,000	9,745,000	10,037,350
FY14 Retirement Rebate			(108,067)	-
Traffic enforcement		100,000	63,000	64,000
Tri-cities Directed Enforcement Team overhead		70,000	70,000	70,000
Special assignments (overtime funding)		25,000	25,000	25,000
	9,178,074	9,635,000	9,794,933	10,196,350
TOTAL MAT'LS & SERV.	9,432,979	9,848,250	10,042,883	10,461,300
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
P25 Compliant Radios (13/year x 4 years)		-	-	150,000
FY14 VIPS van replacement/FY15 Lt.'s vehicle replacement		30,000	30,000	50,000
	-	30,000	30,000	200,000
TOTAL CAPITAL OUTLAY	-	30,000	30,000	200,000
GRAND TOTAL EXPENDITURES	9,432,979	9,878,250	10,072,883	10,661,300

**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.

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	17,618	19,850	19,850	19,850
Capital Outlay	-	-	-	-
Total Expenditures	\$ 17,618	\$ 19,850	\$ 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS		600	500	500
	600	600	500	500
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance		1,000	750	750
	969	1,000	750	750
205 VEHICLE MAINTENANCE				
Van patrol (gas, maintenance & repairs)		4,700	4,700	4,700
	4,015	4,700	4,700	4,700
207 OFFICE SUPPLIES				
Neighborhood watch/ business watch materials		7,000	7,000	7,000
Routine supplies for 1 staff/25 volunteers		1,500	1,500	1,500
	7,777	8,500	8,500	8,500
211 OPERATING SUPPLIES				
Volunteer uniform replacement		2,500	2,500	2,500
Routine supplies		1,000	1,100	1,100
	3,310	3,500	3,600	3,600
215 TRAINING				
Volunteer development courses		600	850	850
	220	600	850	850
223 PROFESSIONAL SERVICES	-	-	-	-
227 TRAVEL, CONF. & MEETINGS				
Crime prevention meetings		250	250	250
Volunteer development conferences		350	350	350
	465	600	600	600
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		350	350	350
	261	350	350	350
TOTAL MAT'LS & SERV.	17,618	19,850	19,850	19,850
GRAND TOTAL EXPENDITURES	17,618	19,850	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 to some extent by revenue received through the State of California for activities related to nuclear power preparedness. The Emergency Services Division also supports our Police Services Department and coordinates the Community Emergency Response Team (CERT) program. This program offers emergency preparedness training to the community and provides a core 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).

Maintain the City's Public Safety Wireless Mesh Network for use by law enforcement, Public Works and Emergency Services. Coordinate the installation and movement of system components with changing demands.

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 and the FEMA Radiological Emergency Planning Manual.

Participate with other affected jurisdictions in planning meetings and workshops sponsored by the California Governor's Office of Emergency Services, the Federal Emergency Management Agency, the Nuclear Regulatory Commission, and other agencies related to

nuclear power preparedness.

Conduct quarterly inspections of equipment related to the Nuclear Power Plant (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 US Nuclear Regulatory Commission Regulation 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 195,704	\$ 202,189	\$ 208,443	\$ 210,462
Materials & Services	50,328	83,970	88,700	89,520
Capital Outlay	52,375	-	-	-
Total Expenditures	<u>\$ 298,407</u>	<u>\$ 286,159</u>	<u>\$ 297,143</u>	<u>\$ 299,982</u>

REVENUE SUMMARY

Nuclear Power Program	<u>\$ 179,210</u>	<u>\$ 175,000</u>	<u>\$ 175,000</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	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES - partially reimbursed	194,325	193,693	197,908	197,908
103 HOURLY		20,000	20,000	20,000
	15,958	20,000	20,000	20,000
105 OVERTIME	-	-	-	-
110 BENEFITS	30,598	30,988	33,676	34,876
112 RETIREMENT BENEFITS	31,653	36,796	36,690	38,311
114 MEDI-TAX 1.45%	2,961	3,099	3,160	3,160
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support	-	-	-	-
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. to Facilities (95)	(79,791)	(82,387)	(82,991)	(83,793)
	(79,791)	(82,387)	(82,991)	(83,793)
TOTAL PERSONNEL	195,704	202,189	208,443	210,462
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Satellite phone usage - 50% reimbursed		1,400	1,000	1,000
Radio equipment		1,000	1,000	1,000
Orange County 800MHz system		900	1,200	1,200
Wireless data units		2,020	3,000	3,000
Cell phone- reimbursed		2,160	2,100	2,100
	6,383	7,480	8,300	8,300
203 EQUIPMENT MAINTENANCE				
Communications maintenance - 50% reimbursed		1,000	1,000	1,000
EOC software maintenance - 50% reimbursed		800	800	800
EOC Equipment Maint - 50% reimbursed		6,000	6,000	6,000
Radiological equipment calibration - reimbursed		1,500	1,500	1,500
Emergency generator - 50% reimbursed		6,000	6,000	6,000
	9,436	15,300	15,300	15,300
205 VEHICLE MAINTENANCE				
Fuel		6,080	8,085	8,085
Repairs & maintenance		1,250	1,650	2,470
Vehicle cleaning		1,190	1,120	1,120
	9,675	8,520	10,855	11,675
207 OFFICE SUPPLIES				
Routine office supplies - reimbursed		1,000	1,000	1,000
Outside printing (brochures, etc.)		2,000	2,000	2,000
	777	3,000	3,000	3,000
209 MEMBERSHIPS & DUES				
CESA		-	75	75
International Assoc. of Emergency Managers		170	170	170
	55	170	245	245

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
211 OPERATING SUPPLIES				
Community Emergency Response Team program		10,000	7,000	7,000
NOAA storm-ready tsunami certification program		2,000	2,000	2,000
EOC maintenance		5,000	5,000	5,000
Public Safety Mesh		6,000	15,000	15,000
Community Preparedness Expo		15,000	10,000	10,000
Disaster supplies rotation		1,500	2,000	2,000
Emergency response supplies		5,000	5,000	5,000
	20,046	44,500	46,000	46,000
213 BOOKS & SUBSCRIPTIONS				
	-	-	-	-
215 TRAINING				
NPP-related training - reimbursed		1,500	1,500	1,500
Department staff		-	-	-
	127	1,500	1,500	1,500
223 PROFESSIONAL SERVICES				
Disaster preparedness outreach (PSA)		2,000	-	-
	-	2,000	-	-
227 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings - reimbursed		1,000	3,000	3,000
	3,766	1,000	3,000	3,000
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		500	500	500
	63	500	500	500
257 STORM DAMAGE				
	-	-	-	-
TOTAL MAT'LS & SERV.	50,328	83,970	88,700	89,520
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	52,375			
	52,375	-	-	-
TOTAL CAPITAL OUTLAY	52,375	-	-	-
GRAND TOTAL EXPENDITURES	298,407	286,159	297,143	299,982

**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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Materials & Services	\$ 834,804	\$ 652,300	\$ 742,500	\$ 749,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 834,804	\$ 652,300	\$ 742,500	\$ 749,000

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
Legal code updates	4,613	5,200	5,500	6,000
		5,200	5,500	6,000
231 CITY ATTORNEY SERVICES				
Retainer account		127,100	115,000	121,000
		13,400	14,000	14,000
Muni code violations/prosecution		243,000	343,000	343,000
		263,600	265,000	265,000
	830,191	647,100	737,000	743,000
TOTAL MAT'LS & SERV.	834,804	652,300	742,500	749,000
GRAND TOTAL EXPENDITURES	834,804	652,300	742,500	749,000

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: recreational classes, sports camps, youth and adult sports leagues, and major city-wide events, such as concerts in the park, movies in the park, holiday events and also a wide variety of 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 and an outdoor handball court, and supervises the operation of a multi-purpose field and two 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, 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
- 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 2,256 annually
- Congregate meal program, serving 10,862 annually
- Home delivered meals providing 9,360 meals annually
- Case management services, serving 100 cases annually
- Various senior support services, such as, health, legal, taxes, etc., 200 annually
- Saddleback Emeritus Institute contractual classes
- OCTA provides 2,400 rides for seniors to meals program annually
- Monthly special events, Twilight dinners and Holiday dances, Thanksgiving lunch, a New Year's Eve Dinner Dance and St. Patrick's Day Event.

Produce and conduct (24) major city-wide events – Festival of Whales Parade, Festival of Whales Movie in the Park, Festival of Whales Concert & BBQ,(2) Egg Hunts, (5) June Movies in the Park, 4th of July Fireworks Display, (10) Summer Concert Series, Halloween Spooktacular & Moonlight Movie, Dana Point State BBQ Championship and the Winter Festival & Tree Lighting.

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, VFW Memorial Day and Veteran's Day Event and Festival of Whales celebration events.

The contractual class program serves over 3,500 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.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 581,328	\$ 577,368	\$ 661,132	\$ 670,202
Materials & Services	1,007,497	908,880	1,137,720	1,147,220
Capital Outlay	12,270	-	-	-
Total Expenditures	<u>\$ 1,601,094</u>	<u>\$ 1,486,248</u>	<u>\$ 1,798,852</u>	<u>\$ 1,817,422</u>

REVENUE SUMMARY

Park programs & activities	\$ 281,360	\$ 210,000	\$ 287,000	\$ 290,000
Total Revenues	<u>\$ 281,360</u>	<u>\$ 210,000</u>	<u>\$ 287,000</u>	<u>\$ 290,000</u>

AUTHORIZED PERSONNEL

Full-time

Administrative Aide	1	1	1	1
Recreation Coordinator	1	1	2	2
Director of Parks & Recreation	1	1	1	1
Administrative Secretary	1	1	1	1
Recreation Supervisor II	1	1	0	0
Recreation Manager	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Sub-total	5	5	6	6

Regular Part-time

Staff Aide	0.4	0.4	0.4	0.4
Secretary	<u>0.6</u>	<u>0.6</u>	<u>0.0</u>	<u>0.0</u>
Sub-total	1	1	0.4	0.4
Total	6.00	6.00	6.40	6.40

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	344,076	356,079	402,155	402,153
103 HOURLY				
Part-time secretary (32 hrs. per week)		29,500	55,500	56,850
Senior program coordinator (20 hrs/wk)		33,000	-	-
		11,750	13,000	13,650
	78,789	74,250	68,500	70,500
105 OVERTIME				
Hourly staff - special events, meetings & leagues		5,000	20,000	20,000
	16,401	5,000	20,000	20,000
110 BENEFITS	69,796	67,844	86,718	90,318
112 RETIREMENT BENEFITS	65,608	67,883	76,645	80,088
114 MEDI-TAX 1.45%	6,658	6,312	7,114	7,143
120 OUTSIDE ASSISTANCE	-	-	-	-
TOTAL PERSONNEL	581,328	577,368	661,132	670,202
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		1,320	1,320	1,320
	1,320	1,320	1,320	1,320
203 EQUIPMENT MAINTENANCE				
Copier		3,000	3,500	3,500
Fax		150	150	150
Recreation software maintenance		3,500	4,000	4,000
	6,418	6,650	7,650	7,650
205 VEHICLE MAINTENANCE				
Fuel		1,635	1,635	1,635
Repairs & maintenance		300	300	300
Vehicle cleaning		660	600	600
	4,258	2,595	2,535	2,535
207 OFFICE SUPPLIES				
Routine office supplies		2,350	2,350	2,350
Copier supplies (paper)		1,750	1,750	1,750
Fax machine toner cartridges		200	200	200
Laminating machine supplies		100	100	100
	2,684	4,400	4,400	4,400
209 MEMBERSHIPS & DUES				
So. California Municipal Athletic Federation (3)		210	210	210
California Park & Recreation Society (3)		480	480	480
	680	690	690	690
211 OPERATING SUPPLIES				
Medical/first aid		300	300	300
Replacement of chairs & tables		7,500	7,500	7,500
Plant maintenance contract		500	500	500
Staff uniforms		800	1,000	1,000
	4,235	9,100	9,300	9,300

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
215 TRAINING				
Department Staff training		1,500	1,500	1,500
	75	1,500	1,500	1,500
217 POSTAGE				
Quarterly recreation brochures		14,000	14,000	14,000
Office postage		525	525	525
	14,005	14,525	14,525	14,525
223 PROFESSIONAL SERVICES				
Contract classes (Split Instructor/City)		130,000	170,000	180,000
Marketing/promotion contract		34,000	34,000	34,000
Quarterly recreation brochure		40,000	40,000	40,000
City calendar		10,000	10,000	10,000
Scholarship classes		500	500	500
Age Well Senior Services		40,000	47,500	47,500
	259,901	254,500	302,000	312,000
225 ADVERTISING				
Events (egg hunt, concerts, craft faire)		6,000	8,000	8,000
4th of July fireworks promotions		3,000	3,000	3,000
	7,054	9,000	11,000	11,000
227 TRAVEL, CONF. & MEETINGS				
	-	-	-	-
229 MILEAGE REIMBURSEMENT				
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursements		1,500	1,500	1,500
	5,453	6,300	6,300	6,300
241 COMMUNITY ACTIVITIES				
4th of July Fireworks Show		115,000	130,000	135,000
4th of July trolley service		10,000	10,000	10,000
Grad Nite contribution		5,000	5,000	5,000
Ceremonies		2,500	2,500	2,500
Relay For Life			7,000	7,000
Coastal Cleanup Day		2,500	2,500	2,500
Summer Concerts		95,000	130,000	130,000
Art Festival		12,000	12,000	12,000
Community Events		10,000	15,000	15,000
Youth Services:				
Ocean Institute youth programs		50,000	25,000	25,000
Capo Valley Boys & Girls Club teen center		25,000	-	-
Capo Valley Boys & Girls Club sponsorship		20,000	25,000	25,000
Holiday program		10,000	15,000	15,000
Holiday decorations		10,000	10,000	10,000
Dana Point Grand Prix Bike Race Sponsorship		30,000	20,000	20,000
Dana Point Grand Prix Bike Race Operation			10,000	10,000
Doheny Blues Festival Sponsorship			15,000	15,000
Concours d'Elegance		25,000	25,000	25,000
Halloween Spooktacular & Movie			5,000	5,000
Dana Point BBQ Championship			65,000	65,000
Dana Point Symphony Summer Concert			7,500	7,500
Friday Movies in the Park		16,000	20,000	20,000
Shakespeare in the Park		8,000	4,000	-
Turkey Trot sponsorship		25,000	20,000	20,000
Dana Point Symphony Sponsorship		-	20,000	20,000
Festival of Whales:				
Sponsorship		-	25,000	25,000
Marketing		10,000	10,000	10,000
Movie night		3,000	3,500	3,500
Concert		7,500	10,000	10,000
Mongoose Cup			1,500	-
Community parade		30,000	30,000	30,000
	624,972	521,500	680,500	680,000

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
243 RECREATION PROGRAMS				
Youth sports		9,800	20,000	20,000
Adult sports		9,000	9,000	9,000
Transportation for senior services		8,000	8,000	8,000
Egg Hunt		6,500	9,000	9,000
Holiday Craft Faire		13,500	20,000	20,000
Senior Programs		30,000	30,000	30,000
	76,442	76,800	96,000	96,000
TOTAL MAT'LS & SERV.	1,007,497	908,880	1,137,720	1,147,220
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
	12,270	-	-	-
TOTAL CAPITAL OUTLAY	12,270	-	-	-
GRAND TOTAL EXPENDITURES	1,601,094	1,486,248	1,798,852	1,817,422

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 and visitors of Dana Point. There are over 100 acres of developed park land with approximately 3,000 trees, 6 restroom buildings, 10 playgrounds and 5 dog fun zones. The City's landscape medians and parkways contain over 5,000 trees. Del Obispo Park features a 15,000 sq. ft. Community Center that includes a full size gym, a Senior Center, a concession stand, 3 lighted ballfields, 1 handball court, 2 tennis courts, 1 outdoor and 2 indoor basketball courts. The City manages 5.4 acres of the Dana Hills High School Sports Park, a joint venture between the City and Capistrano Unified School District to make recreation resources available to the youth in our community. The sports park has 2 lighted regulation softball fields, a soccer field and a 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 and medians.

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.

Continue to support City events and services.

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.

Perform monthly certified playground inspections to ensure community safety.

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 294,913	\$ 300,125	\$ 294,936	\$ 298,464
Materials & Services	2,593,340	2,936,080	2,878,170	3,025,670
Capital Outlay	2,641	-	-	-
Total Expenditures	<u>\$ 2,890,895</u>	<u>\$ 3,236,205</u>	<u>\$ 3,173,106</u>	<u>\$ 3,324,134</u>

REVENUE SUMMARY

Park & Community Center Rentals	<u>\$ 53,342</u>	<u>\$ 60,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
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AUTHORIZED PERSONNEL

Parks Maintenance Worker III	1	1	1	1
Parks Supervisor	1	1	1	1
Parks Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	220,411	219,230	210,965	210,965
105 OVERTIME		5,000	5,000	5,000
	3,737	5,000	5,000	5,000
110 BENEFITS	32,616	34,350	38,400	40,200
112 RETIREMENT BENEFITS	35,231	38,365	37,512	39,240
114 MEDI-TAX 1.45%	2,918	3,179	3,059	3,059
199 PERSONNEL ALLOCATION	-	-	-	-
TOTAL PERSONNEL	294,913	300,125	294,936	298,464
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones		1,800	1,800	1,800
	1,800	1,800	1,800	1,800
203 EQUIP & FACIL. MAINT.				
205 VEHICLE MAINTENANCE				
Fuel		7,685	9,000	9,000
Repairs & maintenance		1,600	3,500	3,500
Vehicle cleaning		1,980	1,000	1,000
	10,155	11,265	13,500	13,500
207 OFFICE SUPPLIES				
General office supplies		1,050	1,050	1,050
	405	1,050	1,050	1,050
209 MEMBERSHIPS & DUES				
California Park & Recreation Society (2)		420	420	420
International Society of Arboriculture (1)		145		
	320	565	420	420
211 OPERATING SUPPLIES				
Repair & installation - mutt mitt dispensers		4,000	4,000	4,000
Employee uniforms		3,000	3,000	3,000
Mutt mitts		47,500	21,000	21,000
Small tools/hardware		65,000	75,000	75,000
	116,585	119,500	103,000	103,000
215 TRAINING				
Department Staff training		900	900	900
	10	900	900	900
219 FACIL & EQUIP LEASE/RENTAL				
Portable toilets (Thunderbird Park)		4,500	4,500	4,500
	3,706	4,500	4,500	4,500

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
221 UTILITIES				
Water/sewer		450,000	525,000	550,000
Sportspark lights - Del Obispo and DHHS			60,000	60,000
Security lighting & irrigation controllers		50,000	50,000	50,000
	437,961	500,000	635,000	660,000
223 PROFESSIONAL SERVICES				
Playground Inspections			35,000	35,000
ADA compliance inspections		500	500	500
Bee extermination		4,000	4,000	4,000
Vandalism repair/Graffiti abatement		25,000	25,000	25,000
	10,896	29,500	64,500	64,500
227 TRAVEL, CONF. & MEETINGS	-	-	-	-
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		500	500	500
	-	500	500	500
245 LANDSCAPE (MEDIANS)				
Annual maintenance		525,000	580,000	615,000
Extraordinary		52,500	55,000	60,000
Median & parkway landscape repair/replacement		80,000	80,000	80,000
	558,050	657,500	715,000	755,000
247 TREE MAINTENANCE				
Trimming		634,500	400,000	450,000
	500,267	634,500	400,000	450,000
255 PARK MAINTENANCE				
Landscape:				
Annual maintenance		525,000	500,000	525,000
Extraordinary maintenance		52,500	50,000	52,500
Ballfields - maintenance/infield renovation		139,000	140,000	145,000
Hardscape:				
Light standards (repl. rusted/rotten)		20,000	20,000	20,000
Hardscape repair/replacement		50,000	50,000	50,000
Playground maintenance/repair		35,000	35,000	35,000
Park sign replacement		25,000	25,000	25,000
Irrigation/Drainage/Water Distribution:				
Irrigation control systems upgrade		35,000	25,000	25,000
Backflow preventers (preventative maint/testing)		3,000	3,000	3,000
Park equipment repair, maintenance & replacement		90,000	90,000	90,000
	953,186	974,500	938,000	970,500
TOTAL MAT'LS & SERV.	2,593,340	2,936,080	2,878,170	3,025,670
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	2,641	-	-	-
305 PARK STRUCT. & IMPVMENTS.	-	-	-	-
TOTAL CAPITAL OUTLAY	2,641	-	-	-
GRAND TOTAL EXPENDITURES	2,890,895	3,236,205	3,173,106	3,324,134

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 (including leased space)
- 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 and elevators
- Funicular (inclined elevator)
- Headlands Nature Interpretive Center
- South Strands Restroom
- Strands Parking Lot Restroom and North Strands Stairs 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$150,089	\$155,122	\$154,478	\$156,273
Materials & Services	469,848	460,095	531,677	519,127
Capital Outlay	5,250	-	-	-
Total Expenditures	<u>\$625,187</u>	<u>\$615,217</u>	<u>\$686,155</u>	<u>\$675,400</u>

REVENUE SUMMARY

City Plaza rental revenues	\$86,890	\$88,000	\$74,000	\$74,000
Total Revenues	<u>\$86,890</u>	<u>\$88,000</u>	<u>\$74,000</u>	<u>\$74,000</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	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
PERSONNEL				
101 SALARIES	48,909	50,236	47,939	47,939
105 OVERTIME				
		2,000	2,000	2,000
	1,801	2,000	2,000	2,000
110 BENEFITS	10,808	10,950	12,300	12,900
112 RETIREMENT BENEFITS	7,911	8,791	8,524	8,917
114 MEDI-TAX 1.45%	869	757	724	724
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support		-	-	-
	-	-	-	-
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. from ES (12)		82,387	82,991	83,793
	79,791	82,387	82,991	83,793
TOTAL PERSONNEL	150,089	155,122	154,478	156,273
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone		960	960	960
	724	960	960	960
203 EQUIPMENT & FACILITY MAINTENANCE				
Custodial contract		140,000	115,000	118,000
Building pest control		9,000	30,000	9,200
Elevator maintenance contract		9,000	9,250	9,500
Sewer pump station maint (Comm Ctr. & Strand Bch)		7,000	8,500	8,500
HVAC maintenance		15,000	10,000	10,000
HVAC Replacement		-	15,000	15,000
Fire extinguisher and sprinkler inspection		2,000	2,000	2,000
Floor mats / carpet cleaning		4,000	4,000	4,000
Facility security systems (alarm, surveillance)		7,500	20,000	20,000
Signage		5,000	2,000	2,000
Strand shower maintenance		4,000	8,000	8,000
Electrical		5,000	4,000	4,000
Painting		5,000	4,000	4,000
Plumbing		5,000	8,000	8,000
Miscellaneous projects (based on priority)		10,000	-	-
Wireless mesh network maintenance		10,000	-	-
Building Renovations / Improvements		-	50,000	50,000
Extraordinary maintenance		10,000	15,000	15,000
	250,787	247,500	304,750	287,200
205 VEHICLE MAINTENANCE				
Fuel		2,125	1,607	1,607
Repairs & maintenance		400	1,000	1,000
Vehicle cleaning		660	560	560
	2,672	3,185	3,167	3,167
207 OFFICE SUPPLIES	-	-	-	-
209 MEMBERSHIPS & DUES	-	-	-	-

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
211 OPERATING SUPPLIES				
Electrical supplies			6,000	6,000
Plumbing supplies			6,000	6,000
Paint and supplies			2,000	2,000
General Hardware/Supplies			10,000	10,000
Custodial Supplies			11,000	11,000
Paint, hardware, lighting, misc.		33,000	-	-
	35,375	33,000	35,000	35,000
215 TRAINING				
Staff training		300	500	500
	22	300	500	500
219 FACILITIES & EQUIPMENT LEASE/RENT	-	-	-	-
221 UTILITIES				
Community Center:				
Water		3,500	4,200	4,400
Gas		1,600	1,600	1,600
Electricity - building		20,000	20,000	22,000
Electricity - ballfield lights (Moved to Dept. 55)		30,000	-	-
DHHS Sports Fields:				
Electricity - ballfield lights (Moved to Dept. 55)		25,000	-	-
Nature Interpretive Center:				
Water		2,700	2,700	2,700
Electricity			500	500
Strands Restroom:				
Water		3,300	3,300	3,600
Electricity		400	500	500
City Plaza:				
Electricity		72,000	90,000	92,000
Water/sewer		5,500	6,000	6,500
Data service (SCWD/Mesh)		6,000	3,500	3,500
Other:				
Property taxes		5,000	5,000	5,000
	180,257	175,000	137,300	142,300
223 PROFESSIONAL SERVICES				
Contract Maintenance During Peak Periods			50,000	50,000
	-	-	50,000	50,000
227 TRAVEL, CONF. & MEETINGS	-	-	-	-
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		150	-	-
	11	150	-	-
TOTAL MAT'LS & SERV.	469,848	460,095	531,677	519,127
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
	5,250	-	-	-
303 FACILITY IMPROVEMENTS				
Community Center:				
Funded from Facilities Maint. Fund FY10 & FY11		-	-	-
City Plaza:				
Funded from Facilities Maint. Fund FY10 & FY11		-	-	-
Funded from Facilities Maint. Fund FY10 & FY11		-	-	-
		-	-	-
TOTAL CAPITAL OUTLAY		-	-	-
GRAND TOTAL EXPENDITURES	625,187	615,217	686,155	675,400

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 coordinates 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	-	1,300	1,300	1,300
Risk Management	889,716	755,800	423,700	608,200
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 889,716</u>	<u>\$ 757,100</u>	<u>\$ 425,000</u>	<u>\$ 609,500</u>

REVENUE SUMMARY

Litigation (reimbursed legal expenses)	\$ 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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
OSHA standards & miscellaneous	-	300	300	300
		300	300	300
215 TRAINING				
CJPIA training/workshops	-	1,000	1,000	1,000
		1,000	1,000	1,000
	-	1,300	1,300	1,300
INSURANCE				
401 LIABILITY INSURANCE PREMIUMS				
General liability premium (estimate)		497,000	225,000	370,000
Retro liability deposit		5,000		
	396,783	502,000	225,000	370,000
403 PROPERTY INSURANCE PREMIUMS				
Earthquake insurance premium		58,000	49,000	54,000
Automobile insurance premium		5,000	7,000	8,000
Pollution insurance premium		6,700	7,400	8,100
Boiler & machinery insurance premium		1,900	1,700	1,900
		5,700	6,600	7,200
	62,935	77,300	71,700	79,200
405 EMPLOYEE BOND PREMIUMS				
Employee bonds		1,500	1,500	1,500
	932	1,500	1,500	1,500
409 GENERAL LIABILITY/PROPERTY CLAIMS				
Litigation expenses - reimbursed		75,000	-	-
	367,562	75,000	-	-
411 WORKERS' COMPENSATION				
Retro deposit		-		
Annual premium		72,500	108,000	140,000
	57,530	72,500	108,000	140,000
413 CONSULTING/WITNESS FEES				
Litigation support		10,000	10,000	10,000
Litigation support - reimbursed		10,000	-	-
	2,504	20,000	10,000	10,000
417 OTHER INSURANCE SERVICES				
	-	-	-	-
419 LITIGATION SETTLEMENTS				
	-	-	-	-
421 UNEMPLOYMENT BENEFITS				
Contingency		7,500	7,500	7,500
	1,470	7,500	7,500	7,500
TOTAL INSURANCE	889,716	755,800	423,700	608,200
GRAND TOTAL EXPENDITURES	889,716	757,100	425,000	609,500

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 2012 <u>Actual</u>	Fiscal Year 2013 <u>Budget</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	633,470	821,745	935,295	862,395
Capital Outlay	30,000	-	295,000	167,000
Total Operating Expenditures	<u>\$ 663,470</u>	<u>\$ 821,745</u>	<u>\$ 1,230,295</u>	<u>\$ 1,029,395</u>
Operating Transfers-out	30,000	30,000	7,748,859	30,000
Total Oper. Expend. & Tsfs. Out	<u><u>\$ 693,470</u></u>	<u><u>\$ 851,745</u></u>	<u><u>\$ 8,979,154</u></u>	<u><u>\$ 1,059,395</u></u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Telephone - City Hall & Community Center		22,000	23,000	23,000
		36,000	36,000	36,000
		3,000	3,000	3,000
Repair & maintenance of switching equip/phones		2,500	2,500	2,500
	54,724	63,500	64,500	64,500
203 EQUIP/FACIL MAINT/REPAIR				
		1,000	1,000	1,000
Interior potted plants rental/maintenance		3,100	3,200	3,200
Canon 5020 copier (Records Room)		2,000	2,200	2,200
Konica Minola C650 copier (Admin)		5,500	7,500	8,000
Canon 5070 copier (Public Works)		3,000	5,500	5,750
Canon 5070 copier (Community Development)		3,000	5,500	5,750
	15,282	17,600	24,900	25,900
207 OFFICE SUPPLIES				
Central supplies (white copier paper)		10,000	10,000	10,000
Miscellaneous office supplies		2,500	2,500	2,500
	5,619	12,500	12,500	12,500
209 MEMBERSHIPS & DUES				
Association of Calif. Cities - Orange County		11,500	11,500	12,000
League of California Cities - State dues		12,900	12,900	13,500
Orange County Human Relations		3,150	3,150	3,150
California Coastal Coalition (Moved to Dept. 57)		2,000	-	-
So. Calif. Association of Governments (SCAG)		3,750	3,750	3,950
Orange County Council of Gov'ts (OCCOG)		5,250	5,400	5,700
Miscellaneous		1,650	1,650	1,650
	37,524	40,200	38,350	39,950
211 OPERATING SUPPLIES				
Miscellaneous operating supplies		22,000	23,500	23,500
Postage machine supplies		1,000	500	500
Central copier supplies (toner, staples, etc.)		1,000	1,000	1,000
	23,892	24,000	25,000	25,000
217 POSTAGE				
U.S. Mail (general & bulk rate postage)		15,000	15,500	16,000
Business reply annual permit		745	745	745
Overnight delivery service (FedX, UPS, etc.)		5,000	5,000	5,000
	7,561	20,745	21,245	21,745
219 FACIL & EQUIP LEASE/RENT				
Postage meter lease		4,000	4,000	4,000
Miscellaneous		500	500	500
	2,340	4,500	4,500	4,500
223 PROFESSIONAL SERVICES				
CASA - animal control services		296,000	314,000	324,000
CASA - Contribution to CJPIA GL Insurance		-	85,000	-
Dana Point Library - Sunday hours		40,000	40,000	40,000
Miscellaneous		2,000	2,000	2,000
	366,451	338,000	441,000	366,000
227 TRAVEL, CONF. & MEETINGS				
Tuition reimbursements		4,000	4,000	4,000
Employee/Volunteer recognition events		20,000	20,000	20,000
	14,842	24,000	24,000	24,000

	Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
259 DATA TECHNOLOGY				
Non-warranty printer repairs & maintenance (15)		5,000	3,000	2,500
Data/phone line cable repairs & installation		1,000	1,000	1,000
LAN hubs, switches, repair & replacement		3,000	3,000	3,000
Extended warranty contracts - routers/firewall		2,000	1,600	1,600
LAN technical support & consulting (hourly)		34,500	70,000	70,000
Non-warranty computer R&M, upgrades (95 pcs)		5,000	-	-
Misc computer & network parts & supplies		2,000	1,500	1,500
Maintenance - anti-virus software		4,000	3,000	3,000
Maintenance - network backup software		2,000	-	10,000
Maintenance - spam filtering software (bi-annual)		4,000	1,200	1,200
Maintenance - other network software		1,000	-	-
Misc minor software purchases		1,500	-	-
Microsoft site licensing maintenance (next due FY14)		-	-	-
Non-Microsoft software upgrades		2,000	-	-
Cyclical technology hardware replacement		-	-	-
Network Back-up systems		-	-	17,000
Servers		12,500	10,000	10,000
SAN array (network storage)		25,000	25,000	-
Employee computers (desktop & laptop)		30,000	25,000	25,000
Printers		7,500	5,000	5,000
Uninterruptable Power Supplies		2,200	5,000	2,500
Barracuda e-mail filter device		3,500	-	-
Routers & firewall		4,000	-	-
	105,235	151,700	154,300	153,300
261 MARKETING		-	-	-
299 RESERVE FOR SERVICE ENHANCEMENTS				
Reserve for Service Enhancements		125,000	125,000	125,000
	-	125,000	125,000	125,000
TOTAL MAT'LS & SERV.	633,470	821,745	935,295	862,395
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
New Accounting System		-	100,000	-
Future Capital Outlay		-	195,000	167,000
	30,000	-	295,000	167,000
TOTAL CAPITAL OUTLAY	30,000	-	295,000	167,000
TOTAL OPER. EXPENDITURES	663,470	821,745	1,230,295	1,029,395
OPERATING TRANSFERS OUT				
901 TO FACILITIES IMPROVEMENT FUND				
Facility improvements		-	-	-
	-	-	-	-
903 TO CFD MAINTENANCE FUND				
City share funicular maintenance		30,000	30,000	30,000
	30,000	30,000	30,000	30,000
905 TO CAPITAL IMPROVEMENTS FUND				
Town Center, mandates, repairs & repl. of infrastructure		-	7,698,859	-
Priority 1 CIP Reserve (10% of Priority 1 Projects)		-	20,000	-
	-	-	7,718,859	-
TOTAL OPERATING TRANSFERS OUT	30,000	30,000	7,748,859	30,000
GRAND TOTAL OPERATING EXP. & TSFS. OUT	693,470	851,745	8,979,154	1,059,395

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 for street construction and maintenance purposes.allocated to local entities

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, 2106, 2107 and 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>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$150,800	\$0
 Revenues and Sources		
Gasoline taxes - Section 2103	528,314	528,314
Gasoline taxes - Section 2105	174,369	174,369
Gasoline taxes - Section 2106	120,393	120,393
Gasoline taxes - Section 2107	259,608	259,608
Gasoline taxes - Section 2107.5	6,000	6,000
Total Revenues and Sources	<u>1,088,684</u>	<u>1,088,684</u>
 Expenditures and Uses		
Transfer Out to General Fund	711,170	560,370
Transfer Out to CIP Fund	528,314	528,314
Total Expenditures and Uses	<u>1,239,484</u>	<u>1,088,684</u>
Ending Fund Balance	<u>\$0</u>	<u>\$0</u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
02-10-6121	HWY USERS TAX - SEC 2106	122,489	115,031	120,393	120,393
02-10-6123	HWY USERS TAX - SEC 2107	249,769	247,834	259,608	259,608
02-10-6125	HWY USERS TAX - SEC 2107.5	-	6,000	6,000	6,000
02-10-6127	HWY USERS TAX - SEC 2105	169,834	167,825	174,369	174,369
02-10-6129	HWY USERS TAX - SEC 2103	501,930	405,898	528,314	528,314
02-10-6199	HWY USERS TAX - deferral	-	-	-	-
	Total Revenues & Transfers-in	<u>1,044,022</u>	<u>942,588</u>	<u>1,088,684</u>	<u>1,088,684</u>

EXPENDITURES & TRANSFERS OUT:

02-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND*	593,000	536,690	711,170	560,370
02-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	413,000	405,898	528,314	528,314
	Total Expenditures & Transfers-out	<u>1,006,000</u>	<u>942,588</u>	<u>1,239,484</u>	<u>1,088,684</u>

* FY14 Transfer to General Fund includes estimated unencumbered Fund Balance of \$150,800..

MEASURE M FUND

Measure M is the half cent sales tax for transportation improvements first approved by Orange County voters in 1990, and renewed by voters for a 30-year extension in 2006. The combined measures raise the sales tax in Orange County by one-half cent through 2041 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>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$22,945	\$900
Revenues and Sources		
Measure M Taxes	498,892	529,505
Investment Income	<u>900</u>	<u>900</u>
Total Revenues and Sources	<u>499,792</u>	<u>530,405</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	521,837	529,505
Total Expenditures and Uses	<u>521,837</u>	<u>529,505</u>
Ending Fund Balance	<u><u>\$900</u></u>	<u><u>\$1,800</u></u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
04-10-6141	MEASURE M TURNBACK Estimates provide by Orange County Transportation Authority	454,960	472,426	498,892	529,505
04-40-6403	INVESTMENT INTEREST	930	-	900	900
Total Revenues & Transfers-in		455,890	472,426	499,792	530,405
EXPENDITURES & TRANSFERS OUT:					
04-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	-	72,426	-	-
04-99-90-0000-905	TRANSFERS OUT - TO CIP FUND*	400,000	400,000	521,837	529,505
Total Expenditures & Transfers-out		400,000	472,426	521,837	529,505

* FY14 Transfer to CIP Fund includes estimated unencumbers Fund Balance of \$22,945.

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 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.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$237,209	\$278,009
Revenues and Sources		
AB2766 fees	40,000	40,000
Investment interest	800	800
Total Revenues and Sources	<u>40,800</u>	<u>40,800</u>
Expenditures and Uses		
To be determined	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>
Ending Fund Balance	<u><u>\$278,009</u></u>	<u><u>\$318,809</u></u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
05-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	808	500	800	800
05-50-6511	AB2766 REVENUES Estimates provide by South Coast Air Quality Management District	40,497	45,000	40,000	40,000
Total Revenues & Transfers-in		41,305	45,500	40,800	40,800
 EXPENDITURES & TRANSFERS OUT:					
05-99-20-0000-219	FACILITY & EQUIP LEASE/RENT To be determined	-	-	-	-
05-99-20-0000-223	PROFESSIONAL SERVICES To be determined	-	-	-	-
05-99-30-0000-301	FURNITURE & EQUIPMENT To be determined	-	-	-	-
05-99-90-0000-905	TRANSFERS OUT - TO CIP FUND Amount, if any, will be determined in conjunction with CIP budget.	-	-	-	-
Total Expenditures & Transfers-out		-	-	-	-

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 2014 or 2015.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$1,237,795	\$1,124,095
Revenues and Sources		
Coastal transit fees	-	-
Investment interest	6,300	6,300
Total Revenues and Sources	6,300	6,300
Expenditures and Uses		
Implementation of coastal transit program	120,000	120,000
Total Expenditures and Uses	120,000	120,000
Ending Fund Balance	\$1,124,095	\$1,010,395

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
06-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	6,381	500	6,300	6,300
06-50-6523	COASTAL TRANSIT FEES Estimate of fees collected from residential development within the City	-	20,000	-	-
Total Revenues & Transfers-in		6,381	20,500	6,300	6,300
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	-	120,000	120,000	120,000
Total Expenditures & Transfers-out		-	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.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$0	\$600
Revenues and Sources		
Investment interest	600	600
Total Revenues and Sources	<u>600</u>	<u>600</u>
Expenditures and Uses		
To be determined	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>
Ending Fund Balance	<u><u>\$600</u></u>	<u><u>\$1,200</u></u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
25-40-6403	INVESTMENT INTEREST	598	500	600	600
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 FY2014 and/or FY2015 a separate report will be brought to Council for action.	100,000	91,672	-	-
Total Revenues & Transfers-in		100,598	92,172	600	600
EXPENDITURES & TRANSFERS OUT:					
25-99-20-0000-257	SLESF Program Operating Expenditures	159,655	170,025	-	-
25-99-30-0000-301	SLESF Program Capital Expenditures	-	-	-	-
25-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
Total Expenditures & Transfers-out		159,655	170,025	-	-
			-		

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.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$150,000	\$121,100
Revenues and Sources		
Investment interest	1,400	1,400
Charges for services	90,000	90,000
Transfer in from General Fund	30,000	30,000
Total Revenues and Sources	<u>121,400</u>	<u>121,400</u>
Expenditures and Uses		
Materials and services	150,300	166,300
Furniture and equipment	-	-
Total Expenditures and Uses	<u>150,300</u>	<u>166,300</u>
Ending Fund Balance	<u><u>\$121,100</u></u>	<u><u>\$76,200</u></u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
27-40-6403	INVESTMENT INTEREST	1,432	1,000	1,400	1,400
27-60-6685	CHARGES FOR SERVICES Special taxes - CFD properties	92,886	90,000	90,000	90,000
27-90-6901	TRANSFER IN - FROM GENERAL FUND Funicular operations contribution	30,000	30,000	30,000	30,000
Total Revenues & Transfers-in		<u>124,318</u>	<u>121,000</u>	<u>121,400</u>	<u>121,400</u>
EXPENDITURES					
27-99-20-0000-203	FACILITY/EQUIPMENT MAINTENANCE MSE walls maintenance* Funicular maintenance Funicular operating cost Revetment walkway maintenance (*HRLLC to maintain in FY12 & FY13)	53,932	81,800	86,800	97,800
27-99-20-0000-211	OPERATING SUPPLIES	-	-	-	-
27-99-20-0000-221	UTILITIES	38,610	39,000	40,000	45,000
27-99-20-0000-223	PROFESSIONAL SERVICES Allocated City Staff costs for maintenance	8,173	16,000	7,000	7,000
27-99-20-0000-245	LANDSCAPE MAINTENANCE Lot Q & portion of Lot BB maintenance* (*HRLLC to maintain in FY12 & FY13)	-	-	-	-
27-99-20-0000-247	TREE TRIMMING	-	-	-	-
27-99-20-0000-255	PARK MAINTENANCE	-	-	-	-
27-99-20-0000-263	INFRASTRUCTURE & HARDSCAPE	-	-	-	-
27-99-20-0000-265	COUNTY / WATER DISTRICT FACILITIES Selva BMPs - storm screen/media filter repl. Selva BMPs - storm screen/media filter maint.	9,401	16,000	16,000	16,000
27-99-40-0000-403	PROPERTY INSURANCE PREMIUMS CJPIA premium - funicular	376	500	500	500
27-99-30-0000-301	FURNITURE & EQUIPMENT	-	-	-	-
Total Expenditures & Transfers-out		<u>110,492</u>	<u>153,300</u>	<u>150,300</u>	<u>166,300</u>

HEADLANDS HABITAT FUND

The Headlands Habitat Fund was established in 2013 to account for funds provided by the Developer of the Strand at the Headlands in accordance with Dana Point Local Coastal Plan 1-03 (“LCP”) dated May 27, 2004, and the Headlands Habitat Management and Monitoring Plan (“HMMP”) dated April 18, 2005. The Developer was required to provide the City with an endowment to fund ongoing maintenance and monitoring of Environmentally Sensitive Habitat Areas (“ESHA”) located generally within the “Strand at the Headlands” development. The endowment is intended to be “sufficient to maintain the biological values of the retained ESHA/habitat area within the City owned Harbor Point Park, Hilltop Park and around the South Strand switchback path. The endowment was funded in April 2013 with a \$180,000 cash payment to the City, and the purchase of an annuity contract that will pay the City \$30,000 per year for 50 years. Interest earned on monies in this fund must accrue to the fund. Specific maintenance functions include required biological monitoring (e.g. gnatcatcher, sensitive and exotic species); feral and domestic animal control, weed/exotic species control and monitoring; and, reporting.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$0	\$180,450
Revenues and Sources		
Investment interest <i>(Annuity=\$30,000/year thru 2062)</i>	30,450	30,450
Contributed Capital	180,000	0
Total Revenues and Sources	<u>210,450</u>	<u>30,450</u>
Expenditures and Uses		
Habitat Maintenance	30,000	30,000
Furniture and equipment	-	-
Total Expenditures and Uses	<u>30,000</u>	<u>30,000</u>
Ending Fund Balance	<u>\$180,450</u>	<u>\$180,900</u>

City of Dana Point
Revenue & Expenditures Detail Listing
HEADLAND HABITAT FUND (09)

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
09-90-6990	CONTRIBUTED CAPITAL	-	-	180,000	-
09-40-6403	INVESTMENT INTEREST	-	-	30,450	30,450
Total Revenues & Transfers-in		-	-	210,450	30,450
EXPENDITURES & TRANSFERS OUT:					
09-99-20-0000-255	HABITAT MAINTENANCE	-	-	30,000	30,000
Total Expenditures & Transfers-out		-	-	30,000	30,000

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.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$687,950	\$787,950
Revenues and Sources		
Developer deposits	100,000	100,000
Investment interest	-	-
Total Revenues and Sources	<u>100,000</u>	<u>100,000</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>
Ending Fund Balance	<u><u>\$787,950</u></u>	<u><u>\$887,950</u></u>

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
21-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	-	5,000	-	-
21-70-6701	PARK FEES Revenue is based upon estimated new construction subject to park development fees.	72,400	100,000	100,000	100,000
Total Revenues & Transfers-in		<u>72,400</u>	<u>105,000</u>	<u>100,000</u>	<u>100,000</u>
 EXPENDITURES & TRANSFERS OUT:					
21-99-20-0000-223	PROFESSIONAL SERVICES	-	-	-	-
21-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
21-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	85,000	-	-	-
Total Expenditures & Transfers-out		<u>85,000</u>	<u>-</u>	<u>-</u>	<u>-</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.

	<u>FY2014 Proposed</u>	<u>FY2015 Proposed</u>
Beginning Fund Balance	\$100,455	\$100,455
Revenues and Sources		
Operating transfer from General Fund	-	-
Operating transfer from Capital Improvements Fund	-	-
Total Revenues and Sources	-	-
Expenditures and Uses		
Facility improvements	-	-
Total Expenditures and Uses	-	-
Ending Fund Balance	\$100,455	\$100,455

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
12-90-6901	TRANSFER-IN FROM GENERAL FUND	-	-	-	-
12-90-6911	TRANSFER-IN FROM CIP FUND None	-	-	-	-
Total Revenues & Transfers-in		-	-	-	-
EXPENDITURES & TRANSFERS OUT:					
12-99-30-0000-303	FACILITY IMPROVEMENTS	-	598,600	-	-
		-	598,600	-	-
12-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
Total Expenditures & Transfers-out		-	598,600	-	-
			-		

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 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.

A new bond issue of approximately \$16.8 million is due to take place in May/June 2014 and it will enable the City to refinance the existing bonds at lower rates and reimburse the developer for \$7.6 million for completed public infrastructure. CFD 2006-1 is authorized to issue up to \$40 million of bonds to provide funds to satisfy the acquisition of the specific public improvements.

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.

	<u>FY2014</u> <u>Proposed</u>	<u>FY2015</u> <u>Proposed</u>
Beginning Fund Balance	\$ -	\$ -
Revenues and Sources		
Investment interest	-	-
Contributions from property owners	-	-
Total Revenues and Sources	-	-
Expenditures and Uses		
Professional services	-	-
Acquisition of public improvements	-	-
Total Expenditures and Uses	-	-
Ending Fund Balance	\$ -	\$ -

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

		Fiscal Year 2012 <u>Actual</u>	Fiscal Year 2013 <u>Adopted</u>	Fiscal Year 2014 <u>Proposed</u>	Fiscal Year 2015 <u>Proposed</u>
REVENUES					
13-40-6403	INVESTMENT INTEREST	2,951	20,000	-	-
12-90-6911	CONTRIBS. FROM PROPERTY OWNERS To be determined at a later date	27,864	50,000	-	-
Total Revenues & Transfers-in		30,815	70,000	-	-
EXPENDITURES & TRANSFERS OUT:					
13-99-20-0000-223	PROFESSIONAL SERVICES				
	CFD 3rd party administrative expenses		43,000	-	-
	Allocation of City Staff admin costs		7,000	-	-
		14,894	50,000	-	-
13-99-30-xxxx-311	ACQUISITION OF PUBLIC IMPROVEMENTS				
	Est ppmts/surplus funds available for facility acq.	0	20,000	-	-
Total Expenditures & Transfers-out		14,894	70,000	-	-

CAPITAL IMPROVEMENT PROJECTS FUND

The projects selected and funded for the FY2014 and FY2015 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.

	<u>FY2014</u>	<u>FY2015</u>
	<u>Proposed</u>	<u>Proposed</u>
Beginning Fund Balance	\$3,745,122	\$1,044,306
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	7,718,859	-
from Measure M Fund	521,837	529,505
from Park Development Fund	-	-
from Gasoline Tax Fund	528,314	528,314
Measure M - GMA11	-	-
California Dept. of Parks & Recreation	-	-
Intersection Improvement Program	-	-
Orange County Transportation Authority	-	-
Developer Contributions	-	-
TEA	-	-
Total Revenues and Sources	<u>8,769,010</u>	<u>1,057,819</u>
Expenditures and Uses		
Capital Improvement Projects	11,469,826	2,081,180
Total Expenditures and Uses	<u>11,469,826</u>	<u>2,081,180</u>
Ending Fund Balance	<u>\$1,044,306</u>	<u>\$20,945</u>
Reserves/Designations of Fund Balances:		
Pacific Coast Highway Remediation	-	-
Priority 1 Project	20,000	20,000
Undesignated	1,024,306	945
Total Reserves/Designations	<u>\$ 1,044,306</u>	<u>\$ 20,945</u>

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CIP BUDGET SUMMARY FY14 AND FY15

Project No.	Description	Comments	Estimated Unspent Funds 6-30-13	Reprogrammed Funds	Carryover Funds	FY14 GF/CIP Undesignated	FY14CIP Designated	FY14Other Funds	FY14 Reprogrammed Funds	FY15 GF/CIP Undesignated	FY15CIP Designated	FY15 Other Funds	FY15 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost
1. PREVIOUSLY BUDGETED 2011-2012 and 2012-2013 PROJECTS (CIP FUND)																
1223	PCH/Del Prado Improvements- Phase I Design	Carryover	467,335		467,335	-	-	-	-	-	-	-	-	467,335	-	467,335
1226	Beach Road Train Crossing Improvements FY 08/09	Carryover	49,514		49,514	-	-	-	-	-	-	-	-	49,514	-	49,514
1239	General Park Rehabilitation (Parks Division)	Carryover	91,244		91,244	-	-	-	-	-	-	-	-	91,244	-	91,244
1242	Town Center Streetscape Construction (includes PHASE A and PHASE C)	FY14: Carryover project balances from FY13 of \$208,000. Fund project in the amount of \$9,000,000 (\$669,000 from Capital Projects Sinking Fund and \$7,049,859 from Undesignated General Fund Operating Transfer-In); Transfer-in funding from Designated PCH Remediation Fund (\$1,131,641); Reprogram \$40,000 in project savings from CIP#1256. Program \$22,000 from FY13 M2 balance; Program \$20,000 from FY14 Priority 1 project balance and \$87,500 from previous budget Priority 1 project balance	208,000		208,000	7,049,859	1,888,141	22,000	40,000					9,208,000		9,208,000
1247	Minor Drainage	FY14: Reprogram to CIP#1	150,000	(150,000)												
1248	Slurry Seal	FY14: Reprogram \$50,000 to CIP#2. FY15: Reprogram \$150,000 to CIP#1	200,000	(200,000)												
1250	Sidewalk & Concrete	FY14: Reprogram \$50,000 to CIP#2. FY15: Reprogram \$50,000 to CIP#2	100,000	(100,000)												
1251	ADA Sidewalk Improvements	FY14: Reprogram \$50,000 to CIP#2. Reprogram \$150,000 to CIP#3	200,000	(200,000)												
1252	Traffic Safety Repairs	FY14: Reprogram \$150,000 to CIP#3. FY15: Reprogram \$51,000 to CIP#4	201,000	(201,000)												
1253	Annual Residential Resurfacing FY12	FY14: Reprogram \$49,000 to CIP#4, Reprogram \$100,000 to CIP#5, Reprogram \$100,000 to CIP#6, Reprogram \$189,180 to CIP#7. FY15: Reprogram \$100,000 to CIP#4, Reprogram \$100,000 to CIP#5, Reprogram \$100,000 to CIP#6	738,180	(738,180)												
1254	San Juan Creek Bike Trail Project	Carryover	153,750		153,750									153,750		153,750
1255	PCH Medians, Phase III (Blue Lantern to Selva)	FY15: Reprogram \$195,000 of project savings to fund new Priority 1 project L01S02 Storm Drain project	195,000	(195,000)												
1256	Town Center South Gateway	FY14: Reprogram \$40,000 to CIP#1242, PHASE A. FY15: Reprogram \$5,000 of project savings to Priority 1 New Project L01S02; Reprogram \$20,000 to CIP#7.	65,000	(65,000)												
1257	Annual Residential Resurfacing FY13 (Via Canon and Via Fortuna)	FY14: Reprogram portion of project budget to CIP#8	2,057,429	(676,801)	1,380,628									1,380,628		1,380,628
1259	PCH Rehab: Crystal Lantern to Copper Lantern	FY14: Carryover (Construction in Fall 2013)	536,882		536,882									536,882		536,882
	SUBTOTAL		5,413,334	(2,525,981)	2,887,353	7,049,859	1,888,141	22,000	40,000					11,887,353		11,887,353
2. MANDATES, REPAIR, AND REPLACEMENT TO EXISTING INFRASTRUCTURE																
1	Minor Drainage/Diversion Repair	FY 14: Reprogram \$150,000 from CIP#1247. FY15: Reprogram \$150,000 from CIP#1248	-	-	-	-	-	-	150,000	-	-	-	150,000	300,000	-	300,000
2	Slurry Seal Program	FY14: Reprogram \$50,000 from CIP#1248, Reprogram \$50,000 from CIP#1250. FY15: Reprogram \$50,000 from CIP#1250, Reprogram \$50,000 from CIP#1251	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
3	Arterial Roadway Rehabilitation and Repairs	FY14: Reprogram \$150,000 from CIP# 1251. FY15: Reprogram \$150,000 from CIP#1252.	-	-	-	-	-	-	150,000	-	-	-	150,000	300,000	-	300,000
4	Sidewalk and Concrete Repairs	FY14: Reprogram \$51,000 from CIP#1252. Reprogram \$49,000 from CIP#1253. FY15: Reprogram \$100,000 from CIP#1253	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
5	Sidewalk ADA Improvements	FY14: Reprogram \$100,000 from CIP#1253. FY15: Reprogram \$100,000 from CIP#1253	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
6	Traffic Safety Repairs and Improvements	FY14: Reprogram \$100,000 from CIP#1253. FY15: Reprogram \$100,000 from CIP#1253.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
7	Annual Residential Roadway Resurfacing FY 13/14, Phase I (Violet Lantern to El Camino Capistrano) :PHASE I	FY14: Reprogram \$189,180 from CIP#1253, Reprogram \$20,000 from CIP#1256; Portion of M2 Funding +/- \$480,646	-	-	-	-	-	480,646	209,180	-	-	-	-	689,826	-	689,826
8	Annual Residential Roadway Resurfacing FY 13/14, Phase II (Calle Portola N, Juanita, Via Sacramento): PHASE II	FY14: Reprogram \$676,801 from CIP#1257, Balance of M2 Funding +/- \$18,246, Portion of Gas Tax Funding +/- \$204,953	-	-	-	-	-	223,199	676,801	-	-	-	-	900,000	-	900,000
9	Annual Residential Roadway Resurfacing FY 14/15, Phase I	FY 15: Balance of FY14 Gas Tax Funding \$323,361, Anticipated FY15 M2 funding +/- 401,639	-	-	-	-	-	-	-	-	-	725,000	-	725,000	-	725,000
10	Annual Residential Roadway Resurfacing FY 14/15, Phase II	FY15: Balance of anticipated M2 Funding \$127,866, Anticipated Gas Tax Funding \$528,314	-	-	-	-	-	-	-	-	-	656,180	-	656,180	-	656,180
	SUBTOTAL		-	-	-	-	-	703,845	1,585,981	-	-	1,381,180	700,000	4,371,006	-	4,371,006
3. PRIORITY 1 NEW PROJECTS (CIP FUND)																
	San Juan Creek Storm Drain Water Quality Project (L01S02)	FY14: Reprogram project savings from CIP#1255 in the amount of \$195,000 and Reprogram \$5,000 from CIP#1256	-	-	-	-	-	-	200,000	-	-	-	-	-	-	200,000
	SUBTOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
	TOTAL		5,413,334	(2,525,981)	2,887,353	7,049,859	1,888,141	725,845	1,825,981	-	-	1,381,180	700,000	16,458,359	-	16,458,359
	CIP Fund Balance		Beginning Balance		Additions 2014	Transfers In/Out from GF/CIP Undesignated	Transfers In/Out GF/CIP Designated	Transfers In/Out TEA /M2/Gas Tax Funds	Ending Balance 2014	Transfers In/Out from GF/CIP Undesignated	Transfers In/Out GF/CIP Designated	Transfers In/Out Gas Tax & Measure M	Additions 2015	Ending Balance 2015		
	Designated for PCH Remediation	FY14: Transfer \$1,131,641 to CIP#1242, PHASE A (Memo to file on \$1,453,136 to \$1,131,641 balance)	1,131,641		0		(1,131,641)	0	0	0		0	0	0		
	Designated for Priority 1 Projects (10% of new Priority 1 Projects)	FY14: Acknowledge \$20,000 for required 10% of new Priority 1 CIP projects. Reprogram \$87,500 to CIP#1242. \$20,000 in new funds to CIP#1242	87,500		0	(20,000)	(87,500)				0	0	0	0		
	CIP Sinking Fund	Transfer \$669,000 to CIP#1242	3,169,000				(669,000)		2,500,000					2,500,000		
	Total CIP Fund Balance		87,500		0	(20,000)	(1,888,141)	0	0	0	0	0	0	0		
	General Fund Undesignated Balance															
	Operating Transfer-In to CIP Fund Balance	FY14: Transfer-In \$7,029,859 from General Fund-Undesignated balance to CIP#1242. Also, transfer-in \$20,000 for Priority 1 fund balance and then to CIP#1242				(7,029,859)										
4. PRIORITY 2 POTENTIAL PROJECTS (UNFUNDED) (NOT PRIORITIZED)																
1B	Capo Beach Medians		-	-	-	-	-	-	-	-	-	-	-	-	300,000	300,000
2B	Del Obispo Parking Lot		-	-	-	-	-	-	-	-	-	-	-	-	150,000	150,000
3B	Sea Terrace Park Phase II (Parking Lot and Road)		-	-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000
4B	Sea Terrace Park Phase III (restroom and recreational improvements)		-	-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000
5B	Lantern Bay Park Reclaimed Water Line Installation		-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000
6B	Pines Park Restroom Construction		-	-	-	-	-	-	-	-	-	-	-	-	650,000	650,000
7B	Storm Drain Master Plan Improvements Phase 5		-	-	-	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
8B	PCH Medians, Final Phase		-	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000
9B	Blue Lantern Median		-	-	-	-	-	-	-	-	-	-	-	-	400,000	400,000
10B	Bicycle Trails Master Plan Phase II		-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
11B	Restroom Replacement at Sea Canyon/Sunset Park		-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,300,000
12B	Automation of Diversions		-	-	-	-	-	-	-	-	-	-	-	-	1,080,000	1,080,000
13B	Salt Creek Recycling Plant City Contribution		-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000
14B	Monarch Bay Assoc: PCH Beautification Project, Phase 2		-	-	-	-	-	-	-	-	-	-	-	-	75,000	75,000
15B	PCH/Coast Highway: Complete Street Protected Bikeway/Pedestrian Way		-	-	-	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
16B	RH Dana Joint Use Fields		-	-	-	-	-	-	-	-	-	-	-	-	850,000	850,000
17B	Capo Beach Connectivity Study		-	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000
18B	Town Center Streetscape Construction (Del Prado)		-	-	-	-	-	-	-	-	-	-	-	-	7,700,000	7,700,000
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	23,705,000	23,705,000

DEBT MANAGEMENT

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2013

Assessed Valuation (1)	<u>\$8,844,363,956</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$331,663,648
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u><u>\$331,663,648</u></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.

Headlands Habitat Fund - To account for the endowment revenues and expenditures related to maintaining the natural habitat at the Headlands Reserve.

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 2014 – 2020

City of Dana Point, California

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2014 – 2020

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 2014 – 2020

Primary Program Revenue Sources

State Highway User's (Gasoline) Taxes- Under Section 2103, 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.

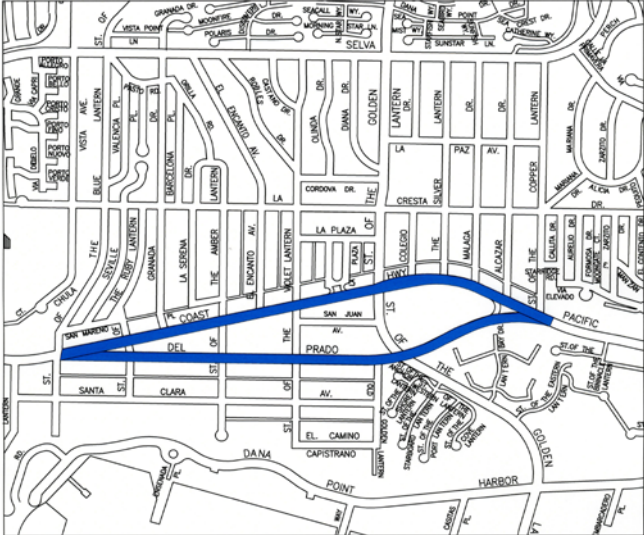
AB2766 Fund- Authorized by the State, fees are imposed on motor vehicles by the air pollution control districts. The fees are collected by the California Department of Motor Vehicles and distributed to local agencies by the South Coast Air Quality Management District to be used for projects which improve 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 2012 & 2013 PROJECTS

Department: Public Works	Project No.: 1223	Project Name: PCH/Del Prado Improvement Project: Design
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PROJECT DESCRIPTION: Roma Design Group and City Staff are completing the final design of the Town Center for the phased construction plan approach for the completion of the Town Center 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 was preliminarily estimated to cost \$19 million.		

Item	Carryover Funding	FY14	FY15	FY15	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Pre-Design									
Design	\$467,335								\$467,335
Construction									
Contract Administration									
Other									
Total Estimated Project Cost	\$467,335								\$467,335
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$467,335								\$467,335
Total Funding	\$467,335								\$467,335

Department: Public Works	Project No.: 1226	Project Name: Railroad Crossing Safety Enhancements
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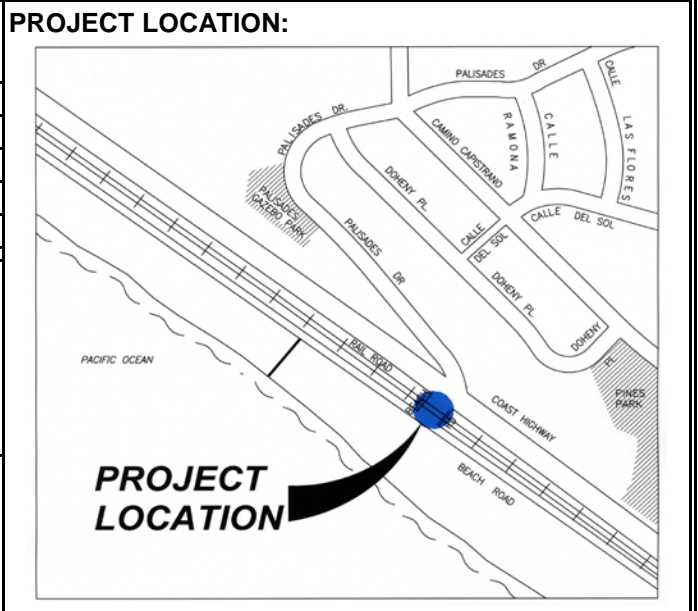
PROJECT DESCRIPTION:
 At Grade Crossing Enhancement Program was approved by OCTA to enhance the safety of all train crossings in Orange County. Railroad crossing safety improvements including additional crossing gates, enhanced pedestrian access improvements, traffic signal modification and other general street improvements have been completed. Final billing of the completed project is anticipated from OCTA in July 2013. The Crossing has also been designated a Quiet Zone as a result of this work effort.

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:
 City of Dana Point is obligated to pay 12% of total project cost

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$49,514								\$49,514
Contract Administration									
Other									
Total Estimated Project Cost	\$49,514								\$49,514
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$49,514								\$49,514
Total Funding	\$49,514								\$49,514

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	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$91,244								\$91,244
Contract Administration									
Other									
Total Estimated Project Cost	\$91,244								\$91,244
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
CIP Undesignated	\$91,244								\$91,244
Reprogrammed Funds									
Unfunded									
Total Funding	\$91,244								\$91,244

Department: Public Works	Project No.: 1242	Project Name: Town Center Streetscape Construction (PCH/Del Prado)
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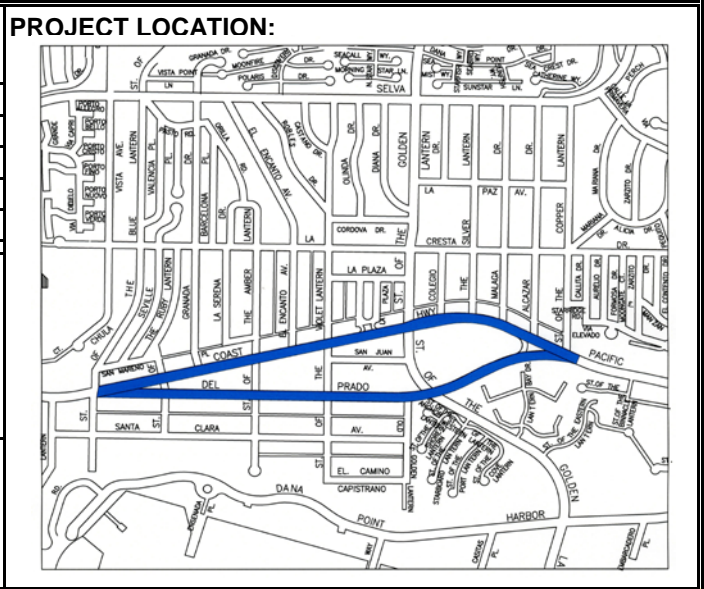
PROJECT DESCRIPTION:
 City Council approved a phased construction approach to begin the Town Center Streetscape improvements. The improvements would change the roadway circulation on PCH and Del Prado between Copper Lantern and Blue Lantern to two-way traffic. In addition, rehabilitation work on PCH 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 been largely completed for easement acquisition.

CLASSIFICATION:

Health and Safety Project	<input checked="" type="checkbox"/>
Mandated Project	<input type="checkbox"/>
Rehabilitation Project	<input checked="" type="checkbox"/>
Water Quality Project	<input type="checkbox"/>
Park Project	<input type="checkbox"/>
Beautification Project	<input checked="" type="checkbox"/>

PRIORITY:

Essential	<input type="checkbox"/>
Necessary	<input checked="" type="checkbox"/>
Desirable	<input type="checkbox"/>
Deferrable	<input type="checkbox"/>



SPECIAL CONSIDERATIONS:
 Construction of the Town Center Plan was preliminarily estimated to cost \$19 million. Funding below would allow completion of the PCH and upcoast entry portion of the project.

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$208,000	\$4,500,000	\$4,500,000						\$9,208,000
Contract Administration									
Unfunded Construction Costs									
Total Estimated Project Cost	\$208,000	\$4,500,000	\$4,500,000						\$9,208,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$208,000								\$208,000
CIP Fund		\$4,500,000	\$4,500,000						\$9,000,000
Total Funding	\$208,000	\$4,500,000	\$4,500,000						\$9,208,000

Department: Public Works	Project No.: 1254	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. Construction is scheduled to commence in the Fall of 2013.

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"/>

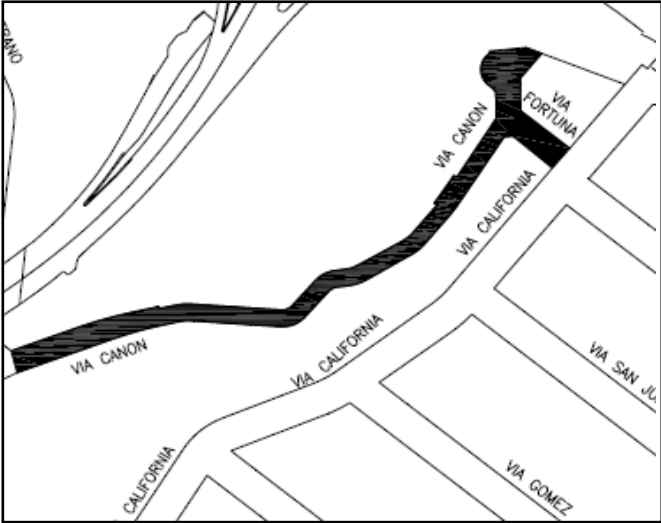
PROJECT LOCATION:

The map shows the project location at the intersection of Pacific Coast Highway and Santa Fe Ave. Key landmarks include Doheny Park Plaza, Doheny State Beach, and various local roads like Las Vegas Ave, Santa Fe Ave, and Park Blvd. An arrow points to the specific location of the bike trail project along Pacific Coast Highway.

SPECIAL CONSIDERATIONS:
 This grant funded project is being constructed by the County of Orange.

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$153,750								\$153,750
Contract Administration									
Other									
Total Estimated Project Cost	\$153,750								\$153,750
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$153,750								\$153,750
Reprogrammed Funds									
CIP Undesignated									
Total Funding	\$153,750								\$153,750

Department: Public Works	Project No.: 1257	Project Name: FY13: Annual Residential Resurfacing
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PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements in priority order by street condition. This project involves rehabilitation of Via Fortuna and Via Canon in Capistrano Beach.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: 
	PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: Partially grant funded.		

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction	\$1,380,628								\$1,380,628
Contract Administration									
Other									
Total Estimated Project Cost	\$1,380,628								\$1,380,628
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$1,066,098								\$1,066,098
Reprogrammed Funds									
Priority1 Reserve									
Measure M Funds									
Prop 1B Funds (SLPP)	\$314,530								\$314,530
Total Funding	\$1,380,628								\$1,380,628

Department: Public Works	Project No.: 1259	Project Name: PCH Rehabilitation: Copper Lantern to Crystal Lantern
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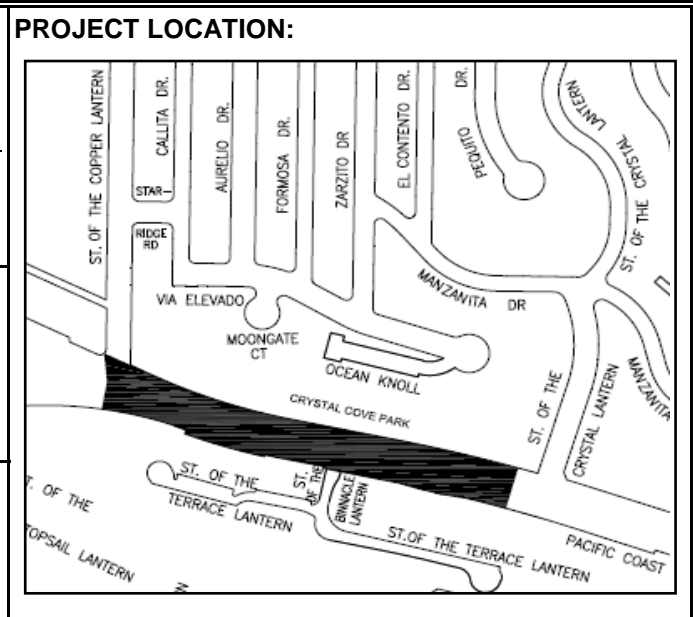
PROJECT DESCRIPTION:
 This program is intended to rehabilitate Pacific Coast Highway between Copper Lantern and Crystal Lantern. Work may be accomplished with portions of the Town Center PCH/Del Prado Project.

CLASSIFICATION:

Health and Safety Project	_____
Mandated Project	_____
Rehabilitation Project	<u> X </u>
Water Quality Project	_____
Park Project	_____
Beautification Project	_____

PRIORITY:

Essential	<u> X </u>
Necessary	_____
Desirable	_____
Deferrable	_____



SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction	\$536,882								\$536,882
Contract Administration									
Other									
Total Estimated Project Cost	\$536,882								\$536,882
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$536,882								\$536,882
Reprogrammed Funds									
Priority1 Reserve									
Measure M Funds									
Total Funding	\$536,882								\$536,882

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MANDATES, REPAIRS, AND REPLACEMENT TO EXISTING INFRASTRUCTURE

Department: Public Works	Project No.: 1260	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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total	
Estimated Construction Costs:										
Design										
Construction		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$150,000	\$150,000						\$300,000	
CIP Undesignated				\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	
Unfunded										
Total Funding		\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	

Department: Public Works	Project No.: 1261	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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	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.: 1262	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 75 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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total	
Estimated Construction Costs:										
Pre-Design										
Design										
Construction		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	
Contract Administration										
Other										
Total Estimated Project Cost		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed		\$150,000	\$150,000						\$300,000	
CIP Undesignated				\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	
Unfunded										
Total Funding		\$150,000	\$150,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,050,000	

Department: Public Works	Project No.: 1263	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 continually identifies 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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	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.: 1264	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 and remove barriers for the disabled where needed. Staff continues to identify needed improvements and once identified, the improvements will be prioritized and implemented. Further, this funding source provides a means for City staff to be responsive to issues as they are identified.			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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	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	

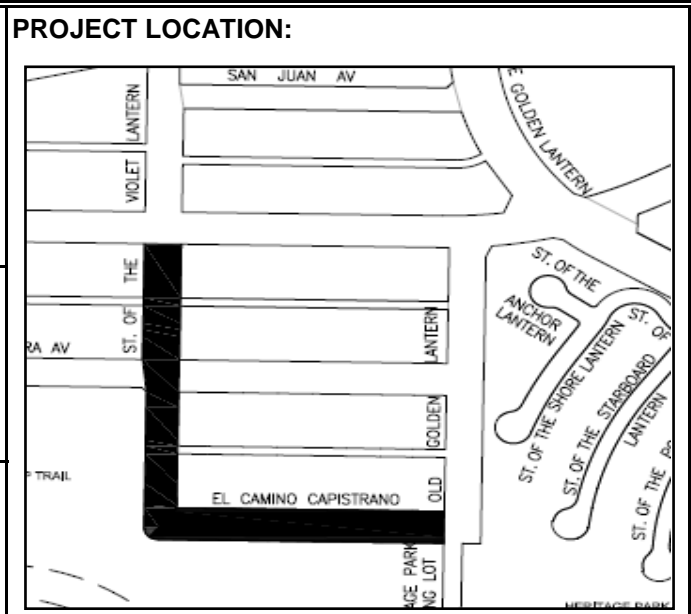
Department: Public Works	Project No.: 1265	Project Name: Traffic Safety Repairs & Improvements								
PROJECT DESCRIPTION: The intent of this annual project is to implement improvements, which would enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended, 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		FY14	FY15	FY16	FY17	FY18	FY19	FY20	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.: 1266	Project Name: Annual Residential Resurfacing FY 14, Phase I
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PROJECT DESCRIPTION:
 This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements in priority order by street condition. Funding for this Project is currently anticipated to be used to pave El Camino Capistrano and a portion of Violet Lantern.

CLASSIFICATION:
 Health and Safety Project _____
 Mandated Project _____
 Rehabilitation Project X
 Water Quality Project _____
 Park Project _____
 Beautification Project _____

PRIORITY:
 Essential X
 Necessary _____
 Desirable _____
 Deferrable _____



SPECIAL CONSIDERATIONS:

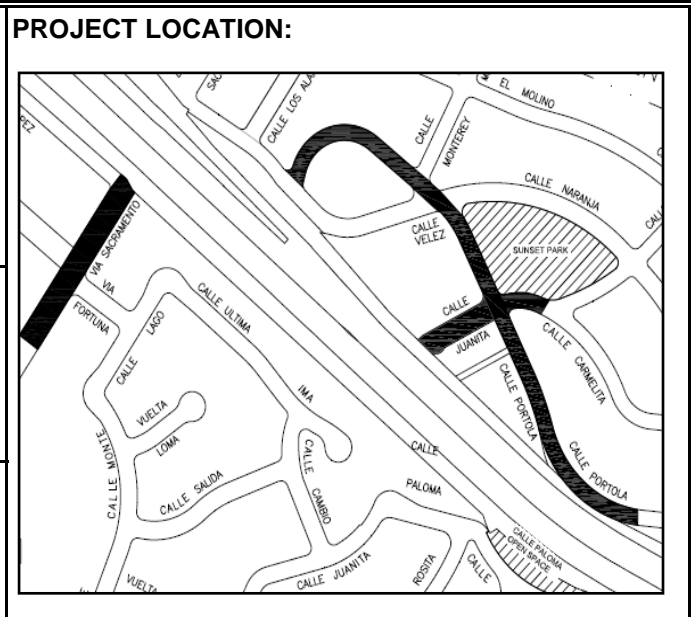
Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction	\$689,826								\$689,826
Contract Administration									
Other									
Total Estimated Project Cost	\$689,826								\$689,826
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds	\$209,180								\$209,180
Measure M Funds		\$480,646							\$480,646
Total Funding	\$209,180	\$480,646							\$689,826

Department: Public Works	Project No.: 1267	Project Name: Annual Residential Resurfacing FY 14, Phase II
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PROJECT DESCRIPTION:
 This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements in priority order by street condition. Funding for this Project is currently anticipated to be used to pave a portion of Calle Portola, Calle Juanita, and Via Sacramento.

CLASSIFICATION:
 Health and Safety Project _____
 Mandated Project _____
 Rehabilitation Project
 Water Quality Project _____
 Park Project _____
 Beautification Project _____

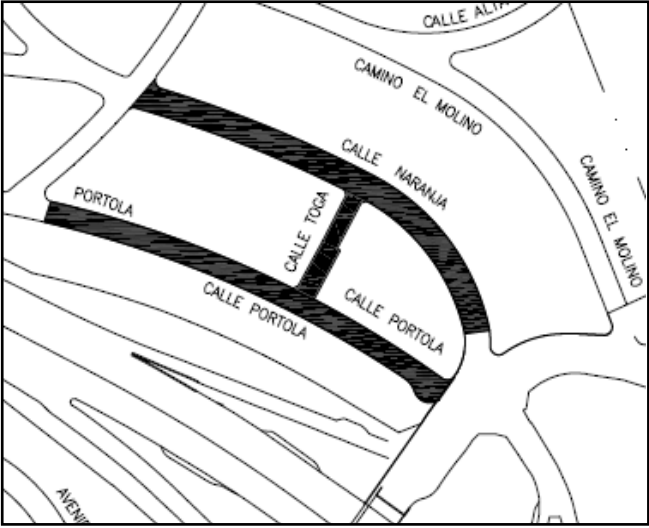
PRIORITY:
 Essential
 Necessary _____
 Desirable _____
 Deferrable _____



SPECIAL CONSIDERATIONS:

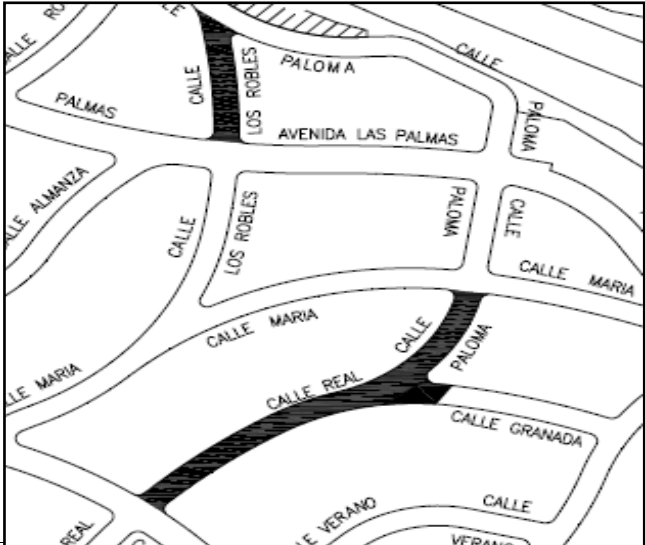
Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction	\$900,000								\$900,000
Contract Administration									
Other									
Total Estimated Project Cost	\$900,000								\$900,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds	\$676,801								\$676,801
Measure M2 Funds			\$18,246						\$18,246
Gas/Excise Tax (Sec 2103) Funds			\$204,953						\$204,953
Total Funding	\$676,801		\$223,199						\$900,000

Department:	Project No.:	Project Name:							
Public Works	1268	Annual Residential Roadway Resurfacing, FY14/15 Phase I							

PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements in priority order by street condition. Funding for this Project is currently anticipated to be used to pave a portion of Calle Portola, Calle Toga and Calle Naranja.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: 
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: 		

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction			\$725,000						\$725,000
Contract Administration									
Other									
Total Estimated Project Cost									\$725,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds									
CIP Designated Funds									
Measure M Funds			\$401,639						\$401,639
Gas/Excise Tax (Sec 2103) Funds			\$323,361						\$323,361
Total Funding			\$725,000						\$725,000

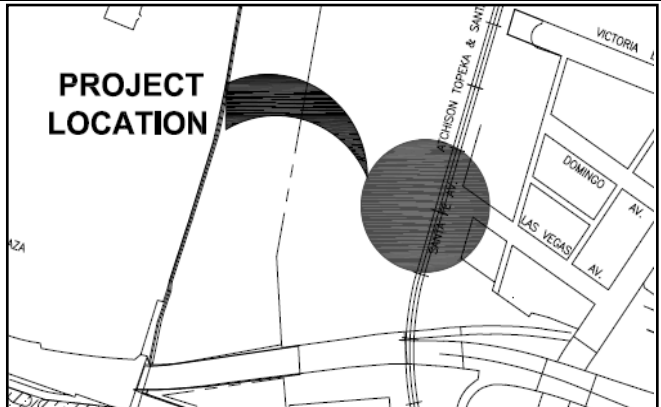
Department:	Project No.:	Project Name:							
Public Works	1269	Annual Residential Roadway Resurfacing, FY14/15 Phase II							

PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements in priority order by street condition. Funding for this Project is currently anticipated to be used to pave a portion of Calle Real and Calle Los Robles.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: 
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: 		

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction			\$656,180						\$656,180
Contract Administration									
Other									
Total Estimated Project Cost									\$656,180
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds									
CIP Designated Funds									
Measure M Funds			\$127,866						\$127,866
Gas/Excise Tax (Sec 2103) Funds			\$528,314						\$528,314
Total Funding			\$656,180						\$656,180

PRIORITY 1 NEW PROJECTS

Department:	Project No.:	Project Name:							
Public Works	1270	San Juan Creek Storm Drain Water Quality Project (L01S02)							

PROJECT DESCRIPTION: This proposed project is intended to help fund infiltration and diversion of dry weather flow from storm drain L01S02. This storm drain empties to San Juan Creek near PCH. The requirement is to improve water quality from this source. Funding is for a grant match.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input type="checkbox"/> Water Quality Project <input checked="" type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>	PROJECT LOCATION: 
	PRIORITY: Essential <input type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>	

SPECIAL CONSIDERATIONS:
 The City is working with the City of San Juan Capistrano, CalTrans, SCWD and the County of Orange to develop the project scope and obtain grant funding to pay for the majority of this project.

Item	Carryover Funding	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Total
Estimated Construction Costs:									
Design									
Construction		\$200,000							\$200,000
Contract Administration									
Other									
Total Estimated Project Cost		\$200,000							\$200,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations									
Reprogrammed Funds		\$200,000							\$200,000
CIP Designated Funds									
Measure M Funds									
Gas/Excise Tax (Sec 2103) Funds									
Total Funding		\$200,000							\$200,000

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